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## GOVERNMENT NOTICE

THE PRESIDENCY

No. 693

29 August 2011

### THE INDEPENDENT COMMISSION FOR THE REMUNERATION OF PUBLIC OFFICE BEARERS

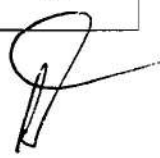


### RECOMMENDATIONS ON TOOLS OF TRADE

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## 1. INTRODUCTION

- 1.1 Globally, there has been a rising tide of criticism of the way in which Public Office Bearers (POBs) are remunerated and reimbursed for the expenses they incur in performing their public duties. This, in turn, causes the public to be sceptical about the integrity of POBs.
- 1.2 The Independent Commission for the Remuneration of POBs (the Commission) has undertaken a comprehensive review of the remuneration of POBs over the past few years. This has altered the manner in which POBs are remunerated specifically by introducing transparency, properly graded job profiles, remuneration linked to the job complexity and by moving towards a philosophy of total cost of remuneration.
- 1.3 Given the magnitude of the Commission's work on remuneration, the Commission has, until now, not proposed a manner in which institutions should deal with the reimbursement of expenses for South African POBs. In South Africa, expenses incurred by POBs to carry out their functions are commonly known as tools of trade.
- 1.4 What is noteworthy about the discussion on POBs' expenses is that often the expenses incurred turn out to be within the current guidelines for POBs' expense reimbursement scheme. This, in turn, challenges the appropriateness of those guidelines in the first place.
- 1.5 The above causes an unhealthy situation because:
  - 1.5.1 As the pressure on the State increases to ensure effective governance and delivery, we need to encourage an increasing number of competent people to seek public office. It is unlikely that people will seek public office when the ethical compass of POBs is subject to challenge.
  - 1.5.2 It is disheartening for POBs who perform their duties to the best of their abilities and with diligence and integrity to be the subject of public scrutiny and scepticism.
  - 1.5.3 We need to ensure an open and transparent manner in which to remunerate POBs and also to encourage the best candidates to seek public office.
- 1.6 This document sets out the primary guidelines and/or recommendations in which the tools of trade should be dealt with in the country for POBs. The Commission would appreciate the endorsement of the recommendations by the President.



## 2. DEFINITIONS

**"Care facilities"** means care facilities provided to POBs' dependents during a time that POBs are unable to care for their own dependents, usually during working hours.

**"Communication and Information Technology Equipment"** refers to all the hard and software required for communication which would include cell phones, computers, printers, etc.

**"Core"** refers to the most important, central or fundamental type of tool of trade, most often used by a POB and without which the POB cannot function professionally.

**"Dependant"** means a child, adopted child and/or foster child whom the POB is legally obliged to support financially and is in fact supporting.

**"Discretionary or peripheral"** refers to those tools of trade which are not central to the functions of POBs.

**"Official accommodation"** means a state owned residence provided to a particular POB..

**"Offices"** refers to the location where POBs perform their business or professional activities. These could either be at their place of residence or official government locations.

**"Office supplies and stationery"** means office tools to perform day-to-day tasks. This includes letter-heads, business cards, diaries, desks, chairs, etc. (These are the more "soft" tools).

**"Private accommodation"** means a privately owned house, which is not paid by the State and does not belong to the State.

**"POB"** means Public Office Bearers ("POBs")


**"Reimbursement allowances"** these are allowances to reimburse POBs for expenses incurred during the performance of official duties. Expenses incurred in a private capacity are not reimbursed. This is not an additional allowance to their remuneration.

**"Staff support"** means adequate administrative and professionally qualified staff in offices to provide the minimum required professional support to all POBs in order to be able to execute their responsibilities.

**"Security"** means the required safety measures provided by the State for POBs to safely and securely live and work. It is a protective measure to POBs in their official capacity during working hours and after hours, in and outside of their home environment.

**"Study aid"** the relevant study assistance provided to perform duties or for developmental purposes to enhance POBs' careers or official performance. Examples of such assistance are when the State provides bursaries or pays for courses, seminars, post-graduate studies, etc.

**"Travelling facilities"** means those facilities provided by the State to empower POBs to execute their duties in the most cost effective manner. Such facilities may be provided by means of road, rail or air travel. POBs may use their own facilities and be reimbursed or use that of the State.



### 3. SCOPE OF THE REVIEW

- 3.1 The Commission was created by and operates under the provisions of the Independent Commission for the Remuneration of Public Office-Bearers Act, 1997 (Act 92 of 1997).
- 3.2 In addition to the legislative requirements to make annual recommendations on POB remuneration, Section 1 of the Act read with Section 7 of the Judicial Officers (Amendment of Conditions of Service) Act, 2003 (Act 28 of 2003), obliges the Commission to publish annual recommendations relating to the resources that are necessary to enable a POB other than a member of the judiciary (including magistrates) to perform the POB's functions effectively.
- 3.3 These resources and/or expenses are commonly known as tools of trade. The term tools of trade is not limited to tools in the narrow sense because it includes items that are required to perform work such as books, computer equipment, and so forth.
- 3.4 It is the Commission's view that it is important to distinguish between remuneration, tools of trade and reimbursable expenses:
- 3.4.1 **Remuneration:** Refers to the total monetary value of the salary, benefits and allowances a POB receives. The term is also defined as the amount of income that is paid or is payable to a person by way of salary, leave pay, wages, overtime pay, bonuses, gratuity, commissions, fees, emolument, pension, retirement allowances or stipends, for services rendered.
- 3.4.2 **Tools of trade:** Refer to the resources or enabling facilities required by POBs to perform their duties efficiently and effectively.
- 3.4.3 **Reimbursable expenses:** Any expenses that are claimed or resources that are used in performing their duties. POBs should take personal responsibility for ensuring that reimbursable expenses are properly incurred.
- 3.5 Against this background, the recommended proposals contained in this document address the tools of trade that should be provided to the following POBs:
- 3.5.1 A member of the Cabinet, Deputy Minister, member of the National Assembly, or permanent delegate to the National Council of Provinces;
- 3.5.2 A member of the Executive Council of a Province or a member of any Provincial Legislature;
- 3.5.3 A member of any Municipal Council of any category or type of municipality;
- 3.5.4 A member of the National House of Traditional Leaders, a member of any Provincial House of Traditional Leaders or a traditional leader.



#### 4. THE CURRENT POSITION IN RESPECT OF THE DETERMINATION AND ADMINISTRATION OF TOOLS OF TRADE

- 4.1 There are significant differences in the approaches adopted by POB institutions regarding the allocation of tools of trade to POBs. Some institutions have their own independent guidelines and/or regulations of administering tools of trade such as:
- 4.1.1 The executive and presiding officers in national and provincial legislatures administer tools of trade through a *Ministerial Handbook*, which is adopted by Cabinet and endorsed by the President.
  - 4.1.2 National Parliament and the National Council of Provinces administer its tools of trade through the *Members Facilities Handbook*.
  - 4.1.3 Provincial legislatures have their own different guidelines and procedures.
  - 4.1.4 Councillors who are elected to local authorities use their municipalities' by-laws and/or regulations.
  - 4.1.5 Traditional leaders depend on their respective communities, provincial governments, and the National Department of Local Government but do not use formal guidelines.
  - 4.1.6 Judges and magistrates use the *Public Service Guidelines* and the *Ministerial Handbook* – although it is not within the Commission's mandate to make tools of trade recommendations for these POBs.
- 4.2 The current differing administration of tools of trade in these institutions make it almost impossible to ensure their appropriateness, manage the cost of the tools of trade, or ensure the transparency of their use and the accountability of POBs to their stakeholders for the use of the tools of trade.

## 5. GUIDING PRINCIPLES

- 5.1 The Commission is obliged to publish its recommendations regarding the resources annually. The recommendations enable POBs to perform their functions effectively. The Act does not state who must actually determine the tools of trade to be allowed once the Commission has published its recommendations, but it does require that the Commission should submit the recommendations to Parliament. The Act does not state what Parliament should do with the Commission's recommendations.
- 5.2 The Commission's recommendations regarding the tools of trade for POBs are influenced by the:
- statutory requirement that the Commission must publish tools of trade recommendations
  - various institutional source documents regulating tools of trade
  - institutional inequalities among POB positions
  - exclusion of certain POBs' positions from tools of trade
  - lack of transparency and clarity in respect of current tools of trade
  - current market development trends in relation to the allocation of tools of trade
  - adequate tools of trade to enable POBs to perform their duties.
- 5.3 The Commission has made recommendations about the nature of appropriate tools of trade and once these have been accepted by the President, each POB institution would have the discretion to determine the exact tools of trade appropriate for a particular piece of work given the particular work environment, specific requirements of a particular job and work pressure.
- 5.4 The different stakeholders will be able to draft their own policy documents by using the Commission's recommendations, as endorsed by the President, as a guide.
- 5.5 There is a need for an annual review of tools of trade and a process by which each POB institution decides and publishes their available tools of trade. Similarly, there should be annual disclosure by each POB of the amount and value of the tools of trade used by that POB. In this way, the public will be able to determine whether the tools of trade are properly used and will be able to hold POBs and POB institutions accountable for their use.
- 5.6 The provision of tools of trade cost the State money and the current exact value of the tools of trade is not possible to quantify as POB institutions do not track or account properly for it. It is therefore important to identify the tools of trade that should be made available to each POB and to what extent.
- 5.7 The Commission recommends that a framework should be made available to each type of POB by the respective institutions. The framework would determine the tools of trade allowed and each POB institution should determine the exact limit of the actual tools of trade. It is important to emphasise the following in relation to the allocation of tools of trade:



5.7.1 **Accessibility:** All POBs should have lawful, open and fair access to tools of trade.

5.7.2 **Affordability and cost control:** Efficient, economic and effective use of resources should be promoted. POBs should use the most cost-effective alternative available. The POBs should be given the means to undertake the duties for which they have been elected or appointed. Wherever practical and economic, such resources should be procured by relevant POB institutions, subject to audit and public disclosure, to ensure propriety and value for money.

There should be no cross-subsidisation between the provided resources. This is to enable POBs to undertake their duties and public activities. Preserving this boundary is important to gain public confidence in the arrangements and it must be rigorously monitored.

5.7.3 **Equity:** The allocation of tools of trade levels within institutions should be externally comparable. Differences in the allocated amounts should be informed by differences in job complexity or designation.

5.7.4 **Flexibility:** Institutions should afford POBs the opportunity to select tools of trade that meet their individual needs without adding to the total expenditure of the POB institutions. The tools of trade should be customised to institutions and designations (also refer to 5.4).

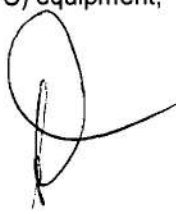
5.7.5 **Simplicity:** Tools of trade arrangements should be simple to administer and easily understood by the POBs.

5.7.6 **Transparency and accountability:** POB institutions should promote transparency and accountability, providing the public with timely, accessible and accurate information of POB tools of trade to establish good governance. Individual POBs should be personally responsible for the way in which they use the public resources entrusted to them. POBs should publicly disclose their expenses annually.

5.7.7 **Value of tools of trade:** Access to tools of trade should create appropriate value for POB institutions, POBs and the public.



## 6. THE COMMISSION'S RECOMMENDATIONS

- 6.1 The Commission consulted extensively with all POB institutions falling within its tools of trade mandate.
- 6.2 The Commission has made separate recommendations for the National Executive and Deputy Ministers, Parliament, the Provincial Executive, the Provincial Legislature, Local Government and Traditional leaders. These recommendations are attached.
- 6.3 The Commission's recommendations deal with the following tools of trade:
- 6.3.1 Official and private accommodation;
  - 6.3.2 Offices, office supplies and stationery;
  - 6.3.3 Information technology and communication (ITC) equipment;
  - 6.3.4 Adequate and professional staff support;
  - 6.3.5 Official and private travelling facilities;
  - 6.3.6 Reimbursement allowances;
  - 6.3.7 Security;
  - 6.3.8 Study aids;
  - 6.3.9 Other facilities.
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## 6.4 RECOMMENDATIONS FOR NATIONAL EXECUTIVE AND DEPUTY MINISTERS

Nr	Tools of trade	Description	Type	Comment
1	Accommodation / operational offices.	<ul style="list-style-type: none"> <li>Official accommodation (residence) and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Ministers/deputy ministers are entitled to official accommodation.</li> <li>Accommodation would be allocated through existing accommodation or through purchasing or in exceptional circumstances rental for new ministers/deputy ministers.</li> <li>The new Minister/Deputy Minister will occupy the official accommodation after being vacated by the outgoing Minister.</li> <li>Ministers/deputy ministers will be provided with one official residence in each seat, which would be maintained in an appropriate manner.</li> <li>The responsible department should decide on the budget.</li> <li>The Department of Public Works will administer the properties.</li> </ul>
2	Security.	<ul style="list-style-type: none"> <li>Personal and official accommodation security.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Security agents should decide on ministers'/deputy ministers' security details.</li> <li>Sufficient security would be provided to ministers/deputy minister regardless of where they reside.</li> <li>The limit of security details will be determined by the relevant security regulations.</li> </ul>
3	Special needs facilities.	<ul style="list-style-type: none"> <li>Facilities such as Braille readers, customised bathrooms and ramps.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Reasonable facilities will be provided as required by legislation such as the Employment Equity Act.</li> <li>Funded by relevant Ministry.</li> </ul>
4	Basic office infrastructure (at relevant office unless specified).	<ul style="list-style-type: none"> <li>Office space and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate office space with furniture relevant to the Ministry.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking bay.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate parking bay at the Ministry offices and Parliament.</li> </ul>
		<ul style="list-style-type: none"> <li>Business cards.</li> <li>Calculators.</li> <li>Letterheads.</li> <li>Stationery.</li> <li>Toner cartridges.</li> <li>Diaries.</li> <li>Postage costs.</li> <li>ITC: <ul style="list-style-type: none"> <li>➤ Appropriate mobile technology – 3G card / data card.</li> <li>➤ Laptop, docking station, desktop computer and/or fax.</li> <li>➤ Multi-digital office (fax, printer, photocopier, scanner).</li> <li>➤ Portable printer.</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate.</li> <li>Allocation to be based on needs.</li> <li>Consideration for the parameters of these tools of trade.</li> <li>Consideration of core and peripheral tools of trade.</li> <li>Paid for by relevant Ministry.</li> <li>Quantity and limits should be linked to the applicable policies that exist within departments.</li> <li>Video conferencing and data projectors may be provided as infrastructure for home of President, Deputy President, ministers and deputy ministers as required.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Video conferencing.</li> <li>➤ Data projector and screens.</li> <li>➤ Cell phone.</li> <li>➤ Office telephone.</li> <li>➤ Residential telephone.</li> </ul>		
5	Reading materials.	<ul style="list-style-type: none"> <li>• Library (facilities, materials, publications, law reports, statutes and research facilities).</li> <li>• Magazine and newspaper subscriptions.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Ministers/deputy ministers should access the central library at Parliament or libraries at their departments.</li> <li>• No libraries would be built at the homes of ministers/deputy ministers.</li> <li>• Ministers/deputy ministers may subscribe to suitable and relevant magazines and periodicals during their terms of office.</li> <li>• Paid by Ministry.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>• Relevant professional development courses.</li> <li>• Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• To be funded by Ministry.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>• Personal secretaries/assistant.</li> <li>• Personal support staff.</li> <li>• Private office support staff.</li> <li>• Researchers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• As appropriate to the office.</li> <li>• Paid for from the Ministry's budget.</li> <li>• Appointed in terms of applicable regulations.</li> </ul>
8	Adequate professional staff.	<ul style="list-style-type: none"> <li>• Ministerial technical advisers, economist, legal representation and so forth.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Advisors required by a Minister would depend on what kinds of specialist skills are required.</li> <li>• Ministers/deputy ministers would have to justify the number of the staff, required in each of the categories.</li> <li>• As appropriate for the office.</li> <li>• Paid for from the Ministry's budget.</li> <li>• Appointed in terms of applicable regulations.</li> </ul>
9	Official travelling facilities.	<ul style="list-style-type: none"> <li>• Official motor vehicle.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• The members would be provided with one vehicle for official use in Cape Town and one vehicle for official use in Pretoria.</li> <li>• The total purchase price of the vehicle may not exceed 60% of the inclusive annual remuneration package of a member as determined by the President.</li> </ul>
		<ul style="list-style-type: none"> <li>• National and international business travel.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Official trips funded by the State or relevant department – no need for ticket allocation.</li> <li>• Must be in the relevant Ministry's budget.</li> <li>• International trips to be approved by the President.</li> <li>• Domestic official travel should be managed by departments.</li> <li>• Actual cost of business trips that were paid for personally would be refunded according to business class rates.</li> <li>• Road and rail trips should be managed by departments.</li> </ul> 

		<ul style="list-style-type: none"> <li>Private travel.</li> <li>Resettlement or relocation grant.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>Not reimbursed.</li> </ul>
			Core	<ul style="list-style-type: none"> <li>This grant is for accepting and relinquishing office.</li> <li>For relocation/resettlement to place of official residence/home.</li> <li>Subject to the best of three quotes.</li> </ul>
10	Private travel.	<ul style="list-style-type: none"> <li>Air ticket quota for current ministers/deputy ministers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>The Commission recommends that the current practice prevail.</li> <li>This enables ministers/deputy ministers to commute between private residence, place of work and constituencies.</li> <li>The current limit for members is 48 tickets a year.</li> <li>The air ticket quota cannot be exchanged for cash.</li> </ul>
11	Reimbursement for expenses.	<ul style="list-style-type: none"> <li>Business/official entertainment.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Reimbursements when paid personally for business entertainment.</li> <li>From Ministry's budget.</li> </ul>
		<ul style="list-style-type: none"> <li>Telephone, Internet and cell costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Personal cell, home phone and Internet costs covered in full.</li> <li>From Ministry's budget.</li> </ul>
		<ul style="list-style-type: none"> <li>Reimbursement for kilometres travelled</li> </ul>	Core	<ul style="list-style-type: none"> <li>Only when personal vehicle is used for official business.</li> <li>Reimbursed at AA rates.</li> <li>Use of official vehicle not reimbursed.</li> <li>Members may claim on condition that the amount claimed is not more than the cost of air travel unless circumstances justify this.</li> </ul>
		<ul style="list-style-type: none"> <li>Subsistence, accommodation and travel costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Ministers and deputy ministers allowed may stay at five-star hotels unless the hotel is pre-arranged on official visits by hosts.</li> <li>Per Diem travel and subsistence for business travel set at allowed limit per tax legislation or relevant legislation/policy.</li> <li>Business expenses reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking facilities at airports.</li> </ul>	Core	<ul style="list-style-type: none"> <li>From Ministry's budget.</li> </ul>
12	Miscellaneous	<ul style="list-style-type: none"> <li>Travel facilities: former ministers/deputy ministers.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>This is a benefit and National Parliament must disclose the allocation in terms of policy/regulation.</li> </ul>
13	Ticket quota	<ul style="list-style-type: none"> <li>Travel facilities for: <ul style="list-style-type: none"> <li>family members air tickets quota</li> <li>tickets for bus and train journey</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>Members are required to commute between their homes, constituencies, offices and Parliament</li> <li>The ticket quota facilities are provided for family members to visit while members are not at their home bases.</li> <li>The air tickets may not be exchanged for cash.</li> <li>Registration of family members is subject to policy provisions.</li> <li>The Income Tax Act will determine if the ticket quota is a fringe benefit or not.</li> </ul>
14	Other benefits.	<ul style="list-style-type: none"> <li>Insurance.</li> </ul>	Discretionary	<ul style="list-style-type: none"> <li>Personal insurance covered under life policy.</li> <li>Personal effects insurance – paid by individual.</li> <li>The State pays the insurance on the household contents of official residences.</li> <li>The individual pays the insurance on the household contents and private residences.</li> </ul>
		<ul style="list-style-type: none"> <li>Childcare facilities</li> </ul>	Discretionary	

**6.5 RECOMMENDATIONS FOR NATIONAL PARLIAMENT AND NATIONAL COUNCIL OF PROVINCES (NCOP)**

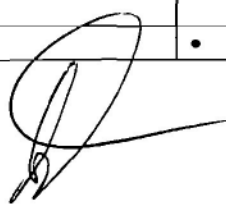
Nr	Tools of trade	Description	Type	Comment
1	Accommodation / operational offices.	<ul style="list-style-type: none"> <li>Official accommodation (residence) and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>All members are entitled to official accommodation.</li> <li>Accommodation would be provided for new members at existing accommodation, through purchasing or in exceptional circumstances rental.</li> <li>The official accommodation will be occupied after being vacated by the outgoing member.</li> <li>Members would be provided with one official residence, which would be maintained in the appropriate manner.</li> <li>Parliament should decide on the budget and allocation.</li> <li>Department of Public Works will administer the properties.</li> </ul>
2	Security.	<ul style="list-style-type: none"> <li>Personal and official security.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Security for the Speaker, Deputy Speaker, Chairperson of NCOP, Deputy Chairperson of NCOP, presiding officers and deputy presiding officers would be determined by security agents.</li> <li>Sufficient security would be provided to presiding officers and deputy presiding officers regardless of where they reside.</li> <li>The security limit will be determined by relevant security regulations.</li> <li>Members who are residing in the Parliamentary village would be provided with adequate security.</li> <li>Members who reside in a privately home must provide their own security.</li> </ul>
3	Special needs facilities.	<ul style="list-style-type: none"> <li>Facilities such as Braille readers, customised bathrooms and ramps.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Reasonable facilities would be provided as required by legislation such as the Employment Equity Act.</li> <li>Funded by Parliament.</li> </ul>
4	Basic office infrastructure (at relevant office unless specified).	<ul style="list-style-type: none"> <li>Office space and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate office space with furniture for all members at Parliament.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking bay.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate parking bay of all members at Parliament.</li> </ul>
		<ul style="list-style-type: none"> <li>Business cards.</li> <li>Calculators.</li> <li>Letterheads.</li> <li>Stationery.</li> <li>Toner cartridges.</li> <li>Diaries.</li> <li>Postage costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>For all members as appropriate and defrayed by Parliament.</li> </ul>
		<ul style="list-style-type: none"> <li>ITC: <ul style="list-style-type: none"> <li>➤ Appropriate mobile</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate.</li> <li>Allocation to be based on needs.</li> </ul> 

		<p>technology – 3G card / data card.</p> <ul style="list-style-type: none"> <li>➤ Laptop, docking station, desktop computer, or fax.</li> <li>➤ Multi digital office (fax, printer, photocopier, scanner).</li> <li>➤ Portable printer.</li> <li>➤ Video conferencing.</li> <li>➤ Data projector and screens.</li> <li>➤ Cell phone.</li> <li>➤ Office telephone.</li> <li>➤ Residential telephone.</li> </ul>		<ul style="list-style-type: none"> <li>• Consideration of core and peripheral tools of trade.</li> <li>• Paid for by Parliament.</li> <li>• Quantity and limit should be linked to the applicable policies that exist within Parliament.</li> <li>• Video conferencing and data projectors may be provided as infrastructure for home when required for Presiding officers and Deputy Presiding officers.</li> </ul>
5	Reading materials.	<ul style="list-style-type: none"> <li>• Library (facilities, materials, publications, law reports, statutes and research facilities).</li> <li>• Magazine and newspaper subscriptions.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Members should access the central library at Parliament or any national library.</li> <li>• No libraries would be built at members' homes.</li> <li>• Members may subscribe to suitable and relevant magazines and periodicals during their terms of office.</li> <li>• Paid by Parliament.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>• Relevant professional development courses.</li> <li>• Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Study assistance during their term of office should be provided to members.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>• Personal secretaries/assistants.</li> <li>• Personal support staff.</li> <li>• Private office support staff.</li> <li>• Researchers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Presiding officers/deputy presiding officers to be provided with adequate support staff.</li> <li>• Parliamentary committees should be provided with adequate support staff.</li> <li>• Remuneration from the Parliament budget.</li> </ul>
8	Adequate professional staff.	<ul style="list-style-type: none"> <li>• Presiding officers' technical advisers, economist, legal representation etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Advisors required by presiding officers would depend on the kind of specialist skills required.</li> <li>• Presiding officers would have to justify the number of the staff that they require in each of the categories.</li> <li>• As appropriate for the office.</li> <li>• Paid from Parliament's budget.</li> </ul>



9	Official travelling facilities.	• Official motor vehicle for presiding officers/deputy presiding officers.	Core	<ul style="list-style-type: none"> <li>• Presiding officers/deputy presiding officers should be provided with one vehicle for official purposes.</li> <li>• The total purchase price of the vehicle may not exceed 60% of the inclusive annual remuneration package of a member as determined by the President.</li> </ul>
		• Members' motor vehicle allowance.	Core	<ul style="list-style-type: none"> <li>• Members are not entitled to an official motor vehicle and will structure part of their remuneration flexible portion as their motor vehicle allowance.</li> <li>• This allowance will be used to purchase a reliable motor vehicle for official duties.</li> </ul>
		• National and international business travel.	Core	<ul style="list-style-type: none"> <li>• Official trips funded by Parliament – no need for ticket allocation.</li> <li>• Must be in Parliament's budget.</li> <li>• International trips to be approved by presiding officers.</li> <li>• Domestic official travel should be managed by Parliament.</li> <li>• Road and rail trips should be managed by Parliament.</li> </ul>
		• Resettlement or relocation grant.	Core	<ul style="list-style-type: none"> <li>• This grant is for accepting and relinquishing office.</li> <li>• For relocation/resettlement to place of official residence/home.</li> <li>• Subject to the best of three quotes.</li> </ul>
10	Private travel.	• Air ticket quota for current members.	Core	<ul style="list-style-type: none"> <li>• The Commission recommends that the current practice prevails.</li> <li>• This would enable members to commute between private residence, place of work and constituencies.</li> <li>• The current limit for members is 48 tickets.</li> <li>• The air ticket quota may not be exchanged for cash.</li> </ul>
11	Reimbursement of expenses	• Business entertainment for presiding officers/deputy presiding officers.	Core	<ul style="list-style-type: none"> <li>• Reimbursement when paying personally for business entertainment.</li> <li>• From Parliament's budget.</li> </ul>
		• Telephone, Internet and cell costs of members.	Core	<ul style="list-style-type: none"> <li>• Personal cell, home phone and Internet costs covered in full for presiding officers/deputy presiding officers.</li> <li>• Parliament should provide limit to other members.</li> <li>• From Parliament's budget.</li> </ul>
		• Reimbursement for kilometres travelled.	Core	<ul style="list-style-type: none"> <li>• Only when personal vehicle is used for official business.</li> <li>• Reimbursement at AA rates.</li> <li>• Use of official motor vehicle not reimbursed.</li> <li>• Members may claim on condition that amount claimed is not more than the cost of air travel unless circumstances justify it.</li> </ul>
		• Subsistence, accommodation and travel costs.	Core	<ul style="list-style-type: none"> <li>• Members may stay at four-star hotels unless the hotel is pre-arranged on official visits by hosts.</li> <li>• Per Diem travel and subsistence for business travel set at allowed limit per tax legislation or applicable rules, regulations and policy.</li> <li>• Business expenses reimbursed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Parking facilities at airports.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Reimbursed from Parliament's budget.</li> </ul>
12	Miscellaneous	<ul style="list-style-type: none"> <li>• Travel facilities: former presiding officers, deputy presiding officers and members.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• This is a benefit and Parliament must disclose the allocation in terms of policy/regulation.</li> </ul>
13	Ticket quota.	<ul style="list-style-type: none"> <li>• Travel facilities:               <ul style="list-style-type: none"> <li>➤ family members' air tickets quota</li> <li>➤ tickets for bus and train journeys.</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>• Members are required to commute between their homes, constituencies, offices and Parliament.</li> <li>• The ticket quota facilities are provided for family members to visit while members are not at their home bases.</li> <li>• The air tickets quota may not be exchanged for cash.</li> <li>• Registration of family members is subject to policy provisions.</li> <li>• The Income Tax Act will determine if the ticket quota is a fringe benefit.</li> </ul>
14	Care facilities.	<ul style="list-style-type: none"> <li>• Insurance.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• Personal insurance covered under life policy.</li> <li>• Personal effects insurance – paid by individual.</li> <li>• The State pays the insurance on the household contents and official residences.</li> <li>• The individual pays the insurance on the household contents and private residences.</li> </ul>
		<ul style="list-style-type: none"> <li>• Childcare facilities.</li> </ul>	Discretionary	



**6.6 RECOMMENDATIONS FOR PROVINCIAL EXECUTIVES**

Nr	Tools of trade	Description	Type	Comment
1	Accommodation / operational offices.	<ul style="list-style-type: none"> <li>Official accommodation (residence) and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Premier/Members of the executive council (MECs) are entitled to official accommodation.</li> <li>Accommodation would be allocated to new members through existing accommodation, or in exceptional circumstances, rental.</li> <li>The official accommodation will be occupied after vacated by the outgoing Member</li> <li>Member should be provided with one official accommodation</li> <li>The responsible Department should decide on the budget</li> <li>The properties must be maintained in appropriate manner</li> </ul>
2	Security.	<ul style="list-style-type: none"> <li>Personal and official accommodation security.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Security agents would determine MEC's security.</li> <li>Sufficient security should be provided to MECs regardless of where they reside.</li> <li>The limit to be determined by relevant security regulations.</li> <li>MECs that residing in the Parliamentary village would be provided with adequate security.</li> <li>MECs residing in private houses must be provided with security.</li> </ul>
3	Special needs facilities.	<ul style="list-style-type: none"> <li>Facilities include Braille readers, customised bathrooms, ramps and so forth.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Reasonable facilities would be provided as required by legislation such as the Employment Equity Act.</li> <li>Funded by relevant department.</li> </ul>
4	Basic office infrastructure (at relevant office unless specified).	<ul style="list-style-type: none"> <li>Office space and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate office space with furniture at relevant department.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking bay.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate parking bay at department.</li> </ul>
		<ul style="list-style-type: none"> <li>Business cards</li> <li>Calculators</li> <li>Letter heads</li> <li>Stationery</li> <li>Toner cartridges</li> <li>Diaries</li> <li>Postage costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate and paid by relevant department.</li> </ul>
		<ul style="list-style-type: none"> <li>ITC.               <ul style="list-style-type: none"> <li>➤ Appropriate mobile technology – 3G cards / data card.</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate.</li> <li>Allocation should be based on needs.</li> <li>Consideration for the parameters is required.</li> <li>Consideration of core and peripheral tools of trade.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Laptop, docking station, desktop computer, fax or</li> <li>➤ Multi-digital office (fax, printer, photocopier, scanner).</li> <li>➤ Portable printer.</li> <li>➤ Video conferencing.</li> <li>➤ Data projector and screens.</li> <li>➤ Cell phone.</li> <li>➤ Office telephone.</li> <li>➤ Residential telephone.</li> </ul>		<ul style="list-style-type: none"> <li>• Paid for by relevant department.</li> <li>• Quantity and limit should be linked to the applicable policies existing within departments.</li> </ul>
5	Reading materials.	<ul style="list-style-type: none"> <li>• Library (facilities, materials, publications, law reports, statutes and research facilities).</li> <li>• Magazine and newspaper subscriptions.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Members should access the central library at Legislature, Parliament or their departments.</li> <li>• No private libraries will be built at members' homes.</li> <li>• Members may subscribe to suitable and relevant magazines and periodicals during their terms of office.</li> <li>• Paid by departments.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>• Relevant professional development courses</li> <li>• Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Funded by department.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>• Personal secretaries/assistants.</li> <li>• Personal support staff.</li> <li>• Private office support staff.</li> <li>• Researchers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• As appropriate for the office.</li> <li>• Paid for from the department's budget.</li> <li>• Appointed in terms of applicable regulations.</li> </ul>
8	Adequate professional staff	<ul style="list-style-type: none"> <li>• Technical advisers, economist, legal representation and the like.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Advisors required by a member would depend on what kinds of specialist skills are required.</li> <li>• Member would have to justify the number of staff members required in each of the categories.</li> <li>• As appropriate for the office.</li> <li>• Paid for from the member's budget.</li> <li>• Appointed in terms of applicable regulations.</li> </ul>
9	Official travelling facilities.	<ul style="list-style-type: none"> <li>• Official motor vehicle.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• The members should be provided with one vehicle for official purposes</li> <li>• The total purchase price of the vehicle may not exceed 60% of the</li> </ul>

				inclusive annual remuneration package of a member as determined by the President
		<ul style="list-style-type: none"> <li>National and international business travel.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Official trips funded by State or relevant department – no need for ticket allocation.</li> <li>Must be in relevant department's budget.</li> <li>International trips to be approved by President/Premier.</li> <li>Domestic official travel should be managed by departments.</li> <li>Business trips paid for personally to be refunded at actual cost up to business class rates.</li> <li>Road and rail trips should be managed by departments.</li> </ul>
		<ul style="list-style-type: none"> <li>Private travel.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>Not reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>Resettlement or relocation grant.</li> </ul>	Core	<ul style="list-style-type: none"> <li>This grant is for accepting and relinquishing office.</li> <li>For relocation/resettlement to place of official residence/home.</li> <li>Subject to the best of three quotes.</li> </ul>
10	Private travel.	<ul style="list-style-type: none"> <li>Air ticket quota for current members.</li> </ul>	Core	<ul style="list-style-type: none"> <li>The Commission recommends that the current practice prevails.</li> <li>This would enable members to commute between private residence, place of work and constituencies.</li> <li>The current limit for members is 48 tickets per annum.</li> <li>The air ticket quota may not be exchanged for cash.</li> <li>The Income Tax Act would determine if the ticket is a fringe benefit</li> </ul>
11	Reimbursement for expenses.	<ul style="list-style-type: none"> <li>Business/official entertainment.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Reimbursed when paying personally for business entertainment.</li> <li>From own department's budget.</li> </ul>
		<ul style="list-style-type: none"> <li>Telephone, Internet and cell costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Personal cell and home phone, Internet costs covered in full.</li> <li>From department's budget.</li> </ul>
		<ul style="list-style-type: none"> <li>Reimbursement for kilometres travelled.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Only when personal vehicle is used for official business.</li> <li>Reimbursed at AA rates.</li> <li>Use of official vehicle not reimbursed.</li> <li>Members may claim on condition that the amount claimed is not more than the cost of air travel unless circumstances justify this.</li> </ul>
		<ul style="list-style-type: none"> <li>Subsistence, accommodation and travel cost.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Members are allowed to stay at four-star hotel unless the hotel is pre-arranged on official visits by hosts.</li> <li>Per Diem travel and subsistence for business travel set at allowed limit per tax legislation.</li> <li>Business expenses reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking facilities at airports.</li> </ul>	Core	<ul style="list-style-type: none"> <li>From department's budget.</li> </ul>
12	Miscellaneous.	<ul style="list-style-type: none"> <li>Travel facilities: former members.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>No travel facilities are recommended.</li> </ul>
13	Ticket quota.	<ul style="list-style-type: none"> <li>Travel facilities:</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>No travel facilities are recommended.</li> </ul>

		<ul style="list-style-type: none"> <li>• Family members air tickets quota.</li> <li>• Tickets for bus and train journey.</li> </ul>		
14	Other facilities	<ul style="list-style-type: none"> <li>• Insurance</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• Personal insurance covered under life policy.</li> <li>• Personal effects insurance – paid by individual.</li> <li>• Household contents and insurance on official residences are to be covered by the State.</li> <li>• Private residences should be covered by individual.</li> </ul>
		<ul style="list-style-type: none"> <li>• Childcare facilities.</li> </ul>	Discretionary	



**6.7 RECOMMENDATIONS FOR PROVINCIAL LEGISLATURES**

Nr	Tools of trade	Description	Type	Comment
1	Accommodation/operational offices.	<ul style="list-style-type: none"> <li>Official accommodation (residence) and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Members who reside more than 100 km away from the seat are entitled to official accommodation.</li> <li>New members - accommodation would be allocated through existing accommodation, purchasing or in exceptional circumstances rental. be</li> <li>The official accommodation will be occupied after vacated by the outgoing member.</li> <li>Member should be provided with one official residence that is maintained in the appropriate manner.</li> <li>The Legislature should decide on the budget and allocation.</li> <li>Department of Public Works to manage the properties.</li> </ul>
2	Security.	<ul style="list-style-type: none"> <li>Personal and official accommodation security.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Speaker and Deputy Speaker: security should be decided by security agents.</li> <li>Sufficient security should be provided to Speaker and Deputy Speaker regardless of where they reside.</li> <li>The limit to be determined by relevant security regulations.</li> <li>Members residing in the Parliamentary village would be provided with adequate security.</li> <li>Members residing in private houses must provide own with security.</li> </ul>
3	Special needs facilities.	<ul style="list-style-type: none"> <li>Facilities such as Braille readers, customised bathrooms, ramps and the like.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Should be provided to a reasonable level as required by of legislation for example the Employment Equity Act.</li> <li>Funded by Legislature.</li> </ul>
4	Basic office infrastructure (at relevant office unless specified).	<ul style="list-style-type: none"> <li>Office space and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate office space with furniture at Legislature.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking bay</li> </ul>	Core	<ul style="list-style-type: none"> <li>Appropriate parking bay at Legislature.</li> </ul>
		<ul style="list-style-type: none"> <li>Business cards</li> <li>Calculators</li> <li>Letterheads</li> <li>Stationery</li> <li>Toner cartridges</li> <li>Diaries</li> <li>Postage costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate and paid by Legislature.</li> </ul>
		<ul style="list-style-type: none"> <li>ITC:               <ul style="list-style-type: none"> <li>➤ Appropriate mobile technology – 3G cards</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>As appropriate.</li> <li>Allocation should be based on needs.</li> <li>Consideration for the parameters of these tools of trade is required.</li> </ul>

		<ul style="list-style-type: none"> <li>/ data card</li> <li>➤ Laptop, docking station, desktop computer, fax or</li> <li>➤ Multi-digital office (fax, printer, photocopier, scanner)</li> <li>➤ Portable printer</li> <li>➤ Video conferencing</li> <li>➤ Data projector and screens</li> <li>➤ Cell phone</li> <li>➤ Office telephone</li> <li>➤ Residential telephone.</li> </ul>		<ul style="list-style-type: none"> <li>• Consideration of core and peripheral tools of trade.</li> <li>• Paid for by Legislature.</li> <li>• Quantity and limit should be linked to the applicable policies that exist within Legislature.</li> <li>• Video conferencing and data projectors may be provided as infrastructure for home when required for Speaker/Deputy Speaker.</li> </ul>
5	Reading materials.	<ul style="list-style-type: none"> <li>• Library (facilities, materials, publications, law reports, statutes and research facilities).</li> <li>• Magazine and newspaper subscriptions.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Members should access the central library at Legislature or any Provincial Library.</li> <li>• No libraries will be built at the homes of members.</li> <li>• Members may subscribe to suitable and relevant magazines, and periodicals during their term of office</li> <li>• Subscription allowance for relevant professional magazines during the term of office.</li> <li>• Paid by Legislature.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>• Relevant professional development courses.</li> <li>• Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Members should be provided with study assistance during their term of office.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>• Personal secretaries /assistants.</li> <li>• Personal support staff.</li> <li>• Private office support staff.</li> <li>• Researchers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Speaker and Deputy Speaker should be provided appropriate support staff.</li> <li>• Committees should be provided adequate support staff.</li> <li>• Paid for from the Legislature's budget.</li> </ul>
8	Adequate professional staff.	<ul style="list-style-type: none"> <li>• Technical advisers, economist, legal representation and the like.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Advisors required by Speaker/Deputy Speaker would depend on what kind of specialist skills is required.</li> <li>• Speaker/Deputy Speaker would have to justify the numbers of the staff which are required in each of the categories.</li> <li>• As appropriate for the office.</li> <li>• Paid for from the Legislature's budget.</li> </ul>

9	Official travelling facilities.	• Official motor vehicle	Core	<ul style="list-style-type: none"> <li>• The presiding officers/deputy presiding officers should be provided with one vehicle for official use.</li> <li>• The total purchase price of the vehicle may not exceed 60% of the inclusive annual remuneration package of a member as determined by the President.</li> <li>• Car belongs to Legislature and at the end of Presiding Officer's term the car goes back into the Legislature's car pool.</li> <li>• New Speaker Deputy Speaker uses former Speaker/Deputy Speaker Officer's car unless three-year/ 120 000 km limit is reached.</li> </ul>
		• Members' motor vehicle allowance.	Core	<ul style="list-style-type: none"> <li>• Members are not entitled to official motor vehicle and will structure part of their remuneration flexible portion as motor vehicle allowance.</li> <li>• This allowance will be used to purchase a reliable motor vehicle for official duties.</li> </ul>
		• National and International Business Travel.	Core	<ul style="list-style-type: none"> <li>• Official trips funded by Legislature – no need for ticket allocation.</li> <li>• Must be in Legislature budget.</li> <li>• International trips to be approved by Speaker/Deputy Speaker.</li> <li>• International trips for Speaker/Deputy Speaker to be approved by the Premier</li> <li>• Domestic official travel should be managed by Legislature.</li> <li>• Business trips paid for personally to be refunded at actual cost up to Business Class rates.</li> <li>• Road and rail trips should be managed by Legislature.</li> </ul>
		• Private travel.	Peripheral	<ul style="list-style-type: none"> <li>• Not reimbursed.</li> </ul>
		• Resettlement or relocation grant.	Core	<ul style="list-style-type: none"> <li>• This grant is for accepting and relinquishing office.</li> <li>• For relocation/resettlement to place of official residence/home.</li> <li>• Subject to the best of three quotes.</li> </ul>
10	Private travel.	• Air ticket quota for current members.	Core	<ul style="list-style-type: none"> <li>• The Commission recommends that the current practice prevails.</li> <li>• This would enable members to commute between private residence, place of work and constituencies.</li> <li>• The current limit for members is 48 tickets per annum.</li> <li>• The air ticket quota cannot be exchanged for cash.</li> <li>• The Income Tax Act would determine if the ticket is a fringe benefit.</li> </ul>
11	Reimbursement for expenses.	• Business/official entertainment.	Core	<ul style="list-style-type: none"> <li>• Reimbursement paid personally for business entertainment.</li> <li>• From Legislature's budget.</li> </ul>
		• Telephone, Internet and cell costs.	Core	<ul style="list-style-type: none"> <li>• Personal cell and home phone and Internet costs covered in full for Speaker and Deputy Speaker.</li> <li>• Legislature should provide limit to other members.</li> <li>• From Legislature's budget.</li> </ul>
		• Reimbursement for	Core	<ul style="list-style-type: none"> <li>• Only when personal vehicle is used for official business.</li> </ul>

		kilometres travelled.		<ul style="list-style-type: none"> <li>• Reimbursed at AA-rates.</li> <li>• Use of official vehicle not reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>• Subsistence, accommodation and travel costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• Presiding / Deputy Presiding Officers are allowed to stay at 4 star hotel unless the hotel is pre-arranged on official visits by hosts</li> <li>• Members are allowed to stay at three-star hotel unless the hotel is pre-arranged on official visits by hosts.</li> <li>• Per Diem travel and subsistence for business travel set at allowed limit per tax legislation.</li> <li>• Business expenses reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>• Parking facilities at airports.</li> </ul>		<ul style="list-style-type: none"> <li>• Reimbursed from Legislature's budget.</li> </ul>
12	Miscellaneous.	<ul style="list-style-type: none"> <li>• Travel facilities: former members.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• No travel facilities are recommended.</li> </ul>
13	Ticket quota.	<ul style="list-style-type: none"> <li>• Travel facilities: <ul style="list-style-type: none"> <li>➢ family members air tickets quota.</li> <li>➢ tickets for bus and train journey.</li> </ul> </li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• No travel facilities are recommended.</li> </ul>
14	Other facilities.	<ul style="list-style-type: none"> <li>• Insurance.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>• Personal insurance covered under life policy.</li> <li>• Personal effects insurance – paid for per individual.</li> <li>• Household contents and insurance on official residences – paid for by Legislature.</li> <li>• Insurance on private residence – paid for by member.</li> </ul>
		<ul style="list-style-type: none"> <li>• Childcare facilities.</li> </ul>	Discretionary	

**6.8 RECOMMENDATIONS FOR LOCAL GOVERNMENT**

Nr	Tools of trade	Description	Type	Comment
1	Accommodation/operational offices.	• Official accommodation (residence) and furniture.	Core	• Only for Executive Mayors.
		• Subsidy for privately owned home.	N/A	• Status quo to be maintained. Councillors to structure housing allowance from their remuneration packages.
2	Security.	• Personal and official accommodation security	Core	• Status quo to be maintained. Only to be made available to Executive Mayors.
3	Special needs facilities.	• Facilities such as Braille readers, customised bathrooms, ramps and so forth.	Core	• Should be accommodated in terms of tools of trade if differently abled.
4	Basic office infrastructure (at relevant office unless specified).	• Office space and furniture.	Core	• Status quo to be maintained in terms of offices and furniture.
		• Parking bay.	Core	• Must be made available.
		• Business cards • Calculators • Letterheads • Stationery • Toner cartridges • Diaries • Postage costs.	Core	• Must be provided.
		• ITC: ➢ Appropriate mobile technology – 3G cards / data card ➢ Laptop, docking station, desktop computer, fax or ➢ Multi-digital office (fax, printer, photocopier, scanner).	Core	• Status quo to be maintained. • To be centralised. • Must be motivated and approved by relevant authority. • To apply to Executive Mayors and those councillors who have offices.
		• Portable printer.	Core	• To be made available only to Executive Mayor, Deputy Executive Mayor and Speaker.
		• Video conferencing.	Core	• To be made available only to Executive Mayor, Deputy Executive Mayor and Speaker.

		<ul style="list-style-type: none"> <li>Data projector and screens.</li> <li>Cell phone.</li> <li>Office telephone.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Status quo to be maintained.</li> <li>To be centralised.</li> <li>Must be motivated and approved by relevant authority.</li> <li>To apply to Executive Mayors and those councillors who have offices.</li> </ul>
		<ul style="list-style-type: none"> <li>Residential telephone.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available only to Executive Mayor, Deputy Executive Mayor and Speaker.</li> </ul>
5	Reading materials.	<ul style="list-style-type: none"> <li>Library (facilities, materials, publications, law reports, statutes and research facilities).</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Not applicable to councillors.</li> </ul>
		<ul style="list-style-type: none"> <li>Magazine and newspaper subscriptions.</li> </ul>	Peripheral	<ul style="list-style-type: none"> <li>To be centralised.</li> <li>According to individual needs.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>Relevant professional development courses.</li> <li>Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be motivated and approved by relevant authority.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>Personal secretaries/assistants.</li> <li>Personal support staff.</li> <li>Private office support staff.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Only to be made available to Executive Mayors.</li> </ul>
8	Adequate professional staff.	<ul style="list-style-type: none"> <li>Advisers, economist, legal representation and the like.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Only to be made available to Executive Mayors.</li> </ul>
9	Official travelling facilities.	<ul style="list-style-type: none"> <li>Official motor vehicle.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to all positions except member of executive committee or mayoral committee, whip or chairperson of a subcouncil.</li> <li>Value to be determined by grade of municipality.</li> <li>Local councils to develop policy.</li> <li>According to financial capacity of local council.</li> </ul>
		<ul style="list-style-type: none"> <li>National and international business travel.</li> </ul>	C/P	<ul style="list-style-type: none"> <li>Core for Executives, peripheral for other positions.</li> </ul>
		<ul style="list-style-type: none"> <li>Private travel.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Not reimbursed.</li> </ul>
		<ul style="list-style-type: none"> <li>Resettlement or relocation grant.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Councillors live within the areas where they were elected.</li> </ul>
10	Private travel	<ul style="list-style-type: none"> <li>Air ticket quota for current councillors.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>Not applicable to councillors.</li> </ul>

11	Reimbursement for expenses.	• Business entertainment.	Core	• Must be in accordance with verifiable claims. • Must conform to municipal policies.
		• Telephone, Internet and cell phone costs.	Core	• Must be in accordance with verifiable claims. • Must conform to municipal policies.
		• Reimbursement for kilometres travelled	Core	• Must be in accordance with verifiable claims. • Must conform to municipal policies.
		• Subsistence, accommodation and travel cost.	Core	• Must be in accordance with verifiable claims. • Must conform to municipal policies.
		• Parking facilities at airports.	Core	• Must be in accordance with verifiable claims. • Must conform to municipal policies.
12	Other facilities.	• Insurance.	N/A	• Personal and household insurance to be paid by individual councillors themselves until alternative arrangements are in place.
		• Funeral.	Core	• Covered by relevant pension fund benefits.
		• Childcare facilities.	Discretionary	

## 6.9 RECOMMENDATIONS FOR TRADITIONAL LEADERS

Nr	Tools of trade	Description	Type	Comment
1	Accommodation/operational offices.	<ul style="list-style-type: none"> <li>Official accommodation (residence) and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>One house per King/Queen.</li> <li>One house for Chairperson and Deputy Chairperson of the National House and Provincial House.</li> </ul>
2	Security.	<ul style="list-style-type: none"> <li>Personal and official accommodation security.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Security should be decided by security agents for the King, Queen, Chairperson and Deputy Chairperson of the National House and Provincial House.</li> </ul>
3	Special needs facilities.	<ul style="list-style-type: none"> <li>Facilities such as Braille readers, customised bathrooms, ramps and the like.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be applicable to all traditional leaders.</li> <li>Must be motivated and approved as per individual needs.</li> </ul>
4	Basic office infrastructure (at relevant office unless specified).	<ul style="list-style-type: none"> <li>Office space and furniture.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to all traditional leaders except Headmen.</li> </ul>
		<ul style="list-style-type: none"> <li>Parking bay.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be provided to King/Queen, and senior traditional leaders.</li> </ul>
		<ul style="list-style-type: none"> <li>Business cards</li> <li>Calculators</li> <li>Letterheads</li> <li>Stationery</li> <li>Toner cartridges</li> <li>Diaries</li> <li>Postage costs.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to all King/Queen, and senior traditional leaders.</li> </ul>
		<ul style="list-style-type: none"> <li>ITC:                             <ul style="list-style-type: none"> <li>Appropriate mobile technology – 3G cards / data card.</li> <li>Laptop, docking station, desktop computer, fax.</li> <li>Multi-digital office (fax, printer, photocopier, scanner)</li> </ul> </li> </ul>	Core	<ul style="list-style-type: none"> <li>To be centralised.</li> <li>To be motivated and approved by relevant authority.</li> </ul>
		<ul style="list-style-type: none"> <li>Data projector and screens.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available only to the office of a King/Queen, National House of Traditional Leaders, Provincial House of Traditional Leaders and Local House of Traditional Leaders.</li> </ul>
		<ul style="list-style-type: none"> <li>Cell phone.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to all traditional leaders.</li> </ul>
		<ul style="list-style-type: none"> <li>Office telephone.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available only to those traditional leaders who are office</li> </ul>

		<ul style="list-style-type: none"> <li>Residential telephone.</li> </ul>	Core	<p>based.</p> <ul style="list-style-type: none"> <li>To be made available only to kings/queens and senior traditional leaders.</li> </ul>
5	Reading materials.	<ul style="list-style-type: none"> <li>Library (facilities, materials, publications, law reports, statutes and research facilities).</li> <li>Magazine and newspaper subscriptions.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Basic library facilities must be made available to the national and provincial houses.</li> <li>Chairpersons and deputy chairpersons of the National and Provincial Houses of Traditional Leaders must have newspaper and other relevant subscriptions.</li> </ul>
6	Study assistance.	<ul style="list-style-type: none"> <li>Relevant professional development courses.</li> <li>Bursaries, seminars, conferences, etc.</li> </ul>	Core	<ul style="list-style-type: none"> <li>Must be motivated as per individual needs.</li> <li>To be approved by relevant authority.</li> </ul>
7	Adequate support staff.	<ul style="list-style-type: none"> <li>Personal secretaries /assistants.</li> <li>Personal support staff.</li> <li>Private office support staff.</li> <li>Researchers.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available only to kings/queens, National House of Traditional Leaders, Provincial House of Traditional Leaders and Local House of Traditional Leaders.</li> </ul>
8	Adequate professional staff.	<ul style="list-style-type: none"> <li>Technical advisers, economist, legal advisers, etc</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to kings/queens, National House of Traditional Leaders, Provincial House of Traditional Leaders and Local House of Traditional Leaders.</li> </ul>
9	Official travelling facilities.	<ul style="list-style-type: none"> <li>Official motor vehicle.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to kings/queens, National House of Traditional Leaders, Provincial House of Traditional Leaders and Local House of Traditional Leaders.</li> <li>Subsidised vehicles for senior traditional leaders.</li> </ul>
		<ul style="list-style-type: none"> <li>National and international business travel.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available to kings/queens, chairpersons and deputy chairpersons of national and provincial houses.</li> <li>Must be approved by relevant Authority.</li> <li>Must be made available to other traditional leaders when accompanying senior traditional leaders as needed and to be approved by relevant Authority.</li> </ul>
10	Reimbursement for expenses.	<ul style="list-style-type: none"> <li>Business entertainment.</li> </ul>	Core	<ul style="list-style-type: none"> <li>To be made available only to kings/queens, chairpersons and deputy chairpersons of national and provincial houses.</li> </ul>
		<ul style="list-style-type: none"> <li>Reimbursement for kilometres travelled.</li> </ul>	Core	<ul style="list-style-type: none"> <li>For use of private vehicle.</li> <li>Only for official travel purposes.</li> <li>Reimbursed at AA rates.</li> <li>For all members of the national, provincial and local houses for official travel and according to verifiable claims.</li> </ul>

				<ul style="list-style-type: none"> <li>• For all senior traditional leaders in the course of carrying out their approved official engagements.</li> </ul>
		<ul style="list-style-type: none"> <li>• Subsistence, accommodation and travel cost.</li> </ul>	Core	<ul style="list-style-type: none"> <li>• For all traditional leaders in the course of carrying out their approved official duties, according to verifiable claims.</li> </ul>
		Parking facilities at airports.	Core	<ul style="list-style-type: none"> <li>• For all traditional leaders in the course of carrying out their approved duties and according to verifiable claims.</li> </ul>

Signed at Pretoria on this 26th day of August 2011.



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**JUDGE LW SERITI**

**CHAIRPERSON**