



**REPUBLIC OF SOUTH AFRICA**

**GUIDE FOR MEMBERS OF THE  
EXECUTIVE**

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## **SCOPE**

This Guide covers Ministers, Deputy Ministers, Premiers and Members of the Executive Council (hereinafter collectively referred to as “Members”).

## **PURPOSE**

This document provides a guide for benefits, tools of trade and allowances to which Members and their families are entitled, in the execution of a Member’s duties. This guide seeks to provide administrative and support assistance to a Member in ensuring good governance with due regard to cost effectiveness and efficiency.

## **ADMINISTRATION AND INTERPRETATION**

The President may review this Guide from time to time.

The Minister responsible for the Public Service and Administration shall be responsible for the general interpretation and administration of this Guide.

All correspondences relating to any provision of this Guide must be in writing, signed by the Member and addressed to the relevant Minister responsible for that related matter.

## **EXECUTIVE ETHICS CODE PUBLISHED BY PROCLAMATION IN TERMS OF SECTION 2(1) OF EXECUTIVE MEMBERS’ ETHICS ACT, 1998, AS AMENDED**

Members are required at all times to ensure compliance with the Executive Ethics Code while they continue to hold office as a Member.

## CHAPTER 1 DEFINITIONS

In these guidelines, unless the context otherwise indicates:

**“adult”** means a person who has reached the age of 18;

**"calendar month"** means a period extending from the first to the last day, both days inclusive, of any of the 12 months of a year;

**"days"** means any days other than Saturdays, Sundays or public holidays as defined in the Public Holidays Act, 1994 (Act 36 of 1994);

**“department”** means, in respect of a Minister, Premier, Deputy Minister or Member of the Executive Council (MEC), the relevant department listed in the Schedules 1, 2 and 3 of the Public Service Act, 1994;

**“dependent child/ren”** means a biological child, adopted child and/or foster child who the Member is supporting financially and who is-

- (a) under the age of 21 and not employed full time,
- (b) between the ages of 21 and 25 and does not receive a regular remuneration of more than the maximum applicable basic social grant envisaged in the Social Assistance Act,
- (c) under the age of 27 and is studying full-time, or
- (d) over the age of 21 and by reason of physical or mental disability is unable to care and support himself/ herself;

**"dependent family member"** means any family member who resides 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 grant envisaged in the Social Assistance Act, 2004;

**“family” or “family member”** in relation to a Member, includes any biological, adoptive or foster parent or child; spouse; parent-in-law, grandchild and/or any dependent family member;

**“Member/s”** means a National Member or a Provincial Member;

**“National Member/s”** means a Minister and a Deputy Minister;

**"Official"** means in the course and scope of the duties of the Member executing their powers and functions as assigned by the relevant authority;

**“Official Residence”** means a State-owned Residence or a Private Residence designated by a Member to be used, amongst others, for official purposes;

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

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

**“Provincial Member/s”** means a Premier or a Member of the Executive Council (MEC);

**“SAPS VIP Driver / Protector”** means an employee of the South African Police Service who is appointed in the South African Police Service VIP Protection Unit to provide security and driving services to a Member;

**“seat/s of office”** shall mean—

- (a) in respect of Ministers and Deputy Ministers, the province of Western Cape and the province of Gauteng; and
- (b) in respect of all other Members, the province in which the relevant provincial legislature is situated;

**“spouse”** in relation to the Member means a person in a legally recognised marriage, a partner in a civil partnership, a person in a recognised polygamous marriage or a life partner;

**“State-owned Residence”** means a house owned by the State; and

**“year”** means a period extending from the first day of January to the last day of December.

## CHAPTER 2

### ACCEPTANCE OF OFFICE

#### 1. **Swearing in or taking of the oath**

In relation to the Member taking the oath or being sworn in, the relevant department shall be responsible for the following -

- (a) The travelling expenses, including the cost of economy class air travel; suitable accommodation, meals and non-alcoholic beverages, incurred by the Member and his or her spouses;
- (b) 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 or the taking of the oath ceremony is to take place.

#### 2. **Application of the Executive Code of Ethics**

2.1 Upon being sworn in, the Executive Ethics Code shall be complied with and the Member shall disclose particulars of all his/her financial interests to the Secretary of Cabinet within the prescribed timeframe, which period commences on the day of the swearing in.

2.2 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.

#### 3. **Relocation expenses**

3.1 The relocation expenses relating to the transporting of personal belongings, furniture, motor vehicles, trailers and pets incurred by Members in respect of themselves and their families 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 on assumption of office, shall be borne by the relevant Department.

- 3.2 In the event that a State-owned Residence is not immediately available for the Member on assumption of duty, the Department responsible for Public Works shall -
- (a) at its cost and with due regard to cost limitations determined by the Minister responsible for Finance, provide reasonable rented alternative accommodation until an Official Residence becomes available, for a period not exceeding three months; and
  - (b) be responsible for the costs relating to the storage, insurance and ancillary costs of personal belongings and furniture which are required to be stored until an Official Residence becomes available.

#### **4. Security analysis<sup>1</sup> and implementation**

- 4.1 On assumption of office by Members, the Minister responsible for State Security and the Minister responsible for Police shall conduct a security analysis of the Member's private residence/s, Official Residence/s, close security and the offices utilised by the Member and make arrangements for the provision of appropriate personal security, including static security at the Official Residence/s and one other Private Residence (maximum of 3 residences).
- 4.2 Members and their support staff should, at all times, adhere to the security arrangements and policies as set out in the Minimum Information Security Standards Policy issued by the State Security Agency and take precautions not to do anything that will compromise such security.
- 4.3 The Minister responsible for Public Works shall implement, in conjunction with the Minister responsible for Police, the recommended security arrangements at State-owned Residences, offices and for close security; and if so required, security arrangements shall be implemented at private residences designated as an Official Residence in terms of Chapter 8 of this Guide.

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<sup>1</sup> In respect of Provinces references to specific line function Ministers shall be understood to be the MEC responsible for that function in the Province

## CHAPTER 3

### PERSONAL AND ADMINISTRATIVE SUPPORT

1. **Staff in the Office of the Member (Private Office)**
  - 1.1. The Ministerial staff directly serving the Member shall comprise employees who render support to the Member in the Office of the Member.
  - 1.2. The complement and manner in which the services of persons or employees are obtained in the office of the Member will be determined in terms of the Public Service Act, 1994 and in accordance with this Guide.
  - 1.3. The payment of allowances, to identified employees, shall be subject to the Cabinet decision as contemplated in clause XIX of PSCBC Resolution 3 of 1999 and the determination by the Minister responsible for the Public Service and Administration.
  - 1.4. A Member who travels may be accompanied by staff from the office of the Member to render assistance in official matters relating to the work of the Member.
  - 1.5. The travel by staff from the Office of the Member will be subject to the relevant travel policies of the department.
  - 1.6. The appointment of Special Advisers to Members is subject to the provisions of section 12A of the Public Service Act.



- 2 The tables below represent the staff establishment for the private office of Members of the Executive as well as administrative support provided by the Department.

**TABLE 1: STAFF ESTABLISHMENT FOR THE OFFICE OF A MEMBER  
(PRIVATE OFFICE)**

<b>MINISTERS</b>	<b>DEPUTY MINISTERS</b>	<b>PREMIERS</b>	<b>MEMBERS OF THE EXECUTIVE COUNCIL (MEC)</b>
<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>
1 X Chief of Staff : SL 14	1 X Head of Office: SL 13	1 X Chief of Staff : SL 14	1 X Head of Office: SL 13
1 X Private and Appointment Secretary: SL 13	1 X Private and Appointment Secretary: SL 12	1 X Private and Appointment Secretary: SL 13	1 X Private and Appointment Secretary: SL 12
1 X Media Liaison Officer: SL 13		1 X Media Liaison Officer: SL 13	1 X Media Liaison Officer: SL 12
1 X Parliamentary Officer: SL 13	1 X Parliamentary and Cabinet Support: SL 11	1 X Legislature Officer: SL 13	
1 X Community Outreach Officer: SL 11	1 X Community Outreach Officer: SL 11	1 X Community Outreach Officer: SL 11	1 X Community Outreach and Legislature Support: SL 11
1 X Assistant Appointment and Administrative Secretary: SL 9		1 X Assistant Appointment and Administrative Secretary: SL 9	
1X Receptionist: SL 5	1X Receptionist: SL 5	1X Receptionist: SL 5	1X Receptionist: SL 5
<b>TOTAL</b>   7	<b>TOTAL</b>   5	<b>TOTAL</b>   7	<b>TOTAL</b>   5

**Table 2: SUPPORT IN THE MEMBERS OFFICIAL RESIDENCES  
(Part of the Private Office)**

<b>MINISTERS</b>	<b>DEPUTY MINISTERS</b>	<b>PREMIERS</b>	<b>MEMBERS OF THE EXECUTIVE COUNCIL (MEC)</b>
<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>	<b>OFFICE OF THE MEMBER ITO REGULATION 66 OF THE PSR, 2016</b>
2 X Household Aide: SL 3	2 X Household Aide: SL 3	1 X Household Aide: SL 3	1 X Household Aide: SL 3
<b>TOTAL</b>   2	<b>TOTAL</b>   2	<b>TOTAL</b>   1	<b>TOTAL</b>   1
<b>Employees who occupy posts in the Office of a Member reflected in Tables 1 and 2 above are subject to the following-</b>			

- (a) appointments made in terms of section 9 of the Public Service Act must be done with regard to Regulation 66 of the Public Service Regulations, 2016 and must be linked to the term of office of the Member; and
- (b) employees shall, subject to the Cabinet decision as contemplated in clause XIX of PSCBC Resolution 3 of 1999 and the determination by the Minister responsible for the Public Service and Administration, qualify for the role playing allowance.

<b>Table 3: DEPARTMENTAL SUPPORT TO OFFICE OF THE MEMBER</b>							
<b>MINISTERS</b>		<b>DEPUTY MINISTERS</b>		<b>PREMIERS</b>		<b>MEMBERS OF THE EXECUTIVE COUNCIL (MEC)</b>	
1 X Administrative Support and Co-ordination: SL 11				1 X Administrative, Support and Co-ordination: SL 11		1 X Administrative, Support and Co-ordination: SL 11	
1x Parliamentary and Cabinet Support SL 11				Note: The occupant of this post must manage the support to be provided by the department.		Note: The occupant of this post must manage the support to be provided by the department.	
Note: The occupant of these posts must manage the support to be provided by the department.							
The department must ensure that registry, driver/messenger, food aide services and administrative services/systems are provided to the Ministry.		The department must ensure that registry, driver/messenger, food aide services and administrative services/systems are provided to the Ministry.		The department must ensure that registry, driver/messenger, food aide services and administrative services/systems are provided to the Ministry.		The department must ensure that registry, driver/messenger, food aide services and administrative services/systems are provided to the Ministry.	
<b>TOTAL</b>	<b>2</b>	<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>1</b>	<b>TOTAL</b>	<b>1</b>
<p><b>The post of Administration, Support and Co-ordination must be filled in terms of the open recruitment process as provided for in the Public Service Regulation, 2016 with specific reference to regulation 65.</b></p>							

2.1 The attached functional structure including post levels, should be used in establishing and staffing the Office of the Member:-

- a. Annexure A:- Functional structure for the Office of a Minister or Premier.
- b. Annexure B:- Functional structure for the office a Deputy Minister.
- c. Annexure C:- Functional structure for the office a Member of the Executive Council.

2.2 Appointments in the Office of a Member shall be graded in terms of regulation 41(3)(a) of the Public Service Regulations, 2016.

2.3 The Minister responsible for the Public Service and Administration will from time to time issue directives and determinations pertaining to the structure and resourcing in terms of the above tables.

### **3. Offices**

Within applicable norms and standards, the Department responsible for Public Works may provide assistance with the location, furnishing, and maintenance of the physical offices for Ministers and Deputy Ministers and their staff but the actual cost of furnishing will be borne by the relevant Department.

### **4. Equipment**

4.1 The relevant department shall be responsible for-

- a) the rental for cellular telephones, as well as the cost of calls, subject to an annual limitation of R60 000-00; and
- b) the provision of computer equipment for official use.

4.2 A Member may, under exceptional and justifiable circumstances, request the President to increase the limit contemplated in paragraph 4.1 above.

### **5. Use of the entertainment facilities at the Presidential Guest House (Pretoria)**

Subject to the guidelines issued by the Presidency, the Presidential Guest House in Pretoria may be utilised by Ministers and Deputy Ministers for social occasions arising out of their official capacities, when not utilised by the President and Deputy President.

### **6. Members with special needs due to disability**

The Minister responsible for the Public Service and Administration may, after consultation with the Minister responsible for Finance and if necessary, any

other relevant Minister, approve additional benefits, support and administrative arrangements for Members with special needs due to disability.

**CHAPTER 4**  
**MOTOR VEHICLE TRANSPORT**

**1. VIP drivers and protectors**

- 1.1 The South African Police Service shall provide the Member with VIP Drivers and Protectors for official purposes and in the interest of security.
- 1.2 The South African Police Service 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 calendar 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].
- 1.3 Departments are responsible for providing and maintaining official vehicles and cell phones for SAPS VIP Drivers and Protectors.

**2. Official motor vehicles**

- 2.1 National Members shall be provided with one vehicle for official use in each seat of office.
- 2.2 Provincial Members shall be provided with one vehicle for official use.
- 2.3 Members, on assumption of office, must make use of the official vehicles already purchased by the Department, unless such vehicle is to be replaced in terms of paragraph 2.9 of this Chapter.
- 2.4 Departments must purchase a vehicle for a Member through the transversal contract concluded by the National Treasury for the procurement of bulk motor vehicles for Members directly from manufacturers.
- 2.5 The transversal contract must be concluded by the National Treasury in consultation with the Minister responsible for Police.
- 2.6 The price for the purchase of official vehicles shall not exceed R700 000-00, inclusive of VAT, security upgrades and maintenance plans. The limitation on the cost of the vehicle must be adjusted annually by the Minister responsible

for Finance, in consultation with the Ministers responsible for Police, Transport and State Security.

2.7 The transversal contract contemplated in paragraph 2.5 above should, as far as possible, take into account the following-

- (a) the limitation on the cost of the vehicle as determined by the Minister responsible for Finance;
- (b) the terrain to be travelled by relevant Member; and
- (c) localisation and beneficiation.

2.8 The cost of purchasing a vehicle for a Member shall be borne by the relevant department.

2.9 Departments may only replace a motor vehicle purchased for a Member, if-

- (a) the vehicle has reached 120 000 km or 5 years, whichever comes first; or
- (b) the vehicle experiences serious mechanical problems and is in a poor condition, in which event a detailed mechanical report by the vehicle manufacturer or approved dealer is required.

2.10 Any additional maintenance, such as tyres, fuel, oil, toll fees and repairs will be done through a transversal contract administered by the Department responsible for Transport for this purpose.

### **3. Transportation for family members and dependent children**

Spouses and other dependent family members, including dependent children of a Member may, subject to availability, be transported in the Member's official vehicle by the Member's Driver/Aide or SAPS VIP Driver/Protector.

### **4. Use of hired vehicles**

4.1 Where the official vehicle is not available, Members may make use of hired vehicles of a similar make and model as may be purchased by a department.

- 4.2 The cost of rented vehicles for official use is borne by the relevant Department and subject to any transversal contract that the National Treasury may conclude.
- 4.3 Where a Member uses air transport for official purposes, the Department responsible for Police should be requested to provide a SAPS VIP Driver/Protector at the destination point and the relevant Department may hire a suitable vehicle for the Member's use at the destination point.

## **CHAPTER 5**

### **DOMESTIC TRAVEL**

#### **1. Air travel**

- 1.1 Members and their spouses (or an adult family member accompanying the Member in an official capacity) are entitled to travel for official purposes at the expense of the relevant Department provided that such cost of travel shall be on economy class travel using the cheapest of three (3) quotations for the most cost effective and convenient route.
- 1.2 Under exceptional circumstances, and having regard to Members with special needs, business class travel may be utilised upon approval by the Minister of Finance.
- 1.3 Members may be accompanied by their spouse (or an adult family member instead) on no more than six (6) official domestic trips per year and if the Member is required to attend official duties accompanied by a spouse or adult family member.
- 1.4 Dependent children of Members may accompany or join the Member on official domestic journeys if they cannot remain at home, at the expense of the relevant Department.
- 1.5 Members and their spouses, if accompanying the Member, may use VIP facilities at the relevant airports on domestic travel at the cost of the relevant Department.

#### **2. Subsistence and travel allowance for domestic travel**

No daily subsistence and travel allowance is payable to a Member, Member's spouse (or an adult family member who accompanies the Member instead of a spouse) or minor children for domestic travel.

#### **3. Re-imbursable expenses for domestic travel**

- 3.1 The relevant Department will bear the costs referred to in paragraph 3.2 and 3.3 below for—



- (a) a Member who is fulfilling official duties away from his/her Official Residence;
- (b) the Member's spouse (or an adult family member who accompanies the Member instead of a spouse) who has to accompany such Member for official purposes; and
- (c) minor children of the Member, who, out of necessity cannot remain at home and have to accompany the Member on an official domestic trip.

### 3.2 **Official domestic travel outside the seat of office**

The relevant department shall meet the actual costs of travel, accommodation, meals and refreshments (excluding alcoholic beverages).

### 3.3 **Official domestic travel between the respective seats of office**

The relevant department shall meet the actual costs of travel, meals and refreshments (excluding alcoholic beverages).

- 3.4 Every claim for reimbursement of expenses in terms of these provisions shall be accompanied by proof of the expenses. In the case of the Member where such proof is not available, a certificate must be signed and submitted by the Member, or by the Member's Private and Appointment Secretary on the Member's behalf, to the effect that the expenses were actually incurred and that they may lawfully be borne by the relevant Department in terms of these prescripts.

## 4. **Special domestic air travel benefits for National Members**

- 4.1 National Members and their spouses are jointly eligible to 20 (twenty) single domestic economy class flight tickets per annum at the expense of the relevant Department.
- 4.2 The use of these tickets is at the discretion of the National Member and may in some cases be exchanged for use by, other family members of the National Member.
- 4.3 Notwithstanding the provisions above, dependent children are each eligible to six (6) single domestic economy class tickets per annum to reunite with their parents in either seat of office.

4.4 Any tickets not utilised within the year of allocation will be forfeited and will not accrue to the following year.

**5. Train travel**

Members and their spouses may, where appropriate, travel by train for official purposes at the expense of the relevant department, provided that such travel is the most cost effective.

## CHAPTER 6

### INTERNATIONAL TRAVEL

#### 1. **Travel by Ministers and Deputy Ministers**

- 1.1 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.
- 1.2 In view of the official duties of Members in the Republic, the extent and duration of visits abroad should be limited to the absolute essential.
- 1.3 Ministers and Deputy Ministers should approach the President in writing to request approval for the intended visit and in the event of a planned official visit abroad, such request should be at least two weeks prior to departure. Such request, in the case of a Minister, should be accompanied by a request for the appointment of an Acting Minister.
- 1.4 Noting that Deputy Ministers cannot act for Ministers, Ministers should make prior arrangements with a colleague to act in his/her stead and direct a letter to the President in this regard.
- 1.5 Arrangements should be made, as far as possible, in such a way that Ministers or 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 Ministers and Deputy Ministers may be accompanied by their spouse (or an adult family member instead) on, no more than two (2) international trips per year if-
  - (a) the trip undertaken is longer than 3 days; and
  - (b) the Minister or Deputy Minister is invited to attend official duties accompanied by a spouse or adult family member.
- 1.8 Ministers and Deputy Ministers should inform the Minister and Department responsible for International Relations and Cooperation timeously of intended international visits in order for the Department responsible for International

Relations and Cooperation to render the necessary support to the Minister or Deputy Minister while abroad.

- 1.9 Ministers and Deputy Ministers and their spouses are entitled to diplomatic passports for visits abroad. The Protocol Division of the Department responsible for International Relations and Cooperation is responsible for obtaining visas for Ministers and Deputy Ministers and their spouses, provided applications are made timeously.
- 1.10 The President may, on the advice of the Minister responsible for State Security, approve that specially trained persons be made available to accompany a Minister or Deputy Minister as security staff. Such security staff may travel in the same class and mode of transport as those whom they are accompanying for protection. In cases where the Minister or Deputy Minister is responsible for a security/intelligence Department, the relevant Department may provide such Minister or Deputy Minister with security staff. Missions abroad should be advised in sufficiently in advance when security staff accompany a Minister or Deputy Minister, in order to facilitate their seamless entry into a host country.
- 1.11 Ministers and Deputy Ministers may be accompanied by departmental staff and /or special advisers, after taking cognisance of necessary prudent financial considerations as well as the allocation of official tasks. In addition to the departmental staff, no more than 2 support staff should accompany a Minister or Deputy Minister abroad. South African Missions abroad are available, within the constraints of their capabilities, to render support services to travelling Ministers and Deputy Ministers, provided prior notice of the visit is given.

## **2. Travel by Premiers and Members of the Executive Councils**

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 the Executive Council, contact with the Department responsible for International Relations and Cooperation and other matters related to official travel abroad, provided that such a policy framework does not exceed the provisions contemplated in this Guide.

### **3. Costs of international travel**

- 3.1 The costs for official journeys abroad by a Member, his/her spouse (or alternatively an adult family member accompanying the Member in official capacity instead of a spouse) are for the account of the relevant Department.
- 3.2 Members should, with due regard to time constraints and their well-being, utilise the most cost effective, direct and/or convenient route when making travel arrangements to ensure that unnecessary costs in this regard are avoided.
- 3.3 The cost of air travel shall be the cheapest of three (3) quotations and shall be limited to-
- (a) economy class travel, where the journey undertaken is less than 2 hours flying time; and
  - (b) business class travel, where the journey undertaken is more than 2 hours flying time.
- 3.4 Dependent children who accompany the Member on official visits abroad do so at the cost of the Member.

### **4. Use of VIP lounges**

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 responsible for International Relations and Cooperation should be informed of the travelling Member's preference well in advance.

### **5. Subsistence and travel allowance and re-imbursive expenses (International)**

For official travel abroad, the following compensation is payable by the relevant department in respect of a Member and spouse (or an adult family member who accompanies the Member instead of a spouse) accompanying a Member for official purposes -

- (a) reasonable actual accommodation expenditure (i.e. for lodging, laundry and dry cleaning); and
- (b) a daily allowance of 110% of the maximum daily allowance payable in terms of the Financial Manual as issued by the Minister responsible for the Public Service and Administration. Should the daily allowance be insufficient, their reasonable actual expenditure on meals and beverages (excluding alcoholic beverages) may be reimbursed to an additional amount equivalent to the maximum daily allowance payable in terms of the Financial Manual as issued by the Minister responsible for the Public Service and Administration.
- (c) in cases where the host bears all expenses towards accommodation and meals and notwithstanding (b) above, a maximum daily allowance equal to 30% of the approved maximum daily allowance for a specific country is payable to a Member and his/her spouse (or an adult family member who accompanies the Member instead of a spouse for official purposes) to compensate him/her for incidental expenses not paid for by the host.
- (d) actual expenditure on gratuities, drivers, newspapers, news magazines and out of pocket expenses for which receipts are normally not issued.

## **6. Accommodation**

- 6.1 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 (5 star graded hotel or equivalent of a South African 5 star graded hotel).
- 6.2 Booking of hotels should, as far as possible, be done in consultation with the Department responsible for International Relations and Cooperation.

## **7. Train travel**

Members and their spouses may, where appropriate, travel by train for official purposes at the expense of the relevant department, provided that such travel is the most cost effective.

## CHAPTER 7

### USE OF NON-COMMERCIAL AIR TRAVEL

- 1. The South African Air Force**
- 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.
- 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.
- 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.
- 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 responsible for Defence; and
  - (b) all official flights by helicopter.
- 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 South African Air Force.
- 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.

- 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.
- 1.8 Flights by an 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 relevant Department.

## **2. Chartered aircraft services**

- 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.
- 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.
- 2.3 For safety and security reasons, no more than 10 Members may travel on the same chartered aircraft at the same time.



## CHAPTER 8

### RESIDENCES

#### 1. Official Residences

- 1.1. Members may have one Official Residence per seat of office.
- 1.2. The Minister responsible for Public Works is responsible for the allocation of State-owned Residences to Members for use as an Official Residence.
- 1.3. Members may decide to designate a privately owned residence for use as an Official Residence.

#### 2. State-owned Residences

- 2.1 Members may, for official purposes, occupy a State-owned Residence in each seat of office.
- 2.2 Members may occupy one State-owned Residence free of charge.
- 2.3 The occupation of a State-owned Residence is subject to the conclusion of a lease agreement between the Member and the Department responsible for Public Works.
- 2.4 The lease agreement in respect of the occupation of a second State-owned Residence by a Member will stipulate the rental payable, which rental will be determined by the Minister responsible for Public Works and the Minister responsible for Finance.
- 2.5 Where a Member occupies a second State-owned Residence, the Member is personally responsible for the related tax implications.
- 2.6 The family of a Member may occupy a State-owned Residence allocated to the Member.
- 2.7 State-owned Residences may not be sub-let.
- 2.8 Members may not move from one State-owned Residence to another, or exchange State-owned Residences without the approval of the Minister responsible for Public Works.

2.9 Where a Member moves from a State-owned Residence to a Private Residence to be used for official purposes in the same seat of office, 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 the Member's term of office.

2.10 The State shall not be liable for any damage or loss of a Member's personal effects in a State-owned Residence, regardless of whether the residence is occupied or not.

### **3. Private Residences**

3.1. Members are responsible for all costs related to the procurement, upkeep and maintenance of a Private Residence designated as an Official Residence.

### **4. Security at Private Residences**

The State shall not be liable for the costs of any security upgrades effected or to be effected in the Private Residence of a Member, including a Private Residence designated as an Official Residence.

### **5. Water and electricity costs**

5.1 The Department responsible for Public Works shall be responsible for the costs associated with the provision of water and electricity to a State-owned Residence, provided that such cost is limited to R5000-00 per month per State-owned Residence.

5.2 Any costs in excess of R5000-00 per month per State-owned Residence will be borne by the relevant Member.

### **6. Domestic services**

6.1 The Department responsible for Public Works will, upon occupation of a State-owned Residence, ensure that the residence is deep cleaned.

6.2 The costs of employing one Household Aide, per Official Residence, shall be borne by the relevant Department. The Household Aide will be appointed by

the relevant Department in terms of the legislation applicable to employees of the public service and perform such duties as contained in the relevant job description.

6.3 The Member may, at his or her own expense, appoint additional staff to provide domestic or other services at his or her Official Residence.

6.4 The relevant Department shall obtain the necessary security clearances for all Household Aides in Official Residences.

## **7. Equipment**

The relevant department shall be responsible for the costs of installation and maintenance of fax, internet/wifi facilities, computer equipment and relevant television subscription services for official use by the Member at the Official Residence.

## **8. The role of the Department responsible for Public Works**

The Department responsible for Public Works (Prestige Accommodation) shall subject to guidelines issued by the Minister responsible for Public Works be responsible, at State-owned Residences, for:

- (a) security measures;
- (b) general maintenance and renovations to the buildings;
- (c) the maintenance of gardens and garden services;
- (d) the provision of furniture and appliances;
- (e) assisting Members to move or vacate a State-owned Residence; and
- (f) assisting Members with official and private functions.

## **9. Guardhouse**

The Department responsible for Public Works will be responsible for the provision of a guardhouse and the costs associated with the maintenance to that guardhouse at any Official Residence.

## CHAPTER 9

### RELINQUISHING OF OFFICE

#### 1. State-owned Residences

Unless otherwise approved by the President, -

- 1.1. Members and their families are eligible, upon relinquishing of office, to stay in one State-owned Residence for a period of not more than one (1) calendar month after their term of office ends.
- 1.2. In exceptional cases, the Minister responsible for Public Works may extend the period referred to in paragraph 1.1 above by not more than one (1) calendar month.
- 1.3. The other State-owned Residence, if applicable, should be vacated not later than fourteen (14) days from the date upon which the Member's term of office ends.
- 1.4. During the periods referred to in clauses 1.1, 1.2 and 1.3 above, State-owned Residences will continue to be maintained by the Department responsible for Public Works.

#### 2. Transport

##### 2.1. Relocation

- (a) 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 and personal effects.
- (b) If furniture and other personal effects are not transported directly to the house where the former Member intends to settle, such Member will be responsible for the storage and insurance costs and other incidental expenses in connection with their personal effects.

**2.2. Official vehicle and SAPS VIP driver**

Upon relinquishing office, former Members will be allocated one official vehicle (with SAPS VIP Driver) until the end of the calendar month following the month in which their service terminates.

**3. Static security at Official Residence**

Upon relinquishing office, former Members will be provided with static security at his/her Official Residence, limited to one, under the same conditions and provisions as at the time in office, until the end of the calendar month following the month in which their service terminates.

**4. Security protection**

In exceptional cases security protection may be afforded to former Members who have relinquished their office for as long as the Minister responsible for Police may deem this necessary.

**5. Clerical assistance**

If necessary, clerical assistance (a maximum of two people) may be placed at the disposal of former National Members from the ranks of the public service until the end of the calendar month following the month in which their terms of office have ended. The expenses connected with such staff will be borne by the Members' former Department.

**6. Funeral arrangements**

In the event of a Member's term ending as a result of the death of the Member, the State will be responsible for the funeral in terms of the State, Official and Provincial Policy.

**7. Telephone service**

Members may use the official telephone, fax and email services in their Official Residences to a reasonable extent until the end of the calendar month following the month in which their term of office ended. Expenses regarding private matters are for the account of the Member.

**8. Confidentiality**

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

**ANNEXURE A**

**MINISTER / PREMIER**

Deputy Minister

Special Advisors

**CHIEF OF STAFF**

**PURPOSE:** To manage the office and render a support service to the executive authority (EA).

**FUNCTIONS**

1. Provide media liaison services to the EA.
2. Manage and coordinate matters emanating from Parliament/ Cabinet / other legislative structures and community outreach.
3. Manage the administrative activities in the office of the EA.
4. Provide secretarial support service to the EA.

**1 X Chief of Staff**

**PRIVATE OFFICE**

**Purpose:** To provide administrative and secretarial support service to the EA

**Functions**

1. Provide secretarial support to the EA.
2. Provide administrative support to the EA
3. Provide support to the EA with regard to preparation for meetings
4. Support the EA with private obligations.
5. Provide assistance to the EA with community work

**1 x Private and Appointment Secretary**  
**1x Community Outreach Officer**  
**1x Assistant Appointment and Administrative Secretary**  
**1x Receptionist**  
**\*2 x Household Aide/s**  
**\*In respect of the Premier, only one (1) Household Aide is provided for,**

**MEDIA LIAISON**

**Purpose:** To provide media liaison services to the EA

**Functions**

1. Provide media liaison service to the executive authority.
2. Monitor and analyse reporting in the media on the portfolio of the executive authority
3. Prepare and coordinate responses on matters relating to the portfolio.
4. Participate in GCIS forums

**1 x Media Liaison Officer**

**CABINET AND PARLIAMENTARY SERVICES**

**Purpose:** To manage and coordinate matters emanating from Parliament/ Cabinet / other legislative structures and community outreach

**Functions**

1. Monitor events in parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority.
2. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority.
3. Co-ordinate activities between Pretoria and Cape Town Offices for Parliamentary sessions.
4. Provide assistance to the executing authority on matters that have a bearing on his/her portfolio.

**\*1x Parliamentary and Cabinet Support**  
**1 x Parliamentary Officer/ Legislature Officer**

**\*only applicable to Ministers.**

**ADMINISTRATION SERVICES**

**Purpose:** To manage the administrative activities in the office of the EA

**Functions**

1. Provide administrative support and receptionist services in the office of the EA
2. Provide registry support services in the office of the EA
3. Provide messenger and driver services in the office of the EA.
4. Provide logistical support for meetings

**1 x Administrative Support and Co-ordination**  
**1 x Registry Clerk**  
**1x Driver/Messenger**  
**1x Food Service Aid**

## ANNEXURE B

## DEPUTY MINISTER

## HEAD OF OFFICE

**Purpose:** Manage the office of the Deputy Minister and to render support service.

**Functions**

1. Manage the office of the Deputy Minister and ensure that administrative support on parliamentary/legislative and cabinet/executive council matters.
2. Manage the registry services in the office of the DM
3. Provide administrative, secretarial support and community outreach services to the DM.

**1 X Head of Office**

## PRIVATE OFFICE

**Purpose:** To provide administrative, secretarial support and community outreach services to the DM.

**Functions**

1. Provide secretarial support to the DM.
2. Provide administrative support to the DM.
3. Provide support to the DM with regard to preparation for meetings.
4. Support the DM with private obligations.
5. Provide assistance to the DM with constituency work

**1 x Private and Appointment Secretary**

**1 x Receptionist**

**1x Parliamentary and Cabinet Support**

**1 x Community Outreach Officer**

**2 x Household Aide**

**REGISTRY**

**Purpose:** To provide registry services in the office of the DM

**Functions**

1. Distribute documents to the department, cluster committees and external role players.
2. File all documents
3. Provide general support in the office of the DM
4. Control stocks and stationary as chief user clerk for the DM.
5. Provide messenger and driver support services in the office of the DM.
6. Provide logistical support for meetings

**1 x Registry Clerk**

**1 x Driver/Messenger**

**1 x Food Service Aid**



## ANNEXURE C

## MEMBER OF THE EXECUTIVE COUNCIL

## HEAD OF OFFICE

**Purpose:** Manage the office of the MEC.

**Functions**

1. Manage and coordinate matters emanating from Parliament and other legislative structures
2. Manage the administrative activities in the office of the EA
3. Provide direct secretarial support to the MEC
4. Provide secretarial support and community outreach service to the MEC.

**1 X Head of Office**

## PRIVATE OFFICE

**Purpose:** To provide administrative and secretarial support service to the MEC

**Functions**

1. Provide secretarial support to the MEC
2. Provide administrative support to the MEC
3. Provide support to the MEC with regard to preparation for meetings
4. Support the MEC with private obligations.
5. Provide assistance to the MEC with community work

**1 X Private and Appointment Secretary**  
**1x Community Outreach and Legislature Support**  
**1 X Receptionist**  
**1 X Household Aide**

## MEDIA LIAISON

**Purpose:** To provide media liaison services to the EA

**Functions**

1. Provide media liaison service to the executive authority.
2. Monitor and analyse reporting in the media on the portfolio of the executive authority
3. Prepare and coordinate responses on matters relating to the portfolio.
4. Participate in GCIS forums

**1 X Media Liaison Officer**

## ADMINISTRATION SERVICES

**Purpose:** To manage the administrative activities in the office of the EA

**Functions**

1. Provide administrative support and receptionist services in the office of the EA
2. Provide registry support services in the office of the EA
3. Provide messenger and driver services in the office of the EA.
4. Provide logistical support for meetings

**1 x Administrative Support and Co-ordination**  
**1 x Registry Clerk**  
**1 x Driver/Messenger**  
**1 x Food Aid Services**