



iLifa leMveli leNishona Koloni
Erfenis Wes-Kaap
Heritage Western Cape

HERITAGE WESTERN CAPE

Remuneration of members Policy

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REMUNERATION OF MEMBERS

1. OBJECTIVE

- ❖ To facilitate the payment to members of the Heritage Western Cape (Hereinafter referred to as the "Council") nominated to attend conferences, projects, meetings, workshops, site visits and reading documents.

2. SCOPE

- ❖ This policy is applicable to the members of the Heritage Western Cape appointed by the Minister of Cultural Affairs and Sport as per National Heritage Act of 1999 to advise the Minister on the implementation of this Act or relevant provisions.

3. PROCEDURE

- ❖ The Secretariat must draft number of meetings; venue, dates for the year and these dates must be tabled in the Heritage Western Cape Council meeting for approval.
- ❖ Once approval has been granted with the proposed dates and venue, the secretariat must issue dates to the council, committees and sub committees.
- ❖ It is therefore the duty of the secretariat to send invitations to members for meetings in consultation with the chairperson of the Council, chairperson of the committees and sub committees for the year.

4. ATTENDANCE BY MEMBERS

4.1 MEETINGS

- ❖ Members will be compensated for meeting allowances, based on an hourly rate in accordance with the National Treasury's Circular on Remuneration of members.
- ❖ A schedule of meetings will be forwarded by the HWC secretariat for the calendar year and a reminder will be sent on time to all relevant members.
- ❖ For this type of attendance, a member will only be compensated meeting allowance, parking, accommodation, and travelling and subsistence allowance as per GMT.

4.2 CONFERENCES, PROJECTS AND WORKSHOPS

- ❖ Approval to attend conferences, projects and workshops with a financial implication is delegated to the Accounting Authority. The invitation to attend a conference, projects and workshops must be submitted to the Council for recommendation.
- ❖ A member will be allowed to attend one (1) conference, project and workshop per calendar year and will be funded by HWC.
- ❖ Only two (2) members may represent HWC at external conferences, project and workshop and they will be funded.
- ❖ Members are all entitled to attend internal conferences, projects and workshops.
- ❖ All conferences, projects and workshops must be within the borders of the Republic of South Africa.
- ❖ The accommodation cost is limited to an amount R600.00 per day up to maximum of 5 days and the conference, projects and workshops. fee may not exceed R2500.00
- ❖ Transport costs are limited to the approved Government Transport Tariff per kilometer or economy class airplane tickets.

- ❖ Approval for attendance of ad hoc conferences, projects and workshops is subject to the availability of funds on the approved budget of Heritage Western Cape.
- ❖ Criteria will be used to judge the merits of an application from a member to attend a conference, project and workshop on behalf of the HWC, to the benefit of the Council.
- ❖ In the event that the Chairperson is invited to a conference, project and workshop and she/he cannot attend, a person must be nominated to attend the said conference, project and workshop. It is preferable that a rotation system be used to afford all members an opportunity to present the Council at these kinds of conferences, projects and workshops.
- ❖ For this type of attendance, the member will only be paid travelling and subsistence allowance that means kilometers travelled as per GMT, parking and not meeting allowance.

4.3 REMUNERATION OF MEMBERS

- ❖ An official member employed in terms of Public Service Act of 1999 may not receive meeting allowance. Subsistence and other allowances may be paid to the official member by the HWC that has employed the official as a member in accordance with the National Heritage Act of 1999
- ❖ Members must be remunerated according to scales approved by the National Treasury.
- ❖ The Heritage Western Cape members will be paid on hourly rate as per Paragraph 353 of the policy
- ❖ Should the Accounting Authority deem necessary, he or she can in consultation with the Executive Authority, determine other remuneration, provided that :
 - a) Terms of reference are properly defined in terms of time and cost and
 - b) If applicable, the remuneration is considered taking into account the tariffs as determined by the institute that regulates the profession that the members belongs to.

- ❖ These types of remuneration includes but is not limited to;
 - a) Payment of honorarium to render services in his or her private time, other than the normal preparation for meeting, as determined by the Accounting Authority.
 - b) In the event of an official, employed according to Section 30 of the PSA of 1994 that particular official will only be paid T&S for any expenditure incurred.

- ❖ The remuneration of all members of Heritage Western Cape must be disclosed as notes to the financial statements of the entity.

- ❖ Members will only be remunerated T&S for any conference, projects, site visits and workshops attended on behalf of the Heritage Western Cape.

- ❖ Only the following committees will be remunerated for time spent on documents:
 - a) Belcom – maximum of 2 hours
 - b) Appeals – maximum of 2 hours
 - c) APM – maximum of 3 hours
 - d) Survey – maximum of 3 hours
 - e) Word Interpretation – maximum of 2 hours
 - f) IARCom – maximum of 3 hours
 - g) Declaration Review Committee – maximum of 3 hours

- ❖ The following two committees will not be remunerated for time spent on documents namely Council and Exco.

5. RE-IMBURSEMENT FOR SUBSTANCE AND TRAVEL CLAIMS

A. Members are only entitled to claim for the following actual expenditure:

- ❖ Parking (slips must be submitted within ten days from the date of the meeting)
- ❖ Kilometers travelled as per tariffs for use of motor transport, including members appointed for site visit.
- ❖ Food/Meals
- ❖ Accommodation

B. Members are not entitled to claim for the following:

- ❖ Alcohol beverage or desert containing alcohol (e.g. Dom Pedro or Irish coffee)

- ❖ Telephone calls
- ❖ Tips and newspapers

- ❖ Meeting allowance for workshops, projects, site visit and conference attendant.

C. For the purpose of uniformity as far as expenses among the directorates of Heritage Western Cape are concerned and in order to manage the budget effectively and efficiently, the following substance rates are used as criteria and will be regarded as reasonable: This will be on a claim basis where actual receipts are provided and only applicable to out of town for more than (24) twenty-four hours, as per departmental finance instruction 1/2010

Breakfast	R 60.00
Lunch	R 80.00
Dinner	R 120.00

6. PAYMENT PROCEDURES

- ❖ To improve cash flow management the following timelines for the submission of claims are introduced and must be strictly adhered to:

- ❖ When a possible claim arises because of a planned or unplanned item, event or journey that causes a debit against the entities budget, the claim must be submitted within:
 - Kilometers travelled as per GMT = (10) ten days
 - T & S claims = (10) ten days
 - Parking slips =(10) ten days

- ❖ Should the original as well as the copy of an invoice/receipt be lost, the responsible member must hand in a sworn affidavit in this regard to specify the name of Hotel/Guest House, Restaurant, Shop, amount spent and also the date.

- ❖ Suitable records must be kept to prevent double payment of claims wholly or in part.

- ❖ The following documents must be attached:
 - Claim form signed by a member, chairperson and secretary with the relevant date.
 - Invitation for meeting, conference, site visit, project and workshop should be attached
 - Attendance register approved by the chairperson
 - Invoices for meals, parking and accommodation.

7. GENERAL GUIDELINES

- ❖ By the seventh of each month, all documentations for previous month must be handed over to finance department.
- ❖ Payment run will be scheduled for the 25th of each month directly to member's bank accounts.

8. APPROVAL

A.B. Hall

Accounting Authority

Mr. A.B Hall

Date: *2 Aug 13*