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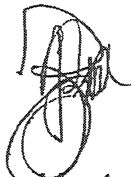
CONTENTS • INHOUD

<i>No.</i>		<i>Page No.</i>	<i>Gazette No.</i>
PROCLAMATIONS			
33	Public Finance Mangement Act, 1999: Commission of inquiry into remuneration and conditions of service in public service and public entities listed in Schedule 3A and 3C of the Act.....	3	36757
34	do.: Commission of enquiry into remuneration and conditions of service in public service and public entities listed in Schedule 3A and 3C of the Act.....	7	36757

PROCLAMATION*by the**President of the Republic of South Africa***No. 33****COMMISSION OF INQUIRY INTO REMUNERATION AND CONDITIONS OF SERVICE IN PUBLIC SERVICE AND PUBLIC ENTITIES LISTED IN SCHEDULE 3A AND 3C OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999**

In terms of section 84(2)(f) of the Constitution of the Republic of South Africa, 1996, I hereby appoint a Commission of Inquiry into remuneration and conditions of service in the public service and public entities listed in Schedule 3A and 3C of the Public Finance Management Act, 1999, with the terms of reference hereto, and appoint Honourable Judge (Retired) Sandile Ngcobo as Chairperson of the said Commission.

Given under my Hand and the Seal of the Republic of South Africa at Pretoria this 7th day of August Two thousand and Thirteen.

**President**

By Order of the President-in-Cabinet:

**Minister of the Cabinet**

TERMS OF REFERENCE OF THE COMMISSION OF INQUIRY INTO REMUNERATION AND CONDITIONS OF SERVICE IN PUBLIC SERVICE AND SCHEDULE 3A AND 3C PUBLIC ENTITIES (PFMA)

1. A Commission of Inquiry ("the Commission") is hereby appointed in terms of section 84(2)(f) of the Constitution of the Republic of South Africa, 1996.

2. The Commission is appointed to investigate remuneration and conditions of service in the public service and public entities listed in Schedule 3A and 3C of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), with the remuneration of educators receiving priority attention, including matters relating to organisational development, job evaluation and grading, recruitment, appointment and promotion, human resource planning and utilisation, and performance management systems, policies and practices.

3. The Commission shall inquire into, make findings, report on and make recommendations concerning the following, taking into consideration the Constitution and other relevant legislation, policies and guidelines:
 - 3.1 Remuneration and conditions of service in the public service and public entities listed in Schedule 3A and 3C of the PFMA.
 - 3.2 Identify best practices in remuneration and conditions of service applied in the public service and public entities listed in Schedule 3A and 3C of the PFMA.
 - 3.3 Fiscal sustainability of the wage bill and whether the state is receiving value for money in terms of its investment.

4. The findings and recommendations of the Commission must address and set out mechanisms that can be employed to—
- (a) eliminate inefficiencies and inconsistencies;
 - (b) ensure fairness, equity and efficacy;
 - (c) enhance service delivery;
 - (d) guarantee fiscal stability;
 - (e) ensure market-related remuneration levels;
 - (f) ensure suitable job classification linked to remuneration;
 - (g) address excessive levels of employment in non-core posts;
 - (h) promote sustainable pay progression and performance management;
 - (i) improve skills retention;
 - (j) establish measurable key performance indicators for the public service in general; and
 - (k) promote sound labour relations.
5. The review must include an inquiry into—
- (a) all departments and government components, established in terms of the Public Service Act, 1994 (Proclamation No. 103 of 1994);
 - (b) the Employment of Educators Act, 1998 (Act 76 of 1998);
 - (c) the Correctional Services Act, 1998 (Act 111 of 1998);
 - (d) the South African Police Service Act, 1995 (Act 68 of 1998);
 - (e) the Civilian Secretariat for Police Service Act, 2011 (Act 2 of 2011); and
 - (f) any appropriate Act applicable to the public sector.
6. The Commissions Act, 1947 (Act No. 8 of 1947), applies to the Commission,

subject to such modifications and exemptions as may be specified by proclamation from time to time.

7. The Commission must submit interim reports and recommendations to the President from time to time and at least once a month prior to the final report being presented to the President. The Commission must complete its work within a period of eight (8) months from the date hereof and must submit its final report to the President within a period of two (2) months after the date on which the Commission completes its work.

8. Regulations will be made in terms of the Commissions Act, 1947 and will apply to the Commission to enable the Commission to carry out its review properly and to facilitate the gathering of information by conferring on the Commission such powers as are necessary including the power to enter premises, secure the attendance of witnesses and compel the production of documents.

9. The terms of reference may be amended at any time in consultation with the Commissioners.

10. All organs of state will be required to cooperate fully with the Commission.

PROCLAMATION*by the**President of the Republic of South Africa***No. 34****COMMISSION OF INQUIRY INTO REMUNERATION AND CONDITIONS OF SERVICE IN PUBLIC SERVICE AND PUBLIC ENTITIES LISTED IN SCHEDULE 3A AND 3C OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999**

Under the powers vested in me by section 1 of the Commissions Act, 1947 (Act No. 8 of 1947), I hereby —

- (a) declare that the provisions of the said Act shall be applicable to the Commission of Inquiry into Remuneration and Conditions of Service in the Public Service; and
- (b) make the regulations in the Schedule with reference to the said Commission.

Given under my Hand and the Seal of the Republic of South Africa at Pretoria this 7th day of August Two thousand and Thirteen.

**PRESIDENT**

By Order of the President-in-Cabinet:

**MINISTER OF CABINET**

SCHEDULE

REGULATIONS

1. In these regulations, unless the context otherwise indicates—

"Director-General" means the Director-General of the Department of Public Service and Administration;

"document" includes, whether in electronic form or otherwise, any book, pamphlet, record, list, circular, plan, poster, publication, drawing, photograph, picture or data, and also any disc, hard-drive recording or other device by means of which information or data is recorded or stored;

"Minister" means the Minister responsible for public service and administration;

"officer" means a person in the full-time service of the State who has been appointed or designated to assist the Commission in the execution of its functions;

"premises" includes any land, building, structure, part of a building or structure, vehicle, conveyance, vessel or aircraft; and

"Secretary" means a person designated by the Minister to provide administrative support to the Commission.

2. The proceedings of the Commission shall be recorded in the manner determined by the Chairperson.

3. (1) Any person appointed or designated to take down or record the proceedings of the Commission in shorthand or by mechanical or electronic means or to transcribe such proceedings which have been so taken or recorded shall at the outset take an oath or make an affirmation in the following form:

I, AB, declare under oath or affirm and declare—

- (a) that I shall faithfully and to the best of my ability take down or record the proceedings of the Commission of Inquiry into Remuneration and Conditions of Service in the Public Service in shorthand or by mechanical or electronic means as ordered by the Chairperson of the Commission;
- (b) that I shall transcribe fully and to the best of my ability any shorthand notes, mechanical record or electronic record of the proceedings of the said Commission made by me or by any other person.

(2) No shorthand notes or mechanical or electronic record of the proceedings of the Commission shall be transcribed except by order of the Chairperson.

4. (1) The Minister may designate a suitably qualified person as Secretary of the Commission.

(2) The Secretary shall be assigned such functions by the Minister or the Director-General as may be necessary to enable him or her to provide an efficient administrative support function to the Commission.

(3) The Secretary shall, where necessary, be assisted by officers of any Department of State seconded to its service, or persons in the service of any public or other body who are by arrangement with the body concerned seconded to the service of the Commission.

5. The Chairperson may designate one or more knowledgeable or experienced persons to assist the Commission in the performance of its functions, in a capacity other than that of a member.

6. Any member and any person designated under regulation 4(1) or 5 who is not an employee in the public service, may be paid such fees or travelling and subsistence allowance, while engaged upon the business of the Commission, as the Minister may, with the concurrence of the Minister of Finance, determine.

7. Any officer or person designated thereto by the Chairperson may be present at any stage of the inquiry or the gathering of information or the hearing of evidence at the inquiry.

8. Any person appearing before the Commission may be assisted by an advocate or an attorney.

9. (1) No person appearing before the Commission may refuse to answer any question on any ground other than the privilege contemplated in section 3(4) of the Commissions Act, 1947 (Act No. 8 of 1947).

(2) No evidence regarding questions and answers contemplated in sub-regulation (1), and no evidence regarding any fact or information that comes to light in consequence of any such questions or answers, shall be admissible in any criminal proceedings, except in criminal proceedings where the person concerned is

charged with an offence in terms of section 6 of the Commissions Act, 1947 (Act No. 8 of 1947), or regulation 17.

(3) Any witness appearing before the Commission may be cross-examined by a person only if the Chairperson permits such cross-examination by such person because the Chairperson deems it necessary in the interest of the functions of the Commission.

(4) Any witness may be re-examined by his or her legal representative for the purpose of explaining the evidence given by the witness during his or her examination.

10. Where, at the time of any person presenting information to or giving evidence before the Commission, members of the general public are or have been excluded from attendance at the proceedings of the Commission, the Chairperson may, on the request of such a person, direct that no person shall disclose in any manner whatsoever the name or address of such person or any information likely to reveal his or her identity.

11. Whenever the Commission is satisfied upon evidence or information presented to it that the Commission's inquiry may adversely affect any existing, instituted or pending legal proceedings or any inquiry instituted in terms of any law, evidence which is relevant to such legal proceedings or inquiry shall be dealt with by the Commission in such a manner as not to affect adversely such legal proceedings or inquiry.

12. (1) The Chairperson, any member or any officer may, with a warrant, for the purposes of the inquiry, at all reasonable times and without prior notice or with such notice as he or she may deem appropriate enter and inspect any premises and demand and seize any document or article which is on such premises.

(2) Any entry upon or search of any premises or person thereon in terms of this regulation, shall be conducted with strict regard to decency and order, including—

- (i) a person's right to, respect for and the protection of his or her dignity;
- (ii) the right of a person to freedom and security; and
- (iii) the right of a person to his or her personal privacy.

(3) The premises referred to in sub-regulation (1) may be entered only by virtue of a warrant issued in chambers by a magistrate, regional magistrate or judge of the area of jurisdiction within which the premises are situated.

(4) A warrant referred to in sub-regulation (1) may be issued by a judge in respect of premises situated in another area of jurisdiction, if he or she deems it justified.

(5) A warrant referred to in sub-regulation (1) may be issued only if it appears to the magistrate, regional magistrate or judge from information revealed under oath or affirmation that there is a need for a warrant authorising a search and seizure and that there are reasonable grounds to believe that any document or article referred to in sub-regulation (1) is on or at such premises or suspected to be on or at such premises.

13. (1) No person shall communicate to any other person any matter or information which may have come to his or her knowledge in connection with the

inquiry, or allow or permit any other person to have access to any records of the Commission, except in so far as it is necessary in the performance of his or her duties in connection with the functions of the Commission or by order of a competent court.

(2) Every person in the service of the Commission, except the Chairperson, any member or any officer, shall, before performing any duty in connection with the Commission, take and subscribe before the Chairperson an oath in the following form:

I, A... B..., declare under oath or affirm and declare that, except in so far as it is necessary in the performance of my duties in connection with the functions of the Commission of Inquiry into Remuneration and Conditions of Service in the Public Service or by order of a competent court, I shall not communicate to any person any matter or information which comes to my knowledge in connection with the inquiry, or allow or permit any person to have access to any records of the Commission, including any notes, record or transcription of the proceedings of the Commission in my possession or custody or in the possession or custody of the Commission or any officer.

14. No person shall without the written permission of the Chairperson—
- (a) disseminate any document submitted to the Commission by any person in connection with the inquiry or publish the contents or any portion of the contents of such document; or
 - (b) peruse any document, including any statement, which is destined to be submitted to the Chairperson or intercept such document while it is being taken or forwarded to the Chairperson.

15. No person shall, except in so far as shall be necessary in the execution of the terms of reference of the Commission, publish or furnish any other person with the report or any interim report of the Commission or a copy or a part thereof or information regarding the consideration of evidence by the Commission for publication before the expiration of a period of 14 days after it has been submitted to the President: Provided that the President may authorise publication of any such report before the expiration of that period.

16. No person shall insult, disparage or belittle the Chairperson or any member of the Commission or prejudice the inquiry or proceedings or findings of the Commission.

17. (1) A person is guilty of an offence if he or she—

- (a) wilfully hinders, resists or obstructs the Chairperson, any member or any officer in the exercise of any power contemplated in regulation 10; or
- (b) contravenes regulation 9, 13, 14 or 16; or
- (c) contravenes regulation 15.

(2) A person convicted of an offence in terms of sub-regulation (1) is liable—

- (i) in the case of an offence referred to in paragraph (a) or (b), to a fine, or to imprisonment for a period not exceeding six months; and
- (ii) in the case of an offence referred to in paragraph (c), to a fine, or to imprisonment for a period not exceeding 12 months.

18. These regulations may be added to, varied or amended from time to time.

19. The Commission may determine its own procedures.

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