



**SOUTH AFRICAN COUNCIL
FOR THE
LANDSCAPE ARCHITECTURAL PROFESSION**

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**SACLAP Guidelines for Payment of Council Members and
Payment Administration Procedures**

**FOR THE
SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL
PROFESSION
(SACLAP)**

Updated October 2008

Updated by:

Ms Bernadette Vollmer – Vice President

1. Purpose

The purpose of this document is to provide guidelines for the payment of Council members and the payment administration procedures to be followed.

2. Background

2.1. Approval of Payments to Council members

In terms of a SACLAP Council Resolution dated 5 October 2002, the Council approved the rates at which the Council members will be remunerated for time spent when attending the SACLAP meetings. These rates will be updated annually and included in the SACLAP Business Plan, which will be approved by the Accounting Officer of the Department of Public Works and therefore indirectly by Treasury.

2.2. Payment Amounts

The amounts which Council have approved and amends from time to time are set out in Schedule 1 attached.

3. Payments to Council Members

3.1. Payment Items

The following items will be paid whenever Council members provide service in their capacity as members of the SACLAP Council:

- a. **Honorarium** – the rate paid to Council Members for attending Council meetings.
- b. **Time spent on SACLAP business when:**
 1. performing other services on behalf of the SACLAP as approved by the Council from time to time;
 2. performing administrative functions on behalf of the SACLAP as approved by the Council from time to time;
- c. **Travel costs** to and from the SACLAP activities listed above including travel in private vehicles or use of public transport, if such cost is not covered directly by the SACLAP; and
- d. **Disbursement costs** associated with undertaking the service on behalf of the SACLAP such as overnight accommodation, car hire and payment for entertainment, if such cost is not covered directly by the SACLAP.

3.2. Payment Authorization

In order to ensure that there is no misunderstanding as to what constitutes a legitimate service on behalf of the SACLAP as referred to in paragraph 3.1.a, the extent of services to be provided and costs to be incurred, it is essential that before undertaking such services or incurring costs, the SACLAP member who intends to undertake that particular service, must verify that it has been approved by the Council as a paragraph 3.1. This authorization is to be recorded in minutes of a Full Council or EXCO meeting.

Confirmation of the status of a service will be given by the Registrar and such confirmation should be requested by the SACLAP member concerned in writing prior to incurring any costs. An invitation or notification to attend a function/meeting emanating from the Registrar or President will constitute verification as envisaged in paragraph 3.2.

3.3. Claim Process

3.3.1 Claim Form

In order for a Council member to claim payment for services and costs the member will need to fill out a claim form (template attached). It is essential that all information is properly filled in on the claim form otherwise it will unfortunately not be possible to process the claim. This Claim Form must be faxed/emailed or given to the Registrar by hand.

3.3.2 Activities and Time Spent

The type, date and number of the meetings attended must be recorded on the claim form. In the event that the hours will be reimbursed, the hours are to be stated for the applicable activity in the claim form.

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3.3.4 Travel Costs

The travel costs incurred should be recorded on claim form template attached, including the reason for the travel, the travel details, vehicle registration number and engine size (cubic capacity of the vehicle): (for example travel to Johannesburg to attend a committee meeting/vehicle registration ADC 123 GP/ Capacity 1600cc/Km's 45). The rate for the reimbursement will be in line with the National Department of Public Works Reimbursable rates.

3.3.5 Disbursement Costs

Any disbursement costs incurred must be recorded on the claim form template and must be accompanied by the invoice for the disbursements (for example a car hire invoice or parking garage cash slip or accommodation invoice etc.).

3.3.6 Submission of Claim Form

Claim forms must be signed and submitted to the Registrar either in person or via fax/email or by hand.

3.3.7 Electronic Fund Transfers Details

The Electronic Fund Transfer Details Form attached is required to be filled in and submitted to the Registrar. The policy of the SACLAP is to make maximum use of electronic banking and therefore, payment will only be possible once the member's bank account details are logged into the financial payment system.

3.3.7 Payment of Claims

Claims will be paid electronically into Council members' bank account within 30 days of receipt of the claim form.

4. Schedules

Schedule 1: Payment Amount for Council Members

Schedule 2: Claim Form for Council/EXCO Meeting as well as travel and Subsistence

SCHEDULE 1

PAYMENT AMOUNT FOR COUNCIL MEMBERS

1. Honorarium

At an Executive Committee Council Meeting of 27 October 2008 it was resolved that:

All Council members will be remunerated for attending Council meetings; all EXCO members will be remunerated for attending EXCO meetings. The remuneration rates are as follows:

	Rate per Meeting per Day
Chairperson	R 2000.00
Registrar	R 2000.00
Council Member	R 1000.00

The above is effective from the August 2008 Executive Committee Meeting.

Furthermore, the Registrar and the Chairperson shall not be paid a monthly honorarium.

2. Time Spent

At a Full Council Meeting of 8 August 2008 it was resolved that:

Services rendered to SACLAP by any person that results in a deliverable will be reimbursed at R250.00 per hour. Approval for this task has to be recorded in writing at a Council meeting as a direct instruction to the individual/company involved.

Administrative tasks will be reimbursed at R65.00 per hour. Approval for this task has to be recorded in writing at a Council meeting as a direct instruction to the individual involved.

In order to claim this time, a detailed timesheet indicating the date, describing the activity and the time spent is to be recorded and appended to the Claim Form.

These rates will be re-evaluated for the 2009/10 financial year.

3. Travel

Council members will be paid for every km traveled on authorised SACLAP activities at a rate of cents per km depending on the engine capacity and vehicle type of the vehicle. The rate for reimbursements will be in line with the National Department of Public Works Remuneration Rates.

4. Disbursement Costs

Council members will be paid the actual cost incurred for disbursements associated with authorised SACLAP activities, such as overnight accommodation (maximum 3 star hotel); parking; meals for self to a maximum of R50.00 per meal (a guideline); car hire(maximum 1600 cc) etc. i.e. all reasonable costs associated with SACLAP activities. In order to claim disbursement costs Council members must attach a copy of the invoice for the disbursement to the claim form.

SCHEDULE 2

CLAIM FORM

Address: _____

Claim period: _____

Expenses:

Description:	Details:	Quantity:	Amount:	Total:
Council Remuneration:	Date:			
Travel:	Air Fare*			
	Car Hire*			
	Parking*			
	Kms travelled in private vehicle			
Subsistence:	Hotel*			
	Daily allowance			
Other:				
Other:				
		Total Claim:		

Banking Details:

A/c name: _____

Bank: _____

Branch: _____

Branch code: _____

A/c no: _____

I confirm that the above details are correct and request that payments due to me be paid into the above account.

Signed: _____

Date: _____

***Please ensure that all supporting documentation is attached to this claim.**