



Tuvalu

PRESCRIPTION OF SALARIES ACT

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Tuvalu

PREScription OF SALARIES ACT

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Tuvalu

PREScription OF SALARIES ACT

AN ACT TO PRESCRIBE THE SALARIES AND ALLOWANCES OF CERTAIN OFFICES UNDER THE CONSTITUTION¹

Commencement [1st October 1978]

1 Short title

This Act may be cited as the Prescription of Salaries Act.

2 Prescription of salaries

- (1) The salaries or allowances specified in the second and third columns respectively of Schedule 1 are hereby prescribed in relation to the offices specified in the first column of that Schedule, being offices expressly provided for in the Constitution.
- (2) The sums specified in the second and third columns of Schedule 1 may be amended by resolution of Parliament, but subject to section 173(4) of the Constitution.

3 Payment of salaries and allowances²

- (1) The salaries and allowances payable in respect of any office by virtue of Schedule 1 of this Act shall be charged on and paid out of the Consolidated Fund and shall be paid without prejudice to any other emolument or privilege which may be accorded to the holder of such office from time to time.³
- (2) A person who prior to a dissolution of Parliament held office as a private member of Parliament shall be entitled to receive benefits equivalent to the salary, allowances and privileges paid to members of Parliament, notwithstanding the dissolution of Parliament, up to and including the date of a consequent general election.⁴

4 Additional allowances and privileges⁵

- (1) The allowances and privileges specified in Schedule 2 are hereby prescribed in relation to the offices specified in that Schedule.
- (2) Schedule 2 may be amended or repealed by resolution of Parliament.
- (3) The allowances and privileges prescribed in respect of any office by virtue of Schedule 2 of the Act shall be paid only if sufficient funds are appropriated for or otherwise available to cover the expenditure.⁶

5 Meaning of “day” and “days”

References in this Act to “day” or “days” shall mean any day or days on which the holder of the office in question is required to carry out the functions of the office, exclusive of travelling time.

SCHEDULE 1⁷**(Section 2)**

| (1) Office | (2) Taxable Salary (per year) | (3) Tax-free allowance (per day) |
|-------------------------------------|--|---|
| | \$ | \$ |
| Office | Taxable Salary (per year) | Tax free allowance |
| Governor-General | \$58,000 | not applicable |
| Chief Justice | not applicable | \$580 per day |
| Prime Minister | \$60,000 | not applicable |
| Speaker | \$57,000 | not applicable |
| Ministers | \$55,000 | not applicable |
| Members of Parliament | \$40,000 | not applicable |
| Chairman, Public Service Commission | not applicable | \$220 per day |
| Member, Public Service Commission | not applicable | \$200 per day |
| Attorney-General | \$39,000 | not applicable |
| Commissioner of Police | \$36,300 | not applicable |
| Auditor General | \$36,300 | not applicable |

SCHEDULE 2⁸

(Section 4)

ADDITIONAL ALLOWANCES AND PRIVILEGES

- (1) Housing Entitlement
- (2) Domestic Allowances
- (3) Window Curtain
- (4) Telephone Rental and Charges
- (5) Transport
- (6) Transport to Official Functions
- (7) Household and Support Services
- (8) Entertainments
- (9) Parliament and Committee Sitting Allowances
- (10) Subsistence on Official Business
- (11) Overseas Travel of Official Business
- (12) Subsistence Allowance
- (13) Daily Allowance on Donor Funded Overseas Travel
- (14) Office Holder's Number of Overseas Travel When Accompanied by Spouse on Official Business
- (15) Spouse Daily Allowance on Overseas Travel When Accompanying Office Holder on Official Business
- (16) Diplomatic Passports
- (17) Internal Travel on Official Business
- (18) Office Holder's Internal Travel When Accompanied by Spouse on Official Business
- (19) Spouse Daily Allowance on Internal Travel When Accompanying Office Holder on Official Business:
- (20) Internal Travel for Dependent Children Under 18 Years When Accompanying Office Holder on Official Business:
- (21) Freight on Internal Travel on Appointment and on End of Term of Office
- (22) Freight Allowance on Official Business
- (22) Freight Allowance on Official Business
- (23) Internal Entertainment Expenses
- (24) Acting Allowance Salary
- (25) Clothing Allowance
- (26) Internet Rental and Charges
- (27) Other Entitlements
- (28) Medical or Sick Leave outside of Tuvalu
- (29) Medical checks and Examinations outside of Tuvalu
- (30) Accommodation for Members of Parliament
- (31) Fuel Allowance
- (32) Public Service Commission

(1) Housing Entitlement

The below is applicable to the Governor General, Prime Minister, Speaker and Ministers.

- (a) If the office holder occupies a government house, the rent shall be free.
- (b) The GG and PM shall be entitled to reside in a fully furnished Government “A” Grade house.
- (c) A Minister or the Speaker is entitled to reside in a fully furnished Government “B” Grade house.
- (d) A non-taxable allowance of \$9,600 per annum shall be payable to the above office holders when there is no government housing available to accommodate them. This allowance shall be paid regardless of whether the office holder has his or her own place of residence on Funafuti.
- (e) If an office holder chooses to stay at a place other than a government house, provided when available, the office holder will not be eligible for this allowance.
- (f) The roles of Ministers and government in relation to the use of these houses and their goods/items shall be prescribed in Annexure 1 of this Schedule.⁹

The below is applicable to Private Members.

- (g) The above office holders are entitled to a non-taxable allowance of \$4800 per annum or \$400 per month regardless of where the Member ordinarily resides.

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (h) If the office holder occupies a government house, the rent shall be free and furnished in accordance with the prevailing Government policy.
- (i) If the office holder uses a private or rental residence he or she is entitled to \$500 per month.

(2) Domestic Allowances

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The Speaker and Ministers are entitled to 39kg of cooking gas or 20 litres of kerosene per month.
- (b) Private members are entitled to 26 kg of cooking gas or 20 litres of kerosene per month.
- (c) The Governor General and Prime Minister’s electricity shall be fully covered by the government.

- (d) The Speaker and Ministers are entitled to 800 units of electricity per month.
- (e) Private Members are entitled to 400 units of electricity per month.
- (f) For subsections (d) and (e), the unused units in a month can be rolled-over to subsequent months.¹⁰

(3) Window Curtain

The below is applicable to the Governor General, Prime Minister, Speaker and Ministers.

PWD to provide for government houses only.

(4) Telephone Rental and Charges

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The office holder shall be entitled to a telephone to be installed by government at their place of residence.
- (b) The office holder shall pay all monthly rental.
- (c) The office holders are entitled to a mobile phone handset for the duration of his or her term in office.

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (d) The office holders shall be entitled to a non-taxable annual telephone allowance of \$3,600 per annum that would cover landline, mobile and internet expenses.

(5) Transport

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) With the exception of Private Members, every office holder above shall be allocated an official car.
- (b) Every Member of Parliament shall be entitled to a transportation allowance to the maximum value of \$15,000 for his or her term in office.
- (c) Government shall be responsible for the maintenance and repair of official cars.
- (d) The office holder shall be responsible for all damages done to the official car through his/her fault or negligence.
- (e) The official car shall remain the property of the Government and shall be disposed in accordance with the Stores Regulations.

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (f) The office holders shall be entitled to a working motor vehicle (car) for business and private use in accordance with prevailing Government policy relating to the use of Government vehicles.
- (g) The office holders shall be wholly responsible for repairing damage to the vehicle or cost of the vehicle at replacement value (using the Reducing Balance Depreciation method that is applicable under the Government of Tuvalu policies) only if the damage or required repairs were the direct result of his or her negligence.
- (h) It is the office holder's responsibility to ensure they are familiar and adhere to Government's motor vehicle policy.

(6) Transport to Official Functions

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

All office holders are entitled to be transported by car to official functions.

(7) Household and Support Services

The below is applicable to the Governor General, Prime Minister, Speaker and Ministers.

A non-taxable allowance per annum of \$10,000 for Private Members, \$20,000 for Ministers and the Speaker, \$40,000 for the Governor General and Prime Minister may be utilized when required by the office holder for household, and support service purposes as the office holder may decide.

(8) Entertainments

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The Prime Minister is entitled to \$11,000 entertainment allowance per annum.
- (b) The Governor General, Speaker and Ministers are entitled to \$6,000 entertainment allowance per annum.
- (c) Private Members are entitled to \$3,500 entertainment allowance per annum.
- (d) This allowance may be used to host or sponsor a group event, or for the purchase of goods and/or services for the benefit of a group, association or island community.
- (e) This allowance is accountable.

(9) Committee Sitting Allowance¹¹

The below is applicable to the Prime Minister, Speaker, Ministers and Private Members.

- (a) The sitting allowance for members of Parliament Standing and Select Committees shall be \$250 for the Chairperson and \$240 for members.

(10) Subsistence on Official Business

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) Office holders on official travel shall be entitled to a rate of \$150 per day. This daily allowance is payable regardless whether the office holder spent any night on an island or not.
- (b) For a Private Member resident in his or her constituency, this allowance commences when leaving his or her island to travel to Funafuti and ceases when reaching his or her island at the end of a parliament or a Speaker approved travel.
- (c) An office holder who is required to take up residency on Funafuti and needs to visit his constituency for official parliamentary business, the allowance is payable up to a maximum of 14 days.
- (d) When an office holder for which this provision (a) applies is accompanied by his or her spouse or a dependent, the office holder is entitled to an additional \$80 per day as spousal and dependent allowance.
- (e) Where an office holder travels for parliamentary purposes, the \$150 and \$80 per day allowances commences when leaving his or her island to travel to Funafuti and ceases when reaching his island at the end of a parliament or a speaker approved travel.
- (f) When in Funafuti, these allowances cease when the \$300 per day sitting allowance for parliament or a committee of parliament meeting commences. This allowance shall be payable again when the \$300 sitting allowance ceases, until the office holder reaches his island.
- (g) The office holder is entitled to these allowances regardless of whether or not his or her spouse is a paid employee or earns any income.
- (h) A member who permanently resides on Funafuti is only entitled to the \$300 per day sitting allowance when attending parliament or the relevant allowance if attending a meeting of a Committee of Parliament on Funafuti.

(11) Overseas Travel of Official Business

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) With the exception of the Governor General and the Prime Minister, all office holders shall be entitled to business class.
- (b) The Governor General and the Prime Minister are entitled to 1st class.

(12) Subsistence Allowance

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) On local funded official overseas travel, all office holders are entitled to the official country rates as prescribed under the GAO, plus 30%.
- (b) In kind donor official overseas travel, all office holders are entitled to incidental allowances plus 30% per day of the official country rate of the country concerned.

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (c) The office holder shall be entitled to the subsistence allowance in accordance with the prevailing Government of Tuvalu travel policy.
 - (i) The official country rates as prescribed under the General Administrative Order or prevailing Government travel policy.
 - (ii) Incidental allowances per day of the official country rate of the country concerned.
- (d) The office holder shall be entitled to local travelling allowance in accordance with the prevailing Tuvalu Government travel policy.

(13) Daily Allowance on Donor Funded Overseas Travel

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) This allowance is payable in respect of each 24 hours necessarily spent on duty away from the office holder's station.
- (b) The allowance is not payable where meals and accommodations are provided under the expense of the carrier.
- (c) In cases where the donor does not meet the daily subsistence allowance in full or in part, then subsistence allowance under item 12(b) shall apply.
- (d) Where the donor's rate for the subsistence allowance is less than the official rate under item 12(b) that office holders shall be entitled to claim the difference.
- (e) No reimbursement shall be made where the amount paid for subsistence allowance from a donor funded overseas trip is greater than the rates under item 12.

(14) Office Holder's Number of Overseas Travel When Accompanied by Spouse on Official Business

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The Governor General, Prime Minister and Speaker are entitled to 3 travels per year.
- (b) The Ministers are entitled to 2 travels per year.
- (c) Private Members are entitled to 1 travel per year.

(15) Spouse Daily Allowance on Overseas Travel When Accompanying Office Holder on Official Business

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The spouses of all office holders are all entitled to \$250 when accompanying the office holder.
- (b) This rate is payable for government funded overseas travel.
- (c) Where the spouse does not receive daily subsistence allowance on donor funded travel, then item 15(a) above shall apply.

(16) Diplomatic Passports

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) Office holders and their spouses are entitled to Diplomatic Passports.
- (b) Office Holders may use their Diplomatic Passports on their private trips.

(17) Internal Travel on Official Business

The Governor General, Prime Minister, Speaker, Ministers and Private Members are all entitled to first class internal travel.

(18) Office Holder's Internal Travel When Accompanied by Spouse on Official Business

The spouses of the Governor General, Prime Minister, Speaker, Ministers and Private Members are all entitled to unlimited internal travel.

(19) Spouse Daily Allowance on Internal Travel When Accompanying Office Holder on Official Business:

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The spouses of all the office holders are entitled to \$80.
- (b) This daily subsistence allowance may only be claimed up to a maximum of 14 nights.

(20) Internal Travel for Dependent Children Under 18 Years When Accompanying Office Holder on Official Business:

The dependent children of the Governor General, Prime Minister, Speaker, Ministers and Private Members are all entitled to unlimited internal travel.

(21) Freight on Internal Travel on Appointment and on End of Term of Office

The Governor General, Prime Minister, Speaker, Ministers and Private Members are all entitled to 5 tonnes with the following conditions:

- (a) A Private Member who resides outside his constituency and on being elected to take up residency within his constituency is entitled to this allowance on being elected and at the end of his term of office.
- (b) Where an office holder is required to take up residency in Funafuti, he shall be entitled to this allowance on first appointment, and on his return after his term of office.
- (c) If any office holder serves more than one term in office or constituency, such continuous terms shall be treated as one term for the purpose of this Allowance.

(22) Freight Allowance on Official Business

The Governor General, Prime Minister, Speaker, Ministers and Private Members are all entitled to 5 tonnes with the following conditions:

- (a) A Private Member who resides outside his constituency and on being elected to take up residency within his constituency is entitled to this allowance on being elected and at the end of his term of office.
- (b) Where an office holder is required to take up residency in Funafuti, he shall be entitled to this allowance on first appointment, and on his return after his term of office.
- (c) If any office holder serves more than one term in office or constituency, such continuous terms shall be treated as one term for the purpose of this Allowance.

(22) Freight Allowance on Official Business

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) All office holders are entitled to 1 tonne.
- (b) This is in addition to the normal shipping allowance.
- (c) Freight on gifts arising from internal travel on official business shall be free to any office holder.

(23) Internal Entertainment Expenses

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

An amount of \$30,000 shall be provided under OPM vote to meet touring expenses for all the office holders listed in this Schedule.

(24) Acting Allowance Salary

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

When a Minister is acting in another Minister's portfolio for a total consecutive period of 1 month, he or she is entitled to a \$1,000 acting allowance per consecutive period of 1 month.

(25) Clothing Allowance

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The office holder and spouse shall be entitled to the following clothing allowances per year:
 - (i) \$ 1,200 for office holder; and
 - (ii) \$600 for spouse.
- (b) This allowance shall only include clothes suitable and necessary for business/official purposes. In addition to this, warm clothing where necessary.
- (c) This allowance is accountable.

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (a) The office holders shall be entitled to clothing allowance of \$600 in accordance with the prevailing Government of Tuvalu travel policy.

(26) Internet Rental and Charges

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

- (a) The office holders shall be entitled to an internet modem to be installed by Government at their place of residence.
- (b) The office holders shall be entitled to receive a laptop per term. This laptop shall become a private property of the office holder.
 - (i) The Governor General is entitled to one laptop per Governor General term.
- (c) The office holders shall be entitled to \$300 per month for rental charges and internet bills.
- (d) The office holders are entitled to one satellite dish, up to a value not exceeding \$2000 during their term in office. The dish shall be installed at a place that the office holder may choose.

(27) Other Entitlements

The below is applicable to the Attorney General, Auditor General and the Commissioner of Police.

- (a) The office holder shall be entitled to cooking gas of 13.5kg per month.
- (b) The office holder shall be entitled to 200 units of electricity per month.

(28) Medical or Sick Leave outside of Tuvalu

The below is applicable to the Governor General, Prime Minister, Speaker, Minister and Private Members.

All of the above office holders are entitled, when on sick leave whether privately funded or funded under the Tuvalu Treatment Scheme (TMTS), to 15% of the official country rate used by the government officials when on duty travel. This allowance is payable in addition to any allowances that the office holder may get under the TOMRS or other privately funded arrangements. This allowance is payable only to the maximum of 4 weeks. (4 weeks is considered reasonable where the office holder to settle down properly in the new country where he or she is undertaking medical treatment).

(29) Medical checks and Examinations outside of Tuvalu

- (a) The above office holders are entitled to one fully funded full health check, test and examinations, per annum for the duration of their stay in office. The test and examinations are to be provided in a country other than Tuvalu that the office holder may choose. (It is envisaged that office holders on duty travel can utilize this although it is an entitlement that the office holder can utilize regardless whether he or she is on duty travel or not.);
- (b) Approval to grant travel overseas and payment of DSAs to undertake medical checks, as per section 29(a) above, shall be subject to

- confirmation of appointment with the overseas medical clinic or medical specialists arranged through the Ministry of Health;
- (c) the applicable daily subsistence allowance shall be payable for a maximum of two weeks (this is considered reasonable since all medical appointments have been confirmed prior to departure from Tuvalu);
 - (d) At the end of the two week period –
 - (i) if the office holder is found not to require any further medical checks or treatment, then the medical check is deemed completed; or
 - (ii) if the office holder is found to require to undergo medical treatment and becomes eligible to be a patient under the TOMRS, or other approved government of Tuvalu funded health care options, the payment of full DSAs shall cease forthwith, and the TOMRS or other health care option allowances shall apply;
 - (e) When the office holder is accompanied by his or her spouse, the office holder is entitled to have his or her spouse accorded a fully funded full health check.

(30) Accommodation for Members of Parliament

The below is applicable to all Members of Parliament.

- (a) A member attending parliament or an official parliament business approved by the Speaker is entitled to be accommodated at a rental hotel or guesthouse provided that the accommodation rate to be paid by the Office of the Speaker shall not be more than \$100 per night.
- (b) A member will be responsible for all other expenses required for staying at the rental or guesthouse including any additional accommodation cost beyond \$100 per night.
- (c) For members residing on the outer islands, this accommodation allowance commences upon arrival in Funafuti for a parliament session or other official parliament business authorised by the Speaker and ceases when the member returns to his or her island of residence.
- (d) For a member staying in Funafuti and chooses to use this allowance, this allowance commences when parliament begins and ends the day after parliament closes a session.
- (e) The accommodation allowance is paid directly to the accommodation provider by the Office of the Speaker.

(31) Fuel Allowance

Every office holder is entitled to a fuel allowance of \$200 per month for the duration of his or her term in office.

For the purpose of this Schedule, “dependents” include spouse, children under the age of 18 years of age and immediate family members who are dependent on the office holder as the office holder may decide and approved by the Speaker.

(32) Public Service Commission¹²

This paragraph applies only to members of the Public Service Commission (PSC).

1. Transport

Every member of the Public Service Commission is entitled, during his/her term of office, to a motorcycle with a value of not more than \$2,500.

2. Sitting allowance

Every member of the Public Service Commission must be paid a sitting allowance. The rate of the sitting allowance shall be \$220 for the Chairperson and \$200 for the other members.

3. Internet allowance

Every member of the Public Service Commission is entitled to an Internet allowance of \$50 per month.

4. Complimentary allowance

Every member of the Public Service Commission shall be paid a complimentary allowance of \$6,000 per annum.

5. Laptop and external hard drive

Every member of the Public Service Commission is entitled, during his/her term of office, to one laptop with a value of not more than \$2,500 and a 1TB external hard drive.

6. Fuel allowance

Every member of the Public Service Commission is entitled to a \$20 per month fuel allowance.

7. Mobile phone allowance

Every member of the Public Service Commission is entitled, during his/her term of office, to one mobile phone with a value of not more than \$800.

8. Diplomatic passport

Every member of the Public Service Commission is entitled to a diplomatic passport when travelling on an official trip.

ANNEXURE 1 – MINISTERIAL RESIDENCES' GOODS/ITEMS

POLICY GUIDELINES¹³

1 Purpose

The purpose of this policy is to provide a set of guidelines to Cabinet Ministers, regarding all goods/items supplied or provided rent free to their residences, and the conditions of their usage during their residential tenure.

This policy will guide all Ministers and relevant offices in understanding their obligations, regarding the correct protocols and procedures required in the removal of goods/items.

2 Definition

"Minister" refers to any Minister appointed to Cabinet, including the Speaker to Parliament and Prime Minister.

"Ministerial Residence" refers to an official house assigned to a Minister, either on the grounds of security or to allow a Minister to better perform his/her official duties.

"Goods or Items" include all goods/items, including furniture, electricals, electronics and other appliances and amenities - that the government has provided rent free in a residence allocated to a Minister. A comprehensive list is to be kept by the Secretary for the Ministry concerned with Public Works and Infrastructure and is subject to change, from time to time, as approved by the Secretary.

3 Ministerial Residences' Goods/Items Policy and Guidelines

3.1 Inventory of Goods/Items

3.1.1 An inventory of goods and/or items provided free to a residence allocated to a Minister shall be prepared and verified by the Secretary for the Ministry concerned with Public Works and Infrastructure and the Personal Assistant (PA) to the Minister, and/or Housemaid of the Minister. This inventory will include: Available furniture, electrical appliances and all other items.

3.1.2 The inventory shall be prepared prior to the new Minister moving into the residence.

3.1.3 The inventory shall be verified periodically (every 6 months) and be recorded and reported to the Office of the Secretary for the Ministry concerned with Public Works and Infrastructure.

3.2 Goods/Items - damage and loss

3.2.1 The PA to the Minister shall record and report all damaged goods/items to the Office of the Secretary for the Ministry concerned with Public Works and Infrastructure.

3.2.2 Officers from the Public Works Department and Asset Management Unit will assess the damaged good(s)/item(s) to verify that they are indeed dysfunctional.

3.2.3 Secretary for the Ministry concerned with Public Works and Infrastructure will initiate the process of “writing off” of those damaged goods/items, as stipulated by the Financial Instructions.

3.2.4 Ministers are kindly reminded to refrain from taking away any damaged good/item, from their residences, without adhering to 3.2.1. - 3.2.3. above.

3.3 Outgoing Minister and Goods/Items

3.3.1 Ministers are encouraged to leave all goods/items supplied with the residence when they move out, irrespective of the reason for moving.

3.3.2 However, if an outgoing Minister (or family of deceased Minister) wishes to take away any good/item, they need to notify and submit a list of goods/items to the Secretary to Government.

3.3.3 If approved, the Secretary to Government will notify the Secretary for the Ministry concerned with Public Works and Infrastructure and the Ministry concerned with Finance.

3.3.4 The Public Works Department and Assets Management Unit will assess the value of those goods/ items, and produce or tag a price for those goods/items.

3.3.5 Secretary to Government will then notify the outgoing Minister or family of the deceased Minister of the cost of each good/item.

3.3.6 Payments must be completed prior releasing those goods/items.

4 Roles and Responsibilities

4.1. Minister's PA/Housemaid or Family

4.1.1. Periodically (6 months) assess and report the status and values of goods/items.

4.1.2 Work together with the Public Work Department Officers in assessing the status/ conditions of the goods.

4.1.3 List down goods/ items that the outgoing Minister wishes to take away, when vacating residence, and submit that list to Secretary to Government.

4.2 Public Works Department

4.2.1 Ensure a sufficient budget allocation is established in the department's annual fiscal budget to fund maintenance work for goods/items and/or to procure new goods/items.

4.2.2 Assist the PA/Housemaid in assessing the status of goods.

4.3 Assets Management Unit

4.3.1 Work together with the Public Work Department in assessing the values of goods/items in the Ministerial Residence, if required.

5 Implementation

5.2 The Speaker to Parliament has full authorisation of the administration of this policy.

5.3 The Office of the Secretary to Government has the responsibility in ensuring this policy is strictly adhered to and implemented.

ENDNOTES

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- ¹ 1990 Revised Edition, Cap. 54 – Act 3 of 1978, LNs 13/1979 and 3/1990
Amended by Act 11 of 2009, commencement 3 December 2009
Amended by Act 9 of 2013, commencement 24 December 2013
Amended by Act 15 of 2016, commencement 1 October 2016
Amended by Act 3 of 2020, commencement 27 March 2020
Amended by Act 14 of 2020, commencement 14 December 2020
Amended by Resolution of Parliament 2 July 2021
Amended by Act 16 of 2021, commencement 5 November 2021
Amended by Act 1 of 2023, commencement 11 April 2023
- ² Amended and renumbered by Act 9 of 2013
- ³ Amended by Act 9 of 2013
- ⁴ Inserted by Act 11 of 2009
- ⁵ Amended and renumbered by Act 9 of 2013
- ⁶ Inserted by Act 9 of 2013
- ⁷ Replaced by Act 14 of 2020
- ⁸ Substituted by Resolution of Parliament 2 July 2021, and amended by Act 16 of 2021
- ⁹ Inserted by Act 1 of 2023
- ¹⁰ Inserted by Act 1 of 2023
- ¹¹ Amended by Resolution of Parliament in June 2024
- ¹² Inserted by Act 16 of 2021
- ¹³ Inserted by Act 1 of 2023