



UNISA
UNIVERSITY OF SOUTH AFRICA

Office of the Principal and Vice Chancellor

30 December 2020

Mr James Maboja
Chairperson of Council and the Remuneration Committee of Council
3 Melrose Street
Blue Valley Golf Estate
Rooihuiskraal
PRETORIA
0147
E-mail: [REDACTED]

Dear Mr Maboja

RE: ARRANGEMENTS REGARDING THE USE OF UNIVERSITY VEHICLES

As is common cause, Prof Puleng Lenka Bula shall commence her duties as the new Principal and Vice Chancellor with effect from January 2021. At the same time Council resolved to keep me until the end of April 2021 to ensure a smooth handover to Prof Lenka Bula.

Historically the Vice Chancellor's package within UNISA has included access to the use of a University motor vehicle for official business, as well as the provision of a house (i.e. the official residence of the university). In terms of the terms of reference of the Remuneration Committee of Council (Remco) and the Council Delegations of Authority Framework, the determination of the salary and benefits for the Principal and Vice Chancellor is a matter that falls within the ambit of the Remco.

At its meeting of 20 November 2020, the Remco resolved as follows regarding this matter:

That the recommendation regarding the extension of the job-specific benefits (i.e., accommodation benefit through the use of the university house and the use of the university provided vehicle) as part of the remuneration package for the incoming Principal and Vice-Chancellor Prof Puleng Lenka Bula be approved.

Seeing that the matter falls within the ambit of the Remco, the matter was finalized on this basis and the report of the Remco served at the Council meeting of 26 November 2020 for noting.

In implementing the above-mentioned resolution my colleagues have raised a question of my official transportation needs during the hand-over period. Both Ms Reshma Mathura, the Acting Chief Financial Officer (CFO) and Dr Marcia Socikwa, the Vice Principal: Operations and Facilities, agree that the best option would be to trade in the current motor vehicle used by me in order to purchase a new motor vehicle for Prof Lenka Bula. The approach that is taken by my colleagues is that then concomitant to this, arrangements will thus need to be made for me to use a rented motor vehicle during the hand-over period. This is seen as the most cost-effective approach to dealing with this matter as it will result in cost-savings for the University.

Historically the modalities relating to the extension of the above-named benefits to the Principal and Vice Chancellor was a matter that was handled by the Chairperson of Council (who is also the Chairperson of the Remco) and the Executive Director: Human Resources. [The Vice Principal: Finance (as it was then) and the Vice Principal: Operations (also as it was then) pursued this matter because at that time the Vice Principal: Finance – had oversight on both the finances and procurement functions of the university as well as estates, while the Vice Principal: Operations – had oversight on human resources. However, since 2016 onwards, following restructuring, the Vice Principal that is responsible for finances and procurement functions, also took over the oversight on the new focus area i.e. business enterprises. From then onwards, the portfolio of estates (that takes care of properties of the university and this is inclusive of vehicles) was combined with operations. However, the human resources function was moved to a new portfolio ie Institutional Development]. Seeing that the Remco resolution does not provide the details regarding the above-mentioned issues, I am writing to ask for your approval of the proposal we are making in relation to this matter, namely:

- (a) That the University motor vehicle currently used by me be traded in in order to purchase a new motor vehicle for Prof Lenka Bula; and
- (b) That the University rents a motor vehicle for my official use from January until April 2021 (i.e. during the hand-over period).

We would like to finalise these arrangements as Prof Lenka Bula will commence with her duties next week, that is on the 5th of January 2021.

I have continued to have conversations with Prof Lenka Bula on the arrangements of ensuring that she has a motor vehicle that she will be using as part of her package in terms of Remco's resolution. Please note as well Chairperson that with me vacating the official residence, Dr Socikwa's team would be painting the house and fixing everything (including kitchen cupboards) that was postponed in the last five years. I also encouraged them to delay fixing these items in order to ensure that work is done at once as we prepare for the next few years (instead of doing it in 2015, which probably could have meant that the work would have needed to be done again now). All the preparations are underway for Prof Lenka Bula to move into the official residence.

I trust that this is in order and look forward to hearing from you.

Yours sincerely



Prof Mandla S Makhanya
Principal and Vice Chancellor