

CAPRICORN TVET COLLEGE



**GOVERNANCE: POLICIES ON MEETINGS PREPARATION
TIME AND SITTING ALLOWANCES, SUBSISTENCE AND
REIMBURSIVE TRAVEL ALLOWANCE AND ALLOCATED
LAPTOPS, ROUTERS/WI-FI DEVICES AND EMAIL ACCOUNT**

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Council: 25/01/2022

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November 2024

VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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1. Preamble

- 1.1. These policies set out guidelines regarding the payment of meetings preparation time allowance, sitting allowance, subsistence and reimbursive travel allowance for members of College Council, committees of Council, external members of Audit and Risk Committee and the use of allocated working tools by members of College Council;
- 1.2. These policies are promulgated by council in accordance with The Continuing Education and Training Act, 2006, Act 16 of 2006 ("The Act") as amended and The College Statute ("The Statute"). Furthermore, these policies are set subsequent to a council resolution passed at its ("Council") well constituted seating on (put a date) in accordance with the provisions of the Act and the Statute.

2. **Effective Date:** 1 January 2016

3. Application

- 3.1. These policies apply to members of College Council, members of committees of Council and External Audit and Risk Committee members.

4. Definition of Terms

- 4.1. **"Accommodation"** means a place booked for overnight accommodation.
- 4.2. **"Air Travel"** means travel to any destination within South Africa or outside South Africa.
- 4.3. **"College"** means Capricorn Technical and Vocational Education and Training.
- 4.4. **"E-mail Account"** is an arrangement made by a College to allow a person to send and receive email.
- 4.5. **"Incidental Costs"** are personal, incidental expenditure incurred which directly relates to the official duty for which the official travel is undertaken (e.g. meals, laundry, soft drinks, etc.)
- 4.6. **"Meeting Preparation Time"** means time spent by a member of Council or committee of Council reading Council Agenda in preparation for a scheduled meeting of Council or committee of Council.

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- 4.7. **“Member of Council”** a member of College Council duly appointed; in terms of the CET Act.
- 4.8. **“Member of Council Committee”** is a member of a Council Sub-Committee duly appointed by College Council.
- 4.9. **“Official Council Activities”** any official activity that includes meetings of the Council and its approved sub-committees, workshops, courses, conferences, symposiums, graduations, group discussions and any other official events or meetings that are attended in the capacity as a Council or member of the approved sub-committee of Council
- 4.10. **“Sitting Allowance”** is an allowance payable to a member of Council or committee of Council for attending scheduled Council and Committees of Council meetings.
- 4.11. **“Subsistence Allowance”** is an amount paid to members of College Council or committee of Council for attending scheduled Council and Committees of Council meetings.
- 4.12. **“Reimbursive Travel Allowance”** means the determined rate per kilometer used for the reimbursement of official kilometers.
- 4.13. **“Vehicle Hire”** rental of a vehicle to travel to a destination.
- 4.14. **“Tools of Work”** means equipment, computers and routers/devices allocated to a person to function effectively.

5. POLICY ON MEETINGS PREPARATION TIME AND SITTING ALLOWANCES

5.1. OBJECTIVE

To remunerate members of College Council and Committees of Council for meetings preparation time and sitting allowances in terms of the rates determined by the National Treasury and/or the Department of Higher Education and Training (DHET) from time to time.

5.2. POLICY

5.2.1. Members of College Council, Committees of Council and External members of the Audit and Risk Committee of council shall be remunerated an allowance for meetings preparation time up to a maximum of three (3) hours per meeting based on hourly rates as approved by the National Treasury and/or DHET from time to time.

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- 5.2.2. Members of College Council, Committees of Council and External members of the Audit and Risk Committee of council who are not in the employ of National, Provincial and Local Government or Agencies, and Entities of Government shall be entitled to a sitting allowance for attending College Council and Committees of Council meetings as approved by the National Treasury and/or DHET from time to time.
- 5.2.3. Members of College Council, Committees of Council and External members of the Audit and Risk Committee of council who are in the employ of the National, Provincial and Local Government or Agencies, and Entities of Government shall be entitled to a sitting allowance for attending College Council and Committees of Council meetings after-hours, on weekends and public holidays.
- 5.2.4. Members of Council and Committees of Council who are full time employees of the College are not entitled to be remunerated for meetings preparation time and sitting allowances. However, they are entitled for payment of overtime subject to the applicable TVET College approved policies.

6. POLICY ON SUBSISTENCE AND REIMBURSIVE TRAVEL ALLOWANCES

6.1. OBJECTIVE

To reimburse members of College Council and Committees of Council for kilometers travelled to attend scheduled College Council and Committees of Council meetings, Council functions, conferences, workshops, meetings, and incidental costs incurred in the performance of their Council work.

6.2. POLICY

- 6.2.1. College Council members and Audit and Risk Committee members shall be reimbursed for the use of their personal vehicles performing College work in accordance with the applicable S & T rates and approved College policy.
- 6.2.2. College Council members and Audit and Risk Committee members will be reimbursed for incidental expenses (meals, tollgate and parking fees, etc.) incurred in providing their services to the College on condition members provide the College with sufficient documentary proof for such expenses.
- 6.2.3. No reimbursed travel allowance will be paid to College Council members or members of Council Committees who use College vehicles for official trips.

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- 6.2.4. Claims for subsistence and reimburse travel allowances must be in accordance with the applicable and approved College policy and must be done on the College claim form.
- 6.2.5. Payment of any claim and/or allowance shall be transferred electronically into the relevant College Council member's bank account and not to a third party and/or juristic person.
- 6.2.6. Air travel and accommodation for College Council members shall be arranged by the College in terms of approved policy. College Council shall travel economy class.
- 6.2.7. Overnight accommodation will be booked only if the distance by road exceeds 500 kilometers to and from the destination (return journey). The cost of parking at the hotels will be included in the accommodation voucher.
- 6.2.8. As an exception to the rule in paragraph 6.2.7 above, members of College Council attending official College events after hours and where such events are likely to end after 16h00, may be booked accommodation.
- 6.2.9. Vehicle hire for any member of College Council must be in accordance with the applicable and approved College policy.

7. POLICY ON ALLOCATED LAPTOPS, ROUTERS/WI-FI DEVICE AND E-MAIL ACCOUNT

7.1. OBJECTIVE

To ensure that College allocated laptops, routers and WI-FI devices and E-mail account (tools of work) provided to Council members are used appropriately and for the benefit of the College

7.2. POLICY

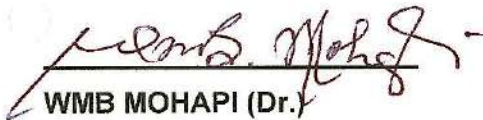
- 7.2.1. The College shall be responsible for the allocation of laptops and router/WI-FI devices to College Council members, SRC members, for official use during their term of office.
- 7.2.2. The allocated working tools remain the assets of the College and Council member(s) terminating and/or whose service is terminated as a member of College Council shall return the allocated

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working tools or equipment to the College. The member(s) may opt to purchase the laptop from the College at a cost to be determined by the College.

- 7.2.3. The allocated laptops shall be depreciated over a three-year period in accordance with the normal depreciation schedule of the College for computers. At the end of the three-year depreciation period, College Council member shall be entitled to retain the laptop.
- 7.2.4. The use of an allocated laptop and router/WI-FI device shall always be in the best interest of the College. Members of College Council are, however, permitted reasonable use of the working tools or equipment for personal purposes.
- 7.2.5. Members of College Council shall be provided with a College e-mail account to have access to internet.
- 7.2.6. The use of the College e-mail account shall be for the benefit of the College and must be in accordance with the College's policies.
- 7.2.7. Members of College Council are permitted reasonable use of the e-mail account for personal purposes.

~~APPROVED/APPROVED WITH COMMENTS/DISAPPROVED~~


WMB MOHAPI (Dr.)

25/01/2022
DATE

CHAIRPERSON: COLLEGE COUNCIL

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