

# CAPRICORN TVET COLLEGE



## INFRASTRUCTURE COMMITTEE CHARTER

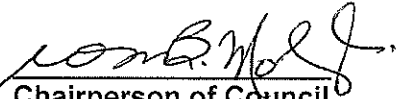
### COLLEGE SITES:

CENTRAL OFFICE  
POLOKWANE  
SESHEGO  
SENWABARWANA  
RAMOKGOPA

Charter developed and  
submitted for approval:  
05 June 2023

Reviewed and Approved by  
Infrastructure Committee:  
24 May 2023

Approved by Council:  
21 June 2023

  
Chairperson of Council

Next revision date: 29/6/23  
January 2026

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## 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 programs 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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## INFRASTRUCTURE COMMITTEE CHARTER

### 1. Legislative framework and best practices

Key principles contained in the following legislation and best practices were applied to develop this charter:

- 1.1 The South African Constitution Act No. 108 of 1996;
- 1.2 Continuing Education and Training Act No. 16 of 2006, as amended;
- 1.3 Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999);
- 1.4 Basic Conditions of Employment Act 75 of 1997 as amended;
- 1.5 Occupational Health and Safety Act 85 of 1993 as amended;
- 1.6 Compensation for Occupational Injury and Diseases Act 130 of 1993;
- 1.7 National Building and Standards Act 103 of 1977 as amended.

### 2. Purpose

- 2.1 To advise the College Council on the capital improvement needs, including but not limited to, college maintenance plan, new construction projects, deferred maintenance, and college complaints in terms of Occupational Health and Safety Act no. 85 of 1993 as amended.
- 2.2 Provide oversight and strategic direction for the college including the college program to administer the construction and maintenance of facilities.
- 2.3 Provide oversight of the facilities and operations associated with on-campus student accommodation (hostels).

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2.4 Review and assess construction-related activities, including information regarding change of scope of work and college compliance in terms of OHS-related matters.

2.5 Perform other duties as assigned by the College Council.

### 3. Definitions, acronyms, and abbreviations -

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms, and abbreviations are set out for the terms indicated:

The **definition** of a charter is a formal document that outlines the purposes, responsibilities, structures and operations within an Organization. It serves as a guiding document for the committee, promoting consistency in decision-making, providing a framework for effective governance and oversight of infrastructure-related matters.

**Acronyms and abbreviations** used in this charter:

3.1 "**ACCOUNTING OFFICER**" — is the College Principal.

3.2 "**ACT**" - is the CET Colleges Act No. 16 of 2006, as amended.

3.3 "**CFO**" — the Chief Financial Officer (College Deputy Principal Finance Services).

3.4 "**COLLEGE**" - is a Public TVET College.

3.5 "**COUNCIL**"- is the Council of the College established in terms of the Act.

3.6 "**DAF**" — is the Delegation of Authority Framework.

3.7 "**DHET**" — is the Department of Higher Education and Training.

3.8 "**EXCO**" — is the Executive Committee of the College.

3.9 "**INFRASTRUCTURE COMMITTEE**" — is the Infrastructure Committee of the College.

3.10 "**OHS**" — is the Occupational Health and Safety.

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3.11 "TVET" — Technical, Vocational, Educational, and Training.

#### 4. Reporting Responsibilities

4.1 The Committee will report to Council any action taken by the committee.

4.2 The Committee will promptly notify all Council Members of any matter within its oversight roles and responsibilities that might significantly impact the financial, legal, academic standing, or reputation of the College.

#### 5. Composition

5.1 The committee will consist of three internal members and at least three external members elected by the College Council for the Infrastructure Committee to fulfil its responsibilities

5.2 At least 50 percent of the members of the Infrastructure Committee must be external persons who are members of the Council, besides the Accounting Officer and the Deputy Principal: Corporate Services.

5.3 Where the Council has a member with extensive knowledge of building environment matters, that person shall be the chairperson of the Infrastructure Committee. If the Council does not have such a member, the chairperson of the Infrastructure Committee should be a member of the Council with a strong financial, building, or legal background.

5.4 The term of office of the Infrastructure Committee will be 5 years which is aligned to the College Council's appointment period.

5.5 Members of the Infrastructure Committee shall be notified in writing of their appointment by the Chairperson of the Council, and their terms of reference shall be included in their letters of appointment.

#### 6. Meeting Procedures

6.1 The Infrastructure Committee shall have four (4) ordinary meetings per annum.

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6.2 In the absence of the chairperson of the Infrastructure Committee, the committee may appoint an external member of the Council as chairperson for the duration of the meeting.

6.3 A quorum of 50 percent +1 members are necessary for the meeting to be properly constituted and proceed provided that at least two external members of the Council are present.

6.4 A Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from the Committee.

6.5 Members shall be advised of the meeting date at least fourteen (14) calendar days prior to the meeting.

6.6 An agenda and meeting pack for the Infrastructure Committee shall be circulated to all members at least seven (7) working days before the meeting. Minutes of the previous meetings and resolution register shall be included with the Infrastructure Committee pack.

6.7 All Infrastructure Committee recommendations shall be presented to EXCO for submission to Council for approval.

**7. Roles and Responsibilities**

The Infrastructure Committee is assigned the following roles and responsibilities:

7.1 Provide leadership and oversight for the construction of new projects, revitalization, renovation/refurbishment of existing buildings, and physical plants.

7.2 Review current and future infrastructure to identify opportunities to increase the efficiency of Infrastructure resources.

7.3 Oversee the progress of the approved infrastructure projects to ensure completion is within timelines, within budgets and meets stated objectives within the Strategic Plan.

7.4 Oversee the implementation of strategies to engage international, local, and SETAs funders continuing to address the College infrastructure needs.

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7.5 Consider, as appropriate, matters relating to the physical plant, including approval of plans for new construction and revitalization, remodeling, and the organizational prioritization of capital project plans and funding requests.

7.6 Consider new projects that emerge outside the Infrastructure Strategic Planning Cycle and investigate the impact of their implementation on other projects, priorities, budgets, etc. in the Infrastructure Strategic Plan.

7.7 Recommend to Council appropriate revisions in major projects, the scope of work, schedule, or budgets that are outside approved allocations.

7.8 Oversee the assessment of the risks, quality, and value of the project implementation plan are done for new Infrastructure project proposals and provide advice and recommendations to College Management on the merits of new project proposals.

7.9 Recommend to Council adoption and/or modification of the College's Master plans, Meso/ wish-list, or similar documents.

7.10 Oversee compliance with the Municipal by-laws, OHS Act, Department of Labour, and Department of Environment practices/ standards, and report any departures from the compliance arrangements to College Council.

7.11 Ensure the effectiveness of policies, procedures, and practices in respect of the College's infrastructure which may include risk management and maintenance of the infrastructure.

7.12 Oversee the strategic risks associated with the College's infrastructure development.

7.13 Make recommendations to the Council about areas of significant financial, legislative, and personal risk that may arise as a result of any Infrastructure activities as well as making recommendations to mitigate the risks.

7.14 Ensure resolutions, recommendations, and advice made by the committee should be in accordance with relevant college policies and procedures.

## 8. Resources

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The College should avail resources, as necessary, for the Infrastructure Committee to fulfill its mandate without prejudice and within the confines of the College statute.

#### **9. Change of mandate**

The Infrastructure Committee may not change the terms of this Charter nor act ultra vires to the mandate it is given without the prior approval of the College Council.

#### **10. Remuneration**

Infrastructure Committee members not holding executive office in the College or not employed in the public service, shall be remunerated for their services based on the guidelines issued by the National or Provincial Treasury (issued in terms of paragraph 20.22 of the National Treasury Regulation, March 2005).

#### **11. Adoption of Charter**

This Charter is effective from the date on which the Council approves it.

#### **12. Availability of Charter**

A copy of this Charter should be made available on the College website.

#### **13. Review of Charter**

13.1 This Charter will be subject to review by College management after three (3) years or as and when required to ensure its relevance.

13.2 Any recommended changes to the Infrastructure Committee Charter should be presented to the College Council for approval.

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