

# **MORETELE LOCAL MUNICIPALITY**



## **TRAINING & DEVELOPMENT POLICY FOR COUNCILLORS**

**2024/2025**

## 1. POLICY STATEMENT

According to Municipal Systems Act of 2000 states “Municipal councils have considerable powers. As both the legislative and executive authority within a municipality, a council is responsible for ensuring laws and policies are formulated and effectively implemented in a manner that ensures the delivery of basic services to its community. National legislation has regulated a separation between legislative and executive power and functions to an extent, which allows for checks and balances within local government.

As legislative authorities, municipal councils must ensure executive functions are performed lawfully and wisely. In addition, the council is tasked with holding the administration and municipal manager – as the municipality’s accounting officer and head of administration – accountable for the financial management of the municipality and its service delivery performance”.

The council is only able to effectively perform its oversight function if complete and credible financial statements and performance reports are submitted to it by the municipality’s administration, moreover, council can be able to perform effective oversight, only if the Council has been capacitated with the intellect and resources to can interpret and comprehend the data provided, therefore, Councillors need to be developed sufficiently to enhance their oversight capabilities

Moretele Local Municipality acknowledges that South Africa is presently experiencing political, economic and social change in which human resource capacity plays a pivotal role in the upliftment of the society. This gives rise to a “change event network” which affects the community’s ability to adapt with technological, political, economical and social development. The changing environment requires the municipality to confront and adapt to change in order to continue with the delivery of quality services in an efficient and effective manner.

Moretele Local Municipality must develop effective mechanisms for dealing with change. One of these mechanisms is training and development, which is aimed at developing the skills, knowledge and attitudes needed by the municipal Councillors to cope with the changing work environment and to monitor continuous developmental projects in the communities they come from.

The municipality also acknowledges: -

1.1 The provision of Section 68 of Municipal Systems Act, which stipulates that the municipality must develop its human resource capacity to a level that enables it to perform the functions and exercise its powers in an economically effective and accountable way;

1.2 Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils of 2023 GG No 49142: Section 16. Capacity building (1) Every municipal council must develop and adopt a policy, including criteria to provide for education, training and development of councillors. (2) Every municipal council must make provision in its budget for education, training and development of councillors, which must remain valid for the tenure of office of that Councillor. **(3) A training programme must take**

***into consideration the capacity needs of a councillor to fulfil individual councillor's statutory obligations:*** Provided that the municipal council must, in line with applicable legislation and approved council policy, exercise prudent financial management to ensure that the provision of education, training and development of councillors does not undermine the need to prioritise service delivery and sustain a viable municipality.

1.3 The Labour Relations Act No 66 of 1995, also places the responsibility on the Employer to capacitate its human resources by providing continuous upskilling, therefore capacity building, social and economic development cannot be separated from training.

1.4 The Skills Development Act No 97 of 1998 compels the Employer to set aside budget aimed at capacitation of its employees (Councillors).

1.5 That it is entitled to provide funding to Councillors for training and development in a manner that is sustainable, affordable and equitable.

1.6 This policy is developed in consideration of the definition of human resource development which is "the integrated use of training and development, organizational development and career development to improve individuals(Councillors), group (Council) and organizational effectiveness".

## 2. **DEFINITIONS**

In this policy, unless the context indicates otherwise.

**"Councillor"** A Political Office Officer appointed through the Electoral Act, and is regulated by the Municipal Structures Act, that is any person appointed as a Parttime and/or a Full Time Councillor

**"Student"** A student will also refer to the Councillor who has registered at a recognised learning institution.

**"Employer"** means Moretele Local Municipality

**"Conditional Donation"** means when the student is required to refund a bursary under certain circumstances included herein.

**"Council"** means the Moretele Local Municipality Council

**"Course duration"** means the number of years allowed for completion of the course as provided for in the rules and regulations of the institution or stipulated in any law of the Republic of South Africa

**"Funding"** means money given to a Councillor to help him/her pay for his/her studies.

**"Institution"** means a University / Technikon or FET institution registered and approved by South African Qualifications Authority (SAQA)

**"Examination"** a final testing of the proficiency of knowledge of a student (oral or written) in a particular subject/module prescribed by the institution, towards the completion of a module or subject.

**"Qualifications"** means a Certificate, Diploma, Junior Degree (first degree), credit based and NQF aligned programmes.

**"JIPSA"** Means a Government Policy on Joint Initiative on Priority Skills Acquisition

**“Neighbouring Institution”** means institutions within the Northwest Province and Gauteng Province.

### **3. OBJECTIVES OF COUNCILLOR TRAINING & DEVELOPMENT POLICY**

- The main objective is to create opportunities for Councillors to acquire the relevant qualifications and skills so as to satisfy the human resource requirements of the municipality as well as the career development needs of the Councillors, more importantly to enhance their oversight capabilities and policy development.
- To empower the Councillors with advanced skills to make meaningful contributions towards the upliftment of their communities in line with the Local Growth and Development Strategy and JIPSA.

The sub-objectives include the following:

- 3.1 To prepare Councillors for municipal developmental interventions.
- 3.3 To maximize the ability of the municipality to provide quality and sustainable services to the community.

### **4. COMPLIANCE WITH LOCAL GROWTH AND DEVELOPMENT STRATEGY**

4.1 The provision of funding must holistically be able to address overall strategic objectives of the Local namely:

4.1.2. Qualifications/Programmes/courses funded must be able capacitate Councillors to meaningfully participate towards the economic growth of the district.

4.1.3. Must provide Councillors with opportunities to acquire and develop an institutional capacity, technology and skills that will facilitate rapid provision of basic services and an accountable local government.

### **5. TRAINING AND DEVELOPMENT BUDGET**

6.1. The Council may approve the establishment of a Training and Development budget vote as it may determine from time to time. Unlike Officials who are contributing 1% Skills Levy towards their capacity building through the

Skills Development Act and Skills Development Levies Act, the Employer must comply with the statute, Councillors do not contribute, therefore an approval need to granted by Council.

6.1.1 And/or the Council may approve the utilization of the Training Budget set aside for officials as a source for the Training & Development for Councillors, and adequately fund it to cater for both Councillors and Officials equitably.

6.2. The Office of the Speaker should conduct skills gap analysis of Councillors and compile a capacity building initiatives/programmes that will be incorporated into the Municipal Workplace skills Plan submitted to LGSeta by end of April each year to address skills gap identified.

6.3. Those capacity building initiatives may include workshops, structured learning, seminars, short courses, credit based, and National Qualifications Framework aligned programmes, formal mainstream qualifications.

6.4. These capacity building initiatives may be funded by municipal internal funding, Lgseta, Salga, Government Departments or through the Private Public Partnerships

6.5. The Council may also subject to the provisions hereinafter contained, annually approve a budget for the granting of funding to Councillors for the purpose of assisting them to follow an approved course of study at a learning institution to fulfil individual councillor's statutory obligations.

6.6 The funding granted by the Council annually shall be determined by the availability of funds, limited to the applicants for their first degree or formal qualification e,g National Diploma, National Certificate, Advanced Diploma/Certificates, subject to the Councillor continuing to be deployed to Council, once the councillor is removed from Council, t

6.7 In order for the Municipality to realise its Return on Investment and minimise Fruitless expenditure, the Municipality will terminate funding for a qualification or programme, for any Councillor who is removed from Council, and any due payments to the Institutions, will be borne by the Councillor affected by the removal from Council, as it will not beneficial for Municipality to reap the benefits of funding

## **7. CRITERIA FOR THE FUNDING**

7.1. Funding shall be granted to Councillor for any course, which is appropriate to enable the fulfilment of individual councillor's statutory obligations, promoting the JIPSA objectives and addressing priorities as indicated in the District Growth and Development Strategy and the District Development Model

7.2. Funding shall be granted to Councillor for a course or programme that is relevant for the career path planning and importantly to enhance the oversight capabilities. The bursary shall be renewable every year and the Municipality will not commit to the Institution in advance, irrespective of the duration of the programme/course/qualification enrolled.

7.3. Funding shall be granted to Councillors who;

7.3.1 Have registered with an institution which is approved by the South African Qualifications Authority (SAQA) and Council of Higher Education

7.3.2. Have applied in writing for funding and signed the funding agreement on the prescribed form: Funding for Councillors

7.3.3. After approval of funding, indicate satisfactory performance in their studies. That is passing at least 75% of the prescribed courses for the previous year.

7.3.4. Have signed funding agreement setting out the terms and conditions of the funding awarded and repayment processes in instances of non-compliance.

7.3.5. Have registered with the "institution neighbouring" the Local, the Municipal Manager shall apply his/her discretion where a Councillor has registered with an institution outside those referred to as "neighbouring institutions" but within the Republic of South Africa, subject to that Institution offering long distance learning platforms.

## **8. APPROVAL OF FUNDING**

8.1. The Office of the Speaker shall issue a notice with a deadline for Councillors to submit their requests and capture all the requests which should include particulars of the Councillor, admitting institution and the course/programme/qualification to be pursued.

8.2. Where, a Councillor pursue a programme/course/qualification not initiated by the Office of the Speaker, Council shall appoint a Committee to be constituted by four Councillors to serve as an advisory Committee and recommend the awarding/ none awarding of funding, looking at the appropriateness of the qualification/programme/course

8.3. Each request assessed by the Office of the Speaker shall have a recommendation/approval by the Committee and the Chief Financial Officer shall authorize the utilization of the vote for the particular applicant/applicants subject to availability of funding.

8.4. The authority to award bursary in terms of this policy is delegated to the Office of the Speaker and the Committee, which will assess the appropriateness of the qualifications and/or programmes with the Municipal Manager giving the final approval, after the Chief Financial Officer has confirmed the availability of funds.

8.5. Council will not pay for a qualification or programme if that qualification or programme has been funded by other Organs of State/Public Private Partnerships and the Councillor did not opt to partake in that programme.

8.4. Councillor aggrieved by the non-approval of his/her request for a funding by the Office of the Speaker shall make a full presentation in writing to Mayor stating clearly the reasons for his/her dissatisfaction, and the decision of the Mayor shall be final.

## **9. AMOUNT AND PAYMENT**

9.1 The amount awarded to Councillor shall depend on the approved qualification, subject to admission by a recognised institution, for a particular first Certificate, Diploma or Degree, per annum to a maximum of R60 000.00 for a Councillor

9.2. The payment shall be made directly to the institution on behalf of the Councillor, and the following shall be conditions of the bursary provided to the admitting institution.

9.2.1. That no refund shall be paid by the admitting institution to the councillor. Any refunds shall be paid directly into the Municipal account.

9.2.2. All balances in the student account at the end of the academic year shall be paid back to the Municipality.

9.2.3. That the admitting institution and the Councillor shall inform the Municipality in instances where the Councillor has more than one funding or another source of funding except from Moretele Local Municipality.

9.3. The amount shall only be for registration, tuition and examination fees except re-writing.

9.4. No subsistence and traveling allowance or any other expenditure shall be paid for except payment as mentioned in clause 9.3 above.

9.5. Payment shall be made subject to the submission of the Admission letter, information on registration, tuition and examination fees and a fully signed funding agreement.

9.6. No payment shall be made for the following year of study provided:

9.6.1. Previous examination results are submitted by the Councillor to the Office of the Speaker.

9.6.2. All the subjects/modules have been passed or back-payment has started, or an arrangement has been made with the Directorate: Budget and Treasury for the repayment of the fees for subjects/modules that the councillor has failed provided that at least 75% of the prescribed courses for the year has been passed by the Councillor as contemplated in clause 7.3.3 above.

9.6.3. The Municipality will not pay for the failed courses, the Councillor shall undertake to pay for those courses he/she failed out of pocket.



## **10. OBLIGATIONS**

### **10.1 THE COUNCILLOR'S OBLIGATIONS**

10.1.1 Upon receiving a funding from MLM, a Councillor commits him/herself that she/he will not receive any form of a funding from other schemes/organs of state for the same programme/qualification that the Municipality has funded.

10.1.2 The Councillor shall apply and register for himself or herself at the Institution for the qualification and shall undertake all studies and do all things necessary to obtain the qualification.

10.1.3 The Councillor shall ensure that he/she is conversant with the Training and Development Policy for councillors, the stipulations of the Funding processes and shall also undertake to acquaint him/herself with such amendments as may from time to time be made to the policy.

10.1.4 The Councillor shall not have the right to cede or assign his/her rights or obligations under the Funding Agreement or in any way pledge the monies paid to or on behalf of him/herself in terms of the Funding Agreement.

10.1.5 The Councillor shall not have a right to change courses/programmes and or qualification approved and funded by the Municipality without a written consent by the Office of the speaker. The municipality shall recuperate all the monies paid for Councillor who terminates/abandon her/his studies while funded by the Municipality, without compelling reasons.

10.1.6 At the end of each academic year, within 15 working days after the publication of the examination results by the Institution, the Councillor shall provide the Council with evidence of his/her results in the course of study towards the qualification undertaken by him/her during that year, failure to provide evidence of results, clause 10.1.5 will be applied.

10.1.7 In the event the Councillor is removed from the Municipality while being funded by the Municipality, such funding shall be terminated immediately. Any monies due to the institution shall be borne by the Councillor affected by the removal.

10.1.8 The Councillor shall be responsible for own transportation and accommodation if required and the Municipality shall not reimburse any expenses as a result of the Councillor acquiring accommodation and transportation when the Councillor has been granted study funding for individually chosen programmes/qualifications.

## **10.2 EMPLOYER'S OBLIGATIONS**

10.2.1 The Employer undertakes to pay timeously all financial commitments resulting from approved funding

10.2.2 All institutions will be verified to establish their registration with Higher Education Council, SETA's to ensure that all qualifications obtained are valid and credible

10.2.3 The employer will provide secure accommodation while following Supply Chain Management processes, for all Councillors whose attendance may require sleeping over, only for programmes/courses initiated by the Officer of the Speaker as part of the Workplace Skills Plan.

10.2.4 The Employer will not pay for any accommodation reserved without following Supply Chain Management processes.

## **11. REPAYMENT METHOD**

11.1. The funding awarded to the employee is immediately repayable after non-compliance with clause 10.1.6 above and/ or immediately when it is evident that the employee has failed certain modules or subject as contemplated in clause 9.6.2 or abandoned their studies

11.2. The employee shall repay the full amount owing to the municipality at that stage. Repayment shall be done in equal instalments, calculated by the municipality commencing the first day following the month in which the employee failed to submit results and or failed subjects/modules as contemplated in clauses 9.6.2. and 10.1.6.

11.3. The repayment instalment shall be within the period of employment of the Councillor,

## **IMPLEMENTATION OF THE POLICY**

- Subject to the approval of the draft policy by Council, funding will be adopted with the budget adjustment for the 20232024 Financial Year, and the policy will be applied effective 01<sup>st</sup> March 2024 onwards.

## **REVIEW OF THE POLICY**

- The policy will be reviewed annually with other budget related Policies.

# **MORETELE LOCAL MUNICIPALITY**



## **FUNDING AGREEMENT: COUNCILLORS**

**FINANCIAL YEAR: 2023/2024**

**NB: Please write clearly, answer all the questions fully and attach supporting documents where required.**

**1. PARTICULARS OF STUDY**

Institution:.....

Student number (if any): .....

Course: .....

Duration of the course.....

**Subjects/ modules (Year Applying For)**

**Cost**

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

**TOTAL AMOUNT APPLYING FOR:.....**

**Motivation:**.....

.....

.....

**2. PERSONAL PARTICULARS**

Title:.....Surname:.....Initials.....

First Names:.....

Employee No: .....

Identity No: .....

Position.....

Portfolio Committee.....

Postal address:.....

.....

Postal code: .....

Home address: .....

.....

.....  
Postal code: .....  
Contact telephone/cell no: .....

**3. EDUCATIONAL PARTICULARS – TERTIARY INSTITUTION**  
**(Please attach a copy of proof of admission, if applicable)**

Highest Qualification.....  
Current Studies (If any) .....  
Duration of the Current Course.....  
Subjects already passed (attach official results)

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**APPLICANT**

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**DATE**

**4. STATISTICAL INFORMATION**

- ☐ Have you applied for the funding before, Yes/No
- ☐ If Yes, were you approved, Yes/No
- ☐ If Yes, how much was approved: R.....
- ☐ Name of the programme: .....
- ☐ Institution Attended: .....
- ☐ Status of the programme

Completed	Terminated	In Progress	
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Please tick the applicable column

- Attach the recent year end results/academic record for approved funding
- The form must be completely filled and signed with initials on each page at the bottom right corner
- Failure to submit required documents will results in your application not considered

6.

**FOR OFFICE USE – OFFICE OF THE SPEAKER**

**Application Recommended / Not Recommended**

**Amount Recommended:**.....

**Institution Recommended** .....

**Comments**

.....  
.....

.....

**DATE**

.....

**SIGNATURE**

**FOR OFFICE USE – : FUNDING COMMITTEE**

**Application Recommended/Not Recommended**

**Amount Recommended**.....

**Institution Recommended** .....

**Comments:**

.....  
.....  
.....  
.....

.....

**DATE**

.....

**Committee Chairperson Signature**

**FOR OFFICE USE – MUNICIPAL MANAGER**

**Application Approved / Declined**

**Amount Approved:**.....

**Institution Approved:** .....

**COMMENTS**

.....  
.....  
.....

.....  
**Date**

.....  
**MUNICIPAL MANAGER**

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3. The Councillor shall ensure that he/she is conversant with the Training and Development Policy for councillors, the stipulations of the Funding processes and shall also undertake to acquaint him/herself with such amendments as may from time to time be made to the policy.

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3. The repayment arrangement shall be within the period of employment of the Councillor,

**SIGNED BY:** \_\_\_\_\_ **ON THIS DAY** \_\_ **OF** \_\_\_\_\_ **2024**

**WITNESSES:**

1. _____	2. _____
<b>NAME &amp; SURNAME</b>	<b>NAME &amp; SURNAME</b>

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**