

Fikizana Bhaqi 35611
Grahamstown
0470

1 West Street
Grahamstown 0470
Tel: 011 3 262 7100

Fax: 011 3 262 3638

E-mail: sek@cityofgrahamstown.co.za

CERTIFIED COUNCIL RESOLUTION

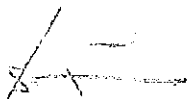
The Council at its Special Council Meeting held on the 30th May 2022 under:

SC 02/05/22 FINAL MTREF BUDGET AND INTEGRATED DEVELOPMENT
PLAN FINANCIAL YEAR 2022/2023 – 2024/2025

RESOLVED AS FOLLOWS:

1. Council approved the Final Budget/Integrated Development Plan as well as the final Medium-Term Revenue and Expenditure (MTREF) Budget for 2022/2023-2024/2025 financial year.
2. Council approved the following budget related policies which were considered in the preparation of the final budget/IDP and are tabled together with the budget/IDP as follows:
 - 2.1. Water and Sanitation Tariff policy
 - 2.2. Indigent policy
 - 2.3. Free Basic Water Policy
 - 2.4. Credit control and debt collection policy
 - 2.5. Investment and cash management policy
 - 2.6. Asset management policy
 - 2.7. Funding and reserves policy
 - 2.8. Supply chain management policy
 - 2.9. Virement policy
 - 2.10. Budget policy
 - 2.11. Blacklisting policy
 - 2.12. Petty cash policy
 - 2.13. Acting policy
 - 2.14. Cost Containment policy
 - 2.15. Secondment policy
 - 2.16. Overtime policy
 - 2.17. Relocation policy
 - 2.18. Service Standards
 - 2.19. Political Support staff policy
 - 2.20. Recruitment Selection and appointment policy
 - 2.21. Subsistence and Travelling allowance policy
 - 2.22. Individual Performance Management and Development System policy

- 2.23. Subsidized Motor Transport Scheme policy
- 2.24. Bursary Policy
- 3. Council resolved that a workshop on policies be arranged for Councillors.



CERTIFIED AS TRUE RESOLUTION
COUNCIL SECRETARY
TSOANE A

03/06/2022
/DATE



SEKHUKHUNE
District Municipality

Private Bag X861 | Groblersdal 0470, 3 West Street Groblersdal 0470
Tel : (013) 262 7300, Fax: (013) 262 3688
E-Mail : sekinfo@sekhukhune.co.za

SEKHUKHUNE DISTRICT MUNICIPALITY

BURSARY POLICY 2022/2023

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1.PURPOSE

To afford the members of staff an opportunity to develop themselves by providing financial assistance for the purpose of education, training and development.

2. MANDATE

- 2.1. Skills Development Act, 1998
- 2.2. Skills Development Levies Act, 1998
- 2.3. Local Government Municipal Systems Act, 2000
- 2.4. Public Service Regulations, 2001
- 2.5. Employment Equity Act, 1998
- 2.6. Labour Relations Act, 1995

3.DEFINITION OF KEY TERMS

3.1.Bursary

Financial assistance provided by Council to serving employees who intend to study or who are studying (part-time or full time) towards a qualification offered by an accredited South African post-school education and training institution.

3.2.General Education and Training Certificate

The Compulsory school attendance phase leading to qualifications equivalent to NQF level 1, which ranges between grade 0 to 9.

4.Further Education and Training

All learning and training programmes leading to qualifications from NQF level 2 to 4 (grade 10 to grade 12) of the National Qualifications Framework as contemplated South African Qualifications Authority Act.

3.1 Higher Education and Training

All learning programmes leading to qualifications higher than grade 12 or its equivalent in terms of the National Qualifications Framework as contemplated in the South African Qualifications Act, 1995 (Act No.58 of 1995), and includes tertiary education as contemplated in Schedule 4 of the Constitution.

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3.2. Serving Employees

Employees who are currently employed by the Municipality either on permanent basis, fixed-term contract or on probation.

3.3 SDM

Sekhukhune District Municipality

4.SCOPE

The bursary is applicable to all employees at the Sekhukhune District Municipality (SDM) , however the Mayor can use his/her discretion and in consultation with the Municipal Manager award a bursary to a nonemployee. This is guided by the fact that students whose family collective income is below R350 000 automatically qualifies for financial assistance from the state.

5.QUALIFYING CRITERIA

Bursaries will only be awarded to applicants who have been accepted by institution of higher learning i.e. Universities of Technology and Comprehensive Universities and that the award should be in line with their job descriptions i.e. bursaries shall be awarded for the sole purpose of assisting the applicant to perform his/her duties. General Workers are not limited as they are allrounders and therefore should be given an opportunity to apply for any qualification related to the functions of the Municipality.

6. CONCURRENT BURSARIES

No bursar may hold another bursary without having received the express permission Municipal Manager.

The Municipal Manager reserves the right to terminate a bursary should it be found that a bursar has more than one bursary.

7. DESCRETIONERY AWARD OF BURSARIES BY THE EXECUTIVE MAYOR

The Executive Mayor may, in consultation with the Municipal Manager use his/her discretion to award a bursary to nonemployees a subject to the following:

- 7.1. The applicant must have submitted an application or request to the Mayor explaining reasons and motivation why such award should be made.
- 7.2. The applicant field study should fall within the scope provided for in the bursary policy.
- 7.3. The number of discretionary bursaries may not exceed 10% of the total bursaries awarded through the normal process.

8. CRITICAL AND SCARCE SKILLS

The critical and scarce skills of the Municipality have been identified as follows:

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8.1. Engineering (Civil, Mechanical, Water-Related Engineering, Chemical Engineering)

8.2. Financial and Mathematical Sciences

8.3. ICT

9. CRITERIA

The provision of financial assistance shall be in accordance with the following criteria:

9.1 The strategic objectives of the applicant's component versus the strategic objectives of the Municipality.

9.2 The strategic objectives of the SDM and the broader public services: and

9.3 SDM's Human Resource Development Strategy

9.4 Skills designated as scarce and critical within the SDM

9.5 Availability of funds: and

9.6 The Applicants Personal Development Plan shall determine the degree or diploma to be registered by the official.

10. QUOTA SYSTEM

The following quota system shall serve as a guideline applied when awarding bursaries:

10.1. Scarce Skills versus leadership acumen – 70/30, provided such applications for scarce skills have been received.

11. FORMS OF FINANCIAL ASSISTANCE

The bursaries may be allocated to deserving applicants to pursue academic programmes, which are relevant to the skills needs of the SDM and the applicant.

12. MINIMUM DURATION OF STUDY FIELDS

12.1. Bursaries will be granted for study programmes of a minimum duration of 03 years and the qualification should bear credits in accordance with the NQF.

12.2. Only one form of financial assistance for study purposes may be approved per applicant within one financial year.

12.3. All bursary applications must be completed on the prescribed form and be accompanied by the following documents:

12.3.1. Personal Development Plan signed by the line manager.

12.3.2. Curriculum of the intended course of study

12.3.3. A letter from the institution stating the minimum duration of the course;

12.3.4. A letter of proof from the institution stating its registration status in accordance with the SAQA Act.

12.3.5 An admission letter from the institution where the applicant intends to study

12.3.6 The bursary will be approved for a minimum duration of the course as prescribed by the institution and only for the first attempt of the diploma or degree year of study.

12.3.7. All study programmes with a minimum duration of 12 months shall be catered for through the municipality's skills development and capacity building programmes.

12.4. The bursary shall be awarded to the minimum of R25 000 per academic year.

13. ANNUAL NOTICE FOR SUBMISSION OF APPLICATIONS

13.1 Annually, a notice will be placed October and one circulating regionally as well as in any other relevant information access points calling for applications.

13.2 The closing date for submission of new bursary applications shall be December.

13.3. Applications received after the closing date shall not be considered.

14. THE TRAINING AND DEVELOPMENT COMMITTEE

14.1 The Training Committee shall be comprised of the officials from all departments, nominated SDF as well as representatives from the Organised Labour.

14.2 The Head of the Corporate Services Portfolio Committee assisted by the Director-Corporate Services will serve as a chairperson of the Training and Development Committee.

14.3 The Training and Development Committee shall sit within 14 days after the closing date.

The Chairperson shall determine the date for the meeting/s.

14.4 The Training and Development Committee shall evaluate and adjudicate on the application forms.

14.5 The Municipal Manager must issue bursary award letters to successful applicants by no later than the 2nd week of February each year.

15. CONDITIONS FOR PAYMENT OF BURSARY ACCOUNTS

15.1 The financial assistance offered through the bursary will be limited to:

15.1.1 Registration fees.

15.1.2 Tuition fees.

15.1.2 Examination fees.

16. EXCLUSIONS

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16.1 The SDM will under no circumstances pay for the subjects/modules which are repeated. Should a

bursary-holder fail a subject in any year of study, he/she must repeat the subject/s or year failed at the bursars own expense within the next semester/study year.

16.2 Proof of registration for the failed subjects must be submitted to the HRD division within fourteen (14) days of registration at the academic institution.

The Municipality shall continue with granting of bursary for new subjects enrolled, provided that the failed subject/s are being repeated.

16.3 The Municipality shall not assist employees with any bridging courses or related courses required to meet the qualification criteria requirements.

16.4 The bursar should submit an invoice or statement of account from the institution stating all the amounts owing, which have to be paid for the academic year in question and the Municipality shall only pay up to the limit of R25000 per academic year. Under no circumstances will interest or penalties be paid on any account. It is therefore the responsibility of the bursary holders to submit their accounts on time, which fifteen days before the due date for payment.

16.5. The Municipality shall not pay for registration for professional bodies.

17. CONTRACTUAL OBLIGATIONS

17.1 Bursary holders who are SDM employees must complete and submit a signed bursary contract before any payment can be made towards their studies.

17.2 A fully completed contract must be signed by the bursary-holder as well as countersigned by two witnesses on each page of contract.

17.3 The bursary holder who undertakes part-time study will redeem the bursary by serving the SDM for three years after attaining the qualification.

17.4 A bursary holder who fails to complete the relevant qualification, or who resigns or breaches any terms of the contract shall redeem any obligation/s in terms of the contract by paying back the bursary amount plus interest from monies due to them on such resignation.

17.5 If the contractual obligations cannot be fulfilled owing to death or incapacity due to any mental or physical disability, any liability for the refund or any monies that may be due in terms of the undertaking shall lapse, provided that the above is confirmed in writing by a medical practitioner.

17.6 The period for which the bursary and other forms of financial assistance may be extended in the next year of study will be based on the results of the previously funded year of study.

17.7 The provisions of the above paragraph 13.6 are not applicable to pre-matric studies.

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17.8 Where a bursary holder envisages interruption in the study year funded, they must notify the Director- Corporate Services in writing and apply for the necessary exemptions with their study institution.

17.9. Bursary holders must complete and submit contract before any payment can be made towards their accounts.

17.10. The fully completed contract must be signed by the bursary holder as well as countersigned by two witnesses on each page of contract.

17.11. The bursary holder who undertakes study will redeem the bursary by serving the SDM for three years after attaining the qualification. Should an employee decide to leave the Municipality, such an employee shall pay back the money .An employee shall not be granted a new bursary during the year in which these contractual obligations are served.

17.12. A bursary holder who fails to complete the relevant qualification, who resigns or breach any term of the contract shall redeem any obligation in terms of the contract by paying back the bursary.

18. RELEASE OF SERVING OFFICIALS FROM DUTY TO STUDY FULL-TIME

18.1 Officials may be released to study full-time on the following conditions:

18.1.1 Only when there are no other means whereby the employee can obtain the qualification.

18.1.2 The approval for the released of the official is granted by Council.

18.1.3 An employee who qualifies to study on a full-time basis shall be granted all the existing service benefits.

19. CHANGE IN STUDY DIRECTION OR INSTITUTION

19.1 The Municipal Manager shall grant authority to a bursary-holder to change their direction of study or institution provided that:

19.1.1 The new field of study complies with the falls within the scope of the critical and scarce skills identified by the Municipality;

19.1.2 The new institution is a recognized and accredited under relevant legislations.

19.1.3 Should a bursary-holder decide to change his/her field of study without the express permission of the Municipal Manager, the contract between the Municipality and the bursary-holder shall be deemed to have been breach. (Refer to 18.4)

20. MONITORING OF ACADEMIC PROGRESS

20.1 The Manager-HRM & D must establish a database of all Bursars.

20.2 The manager-HRM & D shall monitor the academic progress of Bursars monthly and provide the necessary learner support.

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20.3 The Manager-HRM & D must identify all obstructions hampering academic progress and implement measures and interventions to assist Bursars.

20.4 The Manager-HRM & D shall prepare and submit to the Training and Development Committee a Bursars Performance Report twice per annum.

21. POLICY REVIEW

21.1 The Bursary Policy shall continuously be monitored against its purpose and reviewed as and when changes in the external and internal environment warrants.

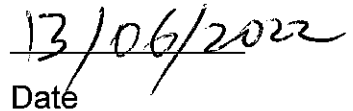
22. POLICY APPROVAL

Approved by the Executive Mayor and adopted by the Council on this..... day of.....2022



Cllr K.D CHEGO

Speaker



Date

Cllr J.L MATHEBE

Executive Mayor

Date

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