



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Elangeni
Technical and Vocational
Education and Training
College

An ISO 9001 and ISO 45001 certified organisation

ELANGENI TVET COLLEGE

PLANNING INFRASTRUCTURE AND RESOURCE COMMITTEE CHARTER

AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Reviewed by	Approved By	Date
1	Change of title	Gov	AN	Council	
2	Public Service Risk Management Framework 2010	Gov	AN	Council	
3	Occupational Health and Safety Act 85 of 1993	Gov	AN	Council	
4	Construction Industry Development Board Practices	Gov	AN	Council	
5	White Paper for Post-School Education and Training, 2013	Gov	AN	Council	
6	Handbook for Public TVET Council Members, 2017	Gov	AN	Council	
7	Changed Planco to PIRC	Gov	AN	Council	
8	Included the word "Infrastructure" in acronym definition	Gov	AN	Council	
9	Changed 2 to 4 meetings Included "infrastructure requirements" in section 8	Gov	AN	Council	
10	Added "including relevant infrastructure" in section 9	Gov	AN	Council	
11	Added "This committee has the responsibility..." In section 2	Gov	AN	Council	
12	Added "PIRC advises College" in section 2	Gov	AN	Council	

Planning and Resource Committee Charter
Department: Governance

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1. Legislative framework and best practices

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

- a) The South African Constitution Act No. 108 of 1996;
- b) Continuing Education and Training Colleges Act No. 16 of 2006, as amended;
- c) Public Finance Management Act, 1999 (Act No 1 of 1999, as amended by Act 29 of 1999) (PFMA);
- d) National Treasury Regulations of March 2005;
- e) The Basic Conditions of Employment Act No. 75 of 1997;
- f) The Employment Equity Act No.55 of 1998;
- g) The General and Further Education and Training Quality Assurance Act No. 58 of 2001;
- h) The Labour Relations Act No. 66 of 1995;
- i) Employment of Educators Act No. 76 of 1998; and
- j) The Skills Development Act No. 97 of 1998.
- k) South Africa Public Service Risk Management Framework 2010
- l) Occupational Health and Safety Act 85 of 1993
- m) Construction Industry Development Board Practices
- n) White Paper for Post School Education and Training, 2013
- o) Handbook for Public TVET Council Members, 2017

2. Purpose

- 2.1 The standard College Statute requires Council to establish a Planning, Infrastructure and Resource Committee. The purpose of this Charter is to establish the terms of reference of PIRC.
- 2.2 The primary purpose of PIRC is to develop the College Strategic Plan for Council consideration.
- 2.3 This committee has the responsibility to oversee, monitor and review the planning and formulation of the College Strategic Plan.
- 2.4 PIRC advises College management on the allocation of infrastructure and resources according to the needs of the strategic plan.

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:

- 3.1 **“Accounting Officer”**- is the Principal of the College.
- 3.2 **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- 3.3 **“College”** – is a Public TVET College (Formerly known as an FET College).
- 3.4 **“Council”**- is the Council of the College established in terms of the Act.
- 3.5 **“Days”** - shall be construed as calendar days unless qualified by the word "business", in which instance a "business day" will be any day other than a Saturday, Sunday or public holiday as gazetted by the government of the Republic of South Africa from time to time.
- 3.6 **“Department”; “DHET”** – is the Department of Higher Education and Training.
- 3.7 **“Management”** – are collectively the College Principal and Vice Principals.
- 3.8 **“Exco”** – is the Executive Committee of the College.
- 3.9 **“PIRC”** – is the Planning, Infrastructure and Resource Committee of the College.
- 3.10 **“TVET”** – is Technical and Vocational Education and Training.
- 3.11 **“VCET”** – is Continuing and Vocational Education and Training.

4. Reporting lines

- 4.1 PIRC will report to the College Exco.
- 4.2 In the absence of an Exco, PIRC will report directly to Council.

5. Composition

- 5.1 The members of the College Council will elect the members of PIRC.
- 5.2 At least 50 per cent of the members of PIRC must be external persons who are members of the Council, besides the Accounting Officer and the Deputy Principal: Finance.
- 5.3 The term of office of PIRC shall coincide with the Council term.
- 5.4 Members of PIRC 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. Secretary of the Planning and Resource Committee

- 6.1 PIRC shall appoint an internal member of staff to serve as the Secretary of the Committee.
- 6.2 The Secretary of PIRC should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively.

7. Meeting Procedures

- 7.1 PIRC shall meet as often as it needs to but have a minimum of 4 meetings a year.
- 7.2 PIRC shall report on its meetings at the next meeting of Exco.
- 7.3 A quorum of 50%+1 members is necessary for PIRC meeting to be properly constituted and proceed, provided that at least two external members of the Council are present.
- 7.4 A PIRC member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from PIRC.
- 7.5 Members shall be advised of the meeting date at least fourteen (14) days prior to the meeting.
- 7.6 An agenda and meeting pack for PIRC shall be circulated to all members at least seven (7) business days before the meeting. Minutes of the previous meetings shall be included with the PIRC pack.
- 7.7 All PIRC recommendations shall be presented to Exco for submission to Council for ratification.

8. Functions

PIRC is assigned the following functions:

- 8.1 Oversees and reviews the planning, organisation and review of the College's strategic plan.
- 8.2 The monitoring of the implementation of the College's strategic plan.
- 8.3 Monitor the College's organisational structuring within the objectives of the College's strategic plan.

- 8.4 Act as liaison between Council and management on the implementation of the strategic plan.
- 8.5 Monitor management's allocation of the College's resources and infrastructure requirements in line with the objectives of its strategic plan.
- 8.6 Review the required resources per the Annual Performance Plans.
- 8.7 Recommend to Council the approval of the College's strategic plan.

9. Resources

The College should make available resources including relevant infrastructure, as necessary, for PIRC to fulfill its mandate without prejudice and within the confines of the College statute.

10. Change of mandate

PIRC may not change this Charter nor act *ultra vires* to the mandate it is given without the prior approval of the College Council.

11. Remuneration

PIRC members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the committee, based on DHET guidelines.

12. Adoption of Charter

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

13. Availability of Charter

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


14. Review of Charter

The Organisation will review the policy in response to circumstances and contextual changes as informed by legislative and DHET directives.

Any recommended changes agreed by the VCET Branch of DHET to the Planning and Resource Committee Charter should be presented to the College Council for approval.



Ms TJ Aryetey
Accounting Officer
Date: 2022-03-30



Mr N Mpondi
College Council Chairperson
Date: 2022-03-30