



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING COLLEGE**
EDUCATION OF DISTINCTION

Quality Management System

Additional Revenue Committee Charter

**This Additional Revenue Committee Charter
has been issued on the authority of the
Principal of South West Gauteng TVET College**

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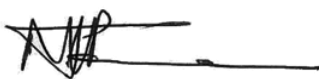
AMENDMENT AND APPROVAL RECORD

Amendment No.	Amendment description	Originator	Reviewed by	Approved By	Date

Name of TVETC: South West Gauteng Policy.....

Additional Revenue Committee Charter

Department: Governance
Responsibility: Accounting Officer

 <hr/> Prepared and submitted by the Accounting Officer to Council Date: _____	 <hr/> Adopted by Council (Signed by Chairperson of Council) Date: _____	Implementation Date:
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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 Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996);
- b) Continuing Education and Training Colleges Act, (Act 16 of 2006), as amended;
- c) Public Finance Management Act, 1999 (Act 1 of 1999), as amended;
- d) National Treasury Regulations of March 2005;
- e) King IV Report on Corporate Governance for South Africa 2016;
- f) The Basic Conditions of Employment Act, 1997 (Act 75 of 1997);
- g) The Employment Equity Act, 1998 (Act 55 of 1998);
- h) The General and Further Education and Training Quality Assurance Act, 2001 (Act 58 of 2001);
- i) The Labour Relations Act, 1995 (Act 66 of 1995);
- j) Employment of Educators Act, 1998 (Act 76 of 1998); and
- k) The Skills Development Act, 1998 (Act 97 of 1998).

2. Purpose

2.1 The primary purpose of the committee is to identify and execute additional fundraising initiatives for the college in an attempt to address the financial underfunding gap created by the DHET funding model to the college.

2.2 The Council established this subcommittee to pursue additional revenue stream/s to alleviate the college strategic and financial risks resulting from the government underfunding.

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. **“The Additional Revenue Committee”** – is the Additional Revenue Committee of the College
- 3.9. **“TVET”** – is Technical and Vocational Education and Training.
- 3.10 **“VCET”** – is Continuing and Vocational Education and Training.

4. Reporting lines

- 4.1 Where the College has an Exco, the Additional Revenue Committee will report to Exco.
- 4.2 Where an Exco does not exist, The Additional Revenue Committee will report to Council.

5. Composition

- 5.1 Committee members should be 50% plus members who are non-college employees.
- 5.2 The members of the College Council will nominate the members of the Additional Revenue Committee.
- 5.3 The Additional Revenue Committee will comprise, based on revenue and capital, academic competencies of a balanced composition of various key stakeholders, primarily four (4) Council members, and four (4) Student Representative Committee members. Four (4) staff members, which includes the Deputy Principal (Finance) and a Campus Manager.
- 5.4 The Additional Revenue Committee will work in two equitably representative task teams, that will focus on:
 - 5.4.1 Short to medium term initiatives such as the fundraising which include the soliciting of donations; and
 - 5.4.2 Longer-term initiatives such as propelling the college assets into profitability and new venture capital projects that involve operations that are longer than 6 months to initiate and execute.
- 5.5 The Additional Revenue Committee Chairperson must be an external member of the Council and the Convener must be the Deputy Principal (Finance)
- 5.6 The term of office of the Additional Revenue Committee shall be in line with the Council that established this committee.
- 5.7 The Chairperson shall notify Council Members in writing of their appointment to serve in the Additional Revenue Committee whereby their terms of reference shall be included.

6. Secretary of the Additional Revenue committee

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

7. Meeting Procedures

- 7.1 There shall be at least four ordinary meetings per annum. They should be scheduled to precede scheduled ordinary meetings of Council by such a period that reports from the Additional Revenue Committee meetings may be included in the information packs prepared for ordinary Council meetings.
- 7.2 The Additional Revenue Committee shall report on its meetings at the next meeting of Council.
- 7.3 A quorum of 50%+1 members is necessary for the Additional Revenue Committee meeting to be properly constituted and proceed, provided at least two external members of the Council are present.
- 7.4 An Additional Revenue Committee member who is absent from three (3) consecutive meetings without an apology shall be deemed to have resigned from The Additional Revenue Committee.
- 7.5 Members shall be advised of the meeting date at least fourteen (15) days prior to the meeting.
- 7.6 An agenda and meeting pack for the Additional Revenue Committee 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 Additional Revenue Committee pack.
- 7.7 All the Additional Revenue Committee recommendations shall be submitted to the Council for ratification.

8. Functions

The Additional Revenue Committee is assigned the following functions:

- 8.1 To take responsibility for the identification and execution of innovative and additional fund raising opportunities and new venture projects for the college which are over and above the initiatives that the college management is working on at any particular time.
- 8.2 To assist the college in raising additional funding for the college and in establishing an additional fundraising strategic plan.
- 8.3 To maintain a separate bank account from which related projects could be financed and additional revenues be deposited. The funds in the bank account should not be swept into other College bank accounts in order to ensure that there is a clear audit trail of additional revenues raised and spent.
- 8.4 Act as liaison between the Council and management on the monitoring and implementation of the additional funding and revenue initiatives and projects of the college.
- 8.5 Monitor management's allocation of the College's Additional Revenue Committee resources realised from the committee initiatives and projects in line with the objectives of its strategic plan.
- 8.6 To recommend to the Council the approval of additional revenue streams, initiatives and/or projects based on information from the College's strategic plan.

9. Resources

The College should make available resources, as necessary, for the Additional Revenue Committee to fulfill its mandate without prejudice and within the confines of the College statute.

10. Change of mandate

The Additional Revenue Committee may not change this Charter nor has act ultra vires to the mandate bestowed upon it without prior approval by the Council.

11. Remuneration

The Additional Revenue Committee 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. Annual review of Charter

This Charter will be subject to an annual review by Council to ensure its relevance.

Any recommended changes agreed by the VCET Branch of DHET to the Additional Revenue Committee Charter should be presented to the Council for approval.