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CAPACITY BUILDING AND TRAINING FOR COUNCILLORS



CAPACITY BUILDING AND TRAINING FOR MUNICIPAL COUNCILLORS POLICY

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DEFINITIONS OF TERMS

Benchmarks	Targets that should be achieved if a municipality is to be considered to be sustainable; in terms of functionality, performance and adequate service delivery at an individual, institutional and environmental level.
Capacity	In relation to a municipality, as including the administrative and financial management capacity and infrastructure that enables a municipality to collect revenue and to govern the local government affairs of its community on its own initiative.
Capacity building	A process through which required abilities are obtained, strengthened, adapted and maintained over time". In relation to the three inter-related core elements, i.e. individual capacity, institutional capacity and environmental capacity
Education, Training and Development	The term used to describe the practices which directly or indirectly promote or support learning.
Environmental capacity	the potential or competence, or lack thereof, found outside of municipalities' formal structures. The components that constitute a conducive environment for a municipality to operate in must be deliberated on continuously and challenges made known to other spheres. These are elements that a municipality has little to no influence or direct impact on but that it may require for it to be considered operational. It also encompasses the social-economic (e.g. tax base), demographic, geography, non-municipal

	infrastructure, natural, mineral and environmental and non-municipal resources.
HRD Division	Human Resources Development Division
IDP	Intergrated Development Plan
Individual capacity	the potential of staff to occupy a job or the relevance of the combination of their qualifications, experience and competence (knowledge, skills and attitude) in relation to the job they occupy
Institutional capacity	The potential or competence (or lack thereof) found within municipalities. The aim in structuring a business unit and municipality should be to ensure that it is functional, performs and adequately delivers its services, that is, it has the required operational capacity. This capacity is normally reflected through human resources (adequacy of competent individuals in the municipality); physical resources (facilities, equipment, materials, etc) and budget; intellectual resources (organisational vision, strategy, planning, performance management, business know-how and technology, inter-institutional linkages, etc.); organisational structure and systems that enable efficient utilisation of resources to realise developmental goals; leadership of the change; policy instruments, including policies, laws, regulations, administrative rules, standards, etc. and the enforcement of the policy instruments.
Learning Programmes	Skills programmes, Learnerships and Apprenticeships are structured learning programmes that combine learning at a Training Institution with practical

1. PREAMBLE

The Municipality is fully committed to the structured, systematic and fully effective training, developing and capacitating its Councillors on an ongoing basis to enable them to perform their duties and mandate effectively and efficiently. This will also be provided to enable Councillors to acquire the skills, knowledge, related qualifications and to unlock their potential to meet the vision and mission of the municipality.

2. OBJECTIVES

- 2.1. To enable local government elected representatives to upgrade their knowledge and skills to better perform their responsibilities, such as implementing programmes equitably, enabling them to think in terms of concrete actions which they can take or facilitate and equipping them with the skills required for day-to-day performance of executive duties.
- 2.2. Provide an approach that will enable sustainable municipal capacity;
- 2.3. To improve the coordination and monitoring of the provision and resourcing of support, capacity building and training to municipalities;
- 2.4. To determine where municipal capacity is at and introduce relevant initiatives that achieve the pre-determined impact
- 2.5. To provide a framework for aligning training needs with the strategic objectives of the Municipality.
- 2.6. To equip Municipal Councilors with the necessary skills for outstanding service delivery.

		work- based learning in an integrated programme. They may lead to a formal qualification.	
Continuous Professional Development		Professional, credit-bearing short training courses, including conferences and seminars where specific learning outcomes are assessed for the purposes of eligibility for professional registration with a professional body.	
National Qualifications Framework (NQF)		A framework which consists of 10 hierarchical levels, including AET, for the registration of national standards and qualifications in the education and training system.	
NCBF-LG		National Capacity Building Framework for Local Government	
SALGA		South African Local Government Association	
SALGA - EC		South African Local Government Association – Eastern Cape	
South African Qualification Authority (SAQA)		Responsible for overseeing the development and implementation of the National Qualifications Framework. The South African Qualifications Authority (SAQA) came into being through the promulgation of the SAQA Act.	
Sector Education and Training Authority (SETA)		A body established under the Skills Development Act in terms of section 9(1). Its main purpose is to contribute to the improvement of skills in South Africa through achieving a more favourable balance between demand and supply. In addition, SETA's will monitor education and training in the sector, and therefore will fulfill all the functions of ETQA's.	
Workplace Skills Plan (WSP)		A Workplace Skills Plan is a formal documented plan of individual and organizational training interventions within an annual training cycle. The requirement to develop such a plan arises from the Skills Development Act. The process of developing this plan is contained	

	within the act and includes consultation with staff and trade unions. The plan is submitted to the relevant SETA on an annual basis.
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Abbreviations

ULM- Umzimvubu Local Municipality

HRD- Human Resource Development

NQF- National Qualifications Framework

IDP- Integrated Development Plan

NCBF-LG - National Capacity Building Framework for Local Government

SALGA- South African Local Government Association

EC- Eastern Cape

SAQA- South African Qualification Authority

SETA- Sector Education and Training Authority

WSP- Workplace Skills Plan

IDP- Integrated Development Plan

ABET- Adult Basic Education and Training

LGSETA- Local Government Sector Education and Training Authority

SAF- Skills Audit Form

NCBF- National Capacity Building Framework

SOP- Standard operating procedures

ROI- return of investment

- 2.7. To manage skills development processes within the Municipality.
- 2.8. To promote the achievement of organisational goals and objectives as expressed in the Integrated Development Plan (IDP)
- 2.9. To ensure Councillors have access to quality Training and Development opportunities
- 2.10. To ensure that ULM complies with national guidelines and criteria for skills Development.

3. APPLICATION OF THE POLICY

This policy shall apply only to Councillors of Umzimvubu Local Municipality

4. LEGISLATIVE FRAMEWORK

- 4.1. The South African Qualifications Authority Act, 58 of 1995;
- 4.2. The Labour Relations Act, 65 of 1995;
- 4.3. Employment Equity Act, 55 of 1998;
- 4.4. Municipal Systems Act, 32 of 2000(as amended);
- 4.5. Municipal Finance Management Act;
- 4.6. The Skills Development Act, 97 of 1998;
- 4.7. The Skills Development Levies Act, 9 of 1999;
- 4.8. Basic Conditions of Employment Act 75 of 1997;
- 4.9. Occupational Health & Safety Act 85 of 1993;

- 4.10. ABET Act 52 of 2000
- 4.11. Determination of upper limits for public office bearers, 2013/14
- 4.15. National Capacity Building Framework for Local Government -2012 to 2016

5. TRAINING AND DEVELOPMENT STRATEGY

- 5.1. This Policy is a strategic framework designed to serve as a guide and shall be executed and administered for Councillors at Umzimvubu Local Municipality
- 5.2. Training and Capacity development plans and programmes shall support the Municipality's strategies, action plans, human resources planning process as well as any other present and future training and development needs.
- 5.3. All training and development initiatives shall be properly planned, programmed and recorded, and the results reviewed to determine how training methods can be improved and how maximum benefit can be obtained from resources devoted to training and development.
- 5.4. This will inter alia include a systematic and cost-effective training development approach, consisting of externally developed and presented, as well as in-house training and development Programmes.
- 5.5. In respect of all training and development activities, the following shall apply.
 - 5.5.1. A structured approach to identify training and capacity development needs; cost-effective procurement and/or development of training

courses or programmes based on needs and evaluated in terms of criteria laid down from time to time;

5.5.2 Training needs will be prioritized as per the Council skills gaps provided that it is in the opinion of the Speaker and will be presented through an annual training programme.

5.5.3 The evaluation of training in terms of trainee reaction, learning practical application, and results achieved;

5.5.4 Annual reporting on training interventions.

5.6. The Corporate Services Department shall provide advice and assistance on capacity building and training activities, and it will be responsible for administrative and operative co-ordination of the training process and programmes.

5.7. Capacity Building and Training budget for the whole Municipality will be centralized and be under the control of Corporate Services Department.

5.8. Use of training funds will be strictly authorized by Corporate Services Department.

5.9. These funds will be used strictly according to the approved annual training plan , Workplace Skills Plan, and the training standards & principles set out by the South African Qualifications Authority (SAQA) and Sector for Education and Training (SETA's)

5.10. The Special Programmes and Communications Department shall be liable for the expenses incurred for travelling and accommodation for Councillors

undergoing training process and programmes. The Capacity Building and Training funds will be used solely for training costs

- 5.11. Council training schedule based on the assessment of individual training needs will be drawn up annually to take full account of the human resources needs and shall include budgetary provisions.
- 5.12. All capacity building and training interventions must be work-related and the results measurable against pre-determined objectives.
- 5.13. These results, where possible, are to be expressed in cost benefits.
- 5.14. Annual Workplace Skills Plan will be submitted to the Local Government Sector Education and Training Authority (LGSETA) in terms of the Skills Development Act of 1998 and will be based on the training programme that is designed for the respective financial year.
- 5.15. Councillors who wish to be or are members of professional bodies or institute in respect of Local Government or Municipal Initiatives shall be authorised by the Office of the Speaker or Mayor to attend workshops, conferences, seminars and any other relevant meetings.
- 5.16. The Municipality shall pay the full amount of annual membership fee upon receipt of a request and remittance advice from the Councillor

RIGHT AND OBLIGATIONS OF COUNCILLORS

- 6.1. ULM shall ensure that each Councillor has a Skills Audit Form (SAF) filled which is consistent with his/her current position, mandate and responsibilities

- 16.1. This policy may be partly or wholly waived or suspended by the Municipal Municipality on a temporary or permanent basis after consultation with Management and Trade Unions.
- 16.2. Notwithstanding clause No. 16.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Municipality and Trade Unions.

17. AMENDMENT AND/OR ABOLITION OF THIS POLICY

- 17.1. This policy may be amended or repealed by the Municipality after consultation with Management and Trade Unions.

18. COMPLIANCE AND ENFORCEMENT

- 18.1. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 18.2. It will be the responsibility of all Managers, Supervisors, Executive Committee and Municipality to enforce compliance with this policy.

APPROVAL OF THE POLICY

The Municipality Council has improved this policy and amendments thereof

AUTHENTICATION

The amendment of this policy was approved by the municipal council on the 29/04/2025

As per council resolution number UUMC 073

Signed off



MR. G.P.T. NOTA
MUNICIPAL MANAGER



CLLR. N.G. MDZINWA
SPEAKER OF THE COUNCIL