

Sisonke District Municipality



Implementation Report

1 July 2005 – 30 June 2006

IMPLEMENTATION REPORT TEMPLATE

An Implementation Report is:

- ❖ *A report developed every 6 months to report on education and training implemented in the organisation;*
- ❖ *A key source of information about what training has taken place in the sector*
- ❖ *A document that will inform the LGSETA's strategic priorities in the development of its support programme for organisations in the local government and water sector*

INTRODUCTION

The Skills Development Act (Act No. 97 of 1998) and the Skills Development Levies Act (Act No. 9 of 1999) require SETAs to comply with the following:

- o Develop a sector skills plan
- o Implement the sector skills plan
- o Promote, develop and administer learnerships
- o Support the implementation of the NQF
- o Undertake quality assurance
- o Disburse levies collected from employers in their sector
- o Report to the Director General and to SAQA

These Acts require employers to:

- o Register with the South African Revenue Service (SARS) to pay the Skills Development Levy, equivalent to 1% of total annual remuneration
- o Submit levy grant claims to the SETA as per the provisions of the Funding Regulations to access a percentage of the skills development levy which is intended to promote skills development. These levy grant claims are made against the mandatory grants available from the SETA, which are released on submission of a Workplace Skills Plan (15% of your levy payment) and two Implementation Reports per year (45% of your levy payment)

This legal framework and the National Skills Development Strategy is intended to encourage employers to comply with legislation and, by so doing:

- o Contribute to the development of a culture of learning,
- o Help to create a competitive and productive work environment, and
- o Stimulate growth and employment in a sustainable way.

Employers are also required to consult representative structures when compiling their Workplace Skills Plan and their Implementation Report. The process of consultation must include:

- o An allowance for trade unions to participate in and conduct audits and needs assessments for their members.
- o The disclosure of necessary information as may be requested by trade unions subject to the terms of the LRA.
- o Consultation in departments, sections, or at Labour Forum level before referral to central structures.

The purpose of a Implementation Report, therefore, is to provide employers with a report on actual training delivered against the training that was planned in the Workplace Skills Plan.

Implementation Reports also provide the LGSETA with critical quantitative and qualitative information that enables it to:

- o Monitor the provision of training within the sector
- o Identify problem areas with regard to the provision of training
- o Identify trends in the provision of training with regard to the beneficiaries of training, the types of training provided and the use of training providers.

The Implementation Reports submitted by enterprises across the sector therefore serve as one of the *primary sources of statistical information and data* available to the LGSETA in the development of its Sector Skill Plan. To ensure that this valuable information is recorded and utilised appropriately by the SETA, it is imperative that employers present information in a standardised format.

PLEASE NOTE:

1. The Implementation Report covers the municipal financial year – from 01 July of one year to 30 June of the following year. In order to facilitate the payments of the mandatory grants, these Implementation Reports are submitted twice a year, in January and July. You will therefore need to submit two reports each year, indicating on the report the period for which you are submitting the reports
2. The report format contains two sections – one in Microsoft Word and one in Microsoft Excel. Both sections must be completed for you to claim your grants.
3. Enterprises may only submit Implementation Reports if they have submitted a Workplace Skills Plan for the Financial Year.
4. An Implementation Report that is not signed by all the relevant parties cannot be approved by the LGSETA. No grants can be paid out unless the Implementation Report has been approved.

This document may appear lengthy. However, large organisations will use each line, and small enterprises will fill in a few lines per section.

SIGNATORIES to this Implementation Report for the period 01 July 2004 – 30 June 2005

Organisation:

Sisonke District Municipality

Levy number/s:

L	7	4	0	7	4	0	2	0	6	

The signatories to this Implementation Report assert, on behalf of organised labour and organised employer groups, assert that, as far as they are aware, the information provided in this document is true and correct.

For the training committee, the Skills Development Facilitator

Name: Mr Nhlanhla Hamilton Makhanya

Current Job Title: Skills Development Facilitator

Signature:

Date: 30 June 2006

For organised employers

Name: Mr Nhlanhla Maxwell Mabaso

Current Job Title: Municipal Manager

Signature

Date: 30 June 2006

For organised Labour

Union: SAMWU

Name: Miss Thembisile Dlamini

Union office held: Shop Steward

Signature

Date: 30 June 2006

THIS IMPLEMENTATION REPORT COVERS THE PERIOD 01 JULY 2005– 30 JUNE 2006

SECTION 1: ORGANISATION DETAILS

Submission Date of WSP covered by this Report	30 /	06	2005
Submission date of this Implementation Report	30 /	06	2006

SECTION 1.1: Name and type

Name of organisation	<i>Sisonke District Municipality</i>									
Provincial location	Eastern Cape		Free State		Gauteng		KZN	<input checked="" type="checkbox"/>		
	Limpopo		Mpumalanga		Northern Cape		North West			
	Western Cape									
	Municipality type					Cross Boundary municipality				
Municipality type	A		B		C	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	Yes	
	Other:									
Demarcation code	DC 43									
Water utility type	DWAF		Irrigation Board		Water Board		Private			
	Public		Other (specify)							

SECTION 2: SKILLS DEVELOPMENT FACILITATOR (SDF) DETAILS

Only complete if your SDF details have changed since the submission of the WSP for this Financial Year

Details of SDF/s	Primary (registered SDF)	Other (non registered) SDFs
Name SDF or any other person/s responsible for this function	Mr Nhlanhla Hamilton Makhanya	
Date appointed	01/ 03 06	/ /
Phone Number/s	039-8348748/039-8342037/0825099395	
Fax Number/s	039-8341750/039-8341884	
E-mail	makhanyan@sisonkedm.gov.za	

Details of Primary (registered) SDF

Race	African	Coloured	Indian	White	Gender	M	F	Disabled	Y	N
Relationship of SDF to enterprise	Owner	Employee	Contractor	Other:						
Current job title										

SDF appointment procedure

Appointed by employer	Yes	No
Self appointed	Yes	No
Nominated by employees	Yes	No

SDF works with...

Training committee	Skills development committee	Other committee (specify)
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SECTION 3: ACTUAL EXPENDITURE ON TRAINING FOR THE PERIOD 01 July 2004 to 30th June 2005
(excluding subsistence and travel)

Source	Amount to be spent <i>(Taken from S 1.7 of WSP)</i>	Amount Spent During the Period covered by this report	Comment/Notes
Levy funds	R 10,870	R 235,915	The recruitment of more staff increased the skills levy amount to be paid by the organisation
Discretionary grant funds			
Own company/institution funds	R 150,200	R 162,130	Due to new recruits and new councillors extra funds had to be used to cater for the new people in the municipality
Donor funds			
SALGA or Trade Unions			
Government department funds			
Bursaries and/or Educational Assistance Programmes		R 18,530	4 employees were granted a bursary by the Executive Committee
Loan funding to the enterprise (for capacity building)			
Other (specify)			
TOTALS	R160,870	R 416,575	More spending because of new people & support from the Council

**Note: Sections 4 – 7 must be completed in the attached Excel
Spreadsheets**

SECTION 8: DIFFERENCE BETWEEN EDUCATION AND TRAINING PLANNED AND IMPLEMENTED TO ACHIEVE TRAINING AND SKILLS DEVELOPMENT PRIORITIES for the period 01 July 2005 to 30 June 2006

Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Leadership and Governance SOC100					
Executive Mayor					
Mayor	2		1	+1	Change in Plan
	1		1	+1	Change in plan
Councillors	1	3	5	+2	Change in Plan & New Councillors
	2		22	+22	Change in Plan & New Councillors
	11		1	+1	Change in plan & New Councillors
Chairperson	7	1		-1	Change in plan & New Councillors
	1	1		-1	Change in plan
Board member					
Other					
Senior Officials and Managers SOC100					
CEO/MD					
Directors	2		1	+1	Change in plan
	8		1	+1	Change in plan
	5		3	+3	Change in plan
	1		1	+1	Change in plan
Financial Directors					
City/Municipal/District manager	1		1	+1	Change in Plan
	5		1	+1	Change in plan
Department/Division Heads	3	1		-1	Change in plan
	5	1		-1	Change in plan
	10	1		-1	Change in plan
Plant Managers					
Information technology					

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Other (Managers)					
Professionals SOC200					
Health care					
Public safety/Emergency services					
LED	7	2		-2	Change in Plan
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management	4	3		-3	Change in plan
Roads					
Electricity					
Information technology	1		1	+1	Change in plan
Core administration					
Core finance					

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Technicians and Associate Professionals SOC300					
Health care					
Public safety/Emergency services					
LED	3	1	1		
	1	1	1		
Water conservation/treatment	2	1		-2	Change in Plan
	5	1		-1	Change in Plan
	4	1		-1	Change in plan
	8	1		-1	Change in plan
	3		1	+1	Change in plan
Waste					
Client services					
Parks/community facilities					
Community development	3	2		-2	Change in plan
Public transport					
Land management					
Housing administration					
Environmental management					
Roads	2	1			Change in Plan
	3	2	4	+2	Change in Plan
Electricity					
Information technology					
Core administration	2	1		-1	Change in plan
	10		1	+1	Change in plan
Core finance					

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Clerks SOC400					
Health care					
Public safety/Emergency services					
LED	6	1		-1	Change in plan
Water conservation/treatment	6	1		-1	Change in plan
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads	9	1		-1	Change in plan
	6	2		-2	Change in plan
Electricity					
Information technology					
Core administration	4	4	4		
	6	2	2		
	1	2	2		
Core finance	5	2	2		
	1	12	12		

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Service Workers SOC500					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Skills Agriculture and Fishery Workers SOC600					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Craft and Related Workers SOC700					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Plant and Machine Operators SOC800					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					

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Employment Category	Skills Priority No	Numbers			Comment (on reasons for variance in numbers, as well as changes to the nature, duration or cost of training planned)
		Planned	Actual	Variance	
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Elementary Occupations SOC900					
Health care					
Public safety/Emergency services					
LED					
Water conservation/treatment					
Waste					
Client services					
Parks/community facilities					
Community development					
Public transport					
Land management					
Housing administration					
Environmental management					
Roads					
Electricity					
Information technology					
Core administration					
Core finance					
Apprentices					
TOTALS		52	69	+17	New councillors, new recruits and changes in the plan made this positive variance

SECTION 9: PROGRESS REPORT

1. How would you rate your organisations progress in implementing your Workplace Skills Plan during the period covered by this Implementation Report?

Very slow	Slow	Satisfactory	Good ✓	Excellent
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Please tell us why you have given this rating:

More training initiatives were implemented than was planned.

2. To what extent do you think line managers/operational managers have participated in the implementation of training in your organisation during the period covered by this Implementation Report?

Not at all	A little	A lot ✓	They are completely involved in skills development implementation
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Please tell us why you have given this rating:

Managers participated meaningfully to ensure that training is needs driven in terms of the changes experienced in the District Municipality.

3. To what extent do you think that employees have participated in the implementation of training in your organisation during the period covered by this Implementation Report (either through a formal Training Committee or as individuals)?

Not at all	A little	A lot ✓	They are completely involved in skills development implementation
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Please tell us why you have given this rating:

Individuals have had an active part in identifying their training needs.

4. Please briefly describe how you, as the SDF, played a role in the implementation of training in your organisation – what you did, how you interacted with stakeholders, who assisted you etc.

The Human Resources Manager and the Human Resources Officer assisted the SDF in the implementation of training in the municipality, The Human Resources Department identified and sourced training providers and courses, notified the relevant HOD's thereof in order for them to nominate staff, after which the Human Resources Department set training programmes with time schedules for staff to attend training. Once agreement was obtained these training programmes, the municipal manager endorsed them. The Human Resources Department contacted training institutions such as universities & technikons to find out what relevant training is available in order to ensure that employees receive training that is accredited and has a qualification attached.

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5. Looking at the National Skills Development Strategy objectives outlined below, please indicate what your organisation has done to contribute to the achievement of these objectives during the period covered by this Implementation Report:

We have done	Nothing	A little	A lot
1) To develop a culture of high-quality lifelong learning			✓
2) To foster skills development in the formal economy for productivity and employability			✓
3) To stimulate and support skills development in small businesses			✓
4) To promote skills development for employability and sustainable livelihoods through social development initiatives			✓
5) To assist new entrants into employment			✓

Please tell us why you have given these ratings:

- 1) Several staff members who attended training have seen further opportunities to study, even some to embark on MSc studies.
- 2) The municipality has trained people doing office work, strategy work and implementation work
- 3) Through its social development initiatives, training of individuals from the community in building skills and health work, etc, the Sisonke DM has promoted sustainable livelihoods.
- 4) Several new entrants into employment has been employed in the Sisonke District Municipality and are advancing their careers.

6. **For municipalities only:** To what extent do you think that training in your organisation during the period covered by this Implementation Report contributed to the achievement of your Municipalities IDP objectives?

Not at all	A little	✓	A lot
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Please tell us why you have given this rating:

The Finance key performance objectives were implemented
The key performance areas for road construction were far exceeded.
The key performance areas of water provision were met.

7. To what extent do you think that training in your organisation during the period covered by this Implementation Report contributed to the achievement of your organisation's strategic objectives?

Not at all	A little	A lot
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Please tell us why you have given this rating:

N/A

8. Please briefly describe how, if at all, you have been able to measure any improvements in either the organisation's performance or individual employee performance, as a result of training interventions?

Training contributed to performance improvements of employees.

9. Please briefly describe what, if any, partnerships you have established for the delivery of training. These could be with other municipalities, District municipalities, metros in your area, Colleges, Technikons, Universities, private providers etc.

- KWANALOGA
- DTLGA
- Peninsula (Cape) Technikon
- EDUTEL
- LGSETA
- Global Business Solutions

10. Please briefly describe what, if any, donor-funded training initiatives employees of your organisation have participated in during the period covered by this Implementation Report:

- DTLGA
- DBSA
- Department of Labour
- LGSETA

11. In general, how would you rate the performance of the training providers that you have used during the period covered by this Implementation Report?

Very poor	Satisfactory	Good	Very Good ✓	Excellent
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Please tell us why you have given this rating:

Most of the courses attended were outcomes based and therefore the course content was easy to implement in the workplace. The training facilitators were professional and efficient.

12. Do you require any assistance from the LGSETA over the next six months, and in what areas? (Please be as specific as possible in defining what this assistance should be)

- Yes.
- Assistance to establish learnerships
 - ABET & Social upliftment training for SMME development