



IMPLEMENTATION REPORT

01 JULY 2007 – 31 DECEMBER 2007

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 LGWSETA'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:

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

These Acts require employers to:

- Register with the South African Revenue Service (SARS) to pay the Skills Development Levy, equivalent to 1% of total annual remuneration
- 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:

- Contribute to the development of a culture of learning,
- Help to create a competitive and productive work environment, and
- 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:

- An allowance for trade unions to participate in and conduct audits and needs assessments for their members.
- The disclosure of necessary information as may be requested by trade unions subject to the terms of the LRA.

- 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 LGWSETA with critical quantitative and qualitative information that enables it to:

- Monitor the provision of training within the sector
- Identify problem areas with regard to the provision of training
- 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 LGWSETA 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 LGWSETA. 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 JUL 2007 – 31 DEC 2007

Organisation:	U	B	U	N	T	U					
	MUNICIPALITY										
Levy number/s:	L	9	0	0	7	4	2	7	7	8	

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:	NM Mkontwana
Current Job Title:	Chief Administration Officer
Signature:	
Date:	30/06/2008

For organised employers	
Name:	K Riegers
Current Job Title:	Councillor
Signature:	
Date:	30/06/2008

For organised Labour	
Union: SAMWU	Union: IMATU
Name: M Gqagqa	Name: Vacant
Union office held: Shop Steward	Union office held: Shop Steward
Signature:	Signature:
Date: 30/06/2008	Date: 30/06/2008

THIS IMPLEMENTATION REPORT COVERS THE PERIOD 01 JULY 2006 – 31 DEC 2006

SECTION 1: ORGANISATION DETAILS

Submission Date of WSP covered by this Report	30/	06/	2007
Submission date of this Implementation Report	30/	06/	2008

SECTION 1.1: Name and type

Name of organisation	UBUNTU MUNICIPALITY										
Provincial location	Eastern Cape		Free State		Gauteng		KZN				
	Limpopo		Mpumalanga		Northern Cape	X	North West				
	Western Cape										
	Municipality type						Cross Boundary municipality				
Municipality type	A		B	X	C		No		Yes		
	Other:										
Demarcation code	NC 071										
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	NM Mkontwana	
Date appointed	01 / 12 / 2006	/ /
Phone Number/s	053 – 6210026	
Fax Number/s	053 – 6210368	
E-mail	ubuntuvic@telkomsa.net	

Details of Primary (registered) SDF																		
Race	African	<input checked="" type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Gender	M	<input type="checkbox"/>	F	<input type="checkbox"/>	Disabled	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Relationship of SDF to enterprise	Owner		<input type="checkbox"/>		Employee		<input checked="" type="checkbox"/>	Contractor		<input type="checkbox"/>		Other:		<input type="checkbox"/>				
Current job title	Chief Administration Officer																	

SDF appointment procedure		
Appointed by employer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Self appointed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nominated by employees	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SDF works with...			
Training committee	<input checked="" type="checkbox"/>	Skills development committee	<input checked="" type="checkbox"/>
Other committee (specify)			

**SECTION 3: ACTUAL EXPENDITURE ON TRAINING FOR THE PERIOD 01 July 2007 to 31 December 2007
(excluding subsistence and travel)**

Source	Amount to be spent (Taken from S 1.7 of WSP)	Amount Spent During the Period covered by this report	Comment/Notes
Levy funds	R96 000.00		
Discretionary grant funds			
Own company/institution funds		R77 653.17	
Donor funds			
SALGA or Trade Unions			
Government department funds			
Bursaries and/or Educational Assistance Programmes			
Loan funding to the enterprise (for capacity building)			
Other (specify)			
TOTALS	R 96 000.00	R77 653.17	

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 2007 to 31 December 2007

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		0	0	0	
Mayor	5	1	0	-1	
Councillors	5	7	0	-7	
Chairperson		0	0	0	
Board member		0	0	0	
Other		0	0	0	
Senior Officials and Managers SOC100					
CEO/MD		0	0	0	
Directors		0	0	0	
Financial Directors		0	0	0	
City/Municipal/District manager	1,4	1	1	0	
Department/Division Heads	4,1,3	3	3	0	
Plant Managers		0	0	0	
Information technology		0	0	0	
Other (Specify)		0	0	0	
Professionals SOC200					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	

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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	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads		0	0	0	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	1	1	
Technicians and Associate Professionals SOC300					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	
Public transport		0	0	0	
Technical		0	0	0	
Housing administration		0	4	4	
Environmental management		0	0	0	
Roads		0	1	1	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Skills Agriculture and Fishery Workers SOC600					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	

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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	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads		0	0	0	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Clerks SOC400					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Technical		0	0	0	
Electricity		0	0	0	

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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	
Information technology		0	0	0	
Core administration	1	12	2	-10	
Core finance	1	25	0	-25	
Service Workers SOC500					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads		0	0	0	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Craft and Related Workers SOC700					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste		0	0	0	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	

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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	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads		0	0	0	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Plant and Machine Operators SOC800					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	
LED		0	0	0	
Water conservation/treatment		0	0	0	
Waste	6	4	0	-4	
Client services		0	0	0	
Parks/community facilities		0	0	0	
Community development		0	0	0	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads		0	0	0	
Electricity		0	0	0	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Elementary Occupations SOC900					
Health care		0	0	0	
Public safety/Emergency services		0	0	0	

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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	
LED		0	0	0	
Water conservation/treatment	4,6,1,3	7	0	-7	
Waste	4,6,1	30	0	-30	
Client services	5,4,6,1	16	0	-16	
Parks/community facilities	6	3	0	-3	
Community development		0	0	0	
Public transport		0	0	0	
Land management		0	0	0	
Housing administration		0	0	0	
Environmental management		0	0	0	
Roads	5,4,6,1	14	0	-14	
Electricity	4,6,1	4	0	-4	
Information technology		0	0	0	
Core administration		0	0	0	
Core finance		0	0	0	
Apprentices		0	0	0	
TOTALS		127	12	-115	

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 X	Good	Excellent
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Please tell us why you have given this rating:

Because most of the critical training courses has been provided.

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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 X	They are completely involved in skills development implementation
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Please tell us why you have given this rating:

They were involved and participated in the determining of the training needs and the implementation thereof.

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 X
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Please tell us why you have given this rating:

They were completely involved in the determining of the training needs and the implementation thereof.

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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.

As SDF, I was involved in the determining of the organisation's training needs and the implementation thereof by doing the following:

- a. Determine employee's training needs;
- b. Organise courses;
- c. Organise for employees to attend relevant courses.

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
To develop a culture of high-quality lifelong learning			X
To foster skills development in the formal economy for productivity and employability			X
To stimulate and support skills development in small businesses			X
To promote skills development for employability and sustainable livelihoods through social development initiatives			X
To assist new entrants into employment			X

Please tell us why you have given these ratings:

In the development of the this report the National Skills Development Strategy were looked at and with the attention to it the plan was developed.

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 X
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Please tell us why you have given this rating:

The IDP objectives played a important role in the development of the WSP and the implementation of training in the organisation.

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 X
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Please tell us why you have given this rating:

The achievement of the organisation's strategic objectives to the extend that involve training played a important role in the development of the WSP and the implementation thereof.

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?

Each department will be liable for the measuring of departmental and individual performances and be responsible to align with the overall organisation's performance responsibilities.

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.

No partnership has been established.

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:

No donor-funded training initiatives participated.

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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 X	Excellent
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Please tell us why you have given this rating:

The performance of the training providers were to a great satisfactory level for the trainees.

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

No.