WORKPLACE SKILLS PLAN, ANNUAL TRAINING REPORT AND PIVOTAL REPORT

submitted to the LGSETA in compliance with the Skills Development Act

NAME OF MUNICIPALITY:	**Kareeberg Municipalty**
FINANCIAL YEAR COVERED BY THIS PLAN:	**2013/2014**
FINANCIAL YEAR COVERED BY THIS REPORT:	**2012/2013**
DATE OF PREVIOUS FINANCIAL YEAR:	**01 July 2012 - 30 June 2013**
DATE OF CURRENT FINANCIAL YEAR:	**01 July 2013 - 30 April 2014**

To qualify for a skills levy grant, employers must:

Be registered with SARS and be contributing Skills Development Levy.

Submit their WSP/ATR/PIVOTAL Report on, or by 30 June 2013, and thereafter 30 April, in terms of Skills Development Regulations.

Submit the SARS EMP 201 form and cancelled cheque.

Ensure that the WSP contributes to the LGSETA SSP.

Ensure that the majority of the training planned is PIVOTAL Training (i.e. A qualification registered on the NQF) and falls within the municipal key performance areas; as well as the LGSETA strategic priority areas.

Verify that the ATR reflects the implementation of the previous year's WSP.

Submit the WSP/ATR/PIVOTAL Report on the approved template.

Proof of consultation with the LLF/Training/Skills Development Committee **MUST** be provided (Section K completed fully) to ensure eligibility for Skills Levy Grant payment.

EXECUTIVE SUMMARY - ANNUAL TRAINING REPORT: 01 July 2012 - 30 June 2013

TOTAL ANTICIPATED PAYROLL:	R 7 896 780.00
TOTAL ACTUAL PAYROLL:	R 8 530 374.00
VARIANCE IN PAYROLL:	-R 633 594.00
TOTAL ANTICIPATED LEVY AMOUNT:	R 78 967.80
TOTAL ACTUAL LEVY AMOUNT:	R 85 303.74
VARIANCE IN LEVY AMOUNT:	-R 6 335.94

	EMPLOYED	UNEMPLOYED
TOTAL ANTICIPATED TRAINING EXPENDITURE:	R 21 800.00	R 0.00
TOTAL ACTUAL TRAINING EXPENDITURE:	R 21 240.00	R 0.00
VARIANCE IN TRAINING EXPENDITURE	R 560.00	R 0.00
TOTAL ANTICIPATED TRAINING EXPENDITURE - PIVOTAL:	R 150 000.00	R 0.00
TOTAL ACTUAL TRAINING EXPENDITURE - PIVOTAL:	R 0.00	R 0.00
VARIANCE IN TRAINING EXPENDITURE - PIVOTAL:	R 150 000.00	R 0.00

TOTAL NUMBER OF EMPLOYEES IN THE MUNICIPALITY:

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL
	A	C	I	W	A	C	I	W	A	C	I	W	
11 - LEGISLATORS	0	1	0	1	0	4	0	1	0	5	0	2	7
12 - MANAGERS	0	0	0	3	0	1	0	0	0	1	0	3	4
2 - PROFESSIONALS	0	0	0	2	0	1	0	0	0	1	0	2	3
3 - TECHNICIANS AND TRADE WORKERS	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - COMMUNITY AND PERSONAL SERVICE WORKERS	0	0	0	0	0	1	0	0	0	1	0	0	1
5 - CLERICAL AND ADMINISTRATIVE WORKERS	0	12	0	1	0	4	0	2	0	16	0	3	19
6 - SALES WORKERS	0	1	0	0	0	0	0	2	0	1	0	2	3
7 - MACHINE OPERATORS AND DRIVERS	0	2	0	0	0	9	0	0	0	11	0	0	11
8 - ELEMENTARY WORKERS	0	18	0	0	0	16	0	0	0	34	0	0	34
TOTALS	0	34	0	7	0	36	0	5	0	70	0	12	82

TOTAL NUMBER OF EMPLOYEES WHO RECEIVED TRAINING:

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL	% OF TOTAL EMPLOYEES
	A	C	I	W	A	C	I	W	A	C	I	W		
11 - LEGISLATORS									0	0	0	0	0	0.00%
12 - MANAGERS									0	0	0	0	0	0.00%
2 - PROFESSIONALS									0	0	0	0	0	0.00%
3 - TECHNICIANS AND TRADE WORKERS									0	0	0	0	0	0.00%
4 - COMMUNITY AND PERSONAL SERVICE WORKERS									0	0	0	0	0	0.00%
5 - CLERICAL AND ADMINISTRATIVE WORKERS									0	0	0	0	0	0.00%
6 - SALES WORKERS									0	0	0	0	0	0.00%
7 - MACHINE OPERATORS AND DRIVERS									0	0	0	0	0	0.00%
8 - ELEMENTARY WORKERS									0	0	0	0	0	0.00%
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%

TOTAL NUMBER OF EMPLOYEES WHO RECEIVED TRAINING ON PIVOTAL PROGRAMMES:

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL	% OF TRAINING BENEFICIARIES
	A	C	I	W	A	C	I	W	A	C	I	W		
11 - LEGISLATORS									0	0	0	0	0	0.00%
12 - MANAGERS									0	0	0	0	0	0.00%
2 - PROFESSIONALS									0	0	0	0	0	0.00%
3 - TECHNICIANS AND TRADE WORKERS									0	0	0	0	0	0.00%
4 - COMMUNITY AND PERSONAL SERVICE WORKERS									0	0	0	0	0	0.00%
5 - CLERICAL AND ADMINISTRATIVE WORKERS									0	0	0	0	0	0.00%
6 - SALES WORKERS									0	0	0	0	0	0.00%
7 - MACHINE OPERATORS AND DRIVERS									0	0	0	0	0	0.00%
8 - ELEMENTARY WORKERS									0	0	0	0	0	0.00%
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%

EXECUTIVE SUMMARY - PLANNED TRAINING: 01 July 2013 - 30 April 2014

TOTAL ANTICIPATED PAYROLL AMOUNT: R 10 562 265.00

TOTAL ANTICIPATED LEVY AMOUNT: R 105 622.65

ANTICIPATED EXPENDITURE:	EMPLOYED	UNEMPLOYED
EXPENDITURE ON ALL TRAINING:	R 21 124.53	R 0.00
EXPENDITURE ON PIVOTAL TRAINING:	R 150 000.00	R 0.00

TOTAL NUMBER OF EMPLOYEES TO RECEIVE TRAINING:

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL	% OF TOTAL EMPLOYEES
	A	C	I	W	A	C	I	W	A	C	I	W		
11 - LEGISLATORS									0	0	0	0	0	0.00%
12 - MANAGERS									0	0	0	0	0	0.00%
2 - PROFESSIONALS									0	0	0	0	0	0.00%
3 - TECHNICIANS AND TRADE WORKERS									0	0	0	0	0	0.00%
4 - COMMUNITY AND PERSONAL SERVICE WORKERS									0	0	0	0	0	0.00%
5 - CLERICAL AND ADMINISTRATIVE WORKERS									0	0	0	0	0	0.00%
6 - SALES WORKERS									0	0	0	0	0	0.00%
7 - MACHINE OPERATORS AND DRIVERS									0	0	0	0	0	0.00%
8 - ELEMENTARY WORKERS									0	0	0	0	0	0.00%
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%

TOTAL NUMBER OF EMPLOYEES TO RECEIVE TRAINING ON PIVOTAL PROGRAMMES:

OCCUPATIONAL CATEGORY	FEMALE				MALE				TOTAL				TOTAL	% OF TRAINING BENEFICIARIES
	A	C	I	W	A	C	I	W	A	C	I	W		
11 - LEGISLATORS									0	0	0	0	0	0.00%
12 - MANAGERS									0	0	0	0	0	0.00%
2 - PROFESSIONALS									0	0	0	0	0	0.00%
3 - TECHNICIANS AND TRADE WORKERS									0	0	0	0	0	0.00%
4 - COMMUNITY AND PERSONAL SERVICE WORKERS									0	0	0	0	0	0.00%
5 - CLERICAL AND ADMINISTRATIVE WORKERS									0	0	0	0	0	0.00%
6 - SALES WORKERS									0	0	0	0	0	0.00%
7 - MACHINE OPERATORS AND DRIVERS									0	0	0	0	0	0.00%
8 - ELEMENTARY WORKERS									0	0	0	0	0	0.00%
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00%

SECTION A: ADMINISTRATIVE DETAILS

A1. ORGANISATIONAL DETAILS

NAME OF MUNICIPALITY OR ENTITY:	Kareeberg Municipalty				
SKILLS DEVELOPMENT LEVY (SDL) NO.:	L 260739331			DEMARCATION CODE:	NCO 74
MUNICIPAL TYPE:	Local			SIC CODE:	91202
POSTAL ADDRESS:	PO BOX / PRIVATE BAG:	Box 10		CITY:	Carnarvon
	PROVINCE:	Northern Cape		POSTAL CODE:	8925

A2. DETAILS OF THE SDF WHO COMPLETED THE WSP/ATR/PIVOTAL REPORT

SURNAME:	Van Zyl	FIRST NAME:	Nicolaas Johannes	TITLE:	Mr	ID NO:	6812235100080
CONTACT DETAILS	TEL NO.:	AREA CODE:	053	NUMBER:	3823012		
	FAX NO.:	AREA CODE:	053	NUMBER:	3823142		
	CELL NO.:	0827892616		EMAIL:	calla@kareeberg.co.za		
JOB TITLE:	Head:Corporate Services			SDF APPOINTMENT:	SDF Function Assigned (Dual function)		
TITLE OF HIGHEST QUALIFICATION:	MFAP					NQF LEVEL:	6
SDF SKILLS PROGRAMME:	No	OD-ETDP QUALIFICATION LEVEL:	Degree				
NO OF SDF's (including the primary SDF):	1	NO OF LGSETA PROVINCIAL SDF FORUMS ATTENDED:					
SUPPORT REQUIRED FROM THE LGSETA:	Capacity building						
DETAILS OF REQUIRED SUPPORT:							
DOES THE MUNICIPALITY HAVE AN HRD POLICY:	No	DATE HRD POLICY WAS LAST REVIEWED:	None				

A3. DETAILS OF SECONDARY SDF (if applicable)

SURNAME:	N/A			FIRST NAME:		TITLE:	
CONTACT DETAILS	TEL NO.:	AREA CODE:		NUMBER:			
	FAX NO.:	AREA CODE:		NUMBER:			
	CELL NO.:			EMAIL:			

A4. DETAILS OF THE CFO

SURNAME:	Rossouw			FIRST NAME:	Brennan	TITLE:	Mr
CONTACT DETAILS	TEL NO.:	AREA CODE:	053	NUMBER:	3823012		
	FAX NO.:	AREA CODE:	053	NUMBER:	3823142		
	CELL NO.:			E-MAIL:	kareeberg@xsinet.co.za		

A5. DETAILS OF THE MUNICIPAL MANAGER

SURNAME:	De Bruin			FIRST NAME:	Willem	TITLE:	Mr
CONTACT DETAILS	FAX NO.:	AREA CODE:	053	NUMBER:	3823012		
	E-MAIL:	kareeberg@xsinet.co.za					

SECTION B: TRAINING BUDGET AND EXPENDITURE

B1. BUDGET AND EXPENDITURE

NOTE:
1. The SALGA HRD conference resolution (10-14 March 2006) which encourages municipalities to budget and spend on training more than the 1% stipulated in legislation.
2. The Municipal Systems Act (Section 55) also places the responsibility on municipalities to budget for skills development of their staff.
3. The amounts below are subject to verification by the LGSETA, and therefore they should be completed by the CFO.

	ANTICIPATED EXPENDITURE		PLANNED EXPENDITURE		ACTUAL EXPENDITURE		COMMITTED EXPENDITURE (1)	
	01 July 2013 - 30 April 2014		01 July 2012 - 30 June 2013		01 July 2012 - 30 June 2013		01 July 2012 - 30 June 2013	
TOTAL PAYROLL AMOUNT :	R 10 562 265.00		R 7 896 780.00		R 8 530 374.00			
TOTAL LEVY PAYMENT:	R 105 622.65		R 78 967.80		R 85 303.74			
	EMPLOYED	UNEMPLOYED	EMPLOYED	UNEMPLOYED	EMPLOYED	UNEMPLOYED	EMPLOYED	UNEMPLOYED
Mandatory Grant funds:	R 21 124.53		R 21 800.00		R 21 240.00			
Outstanding Mandatory Grant funds from previous year:								
Discretionary Grant funds (2):								
Municipal training budget over and above levy payments:								
Donor funds:								
Government department funds (MIG, EPWP, FMG etc)								
Bursaries and/or Educational Assistance Programmes								
Other :								
TOTAL AMOUNT ON TRAINING:	R 21 124.53	R 0.00	R 21 800.00	R 0.00	R 21 240.00	R 0.00	R 0.00	R 0.00

(1) **Committed Expenditure:** Where a contract has been concluded with a Training Provider for a programme that runs over to the next financial year, but has not been paid out.

(2) **Discretionary Grant:** The estimated amount for the Discretionary Grant can be based on the following per learner per year:

Learning Intervention	Amount for 18.1	Amount for 18.2
Skills Programme	R 5 000.00	R 5 000.00
Learnership	R 16 000.00	R 26 000.00
Apprenticeship	R 42 000.00	R 42 000.00
Internship	R 0.00	R 36 000.00
Work Integrated Learning	R 0.00	R 18 000.00
AET	R 3 500.00	R 0.00

B2. EXPENDITURE OF TRAINING BUDGET - ANNNUAL TRAINING REPORT		
LEARNING INTERVENTION	EMPLOYED	UNEMPLOYED
Apprenticeship	R 0.00	R 0.00
Bursary	R 0.00	R 0.00
Internship	R 0.00	R 0.00
Learnership	R 0.00	R 0.00
RPL	R 0.00	R 0.00
Skills Programme	R 0.00	R 0.00
Structured Learning	R 0.00	R 0.00
PIVOTAL	R 0.00	R 0.00
TOTAL	R 0.00	R 0.00

B3. PLANNED EXPENDITURE OF TRAINING BUDGET - PIVOTAL TRAINING		
LEARNING INTERVENTION	EMPLOYED	UNEMPLOYED
Professional	R 0.00	R 0.00
Vocational	R 0.00	R 0.00
Technical	R 0.00	R 0.00
Academic	R 150 000.00	R 0.00
TOTAL	R 150 000.00	R 0.00

B4. ACTUAL EXPENDITURE OF TRAINING - PIVOTAL TRAINING		
LEARNING INTERVENTION	EMPLOYED	UNEMPLOYED
Professional	R 0.00	R 0.00
Vocational	R 0.00	R 0.00
Technical	R 0.00	R 0.00
Academic	R 0.00	R 0.00
TOTAL	R 0.00	R 0.00

SECTION C: EMPLOYMENT PROFILE

C1. EMPLOYEE SUMMARY

TOTAL NO. OF EMPLOYEES:	80	OF THE TOTAL NUMBER OF EMPLOYEES, HOW MANY ARE:	SECTION 56 and 57 EMPLOYEES:	4	CONTRACT EMPLOYEES:	10	TOTAL NO. OF COUNCILLORS:	7	TOTAL NO. OF INTERNS:	2

C2. TOTAL NUMBER OF EMPLOYEES PER OCCUPATIONAL CATEGORY, POPULATION GROUP, DISABILITY STATUS AND AGE GROUP.

OCCUPATION CATEGORY		FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
		A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
1 - MANAGERS																	
11 - LEGISLATORS																	
	(Executive) Mayor						1			0	1	0	0			1	
	Councillors		1		1		3		1	0	4	0	2		1	2	3
	Traditional Leaders									0	0	0	0				
	SUB-TOTAL : LEGISLATORS -	**0**	**1**	**0**	**1**	**0**	**4**	**0**	**1**	**0**	**5**	**0**	**2**	**0**	**1**	**3**	**3**
12 - MANAGERS																	
111203	Local Authority Manager						1			0	1	0	0			1	
121101	Municipal Finance Manager				1					0	0	0	1			1	
121201	Personnel / Human Resources Manager									0	0	0	0				
121902	Corporate Services Manager				1					0	0	0	1			1	
122201	Advertising and Public Relations Manager									0	0	0	0				
132301	Construction Project Manager				1					0	0	0	1			1	
132401	Supply and Distribution Manager									0	0	0	0				
134901	Environmental Manager									0	0	0	0				
134912	Commissioned Fire and Rescure Officer									0	0	0	0				
143104	Arts and Culture Manager									0	0	0	0				
143105	Sports Administrator									0	0	0	0				
	SUB-TOTAL : MANAGERS -	**0**	**0**	**0**	**3**	**0**	**1**	**0**	**0**	**0**	**1**	**0**	**3**	**0**	**0**	**4**	**0**

OCCUPATION CATEGORY		FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
		A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
2 - PROFESSIONALS																	
213302	Environmental Research Scientist									0	0	0	0				
214201	Civil Engineer									0	0	0	0				
214202	Civil Engineering Technologist									0	0	0	0				
216101	Architect									0	0	0	0				
216401	Urban and Regional Planner									0	0	0	0				
222104	Registered Nurse (Communicty Health)									0	0	0	0				
222116	Nurse Manager									0	0	0	0				
224704	Organisational Risk Manager									0	0	0	0				
224704	Organisational Risk Manager									0	0	0	0				
224902	Liaison Officer									0	0	0	0				
224905	Economic Development Facilitator									0	0	0	0				
226301	Environment Health Officer									0	0	0	0				
226301	Occupational Health and Safety Advisor									0	0	0	0				
234301	Conservation Officer									0	0	0	0				
241101	Accountant (General)				2		1			0	1	0	2			3	
242102	Organisation and Methods Analyst									0	0	0	0				
242211	Internal Auditor									0	0	0	0				
242302	Training Officer									0	0	0	0				
242303	Workplace Industrial Relations Advisor									0	0	0	0				
242303	Human Resource Advisor									0	0	0	0				
252201	Systems Administrator									0	0	0	0				
262102	Gallery / Museum Curator									0	0	0	0				
262201	Librarian									0	0	0	0				
331501	Valuer									0	0	0	0				
	SUB-TOTAL : PROFESSIONALS -	0	0	0	2	0	1	0	0	0	1	0	2	0	0	3	0

OCCUPATION CATEGORY		FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
		A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
3 - TECHNICIANS AND TRADE WORKERS																	
311201	Civil Engineering Technician									0	0	0	0				
311901	Waste Water Treatment Officer / Technician									0	0	0	0				
312301	Building Associate									0	0	0	0				
335913	Building Inspector									0	0	0	0				
611303	Greenkeeper									0	0	0	0				
611304	Nurseryperson									0	0	0	0				
642601	Plumber (General)									0	0	0	0				
642605	Plumbing Inspector									0	0	0	0				
653101	Automotive Motor Mechanics									0	0	0	0				
653303	Fitter (General)									0	0	0	0				
671101	Electrician (General)									0	0	0	0				
671302	Technical Cable Jointer									0	0	0	0				
	SUB-TOTAL : TECHNICIANS AND TRADE WORKERS -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - COMMUNITY AND PERSONAL SERVICE WORKERS																	
323102	Ancillary Health Care Worker									0	0	0	0				
411701	Community Development Worker									0	0	0	0				
451401	Gallery / Museum Guide									0	0	0	0				
541101	Fire Fighter									0	0	0	0				
541201	Traffic Officer						1			0	1	0	0				1
541401	Security Officer									0	0	0	0				
	SUB-TOTAL : COMMUNITY AND PERSONAL SERVICE WORKERS -	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	1

OCCUPATION CATEGORY		FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
		A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
5 - CLERICAL AND ADMINISTRATIVE WORKERS																	
332302	Purchasing Officer		1				1			0	2	0	0		2		
334102	Office Administrator									0	0	0	0				
334302	Personal Assistant						1			0	1	0	0			1	
335401	Motor Vehicle License Examiner								1	0	0	0	1				1
411101	General Clerk		1				2			0	3	0	0		3		
412101	Secretary (General)				1					0	0	0	1			1	
413201	Data Entry Operator									0	0	0	0				
422602	Medical Receptionist									0	0	0	0				
431101	Accounts Clerk									0	0	0	0				
431301	Payroll Clerk		2							0	2	0	0		2		
432101	Stock Officer									0	0	0	0				
441101	Library Assistant		4							0	4	0	0		1	1	2
441501	Filing / Registry Clerk		1							0	1	0	0		1		
441601	Human Resource Clerk									0	0	0	0				
441903	Program / Project Administrator								1	0	0	0	1				1
524401	Inbound Contact Centre Consultant									0	0	0	0				
599903	Radio Services Dispatcher									0	0	0	0				
862301	Meter Reader		3							0	3	0	0			3	
	SUB-TOTAL : CLERICAL AND ADMINISTRATIVE WORKERS -	0	12	0	1	0	4	0	2	0	16	0	3	0	9	6	4
6 - SALES WORKERS																	
523102	Office Cashier		1						2	0	1	0	0			1	2
	SUB-TOTAL : SALES WORKERS -	0	1	0	0	0	0	0	2	0	1	0	0	0	0	1	2
7 - MACHINERY OPERATORS AND DRIVERS																	
313201	Water Plant Operator		2				2			0	4	0	0			4	
732201	Chauffeur									0	0	0	0				
733201	Truck Driver (General)						6			0	6	0	0			4	2
734102	Logging Plant Operator									0	0	0	0				
734201	Earthmoving Plant Operator						1			0	1	0	0				1
	SUB-TOTAL : MACHINERY OPERATORS AND DRIVERS -	0	2	0	0	0	9	0	0	0	11	0	0	0	0	8	3

OCCUPATION CATEGORY		FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
		A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
8 - ELEMENTARY WORKERS																	
811201	Commercial Cleaner		6				1			0	7	0	0		1	6	
812902	Swimming Pool Cleaner		1				2			0	3	0	0			2	1
821401	Garden Worker		5				1			0	6	0	0			6	
831301	Builders Worker									0	0	0	0				
831303	Earthmoving Worker									0	0	0	0				
831304	Plumbers Assistant									0	0	0	0				
861101	Recycling / Rubbish Collector		6				8			0	14	0	0		4	8	2
862202	Handyperson						3			0	3	0	0		1	2	
862918	Electrical / Telecommunications Trades Assistant						1			0	1	0	0			1	
862919	Mechanics Assistant									0	0	0	0				
	SUB-TOTAL : ELEMENTARY WORKERS -	0	18	0	0	0	16	0	0	0	34	0	0	0	6	25	3
WARD COMMITTEE MEMBERS			15		10		10		5						5	10	25

Total number of black (African, Coloured, Indian) employees	70
Black employees as a % of total employees	87.50%
Total number of women employees	41
Women employees as a % of total employees	51.25%
Total number of employees with disabilities	0
Employees with disabilities as a % of total employees	0.00%
Total employees over the age of 55	14
Over 55 employees as a % of total employees	17.50%
Total employees between the ages of 35 and 55	50
Employees between 35 and 55 as a % of total employees	62.50%
Total employees under the age of 35	16
Employees under 35 as a % of total employees	20.00%

EMPLOYEE MOVEMENTS FOR THE PERIOD: 01 July 2012 - 30 June 2013

C3. NEW EMPLOYEE RECRUITS

EMPLOYMENT SECTION	FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
	A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
Community and Social Services									0	0	0	0				
Finance									0	0	0	0				
Administration						1			0	1	0	0			1	
Electricity									0	0	0	0				
Environmental Protection									0	0	0	0				
Health									0	0	0	0				
Public Safety									0	0	0	0				
Road Transport									0	0	0	0				
Sport and Recreation									0	0	0	0				
Waste Management									0	0	0	0				
Waste Water Management									0	0	0	0				
Water and Sanitation									0	0	0	0				
TOTALS	0	0	0	0	0	1	0	0	0	1	0	0	0	0	1	0

C4. NEW LABOUR MARKET ENTRANTS

EMPLOYMENT SECTION	FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
	A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55
Community and Social Services									0	0	0	0				
Finance									0	0	0	0				
Administration									0	0	0	0				
Electricity									0	0	0	0				
Environmental Protection									0	0	0	0				
Health									0	0	0	0				
Public Safety									0	0	0	0				
Road Transport									0	0	0	0				
Sport and Recreation									0	0	0	0				
Waste Management									0	0	0	0				
Waste Water Management									0	0	0	0				
Water and Sanitation									0	0	0	0				
TOTALS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

C5. EMPLOYEES WHO LEFT THE MUNICIPALITY

EMPLOYMENT SECTION	FEMALE				MALE				TOTAL				PWD	AGE GROUPS			REASONS FOR LEAVING														TOTAL
																	RESIGNED		RETIRED		RETRENCHED		MEDICAL REASONS		DISMISSED		DEATH		CONTRACT TERMINATED		
	A	C	I	W	A	C	I	W	A	C	I	W		<35	35-55	>55	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
Community and Social Services									0	0	0	0																			0
Finance									0	0	0	0																			0
Administration					1	1			1	1	0	0			1	1				1										1	2
Electricity									0	0	0	0																			0
Environmental Protection									0	0	0	0																			0
Health									0	0	0	0																			0
Public Safety									0	0	0	0																			0
Road Transport									0	0	0	0																			0
Sport and Recreation									0	0	0	0																			0
Waste Management									0	0	0	0																			0
Waste Water Management									0	0	0	0																			0
Water and Sanitation						3			0	3	0	0			1	2		1		1						1					3
TOTALS	0	0	0	0	1	4	0	0	1	4	0	0	0	0	2	3	0	1	0	2	0	0	0	0	0	1	0	0	0	1	5

C6. NUMBER OF INTERNS GIVEN STRUCTURED WORK EXPERIENCE

EMPLOYMENT SECTION	MALE				FEMALE				TOTAL				PWD	TOTAL
	A	C	I	W	A	C	I	W	A	C	I	W		
Community and Social Services									0	0	0	0		0
Finance		1				1			0	2	0	0		2
Administration									0	0	0	0		0
Electricity									0	0	0	0		0
Environmental Protection									0	0	0	0		0
Health									0	0	0	0		0
Public Safety									0	0	0	0		0
Road Transport									0	0	0	0		0
Sport and Recreation									0	0	0	0		0
Waste Management									0	0	0	0		0
Waste Water Management									0	0	0	0		0
Water									0	0	0	0		0
TOTALS	0	1	0	0	0	1	0	0	0	2	0	0	0	2

SUMMARY

New recruits as a % of total employees	0.00%
New labour market entrants as a % of total employees	0.00%
Interns as a % of total employees	2.50%
Employees who left as a % of total employee	6.25%

SECTION D: QUALIFICATIONS PROFILE

OCCUPATION CATEGORY		Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6		NQF 7		NQF 8		NQF 9		NQF 10		UNKNOWN		TOTAL	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
1 - MANAGERS																											
11 - LEGISLATORS																											
	(Executive) Mayor										1															0	1
	Councillors									1	3		1	1	1											2	5
	Traditional Leaders																									0	0
	SUB-TOTAL : LEGISLATORS -	0	0	0	0	0	0	0	0	1	3	0	1	1	1	0	0	0	0	0	0	0	0	0	0	2	5
12 - MANAGERS																											
111203	Local Authority Manager														1											0	1
121101	Municipal Finance Manager														1											0	1
121201	Personnel / Human Resources Manager																									0	0
121902	Corporate Services Manager														1											0	1
122201	Advertising and Public Relations Manager																									0	0
132301	Construction Project Manager														1											0	1
132401	Supply and Distribution Manager																									0	0
134901	Environmental Manager																									0	0
134912	Commissioned Fire and Rescure Officer																									0	0
143104	Arts and Culture Manager																									0	0
143105	Sports Administrator																									0	0
	SUB-TOTAL : MANAGERS -	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4

OCCUPATION CATEGORY		Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6		NQF 7		NQF 8		NQF 9		NQF 10		UNKNOWN		TOTAL	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
2 - PROFESSIONALS																											
213302	Environmental Research Scientist																									0	0
214201	Civil Engineer																									0	0
214202	Civil Engineering Technologist																									0	0
216101	Architect																									0	0
216401	Urban and Regional Planner																									0	0
222104	Registered Nurse (Communicty Health)																									0	0
222116	Nurse Manager																									0	0
224704	Organisational Risk Manager																									0	0
224704	Organisational Risk Manager																									0	0
224902	Liaison Officer																									0	0
224905	Economic Development Facilitator																									0	0
226301	Environment Health Officer																									0	0
226301	Occupational Health and Safety Advisor																									0	0
234301	Conservation Officer																									0	0
241101	Accountant (General)										1	1		1												2	1
242102	Organisation and Methods Analyst																									0	0
242211	Internal Auditor																									0	0
242302	Training Officer																									0	0
242303	Workplace Industrial Relations Advisor																									0	0
242303	Human Resource Advisor																									0	0
252201	Systems Administrator																									0	0
262102	Gallery / Museum Curator																									0	0
262201	Libranan																									0	0
331501	Valuer																									0	0
	SUB-TOTAL - PROFESSIONALS -	0	0	0	0	0	0	0	0	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	2	1

OCCUPATION CATEGORY		Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6		NQF 7		NQF 8		NQF 9		NQF 10		UNKNOWN		TOTAL	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
3 - TECHNICIANS AND TRADE WORKERS																											
311201	Civil Engineering Technician																									0	0
311901	Waste Water Treatment Officer / Technician																									0	0
312301	Building Associate																									0	0
335913	Building Inspector																									0	0
611303	Greenkeeper																									0	0
611304	Nurseryperson																									0	0
642601	Plumber (General)																									0	0
642605	Plumbing Inspector																									0	0
653101	Automotive Motor Mechanics																									0	0
653303	Fitter (General)																									0	0
671101	Electrician (General)																									0	0
671302	Technical Cable Jointer																									0	0
	SUB-TOTAL : TECHNICIANS AND TRADE WORKERS -	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 - COMMUNITY AND PERSONAL SERVICE WORKERS																											
323102	Ancillary Health Care Worker																									0	0
411701	Community Development Worker																									0	0
451401	Gallery / Museum Guide																									0	0
541101	Fire Fighter																									0	0
541201	Traffic Officer										1															0	1
541401	Security Officer																									0	0
	SUB-TOTAL : COMMUNITY AND PERSONAL SERVICE WORKERS -	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1

OCCUPATION CATEGORY		Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6		NQF 7		NQF 8		NQF 9		NQF 10		UNKNOWN		TOTAL	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
5 - CLERICAL AND ADMINISTRATIVE WORKERS																											
332302	Purchasing Officer									1			1													1	1
334102	Office Administrator																									0	0
334302	Personal Assistant										1															0	1
335401	Motor Vehicle License Examiner										1															0	1
411101	General Clerk									1	2															1	2
412101	Secretary (General)									1																1	0
413201	Data Entry Operator																									0	0
422602	Medical Receptionist																									0	0
431101	Accounts Clerk																									0	0
431301	Payroll Clerk									2																2	0
432101	Stock Officer																									0	0
441101	Library Assistant									3		1														4	0
441501	Filing / Registry Clerk									1																1	0
441601	Human Resource Clerk																									0	0
441903	Program / Project Administrator										1															0	1
524401	Inbound Contact Centre Consultant																									0	0
599903	Radio Services Dispatcher																									0	0
862301	Meter Reader							1		2																3	0
	SUB-TOTAL : CLERICAL AND ADMINISTRATIVE WORKERS -	0	0	0	0	0	0	1	0	11	5	1	1	0	0	0	0	0	0	0	0	0	0	0	0	13	6
6 - SALES WORKERS																											
523102	Office Cashier									1		2														3	0
	SUB-TOTAL : SALES WORKERS -	0	0	0	0	0	0	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
7 - MACHINERY OPERATORS AND DRIVERS																											
313201	Water Plant Operator									2	2															2	2
732201	Chauffeur																									0	0
733201	Truck Driver (General)								4		2															0	6
734102	Logging Plant Operator								1																	0	1
734201	Earthmoving Plant Operator																									0	0
	SUB-TOTAL : MACHINERY OPERATORS AND DRIVERS -	0	0	0	0	0	0	0	5	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	9

OCCUPATION CATEGORY		Below NQF 1		NQF 1		NQF 2		NQF 3		NQF 4		NQF 5		NQF 6		NQF 7		NQF 8		NQF 9		NQF 10		UNKNOWN		TOTAL	
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
8 - ELEMENTARY WORKERS																											
811201	Commercial Cleaner						1	2		4																6	1
812902	Swimming Pool Cleaner							1	2																	1	2
821401	Garden Worker							2		3	1															5	1
831301	Builders Worker																									0	0
831303	Earthmoving Worker																									0	0
831304	Plumbers Assistant																									0	0
861101	Recycling / Rubbish Collector						2	3	5	3	1															6	8
862202	Handyperson						3																			0	3
862918	Electrical / Telecommunications Trades Assistant								1																	0	1
862919	Mechanics Assistant																									0	0
	SUB-TOTAL : ELEMENTARY WORKERS -	0	0	0	0	0	6	8	8	10	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	16
WARD COMMITTEE MEMBERS																										0	0

EMPLOYEE QUALIFICATION PROFILE	
Total number of employees with an NQF Level 1 and below qualification	0
Employees with an NQF Level 1 and below qualification as a % of total employees	0.00%
Total number of employees with an NQF Level 2, 3 or 4 qualification	69
Employees with an NQF Level 2, 3 or 4 qualification as a % of total employees	86.25%
Total number of employees with an NQF Level 5 or above qualification	13
Employees with an NQF Level 5 or above qualification as a % of total employees	16.25%
Total employees who are Managers and Professionals with an NQF Level 6 or above qualification	7
Employees who are Managers and Professionals with an NQF Level 6 or above qualification as a % of total employees in those categories	100.00%
Total employees who are Technicians and Trade Workers with an NQF Level 5 or above qualification	0
Employees who are Technicians and Trade Workers with an NQF Level 5 or above qualification as a % of total employees in that categories	#DIV/0!

SECTION E: SCARCE SKILLS

OCCUPATION CATEGORY		CURRENT STATUS					CRITICAL AND SCARCE SKILLS			
		No. of Posts in the Organogram	No. of Posts Filled	No. of Posts Vacant	Vavancy Rate	Reason for Vacancy	Scarce skills attached to this occupation	To train in critical and scarce skills?	Number to be trained	NQF Level
1 - MANAGERS										
11 - LEGISLATORS										
	(Executive) Mayor		1	-1	0.00%					
	Councillors		6	-6	0.00%					
	Traditional Leaders		0	0	0.00%					
	SUB-TOTAL : LEGISLATORS -	0	7	-7	0.00%					
12 - MANAGERS										
111203	Local Authority Manager		1	-1	0.00%					
121101	Municipal Finance Manager		1	-1	0.00%					
121201	Personnel / Human Resources Manager		0	0	0.00%					
121902	Corporate Services Manager		1	-1	0.00%					
122201	Advertising and Public Relations Manager		0	0	0.00%					
132301	Construction Project Manager		1	-1	0.00%					
132401	Supply and Distribution Manager		0	0	0.00%					
134901	Environmental Manager		0	0	0.00%					
134912	Commissioned Fire and Rescure Officer		0	0	0.00%					
143104	Arts and Culture Manager		0	0	0.00%					
143105	Sports Administrator		0	0	0.00%					
	SUB-TOTAL : MANAGERS -	0	4	-4	0.00%					

OCCUPATION CATEGORY		CURRENT STATUS					CRITICAL AND SCARCE SKILLS			
		No. of Posts in the Organogram	No. of Posts Filled	No. of Posts Vacant	Vavancy Rate	Reason for Vacancy	Scarce skills attached to this occupation	To train in critical and scarce skills?	Number to be trained	NQF Level
2 - PROFESSIONALS										
213302	Environmental Research Scientist		0	0	0.00%					
214201	Civil Engineer		0	0	0.00%					
214202	Civil Engineering Technologist		0	0	0.00%					
216101	Architect		0	0	0.00%					
216401	Urban and Regional Planner		0	0	0.00%					
222104	Registered Nurse (Communicty Health)		0	0	0.00%					
222116	Nurse Manager		0	0	0.00%					
224704	Organisational Risk Manager		0	0	0.00%					
224704	Organisational Risk Manager		0	0	0.00%					
224902	Liaison Officer		0	0	0.00%					
224905	Economic Development Facilitator		0	0	0.00%					
226301	Environment Health Officer		0	0	0.00%					
226301	Occupational Health and Safety Advisor		0	0	0.00%					
234301	Conservation Officer		0	0	0.00%					
241101	Accountant (General)		3	-3	0.00%					
242102	Organisation and Methods Analyst		0	0	0.00%					
242211	Internal Auditor		0	0	0.00%					
242302	Training Officer		0	0	0.00%					
242303	Workplace Industrial Relations Advisor		0	0	0.00%					
242303	Human Resource Advisor		0	0	0.00%					
252201	Systems Administrator		0	0	0.00%					
262102	Gallery / Museum Curator		0	0	0.00%					
262201	Libranan		0	0	0.00%					
331501	Valuer		0	0	0.00%					
	SUB-TOTAL : PROFESSIONALS -	0	3	-3	0.00%					

OCCUPATION CATEGORY		CURRENT STATUS					CRITICAL AND SCARCE SKILLS			
		No. of Posts in the Organogram	No. of Posts Filled	No. of Posts Vacant	Vavancy Rate	Reason for Vacancy	Scarce skills attached to this occupation	To train in critical and scarce skills?	Number to be trained	NQF Level
3 - TECHNICIANS AND TRADE WORKERS										
311201	Civil Engineering Technician		0	0	0.00%					
311901	Waste Water Treatment Officer / Technician		0	0	0.00%					
312301	Building Associate		0	0	0.00%					
335913	Building Inspector		0	0	0.00%					
611303	Greenkeeper		0	0	0.00%					
611304	Nurseryperson		0	0	0.00%					
642601	Plumber (General)		0	0	0.00%					
642605	Plumbing Inspector		0	0	0.00%					
653101	Automotive Motor Mechanics		0	0	0.00%					
653303	Fitter (General)		0	0	0.00%					
671101	Electrician (General)		0	0	0.00%					
671302	Technical Cable Jointer		0	0	0.00%					
	SUB-TOTAL : TECHNICIANS AND TRADE WORKERS -	0	0	0	0.00%					
4 - COMMUNITY AND PERSONAL SERVICE WORKERS										
323102	Ancillary Health Care Worker		0	0	0.00%					
411701	Community Development Worker		0	0	0.00%					
451401	Gallery / Museum Guide		0	0	0.00%					
541101	Fire Fighter		0	0	0.00%					
541201	Traffic Officer		1	-1	0.00%					
541401	Security Officer		0	0	0.00%					
	SUB-TOTAL : COMMUNITY AND PERSONAL SERVICE WORKERS -	0	1	-1	0.00%					
5 - CLERICAL AND ADMINISTRATIVE WORKERS										
332302	Purchasing Officer		2	-2	0.00%					
334102	Office Administrator		0	0	0.00%					
334302	Personal Assistant		1	-1	0.00%					
335401	Motor Vehicle License Examiner		1	-1	0.00%					
411101	General Clerk		3	-3	0.00%					
412101	Secretary (General)		1	-1	0.00%					
413201	Data Entry Operator		0	0	0.00%					
422602	Medical Receptionist		0	0	0.00%					
431101	Accounts Clerk		0	0	0.00%					
431301	Payroll Clerk		2	-2	0.00%					
432101	Stock Officer		0	0	0.00%					
441101	Library Assistant		4	-4	0.00%					
441501	Filing / Registry Clerk		1	-1	0.00%					
441601	Human Resource Clerk		0	0	0.00%					
441903	Program / Project Administrator		1	-1	0.00%					
524401	Inbound Contact Centre Consultant		0	0	0.00%					
599903	Radio Services Dispatcher		0	0	0.00%					
862301	Meter Reader		3	-3	0.00%					
	SUB-TOTAL : CLERICAL AND ADMINISTRATIVE WORKERS -	0	19	-19	0.00%					

OCCUPATION CATEGORY		CURRENT STATUS					CRITICAL AND SCARCE SKILLS			
		No. of Posts in the Organogram	No. of Posts Filled	No. of Posts Vacant	Vavancy Rate	Reason for Vacancy	Scarce skills attached to this occupation	To train in critical and scarce skills?	Number to be trained	NQF Level
6 - SALES WORKERS										
523102	Office Cashier		1	-1	0.00%					
	SUB-TOTAL : SALES WORKERS -	0	1	-1	0.00%					
7 - MACHINERY OPERATORS AND DRIVERS										
313201	Water Plant Operator		4	-4	0.00%					
732201	Chauffeur		0	0	0.00%					
733201	Truck Driver (General)		6	-6	0.00%					
734102	Logging Plant Operator		0	0	0.00%					
734201	Earthmoving Plant Operator		1	-1	0.00%					
	SUB-TOTAL : MACHINERY OPERATORS AND DRIVERS -	0	11	-11	0.00%					
8 - ELEMENTARY WORKERS										
811201	Commercial Cleaner		7	-7	0.00%					
812902	Swimming Pool Cleaner									
821401	Garden Worker									
831301	Builders Worker									
831303	Earthmoving Worker									
831304	Plumbers Assistant									
861101	Recycling / Rubbish Collector		3	-3	0.00%					
862202	Handyperson		6	-6	0.00%					
862918	Electrical / Telecommunications Trades Assistant		0	0	0.00%					
862919	Mechanics Assistant		14	-14	0.00%					
	SUB-TOTAL : ELEMENTARY WORKERS -	0	30	-30	0.00%					
	TOTAL -	0	76	-76	0.00%					

SECTION F: SKILLS DEVELOPMENT

F1. STRATEGIC OBJECTIVES DESCRIBED IN THE MUNICIPALITY'S STRATEGIC PLAN (MUNICIPAL IDP)

NO.	MUNICIPAL KEY PERFORMANCE AREAS	STRATEGIC FOCUS AREA	MAIN IDP OBJECTIVE ASSOCIATED TO THE KPA	TYPE OF INTERVENTION	EMPLOYMENT EQUITY (employees only)		BENEFICIAI TRAI
					OBJECTIVE	TARGET	EMPLOYED
1	Municipal Financial Viability and Management	Financial Viability	Minimum Competency	Learnership	Minimum competency	6	6
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							

SUMMARY

MUNICIPAL KEY PERFORMANCE AREA	NO. OF INTERVENTIONS
Basic Service Delivery and Infrastructure Development	0
Good Governance and the Deepening of Democracy	0
Municipal Transformation and Institutional Development	1
Municipal Financial Viability and Management	0
Sustainable Local Economic Development	0

STRATEGIC FOCUS AREA	NO. OF INTERVENTIONS
Infrastructure and Service Delivery	0
Financial Viability	1
Community Based Participation and Planning	0
Management and Leadership	0
Workplace Training Systems	0
Adult Education and Training (AET)	0

RIES TO BE NED
UNEMPLOYED

F2. PLANNED BENEFICIARIES OF TRAINING PER OCCUPATIONAL CATEGORY, BY GENDER, POPULATION GROUP, DISABILITY STATUS AND AGE GROUP.

STRATEGIC FOCUS AREA	OCCUPATION CATEGORY		PIVOTAL	TYPE OF LEARNING INTERVENTION	FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
	OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION			A	C	I	W	A	C	I	W	A	C	I	W		< 35	35 - 55	> 55
Adult Education and Training (AET)	8 - Elementary Workers	Water and Sanitation	No	Skills Programme						10			0	10	0	0			10	
Financial Viability	5 - Clerical and Administrative Workers	Finance	Yes	Learnership		4		1		1			0	5	0	1			5	1
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
													0	0	0	0				
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SUMMARY

TOTAL INTERVENTIONS PER OFO MAJOR GROUP

OFO CODE AND DESCRIPTION	TOTAL INTERVENTIONS
11 - Legislators	0
12 - Managers	0
2 - Professionals	0
3 - Technicians and Trade Workers	0
4 - Community and Personal Service Workers	0
5 - Clerical and Administrative Workers	1
6 - Sales Workers	0
7 - Machinery Operators and Drivers	0
8 - Elementary Workers	1

TOTAL INTERVENTIONS PER EMPLOYMENT SECTION

EMPLOYMENT SECTION	TOTAL INTERVENTIONS
Councillors	0
Traditional Leaders	0
Community and Social Services	0
Finance	1
Administration	0
Electricity	0
Environmental Protection	0
Health	0
Public Safety	0
Road Transport	0
Sport and Recreation	0
Waste Management	0
Waste Water Management	0
Water and Sanitation	1

F3. PLANNED TRAINING - EMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	NAME OF LEARNING INTERVENTION	NUMBER TO BE TRAINED AT			ESTIMATED COST
			NQF 1 - 2	NQF 3 - 8	NQF 9 - 10	
5 - Clerical and Administrative Workers	Finance	Minimum competency NQF 6		6		R 150 000.00
8 - Elementary Workers	Water and Sanitation	ABET		10		R 35 000.00

F4. PLANNED AET OR FOUNDATIONAL TRAINING

AET	NO. TO BE TRAINED
AET	10
FOUNDATIONAL TRAINING	

SOURCE OF FUNDING
Discretionary Grant Funds
Discretionary Grant Funds

F5. PLANNED TRAINING - UNEMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	NAME OF LEARNING INTERVENTION	NUMBER TO BE TRAINED AT			ESTIMATED COST	SOURCE OF FUNDING
			NQF 1 -2	NQF 3 - 8	NQF 9 - 10		

SECTION G: ANNUAL TRAINING REPORT

G1. NUMBER OF ACTUAL BENEFICIARIES OF TRAINING PER OCCUPATION CATEGORY, BY GENDER, POPULATION GROUP AND DISABILITY STATUS AND AGE GROUP.

STRATEGIC FOCUS AREA	OCCUPATION			FEMALE				MALE				TOTAL				PWD	AGE GROUP		
	OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	TYPE OF LEARNING INTERVENTION	A	C	I	W	A1	C1	I1	W1	A	C	I	W		< 35	35 - 55	> 55
Financial Viability	5 - Clerical and Administrative Workers	Finance	Learnership		4		1		1			0	5	0	1		5		1
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G2. BENEFICIARIES WHO COMPLETED TRAINING INTERVENTIONS - EMPLOYED									
STRATEGIC PRIORITY AREA	OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	TYPE OF LEARNING INTERVENTION	NAME OF TRAINING INTERVENTION	NUMBER TRAINED AT			ACTUAL AMOUNT	SOURCE OF FUNDING
					NQF 1 - 2	NQF 3 - 8	NQF 9 - 10		

G3. PLANNED AET OR FOUNDATIONAL TRAINING	
AET	NO. TO BE TRAINED
AET	
FOUNDATIONAL TRAINING	

G4. BENEFICIARIES WHO COMPLETED TRAINING INTERVENTIONS - UNEMPLOYED

STRATEGIC PRIORITY AREA	OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	TYPE OF LEARNING INTERVENTION	NAME OF TRAINING INTERVENTION	NUMBER TRAINED AT			ACTUAL AMOUNT	SOURCE OF FUNDING
					NQF 1 - 2	NQF 3 - 8	NQF 9 - 10		

H2. PLANNED PIVOTAL TRAINING - EMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	PIVOTAL PROGRAMME	NAME OF PIVOTAL PROGRAMME	NUMBER TO BE TRAINED AT			ESTIMATED COST
				NQF 1 - 2	NQF 3 - 8	NQF 9 - 10	
5 - Clerical and Administrative Workers	Finance	Academic	Minumum competency NQF 6		6		R 150 000.00
8 - Elementary Workers	Water and Sanitation	Academic	ABET		10		R 35 000.00

H3. PLANNED PIVOTAL TRAINING - UNEMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	PIVOTAL PROGRAMME	NAME OF PIVOTAL PROGRAMME	NUMBER TRAINED AT			ESTIMATED COST
				NQF 1 - 2	NQF 3 - 8	NQF 9 - 10	

SECTION H: PLANNED PIVOTAL TRAINING

H1. BENEFICIARIES OF PLANNED PIVOTAL TRAINING PER OCCUPATION CATEGORY, BY GENDER, POPULATION AND DISABILITY STATUS.

OCCUPATION CATEGORY		PIVOTAL PROGRAMME	FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION		A	C	I	W	A	C	I	W	A	C	I	W		< 35	35 - 55	> 55
5 - Clerical and Administrative Workers	Finance	Academic		4		1		1			0	5	0	1		5		1
8 - Elementary Workers	Water and Sanitation	Academic						10			0	10	0	0			4	6
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SECTION I: PIVOTAL TRAINING REPORT

I1. BENEFICIARIES TRAINED IN THE PRECEDING FINANCIAL YEAR PER OCCUPATION CATEGORY, BY GENDER, POPULATION, DISABILITY STATUS AND AGE GROUPS.

OCCUPATION CATEGORY		PIVOTAL PROGRAMME	FEMALE				MALE				TOTAL				PWD	AGE GROUPS		
OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION		A	C	I	W	A	C	I	W	A	C	I	W		< 35	35 - 55	> 55
5 - Clerical and Administrative Workers	Finance	Academic		4				1		1	0	5	0	1		5		1
8 - Elementary Workers	Water and Sanitation	Academic						10			0	10	0	0			4	6
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I2. TOTAL NUMBER OF PIVOTAL TRAINING BENEFICIARIES- EMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	PIVOTAL PROGRAMME	NAME OF PIVOTAL PROGRAMME	NUMBER TRAINED AT			ACTUAL COST
				NQF 1 - 2	NQF 3 - 8	NQF 9 - 10	
5 - Clerical and Administrative Workers	Finance	Academic	Minumum competency NQF 6		6		R 150 000.00
8 - Elementary Workers	Water and Sanitation	Academic	ABET		10		R 35 000.00

I3. TOTAL NUMBER PIVOTAL TRAINING BENEFICIARIES - UNEMPLOYED

OFO CODE AND DESCRIPTION	EMPLOYMENT SECTION	PIVOTAL PROGRAMME	NAME OF PIVOTAL PROGRAMME	NUMBER TRAINED AT			ACTUAL COST
				NQF 1 - 2	NQF 3 - 8	NQF 9 - 10	

SECTION J: GENERAL COMMENTS

(Insert any clarification or comment that you wish to make on any aspect of the WSP, ATR and PIVOTAL Report. Provide the number of the item that your comment refers to.)

SECTION K: AUTHORISATION AND STAKEHOLDER SUPPORT DECLARATION

THIS SECTION OF THE TEMPLATE WITH THE ORIGINAL SIGNATURES MUST BE SUBMITTED BY HAND, E-MAIL OR FAX BY 30 JUNE.

DECLARATION

We, the undersigned, submit this information in fulfillment of this entity's legal obligation in terms of the skills development legislation and regulations. We declare that, to the best of our in the WSP / ATR / PIVOTAL report is accurate and up to date. We recognise that any inaccurate statement in this document may constitute fraud and be subject to the full penalty of th

PLANNED TRAINING BUDGET FOR:	01 July 2013 - 30 April 2014	PLANNED TRAINING BUDGET FOR:	01 July 2012 - 30 June 2013	ACTUAL EXPENDITURE IN TRAINING FOR:
R 21 124.53		R 21 800.00		R 2

AUTHORISATION

Municipal Manager	Mr Willem De Bruin		
	NAME AND SURNAME	SIGNATURE	DATE

SIGNATORIES

DESIGNATION	NAME AND SURNAME	TEL NO.	SIGNATURE
Employer Representative (Portfolio Councillor)	J. Horne	053-3823012	
SDF	NJ van Zyl	053-3823012	
IMATU Representative	V. Slaverse	053-3823012	
SAMWU Representative	J. Witbooi	053-3823012	
LLF or Training / Skills Development Committee Chairperson	A.P.F. van Schalkwyk	053-3823012	

knowledge, the information contained
e law.

01 July 2012 - 30 June 2013

1 240.00

DATE

Kareeberg Arbeidsforum

NOTULE VAN 'N VERGADERING GEHOU OP VRYDAG, 12 APRIL 2013 OM 11:00 IN DIE RAADSAAL, CARNARVON

TEENWOORDIG: Raadslid J. Horne
Me. N. Druitt (SAMWU)
Me. V. Slaverse (IMATU)
Hoof Operasionele Bestuurder (Voorsitter)
Hoof: Korporatiewe Dienste

1. OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID, INDIEN ENIGE

BESLUIT: dat verlof tot afwesigheid aan Me. N. Druitt (SAMWU) toegestaan word.

2. BEKRAGTIGING VAN NOTULE: 22 NOVEMBER 2012

BESLUIT: dat die notule goedgekeur word.

3. RAPPORTERING VAN DISPUTE

Die Voorsitter meld dat geen dispuut sedert die vorige vergadering aanhangig gemaak is nie.

BESLUIT: dat kennis geneem word.

4. PRODUKTIWITEIT/AFWESIGHEID/PROBLEME

Die Voorsitter doen weereens 'n beroep op die vakbondverteenwoordigers om met hul lede in gesprek te tree omdat afwesigheid steeds 'n groot probleem is. Die verteenwoordigers lê geen probleme voor nie.

BESLUIT: dat kennis geneem word.

5. POSEVALUERINGS

Die Voorsitter meld dat 'n streek posevaluasiekomitee nog nie saamgestel is nie.

BESLUIT: dat vakbonde die aangeleentheid met hulle verteenwoordigers opneem.

6. OOREENKOMS NOODSAAKLIKE DIENSTE

Die vakbonde versoek dat 'n konsep ooreenkoms voorgelê word wat die pomp van dreine as noodsaaklike diens verklaar.

BESLUIT: dat die aangeleentheid oorstaan.

7. WERKSTYE: SKOONMAAKSTERS

Die aangeleentheid word, indringend bespreek. Die verteenwoordigers word voorts versoek om dit met die betrokkenes te bespreek.

BESLUIT: dat die aangeleentheid oorstaan.

8. AANSOEK OM FAMILIEVERLOF

Die Voorsitter meld dat verlof nie volgens die ooreenkoms geneem word nie.

BESLUIT: die ooreenkoms toegepas word.

9. VERKIESING VAN ONDER-VOORSITTER

Die Voorsitter meld dat 'n onder-voorsitter verkies moet word uit die vakbondverteenwoordigers

BESLUIT: dat me. V. Slaverse (IMATU) verkies word as onder-voorsitter.

10. BEPALING VAN 'N KWORUM: VERGADERINGS

Die Voorsitter meld dat 'n kworum normaalweg bepaal word as die helfte plus een van die lede wat op 'n komitee dien.

BESLUIT: dat die kworum bepaal word as vier lede met dien verstande dat al drie partye teenwoordig moet wees.

11. VAARDIGHEIDSONTWIKKELINGSPLAN 2013/2014

Die vakbonde word versoek om voorstelle in te dien so spoedig moontlik.

BESLUIT: dat kennis geneem word.

12. MEDIESE ONGESKIKTHEID: MNR. H. KLAASTE, VOSBURG

Die Voorsitter verduidelik die proses soos uiteengesit in die Wet op Arbeidsverhoudinge en sy vakbondverteenwoordiger word versoek om dit aan hom te verduidelik.

BESLUIT: dat kennis geneem word.

13. VAKANTE POSTE: ALGEMENE WERKERS - CARNARVON

Die Voorsitter meld dat die toesighouers versoek het dat slegs mans aangestel word, om verskeie redes.

BESLUIT: dat slegs manlike aansoekers vir die poste oorweeg word.

14. VERRIG VAN NOODSAAKLIKE DIENSTE NA-URE - CARNARVON

Die toesighouers ondervind baie probleme met beskikbare personeel na-ure.

BESLUIT: dat die vakbondverteenwoordigers die aangeleentheid met hulle lede bespreek.

DATUM: 12 APRIL 2013 **VOORSITTER**