

7/12 GEOGRAPHICAL RELOCATION POLICY
Date: 2002-12-13 (Ref TLM/bk)
AGENDA: Special Council Meeting: 2002-12-19

REPORT: DIRECTOR CORPORATE SERVICES

*** Attached hereto is the Setsoto Municipal Council's Geographical Relocation Policy as agreed to by the LLF meeting, which was held on 09/12/2002.

FOR RESOLUTION

Minutes: Special Council Meeting: 2002-12-19

Clr Tsolo proposed that the item be resolved as follows and was seconded by Clr Mokhuoane.

RESOLVED:

1. That the relocation policy be endorsed and approved.
 2. That the once off cash payment be made and be implemented within the period of six (6) months
 3. That a detailed report be submitted to Council for notification.
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GEOGRAPHICAL RELOCATION POLICY

1. PURPOSE

The purpose of the policy document is to set out the geographical relocation policy and guidelines of the Setsoto Municipality to ensure the effectiveness and efficient relocation of staff.

2. DEFINITIONS

“Geographical relocation “ : The re-development of an employee already employed by Council from one town, within the area of jurisdiction of the municipality to another town within the municipality’s area of jurisdiction.

3. COMPLIANCE WITH LEGISLATION/POLICY

The stipulation in this policy must be read in conjunction with all relevant labour legislation, collective agreements and policies of the Municipality.

4. DECISION TO RELOCATE

4.1 All recommendations on placements, which are made in terms of the Placement Policy are to indicate whether geographical relocation of staff will be required.

4.2 Geographical re-deployment of staff will only take place for the following sound operation and/or economic reasons.

4.2.1 The functions of the post/s are to be executed in another town.

4.2.2 The functions of the post/s may be reduced and/or combined resulting in a necessity to rationalize resources.

4.2.3 The functions of the post/s may be abolished in that particular town.

5. SELECTION OF EMPLOYEES FOR RELOCATION

Whether it is necessary to relocate only part of a department/division/section, the selection of employees for relocation in each of the affected job categories will be done in terms of the following criteria.

5.1 Call for volunteers from employee within each job category.

5.2 Should too many affected employees volunteer to be relocated, selection will be done on a “first in first opportunity” (FIFO) basis, i.e. those employees with the longest service record in job category will be given first opportunity to relocate.

5.3 Should fewer employees than needed volunteer, the selection must be done on a “last in first out” (LIFO) basis, i.e. those employees with the shortest service in the job category will be selected for relocation.

6. **EQUIVALENT VACANCIES AT PREVIOUS LOCATION**

In the event of equivalent vacancies subsequently being advertised at a relocated employee's previous town within a period of 12 months after relocation, such employee will receive preference should he/she apply for such position.

7. **COST INVOLVED IN PERMANENT RELOCATION**

7.1 Pay cost of moving his/her household to new place of residence.

7.2 Paying of the connection fees for services in the new town.

7.3 Paying of connection fees of Telkom for a telephone.

7.4 A once of payment to employees to be relocated as follows:

7.4.1 persons with ownership of a house and/or a married person an amount of R25000-00;

7.4.2 persons renting a house and/or a single person and amount of R15000-00.

There will be no further payment to relocated employees and employee must ensure that he/she performs his duties efficiently.

8. **OWNERSHIP INCLUDES**

- Any person with a 99 year lease.
- Any married person where spouse has ownership of a house.
- Any person with a bond on a house
- Any person residing in a house which is not registered in his name yet (old municipal house - R7500-00)

MARRIED PERSON INCLUDES

- legal
- customary
- co-habitation
- widow/widower
- divorced with dependants

9. Employees who are married be given six (6) months to relocate.

10. Unmarried employees be given three (3) months to relocate.

NB! The above mentioned policy be effected from January 2003.

SM/RELOCATION(POLICY)

3011

WORKPLACE SKILLS PLAN

Date: 2002-01-29 (Ref: 1/2/1/79 - MMN/lms)

Agenda: Human Resources Committee Meeting 2002-01-30

REPORT: HUMAN RESOURCES AND ADMINISTRATION:

*** Attached hereto is a copy of the Workplace Skills Plan of Setsoto Municipality as submitted to the Local Government and Water Related Services' SETA for approval.

The Workplace Skills Plan is the product of the Skills audit conducted within the workplace to identify the training need within the workplace. The training of personnel should therefore be conducted in line with the contents of the Workplace Skills Plan.

According to the Skills Development Levies Act, the employer (Municipality) is compelled to pay a monthly training levy to the Department of Labour. The Skills Development Levy Act further provides for the claiming back of part of the payment made to the Department of Labour provided that the employer trained the employees in terms of the employers' workplace Skills party as submitted to the relevant SETA.

RECOMMENDED:

1. That the attached Workplace Skills Plan be accepted and supported
2. That the personnel section and the SDF ensure the implementation of the W.S.P.
3. That immediate steps be taken to identify and implemented the priority training courses.

Human Resources & Transformation Committee Minutes - 2002-01-30

RECOMMENDATION:

1. That the attached Workplace Skills Plan be accepted and supported
 2. That the personnel section and the SDF ensure the implementation of the W.S.P.
 3. That immediate steps be taken to identify and implemented the priority training courses.
 4. That all training be in line with the provision of the W.S.P. to afford the Municipality an opportunity to claim back 50% of the levy paid to the D.O.L. in terms of the Skills Development Levy Act.
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1. That the attached Workplace Skills Plan be accepted and supported.
 2. That the personnel section and the SDF ensure the implementation of the W.S.P.
 3. That the immediate steps be taken to identify and implement the priority training courses.
 4. That all training be in line with the provision of the W.S.P. to afford the Municipality an opportunity to claim back 50% of the levy paid to the D.O.L. in terms of the Skills Development Levy Act.
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LOCAL GOVERNMENT AND WATER RELATED SERVICES WORKPLACE SKILLS PLAN

To be submitted to the LGWSETA by 1 July 2001 (covering an annual period of the 1 July 2001 to 30 June 2002)

SECTION A: ADMINISTRATIVE DETAILS

A1: Company Identification Details

Name of Company/Municipality Category	SETSOTO MUNICIPALITY B
Telephone Number	051-9336283
Fax Number	051-9336282
Physical Address & Province	Voortrekker street Ficksburg Free State
Postal Address	P.O.BOX 116 FICKSBURG 9730
E-mail Address	clocmun@netdial.co.za
Main Business Activities	LOCAL GOVERNMENT
SARS Levy Registration No/No.s.	L930710092 Previous Municipalities: Ficksburg L930710092 Senekal L170710109 Clocolan L860710096 Marquard L110710102
Company Registration No	
Total Remuneration at the end of Last Financial year	R 26677110.00
Number of Employees (current)	555
Total current Education and Training Budget for the new financial year	R98750.00

Amount of Levy Paid in terms of the Skills Development Act	Monthly : June 2001 R 19532.45 July 2001 R 21926.07 August 2001 R 18877.31			
SETA to which affiliated	LGWSETA (I4)			
Indicate the section under which the company falls (please tick)	Local Government <input checked="" type="checkbox"/>		Water Chamber <input type="checkbox"/>	
	SIC Code 91300		SIC Code	
Company contact person other than SDF	First name & surname	Position	Title	Contact details
Details of registered trade unions recognised in the company for collective bargaining purposes	Union: SAMWU		Membership (%) 60 %	Name of the Representative: Mr M.C Lebone Ms N.J Phoofolo Mr O.M Shata Mr J.L Tlali Mr M.P Nkomo Mr J Moletsane
	Union: IMATU		Membership (%) 40 %	Mr D.J van Tonder Mrs J Kotze Mr L van der Merwe Mr M.P van Straten
	Union:		Membership (%)	N/A
	Union:		Membership (%)	N/A
Are there employer organizations that the company is affiliated to	Name of employer organization: FRELOGA			
Is there a collective agreement	Yes			
A2: Skills Development Facilitator Details				

Name of Skills Development Facilitator(s) or any other person(s) responsible for this function (Include copy of resolution)	TL Mkhwane		
Phone Numbers(s)	051- 9336283		
Fax Numbers(s)	051- 9336282		
E-mail Address(es)	clocmun@netdial.co.za		
Relationship of SDF(s) to the Company	Owner	Employee <input checked="" type="checkbox"/>	Contractor
Did the company submit its application for Grant A (Appointment of SDF) previously?	Yes <input checked="" type="checkbox"/>	No	
BANK DETAILS			
Bank:	ABSA Bank		
Branch:	Ficksburg		
Branch code:	33-44-33		
Account name:	Setsoto Municipality		
Account type:	Current		
Account number:	1890000068		

If submitted on behalf of more than one organization with the same or different SDL number please complete the following

PREVIOUS: MUNICIPALITIES:

Name of unit/substructure/division	FICKSBURG MUNICIPALITY
Physical address	SENEKAL MUNICIPALITY CLOCOLAN MUNICIPALITY

	MARQUARD MUNICIPALITY
Postal address	
Contact person (s)	
Phone Numbers(s)	
Fax Numbers(s)	
E-mail Address(es)	
Total payroll for the previous year	
Number of employees	

Note: In the event where this plan is presented for more than one unit, then each unit's details must be provided.

A3: Process of Workplace Skills Plan Development

Employers with more than 50 employees must consult on the process of developing the Workplace Skills Plan. These employers must establish an in-company forum for consultation. However, where a workplace is unionised, trade union or management structures shall fulfill this function. In addition, a trade union (or employee representative of a Training Committee, where there is no trade union) signature is required to verify that consultation on the development of this workplace skills plan has taken place.

Please indicate the type of consultative structure that is in place	Trade Union or management structure X	Training Committee
	Other (Please describe) LOCAL LABOUR FORUM (LLF)	
Describe the process of consultation used to develop this workplace skills plan, including the involvement of trade union or management structures (or Training Committee where there is no Trade Union), as well as the Employment Equity Committee (where applicable) in this process.	The LLF, consisting of representatives of the Employer, Management structure, as well as representatives of the trade unions, SAMWU and IMATU, was consulted on: <ul style="list-style-type: none"> a) The process and procedures to be followed in the research, development and compilation of the WSP; b) The format of the skills audit questionnaire and the procedure to be followed in the skills audit process; c) The determination of the organization's skills needs and priorities, as well as the qualitative information ; and d) The results and contents of the WSP. 	

A4.1 Consolidated details on employee demographics

STANDARD OCCUPATIONAL CATEGORY	AFRICAN			COLOURED			ASIAN			WHITE			TOTAL		
	Male	Fem	PWD	Male	Fem	PWD	Male	Fem	PWD	Male	Fem	PWD	Male	Fem	PWD
Senior Officials & Managers	3	2								16	3		19	5	
Professionals										1			1		
Technicians & associate professionals	2	11								3	3		5	14	
Clerks	19	21			1					5	25		24	47	
Service workers, shop & market sales workers	11	12								7	3		18	15	
Agricultural and fishery workers															
Craft and related trade workers	18			1						10			29		
Plant & machine operators	52	1		1						1			54	1	
Labourers and related workers	258	65		6						2			266	65	
Apprentices/Learners															
TOTAL: 563	363	112		8	1					45	34		416	147	

*PWD= people with disability =

Where applicable please indicate as a footnote which designations/occupational groups has been put into the standard occupational category

Please list the major languages spoken in your company:	
SESOTHO	XHOSA
AFRIKAANS	ENGLISH
SETSWANA	