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No. 20865

We all have the power to prevent AIDS

AIDS
affects
us all



A
new
struggle

Prevention is the cure

**AIDS
HELPUNE**

0800 012 322

DEPARTMENT OF HEALTH

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GOVERNMENT NOTICES

DEPARTMENT OF LABOUR

No. R. 103

7 February 2000

SKILLS DEVELOPMENT ACT, 1998

REGULATIONS FOR THE PERIOD 1 APRIL 2000 TO 31 MARCH 2001 REGARDING THE FUNDING AND RELATED ISSUES

The Minister of Labour has, after consultation with the National Skills Authority, under section 36 of the Skills Development Act, 1998 (Act No. 97 of 1998), made the regulations in the Schedule.

MMS MDLADLANA
MINISTER OF LABOUR

SCHEDULE

Definitions

1. In these regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning, and unless the context otherwise indicates -

“Act” means the Skills Development Act, 1998 (Act No. 97 of 1998);

“administration costs” means the administration costs contemplated in regulation 2(2);

“annexure” means an annexure to these regulations;

“chamber” means a chamber established under section 12 of the Act;

“Commissioner” means the Commissioner for the South African Revenue Services, established by section 2 of the South African Revenue Service Act, 1997 (Act No. 34 of 1997);

“ETQA” means a body accredited in terms of section 5(1)(a)(ii)(b) of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned in terms of section 5(1)(b)(i) of the South African Qualifications Authority Act, 1995;

“exceptional SETA set-up costs” means the exceptional SETA set-up costs contemplated in regulation 2(4);

“financial year” means the period referred to in regulation 6;

“levy income” means the total amount of money received by a SETA in terms of sections 7 and 8(3)(b) of the Skills Development Levies Act, 1999;

“levy payment” means the skills development levy contemplated in section 3 of the Skills Development Levies Act, 1999;

“operational costs” means the operational costs contemplated in regulation 2(3);

“PEA” means a private employment agency;

“Skills Development Levies Act, 1999” means the Skills Development Levies Act, 1999 (Act No. 9 of 1999);

“TES” means temporary employment services contemplated in section 198 of the Labour Relations Act, 1995 (Act No. 66 of 1995);

“training boards” means training boards established in terms of section 12A of the Manpower Training Act, 1981 (Act No. 56 of 1981) and referred to in clause 4 of the Transitional Provisions, Schedule 2 of the Act;

“training levy schemes” means training levy schemes established in terms of section 39 of the Manpower Training Act, 1981 (Act No. 56 of 1981) and referred to in clause 9 of the Transitional Provisions, Schedule 2 of the Act.

Use of money received by SETA

2 (1) For the purposes of section 14(3) of the Act the moneys received by a SETA in the financial year must be used in the following basis and categories:

- | | |
|---|------------------------------------|
| (a) Portion of levy transfer to NSF (prescribed) | - 20 per cent of levy payment; |
| (b) administration and operational cost (maximum) | - 20 per cent of levy payment; |
| (c) exceptional SETA set-up costs (maximum) | - 10 per cent of levy payment; and |
| (d) grants to employers (minimum) | - 50 per cent of levy payment. |

(2) For the purposes of subregulation (1)(b), the administration costs are defined as follows:

The administration costs of a SETA must relate to the functions prescribed in the Act and will only be for costs directly related to those functions. The administration costs must for the financial year be less than 20 per cent of the levy payment and include rent, heat, light, power, insurances, bank charges, audit fees and accounting fees, general administration,

postage, printing and stationery, documentation and books, advertising, reports, salaries, travel expenses, staff training, purchase of computers and information systems, maintenance of computers and systems, general maintenance, hire costs of photocopier, telephone and fax, meetings and seminars.

- (3) For the purposes of subregulation (1)(b) the operational costs are defined as follows:

The costs other than the administration costs to perform the other functions of a SETA as defined in the Act, contained within the percentage limits referred to in this regulation.

- (4) For the purposes of subregulation (1)(c) exceptional SETA set-up costs are defined as follows:

- (a) ETQA application and once-off establishment costs;
- (b) generation of national standards and qualifications applicable to the sector;
- (c) development of learnerships for the sector;
- (d) support for and development of skills development facilitators referred to in Annexure A;
- (e) grants to training providers and workers in terms of regulations 10 and 11.

Limit on administration and operational costs of SETA

3. For the purposes of section 14(3)(b) of the Act the limit on the administration and operational costs is determined as indicated in regulation 2(1)(b) for the financial year.

Sale of services rendered by SETA's

4. For the purposes of section 14(1)(e) of the Act, a SETA wishing to charge for services must obtain the written approval of the Director General, or a person delegated by the Director-General to act in that capacity, on the advice of the National Skills Authority for those charges and must clearly specify the motivation and the proposed charges for those services.

SETA finances

- 5 (1) In compliance with good financial practice, each SETA must establish a banking account with separate sub-accounts from which –
- (a) the amounts for the administration for the SETA activities;
 - (b) grant disbursements; and
 - (c) investments amounts,
- will be both lodged and withdrawn.
- (2) A SETA receiving funds from training boards or training levy schemes must open an additional sub-account other than that specified in subregulation (1) for a transitional period until all outstanding obligations are finalised.

Financial year of SETA

6. The financial year of a SETA will cover the period 1 April 2000 to 31 March 2001 and thereafter the period of 12 consecutive months extending from 1 April to 31 March in the succeeding years.

Grant disbursement to employers by a SETA or a chamber

- 7 (1) Employers may access a percentage of the levy payment by way of the grants set out in regulation 8.
- (2) A SETA may allocate grants to all employers under their jurisdiction who have paid the levy.

Grant recovery by employers

- 8 (1) An employer seeking recovery of a grant against the levy payment must meet the eligibility criteria for grant recovery.

- (2) An employer seeking recovery against the levy payment by way of grants -
- (a) must have registered with the Commissioner in terms of section 5 of the Skills Development Levies Act, 1999;
 - (b) must have paid the levies directly to the Commissioner or the SETA, as the case may be, in the manner and within the period determined in section 6 of the Skills Development Levies Act, 1999;
 - (c) must be up to date with the levy payments to the Commissioner and the SETA, as the case may be, at the time of approval and payment of a grant from the payments of the levy income transferred to the SETA.
- (3) An employer may recover a minimum of 50 per cent of the total levy payment by complying with the following grant categories:
- (a) **GRANT "A" - (15 per cent)**
 - (i) An employer can recover 15 per cent of the total levy payment for the employment or use of a skills development facilitator in accordance with the guidelines set out in Annexure A;
 - (ii) an employer must have nominated a skills development facilitator who is -
 - (aa) an employee;
 - (bb) a skills development facilitator formally contracted to the employer; or
 - (cc) a skills development facilitator who is jointly contracted by the employer and a number of other employers to meet the skills development needs of that group of employers and all their employees.
 - (b) **GRANT "B" - (10 per cent)**
 - (i) An employer who is approved for GRANT "A" may recover 10 per cent of the total levy payment by the employer for preparing and submitting a workplace skills plan for the financial year;

- (ii) the guidelines set out in Annexure B regarding the workplace skills plan must be complied with; and
- (iii) an employer must complete and return a workplace skills plan in accordance with the set timetables and supplementary guidelines issued by the SETA.

(c) GRANT "C" - (20 per cent)

- (i) An employer who is approved for GRANT "A" and GRANT "B" may claim a further grant of 20 per cent of the total levy payment by the employer for the implementation of the training specified in the workplace skills plan;
- (ii) the guideline set out in Annexure C with regard to the reporting format must be complied with; and
- (iii) the employer seeking the grant payment contemplated in subparagraph (i) must submit a report accompanied by appropriate training records by the date required by the SETA.

(d) GRANT "D" - (5 per cent)

- (i) Each SETA must make available grants to the equivalent of 5 per cent of the total levy payment by the employer as a Grant "D". Those grants will be for specific skills initiatives in its sector;
- (ii) a SETA must submit its criteria for making Grant "D" allocations to the Department of Labour by no later than 1 September 2000; and
- (iii) a SETA must recommend a list of skills initiatives that merit grants under GRANT "D" and those grants will be paid on a basis of outcomes achieved.

- (4) Unclaimed levy funds which arise as a result of non-payment of grants to employers who fail to comply with the relevant terms and conditions for grant recovery or who fail to submit a valid application for grant disbursement within six months of the final date may be used by the SETA for -

- (a) grants to employers for training in specific high need areas;
 - (b) sectoral support expenses;
 - (c) incentives to encourage participation in the skills development levy scheme; and
 - (d) any other purpose to promote the objectives of the sector skills plan and national priorities.
- (5) The detailed utilisation of all levy funds must be included in the report referred to in section 10(1)(h) of the Act.

Private employment agencies and temporary employment services covered by the Services SETA:

- 9 (1) For the purposes of the disbursement of grants to PEA employers, the Services SETA must make provision for a Labour Recruitment Chamber. The Labour Recruitment Chamber will have two functional fields, namely labour recruitment and temporary employment services.
- (2) For the purposes of the Act and relating to the development of workplace skills plans, PEA's must submit separate workplace skills plans pertaining to permanent PEA employees and TES employees respectively.

Allocation of grants to education and training providers by a SETA

10. For the purposes of section 10(1)(b)(iii) of the Act the grants allocated to education and training providers must be regarded as being covered under exceptional SETA set-up costs contemplated in regulation 2(4).

Allocation of grants to workers by a SETA

11. For the purpose of section 10(1)(b)(iii) of the Act the grants allocated to workers must be regarded as being covered under exceptional SETA set-up costs referred to in regulation 2(4).

ANNEXURE A

Please note: the forms to be completed for claiming Grants B and C will be sent to the employer when he/she has nominated a Skills Development Facilitator. The tables in Annexures B and C are an indication of the type of information that may be required. The information required will be finalised after consultation with each SETA.

GUIDELINE: GRANT "A"

1. **Description:** **15 per cent of levy paid for appointment of a skills development facilitator**
2. **Purpose:**
 - 2.1 To encourage each employer to identify a person who will be responsible for the development and planning of the firm's skills development strategy.
 - 2.2 To enable the SETA to maintain a register of contacts at enterprises with whom it can liaise.
 - 2.3 To provide a mechanism through which Grant A allocations can be released from SETAs to individual organisations.
3. **General:**
 - 3.1 Compliance with the requirement set for Grant A below will enable a firm to access a grant of 15 per cent of levy paid.
 - 3.2 Compliance with the requirements set for Grant A below serve as a prerequisite for access to other grants.
 - 3.3 Employers with less than 50 employees or having a sales turnover as defined in section (1)(b) of the Employment Equity Act, 1998, may jointly appoint a skills development facilitator to handle all skills development activities required by the employees in order to access Grant A.
 - 3.4 The skills development facilitators will serve as a resource with regard to criteria required for accreditation, skills programmes and learnership development and any matter that may be required by an employer for skills development as envisaged by the Skills Act.
4. **Criteria:**

Compliance with the following criteria for grant recovery will enable the employer to recover a grant of 15per cent of the levy paid by that employer.

 - 4.1 An employer must have nominated a Skills Development Facilitator who complies with the requirements listed below and submit his/her particulars to the relevant Sector Education and Training Authority.
 - 4.2 The Skills Development Facilitator will serve as the contact person between the employer and the relevant Sector Education and Training Authority.

4.3 The Skills Development Facilitator must be registered and approved by the SETA by **15 May 2000** to meet the skill development requirements of the employer and employees concerned.

5. Who can serve as a Skills Development Facilitator?

5.1 An employer must nominate a skills development facilitator, who is -

- (a) an employee or a formally contracted, external person; or
- (b) a person who is jointly employed by this employer and a number of other employers to assess the skills development needs of the group of employers and the employees concerned.

5.2 Any employer or his or her designated representative in the employ of the Company.

6. Functions to be performed by the Skills Development Facilitator:

It will be expected of the Skills Development Facilitator to perform the following functions:

- 6.1 To assist the employer and employees in the development of a Workplace Skills Plan which complies with the requirements set out in Annexure B.
- 6.2 To submit the Workplace Skills Plan to the relevant Sector Education and Training Authority.
- 6.3 To advise the employer on the implementation of the Workplace Skills Plan.
- 6.4 To assist the employer with the drafting of an Annual Training Report against the approved Workplace Skills Plan and which complies with the requirements set out in Annexure C.
- 6.5 To advise the employer on quality assurance requirements as set by the relevant Sector Education and Training Authority.
- 6.6 To serve as a contact person between the employer and the relevant Sector Education and Training Authority.

7. Establishment of a Training Committee:

Employers with more than 50 employees must establish an in-company forum for consultation with regard to skills development. Where a workplace is unionised, trade union or management structures shall fulfil this function. Accordingly, references to employer responsibilities in Items 3, 4 and 5 above are intended to convey the meaning that those workplace consultative structures have been consulted in the appointment of a skills development facilitator.

ANNEXURE B

GUIDELINE: GRANT "B"

1. **Description:** 10 per cent of levy paid for preparation and submission of a Workplace Skills Plan for all staff employed.

2. **Purpose:**

To provide a mechanism against which Grant B can be released from Sector Education and Training Authorities to individual organisations.

To serve as a format for the collection of information by Sector Education and Training Authorities from individual organisations (section 10(l)(b)(ii) of the Skills Development Act, 1998).

SECTION A: ADMINISTRATIVE DETAIL

1. **Name of Company:** -----

2. **Address:**

Physical: ----- ----- ----- ----- -----	Postal: ----- ----- Postalcode: ----- Phone number: ----- Fax number: -----
---	--

3. **Main business activity:** -----

4. **SARS registration number:** -----

5. **Company registration number:** -----

6. **SETA to which affiliated:** -----

7. **If submitted on behalf of one or more establishments, please attach a list of names and addresses, including physical and post address.**

8. **Total payroll for the end of the last financial year:**

9. **Name of Skills Development Facilitator:**

10. **Phone number of SD Facilitator:** -----

SECTION B: MAPPING OF STRATEGIC PRIORITIES

Please indicate the number of persons who have received training during the year ended 31/3/2000, the strategic priorities for skills development in the current year and the number of persons to be trained to pursue these strategic priorities. See notes at the end of the document for further guidance.

B.1. NUMBER OF PERSONS IN EACH OCCUPATIONAL GROUP WHO RECEIVED TRAINING DURING THE YEAR ENDED ON 31/3/2000:

Occupational Groups ¹	Africans		Coloureds		Indians/ Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Total										

Of those who received training, indicate how many were new recruits:

¹ Definitions and explanatory notes will be available via SETAs

**B.2. STRATEGIC SKILLS DEVELOPMENT PRIORITIES FOR THE LEVY GRANT
YEAR 1/4/2000 – 31/3/2001 (see explanatory notes 3 - 6)**

B2.1. Please indicate the strategic priorities of your organisation and what these will require in relation to skills development. List in order of priority.

1.
2.
3.
4.
5.

B2.1.1 Qualitative information relevant to skills planning. Please address the following questions:

1. Do you have vacancies that you have been unable to fill? Of so, for what occupations and what are the reasons for these difficulties?
2. Do you anticipate recruiting additional persons during the next 12 months due to business expansion? If so, in which occupational group(s)?

B2.2. Education and Training required to achieve priorities:

Beneficiaries		Nature of learning intervention e.g. In-house, external training, formal educational institution	Total cost of Formal Training	
Occupation	Number		In Company	External
Senior officials and managers				
Professionals				
Technicians and associate professionals				
Clerks				
Service workers				
Agricultural and fishery workers				
Craft and related trade workers				
Plant and machine operators and assemblers				
Labourers and related workers				
Total				

B.3. SUMMARY OF TRAINING SKILLS ASSESSMENT NEEDS. PLEASE INDICATE THE NUMBER AND CHARACTERISTICS OF BENEFICIARIES TO BE TRAINED DURING THE LEVY GRANT YEAR 1/4/2000 TO 31/3/2001

Occupational Groups	Africans		Coloureds		Indians/ Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Total										

How many of the beneficiaries of training are likely to be persons with disabilities?

Do you anticipate difficulties in undertaking the training you have set out in B2.2 and B3 above? If so, indicate, the nature of these difficulties.

SECTION C: QUALITY ASSURANCE

1. What quality assurance measure will be used for each of the planned activities?
 2. Give detail if any mechanism other than the South African Qualification Authority (SAQA) is to be used.
- (Should you experience problems completing this section please contact your relevant Sector Education and Training Authority).

SECTION D: AUTHORISATION

Signature: _____

Position in organisation: _____

Date: _____

Witness(es): _____

EXPLANATORY NOTES

1. The workplace skills plan should cover all skill development training.
2. The strategic business priorities in B.2. refers to the interventions needed to ensure the development of the business and all the employees. In detailing your strategic priorities, please pay attention to the following:
 - (a) strategic priorities for skills development;
 - (b) reference to sectoral/national skills plans; and
 - (c) linkages to employment equity.
3. The beneficiaries in B.2 should be indicated as total numbers. B.3 expects a detailed breakdown of the same beneficiaries by race, gender and disability. The number of disabled can be indicated under the column total.
4. Occupations that may be specific to the organisation, should be indicated under the relevant Occupational Group. "Other" should only be used in relation to one of the Occupational Groups indicated. For example:

Professionals:

Engineers

Accountants

Biotechnologists

Other Professionals

5. Additional tables relevant to B.1 to B.3 detailing skills classifications specific to organisations or sectors should be attached. Tables B.1 to BG.3 should serve as summaries of skills development activities.
6. This document should be the result of meaningful interaction between employers and employees and where applicable this should occur through the training committees or union management structures.

ANNEXURE C**GUIDELINE: GRANT "C"**

- 1. Description:** 20 per cent of levy paid for an acceptable claim accompanied by appropriate training records submitted and approved by the SETA.
- 2. Purpose:**
- 2.1. To provide a mechanism against which Grant C can be released from Sector Education and Training Authorities to individual organisations.
- 2.2 To encourage firms to deliver skills development programmes for targeted groups within the workforce and to increase overall levels of training commitment.
- 3. General:**
- 3.1 An employer must submit an annual training report based on the approved workplace skills plan to the sector education and training authority.
- 3.2 Compliance with the requirements set for Grant C will enable an employer to access a grant of 20 per cent of levy paid.
- 3.3 Where changes in plans have occurred, these must be recorded explaining the reasons for those changes.

C1. Summary format of Annual Training Report (to be submitted when claiming Grant C):**NUMBER OF PERSONS IN EACH OCCUPATIONAL GROUP WHO RECEIVED SKILLS TRAINING DURING THE YEAR ENDING THE 31/3/2001**

Occupational Groups	Africans		Coloureds		Indians/ Asians		Whites		Total	
	M	F	M	F	M	F	M	F	M	F
Senior officials and managers										
Professionals										
Technicians and associate professionals										
Clerks										
Service workers, shop and market sales workers										
Agricultural and fishery workers										
Craft and related workers										
Plant and machine operators and assemblers										
Labourers and related workers										
Other										
Other										
<u>Total</u>										

How many of the persons who received skills training are persons with disabilities?

C2. Summary format of training outcomes (to be submitted when claiming Grant C):

Strategic Priority	Skill Priority	Number of Beneficiaries Planned (Targets)	Educational Outcome		Activity Report		Reason for non completion (failure, drop outs or change in plan)	Costs Incurred for Formal Training	
			NQF band	NQF level	Numbers Completed	Numbers Not completed		Internal	External
			Higher Education and Research	8					
				7					
				6					
				5					
			Further Education and Training	4					
				3					
				2					
			General Education and Training	1					
			Total				Total cost		

Please note the total for this column should equal the totals indicated in Table C1. Indicate education outcome by NQF level where possible.

11. Current employment profile:

(If available, please supply breakdown of employment by race and gender)

Occupational Groups	Male				Female				Total			
	African	Indian	Coloured	White	African	Indian	Coloured	White	African	Indian	Coloured	White
Senior officials and managers												
Professionals												
Technicians and associate professionals												
Clerks												
Service workers, shop and market sales workers												
Agricultural and fishery workers												
Craft and related workers												
Plant and machine operators and assemblers												
Other												
Other												
Total												

No. R. 104

7 February 2000

SKILLS DEVELOPMENT LEVIES ACT, 1999**REGULATIONS REGARDING LEVIES AND RELATED ISSUES**

The Minister of Labour has, in consultation with the Minister of Finance and after consultation with the National Skills Authority, under section 22 of the Skills Development Levies Act, 1999 (Act No. 9 of 1999) made the regulations in the Schedule.

MMS MDLADLANA
MINISTER OF LABOUR

SCHEDULE

Definitions

1. In these regulations any word or expression to which a meaning has been assigned in the Act shall bear that meaning, and unless the context otherwise indicates -

“Act” means the Skills Development Levies Act, 1999 (Act No. 9 of 1999);

“Local Government, Water and Related Services SETA” means the Local Government, Water and Related Services Sector Education and Training Authority (or its successor in title) established in terms of section 9 of the Skills Development Act, 1998 (Act No. 97 of 1998).

Exemption to a municipality

- 2 (1) A request for exemption by a municipality in terms of section 4(e) of the Act must be addressed to the Minister, but first submitted to the Local Government, Water and Related Services SETA, not later than 1st April in the year in which exemption is required.
- (2) The request for exemption by a municipality must be in accordance with the guidelines set out in Annexure A and must include -
 - (i) fully motivated reason or reasons for the request for exemption;
 - (ii) confirmation of the year for which exemption is required; and
 - (iii) the request for exemption must be made in advance.
- (3) The Local Government, Water and Related Services SETA must evaluate the request for exemption by the municipality and submit the request, together with a recommendation, within six weeks to the Minister for a decision.
- (4) The Local Government, Water and Related Services SETA may delegate its function of evaluating a request for exemption of the levy to a subcommittee or its executive committee.
- (5) The Local Government, Water and Related Services SETA, or the delegated subcommittee or its executive committee must evaluate the request for exemption against the criteria stipulated in the guidelines set out in Annexure A.

- (6) Exemption may be requested for a maximum period of one year at a time, whereafter a new request for exemption must be submitted for consideration.
- (7) If a municipality amalgamates with one or more other municipalities or the boundaries of the municipality change as a result of a demarcation process, the municipality must notify the Director-General and the Local Government, Water and Related Services SETA, and submit a new request for exemption if such exemption is still required.
- (8) The Local Government, Water and Related Services SETA may evaluate the position of a municipality to whom exemption of the levy has been granted on an ongoing basis during the period of exemption.
- (9) The Director-General must provide the municipality who lodged the request for exemption with a letter and inform the Local Government, Water and Related Services SETA, the Commissioner and the Department of Provincial Affairs and Local Government within seven days of the decision of the Minister with regard to the request for exemption.
- (10) If exemption is granted to a municipality the municipality must attach a copy of the letter of exemption to the Commissioner levy statement every month for the period the exemption is applicable.

Submission of Sector Skills Plan by SETA

- 3 (1) For the purpose of section 8(3)(b) of the Act the business plan to be submitted by a SETA with its application for establishment in terms of the Skills Development Act, 1998 (Act No.97 of 1998), must be regarded as sufficient until 1 September 2000 to allow the Director-General to initiate the transfer of the levy and related monies to a SETA.
- (2) The submission of a sector skills plan by a SETA will with effect from 1 September 2000 be a requirement to initiate the further transfer of the levy and related monies to a SETA.

Annexure A

Skills Development Levies Act, 1999

Preamble to Criteria for Exemption

The core function of Municipalities is that of rendering a service to communities, and hence does not have a profit orientation. The provision of basic services is regarded as a basic human right in the country and an intrinsic obligation of Local Government. The prime source of income of Municipalities is through payment by communities for services such as water, sanitation etc., as well as through taxes on land and property.

In many areas, especially the rural areas, the tax base is so poor that people simply cannot afford to pay for services rendered. This Regulation provides for exemption from Levy Payment

of Municipalities who fulfill specific criteria and who provide substantial evidence of their inability to pay the levy.

Note: The final decision to grant or refuse exemption rests with the Minister of Labour (or person delegated to act in that capacity)

Skills Development Levies Act, 1999

Application for Exemption from Paying Levy (Municipalities only)

Details of Municipality seeking exemption:

Name: _____

Address: _____

SETA Registration No: _____

Year for which Exemption is requested

Declaration:

I hereby declare that the information contained in this application, to the best of my knowledge and belief, is correct.

Signed: _____ Position: _____

Date: _____

For office use only (SETA/ Delegated Subcommittee/Executive Committee)

Application Recommended / Rejected for Approval

Processed by: _____ Position: _____ Date: _____

**Approval
Recommended (Y/N)**

Signed: _____ Position: _____ Date: _____

Submitted to Department of Labour for Final Approval:

Signed: _____ Position: _____

Date: _____

Notes:

- The information requested is required in order to decide if the exemption requested should be granted.
- Please reply to all questions
- All supporting documentation requested must be submitted with this Application for Exemption

Checklist: - Evidence to support Application for Exemption

The following information must be supplied IN FULL when applying for an exemption. If you are unable to supply any information required you must submit written reason for non - submission.

INCOME**1.1 Rates Income :**

% Residential
% Commercial / Industrial

	%
	%

Tariff Income :

% Residential
% Commercial / Industrial

	%
	%

1.2 State Rates & Tariff Increases / Decreases in past 5 years.

Year	*	*	*	*	*
Rates	% In /De	% In/De	% In/De	% In/De	% In/De
Tariffs	% In/De	% In/De	% In/De	% In/De	%In/De

*Please Specify exact Year

1.3 Please detail any Provincial or Government Grants received : (Full detail)

1	AMOUNT	DETAIL
	R	

2	AMOUNT	DETAIL
	R	

3	AMOUNT	DETAIL
	R	

(Should there be more please detail as above on a separate sheet)

1.4 Please give detail of any other significant Income received :

[illegible]

DEBTORS

2.1 Balance outstanding in month before this application

%

2.2 State the % debtors that pay their monthly accounts regularly

%

2.3 Show as a % the amount of money you receive as compared to the amount that you charge out each month

2.4 You are required to inform of your debt collection policy. This is to be a detailed written report and must be attached to this return. (Mark this 2.4)

2.5 To what extent is your debt collection policy implemented. We require a detailed written submission attached to this return. (Mark this 2.5)

CREDITORS

R

3.1 Balance outstanding in month before this application

Arrears Months

3.2 How long has this money been outstanding?

3.3 Please state in what respect this money is outstanding (water, electricity, etc.)

.....

BANK BALANCE**R**

4.1 State your bank balance at the end of the month before this application.

4.2 Attach a certified copy of the bank statement for the previous three months showing the above balance. (Mark this 4.2)

FINANCIAL STATEMENTS

5.1 Attach a copy of your latest balance sheet. (Mark this 5.1)

5.2 Attach copies of your 2 previous year balance sheets. (Mark this 5.2 & 5.3)

BUDGET**R**

6.1 State amount budgeted for salaries in current budget

6.2 State % increase budgeted for in the current budget over the budget for previous year

%

6.3 As you are applying for a levy exemption please state the amount you will be short of to meet the full levy settlement

R

6.4 Attach a copy of your current budget. (Mark this 6.4)

6.5 Attach copies of your budgets for the two previous financial years. (Mark these 6.5 & 6.6)

PERSONNEL

7.1 State the number of full-time personnel in your employment
(Attach salary structure) (Mark 7.1)

7.2 State the number of part-time or contract personnel in your
employment (Attach salary structure) (Mark 7.2)

7.3 Detail the part-time personnel by level and designation

7.4 State the number of vacant posts

and their designation:

7.5 State the wage budget as a % of total budgeted expenditure:

%

7.6 State the wage budget as a % of your operational budget:

%

7.7 State the % wage and salary increases granted to your staff for the past 3 years:

*	*	*
%	%	%

***Please specify year**

COUNCILLOR ALLOWANCES

8.1 Are your councillors remunerated in terms of prescribed legislation:

YES	NO
-----	----

8.2 If "NO" give full detail on separate sheet. (Mark this 8.2)

8.3 Detail your councillor allowances for the past 3 years :

	*	*	*
Mayor	R	R	R
Deputy Councillor	R	R	R
Exco Chair	R	R	R

*Please Specify Year

8.4 State your councillor allowances as a % of your expenditure budget:

%

8.5 State any other allowances and / or benefits received:

.....

.....

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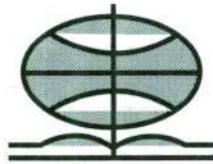
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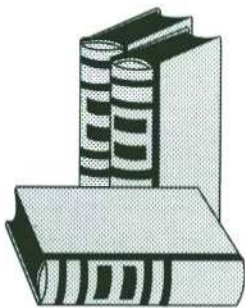
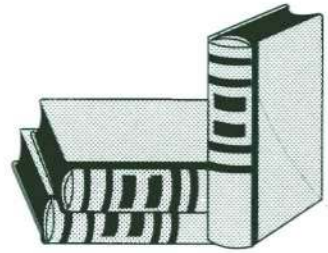
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