

SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL

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13 May 2015

TO: All Municipal Managers
All Human Resources Directors or Managers
The Chairpersons of the Local Labour Forums
The Chairpersons of the Shop Steward Committee
Regional Managers: IMATU
Provincial Secretaries: SAMWU
Program Managers: SALGA
Local Labour Forum Members
Skills Development Facilitators

Dear Sir/Madam

CIRCULAR NO: 04/2015 LOCAL LABOUR FORUM TRAINING

The LLF Training program which had been scheduled to roll out in August 2014, for reasons beyond the control of the SALGBC, could not occur. However, based on further discussions with the LOCAL GOVERNMENT SETA, the new roll out date is **04 August 2015**.

The overall objective of the Local Labour Forum training is to develop the capacity of the LLF structures for the purposes of improving its functioning, ensuring orderly collective bargaining and strengthening employer-employee relations for effective and improved service delivery.

It is therefore imperative that stakeholders heed the urgent processes to ensure that the SALGBC achieves this objective of implementing the LLF Training program within the timeframes and constraints as guided under the LGSETA Funding agreement with the SALGBC.

Registration of Learners

The LGSETA has advised the SALGBC that the previous registration forms supplied are no longer valid, therefore new (fresh) forms will have to be submitted as part of the registration process. The LGSETA strictly requires the following documentation from every learner who will be attending the LLF Training:

- I. A certified copy of the identity document of each learner; and
- II. The New LGSETA Registration form (9 pages) must be completed (prior to the training) and signed by each learner and the Municipal Manager or the Human Resources Manager.
- III. As per the New Registration form: **Sections 2 and 4** are to be completed by the learner and municipality and in **Section 7**, the learner and the Municipal Manager or the Human Resources Manager are to sign in the signatories section.

- IV. Each municipality will be required to provide a list of all the beneficiaries on a Municipal letterhead, signed off by the Municipal Manager or Human Resources Manager.

This list, together with the certified copy of the identity documents and the registration form attached must be submitted to the SALGBC Regional Secretary by the 30 June 2015. It will be the duty and responsibility of the relevant Human Resources Manager in the municipality to ensure that this important information required is consolidated and accordingly submitted on behalf of the LLF Members who will attend the training. Please be aware that only pre-registered beneficiaries will be allowed to attend the LLF training. It is therefore imperative that the SALGBC receives the specific number of LLF members attending, per municipality. The SALGBC is unable to accommodate alternate LLF members.

Kindly take note that learners who have therefore not supplied the requested documentation prior to training implementation will not be allowed to attend the LLF Training.

Assistance of the Skills Development Facilitator

The LGSETA has advised the SALGBC the SDF's are appointed in accordance with the Skills Development Act and therefore play a pivotal role in the data completion and collation.

The SALGBC hereby requests the Skills Development Facilitators to:

- a) Assist learners, including councillors, to complete the LGSETA form.
- b) Assist the human resources department or the LLF regarding the LGSETA requirements.
- c) Check whether the registration forms, together with the certified identity documents, have been correctly completed and validate such registration forms.
- d) Validate the registered learners against the attendance records on the actual training days.

Role of LLF

The SALGBC requests that SAMWU, IMATU and the municipal representatives from the LLF adhere strictly to the following:

- Learners must attend the full duration of the training. No learners will be allowed to attend other business and re-enter the training whilst the training is in progress.
- The learner registered for the training must attend and cannot be substituted on the day of the training.
- No additional delegates will be allowed on the training dates without the prior consent of the SALGBC Regional Secretary.
- Learners must be punctual and mindful of the learning climate.

The SALGBC requests the LLF's to convene a meeting, by no later than 29 May 2015, to discuss and ensure the process of registration is completed by **30 June 2015**.

Compliance with Main Collective Agreement

The composition of a Local Labour Forum is prescribed in the Main Collective Agreement. If a municipality has exceeded the prescribed limit and requires more LLF members to be trained, the municipality or the Local Labour Forum must submit a detailed and separate motivation to the SALGBC Regional Secretary. The approval thereof will be dependent on the overall project costs within the division or province. Furthermore this will also ensure that the SALGBC is able to account to the LGSETA if the projected numbers, as per the original funding agreement, is exceeded.

Use of Municipal Venues for LLF Workshops

One of the concerns raised by the LGSETA regarding the governance requirements is that the SALGBC should reduce its administrative costs such as the hire of venues. The parties to the Council have agreed with the LGSETA that the SALGBC will use municipal venues for the LLF Training. The SALGBC therefore requests the municipality to identify a suitable venue by completing the attached form and returning same to the SALGBC Regional Secretary by the **30 June 2015**.

Maximum Capacity of Learners per LLF Training Workshops

The parties to the Council have agreed that the maximum number of participants at the workshops shall not exceed 35 learners.

The SALGBC would like to emphasize that training of the Local Labour Forum cannot commence unless the registration together with the other highlighted processes are complied with. The disbursement (funding) from the LGSETA to the SALGBC is dependent on this information as learners who were registered for the training will be verified by the LGSETA as per attendance registers submitted post training.

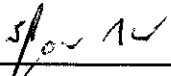
The information must be submitted to the relevant SALGBC Regional Secretary, whose details are as follows:

DIVISION	REGIONAL SECRETARY	TELEPHONE NUMBER	FAX NUMBER
Gauteng/ Johannesburg/Tshwane	Ms. C. Manda	(011) 394 4240	(011) 394 6517
Eastern Cape	Mr. M. Bodlani	(041) 581 3222	(041) 581 3648
Western Cape/Cape Metro	Ms. W. Brink	(021) 917 1141	(021) 917 1145
Northern Cape/Free State	Mr. T. Mqobongo	(053) 832 1216	(053) 831 3608
North West/Mpumalanga/Limpopo	Ms. M. Nduli	(012) 342 3428	(012) 342 7015
KwaZulu Natal/ eThekweni	Mr. V. Nzuzo	(031) 201 8210	(031) 201 9752

An electronic version of the LGSETA Registration form together with a checklist form is downloadable at the following link: <http://bit.ly/1zZSASU>

Your co-operation in submitting the completed registration form and supporting documents by **30 June 2015** is appreciated.

Yours faithfully



MR. S. S. GOVENDER
GENERAL SECRETARY