



## MINUTES OF THE ANNUAL GENERAL MEETING (“AGM”) OF THE EWSETA

### THEME: PLANNING FOR IMPROVED PERFORMANCE

<b>Venue:</b>	<b>The Capital on the Park, 101 Kathrine Street, Sandton</b>
<b>Date:</b>	<b>09 November 2018</b>
<b>Time:</b>	<b>08:00 – 14:00</b>

#### Attendance

Chairperson of the Accounting Authority of the EWSETA (“the Board”); Members of the Board; Members of the Board Subcommittees; CEO / Management of EWSETA; Outgoing Members of EWSETA Board; Representatives from: The Department of Higher Education and Training (“DHET”); Department of Water and Sanitation (“DWS”); Department of Energy (“DOE”); Auditor General of South Africa (“AGSA”); Energy and Water Services Sectors; Leadership of other SETAs; Representatives from the Water Boards; Water Institute of Southern Africa; South African Local Government Association (“SALGA”); South African National Apex Cooperative (“SANACO”); Representatives from the Foundations; Training Organisations; Centres for Leadership and other Institutes of Higher Learning (University of Johannesburg and Tshwane University of Technology); Organised Labour; Civil Society; Alumni of the EWSETA Learning Programmes

AGENDA	PERSON RESPONSIBLE	
Opening	Ms Candice Moodley Corporate Services Executive (CSE)	<p>The CSE opened the meeting officially at 09:00 as per compliance requirements. She welcomed everyone present and announced the AGM meeting protocols as well as brief induction on the use of the voting device by the AGM attendees.</p> <p>She then handed over to the Programme Director, Mr Frans Baleni, who is also the Chairperson of the EWSETA Board.</p>
Official Welcome and Programme Facilitation	Mr Frans Baleni Chairperson of the Board	<p>The Chairperson welcomed all attendees and gave an overview of South Africa’s Development Path as shown in the figure below. He linked that to the impact the industrial revolution will have on energy and water, which are key enablers of growth and development.</p> <p>Mr Baleni highlighted the objectives of the National Development Plan (“NDP”) which included creation of 11 million jobs by year 2030 as well as creation of artisanal skills in rural communities and townships to</p>



ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

		stimulate rural and township economies. He emphasised that EWSETA was committed to good governance. Leadership was instilling a results orientated business culture. Key performance indicators linked to individual performance were entrenched while embracing compliance with governance principles and best practice in the organisation's operational culture.
Adoption of the Agenda and Minutes of AGM 2017	ALL	<p>The Agenda was adopted as presented.</p> <p>The Minutes of previous AGM held on 10 November 2017 were adopted.</p>
Presentation of the 2017/18 ("APR") Annual Performance Report	Ms Mpho Mookapele Acting Chief Executive Officer (ACEO)	<p>Reflecting on how the EWSETA has performed in line with the approved five year Strategic Plan and the 2017/18 Annual Performance Plans, the ACEO emphasised that the entity anticipated and identified skills needs, planned for achievement and implemented action to meet those identified skills needed by the society. Furthermore, the organisation coordinated, facilitated and quality assured sector-relevant skills development programmes in the two critical sectors in which it operates, namely: Energy and Water.</p> <p>EWSETA's strategy is centred around four strategic outcome orientated goals: To build an effective and efficient SETA (<i>administration</i>); to improve skills planning (<i>research</i>); to enhance skills for the workers, the unemployed and the informal sector (<i>learning programmes and projects</i>); and to build skills development capacity (<i>quality assurance</i>).</p> <p>To deliver on EWSETA Strategy, in the 2017/18 financial year, the EWSETA focused on improved planning for improved performance; established strategic partnership with local and international stakeholders, and strengthened partnerships with industry to ensure the workplace experience.</p> <p>Key interventions to meet the strategic objectives were agreed upon with the Executive Authority with specific spend shown against each intervention.</p> <p>Through a Widen Reach Initiative (WRI), provincial footprint was achieved which helped widen EWSETA reach and contributed to effective and meaningful collaboration with stakeholders to reach the unreached.</p> <p>Further reinforcement of the WRI was achieved through the innovative energyDRIVE Truck Project launched with the Durban University of Technology in 2016 which was aimed at educating entrepreneurs, unemployed youth, prospective students and scholars in renewable energy sources and technologies. In the 2017/18 reporting period: 8 provinces, 33 communities and 27 schools were reached.</p> <p>EWSETA's overall performance against meeting its NSDS III targets for the 2017/18 showed improvement</p>



ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

		by 15% compared to prior year—a success owed to SMART planning, robust monitoring and evaluation of projects as well as a performance management system.										
		<table><tr><td></td><td>2014/15</td><td>2015/16</td><td>2016/17</td><td>2017/18</td></tr><tr><td>Annual Performance Achievement Percent (%)</td><td>23%</td><td>47%</td><td>49%</td><td>64%</td></tr></table>		2014/15	2015/16	2016/17	2017/18	Annual Performance Achievement Percent (%)	23%	47%	49%	64%
	2014/15	2015/16	2016/17	2017/18								
Annual Performance Achievement Percent (%)	23%	47%	49%	64%								
Presentation of the 2017/18 (“AFS”) Annual Financial Statements	Ms Robyn Vilakazi Acting Chief Financial Officer (ACFO)	<p>An overview of the financial results from the 2017/18 financial year showed that there was steady increase in the EWSETA’s total income over the last five years which was largely driven by new employers entering the sector. In contrast, the total expenses have seen a rise in the last two years with the reporting period 2017/18 reflecting a total expenditure that exceeded the total income. That gap was covered by the funds that the entity accumulated over the previous years when there was consistent excess income over expenditure.</p> <p>Challenges were reported on the War on Leaks project which resulted in low spend in the 2017/18 financial year albeit the project spend had improved after year-end and the project was back on track.</p> <p>Major increases in expenditure were seen in the last two years due to discretionary grant projects and this was by contrast to mandatory grants which had low expenditure as a result of large levy-payers that did not qualify in the 2017/18 financial year. There was also a decrease in commitment balance in the recent years due to timely completion of projects.</p> <p>On the administration expenditure, the last 5 years showed that the administration income has not been sufficient to cover the administration expenditure of the EWSETA.</p> <p>The audit outcomes reflected improvements in oversight by those charged with governance, leadership culture, record-keeping, processing and reconciling controls, implementation of policies and procedures and IT environment. The underlying information that informs this outcome was owed to the diligent work conducted behind the scenes which was reflected in the detailed management report.</p>										
Presentation of the Auditor-General of South Africa Report (“AGSA”)	Ms Mpho Mookapele ACEO	<p>The Auditor General audited the financial statements and the performance information of the EWSETA as set out in the annual report. An unqualified audit opinion was given in respect of the financial statements, and there were no material findings on the usefulness and reliability of the information on performance.</p> <p>On compliance with legislation: Material misstatements in the financial statements regarding War on Leaks project were corrected. Also, regarding the irregular expenditure identified two years before, the AGSA</p>										



ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

		<p>guided that it be highlighted to the users of the financial statements in the current year hence the disclosure.</p> <p>It is the opinion of the Auditor General that, the financial statements present fairly, in all material respects, the financial position of the entity as at 31 March 2018 and its financial performance and cash flows for the year then ended in accordance with South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Public Management Finance Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA) and the Skills Development Act, 1998 (Act No 97 of 1998) (SDA).</p>
<p>Presentation of the Draft Strategic Plan 2016-2020 and Annual Performance Plan 2019-20</p>	<p>Mr Ineeleng Molete Chief Operations Officer</p>	<p><b>The EWSETA Strategic Plan</b> is influenced by eight (8) change drivers as shown in the diagram below.</p> <p>The change drivers will be backed by strategic priority actions as follows:</p> <ol style="list-style-type: none"> <li><b>Research:</b> Research and the coordination of research outputs to specify or clarify labour market demand in the sector.</li> <li><b>High-level skills and innovation focus:</b> Projects are needed that bring together high level skills stakeholders in the sub-sectors to identify and plan for professional development to meet future needs.</li> <li><b>Middle level skills:</b> A programme of work to address middle level skills including technical and artisan trades. A critical part of this will be to develop a plan with relevant colleges to deliver occupational qualifications needed in the sector.</li> <li><b>Upskilling of employed workers:</b> RPL and retraining to address the challenge of the current work force</li> </ol>



ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

		<p>adjusting and adopting to new skills needs.</p> <p>e) <b>Small business focus:</b> A focus on small business development so as to support expanded employment in a more diverse sector.</p> <p>f) <b>Equity and transformation:</b> A set of interventions to address the challenge of equity in relation to gender.</p> <p>g) <b>Strategic Partnerships:</b> A focus on partnerships with the purpose of mobilising multiple stakeholders and revenue sources to address skills needs.</p> <p>h) <b>Monitoring and evaluation:</b> There is a need for improved monitoring, evaluation and assessment of the impact of the SETA's initiatives in the sector.</p> <p>The ten (10) priority skills list comprised occupations in high demand within the water and energy sectors, namely: Water Quality Analysts, Engineering Managers, Civil Engineers, Mechanical Engineering Technologists, Environmental Engineer, Program / Project Administrators, Water Plant Operator, Civil Engineering Technologists and Boiler or Engine Operators.</p> <p>To achieve the strategic goals, the entity will focus strengthening partnerships, mobilise employers to participate in the sector, reinforce agility cooperative governance and revise value chain accordingly.</p> <p>The entity aimed to achieve excellent performance goals in the 2019/20 financial year by ensuring adequate implementation of the programmes and sub-programmes intended to build an effective and efficient SETA (<i>administration</i>); to improve skills planning (<i>research</i>); to enhance skills for the workers, the unemployed and the informal sector (<i>learning programmes and projects</i>); and to build skills development capacity (<i>quality assurance</i>)</p> <ul style="list-style-type: none"> <li>• <b>PROGRAMME 1 (Administration):</b> to provide strategic leadership, management and administrative support to the EWSETA (supply chain management and assets; governance, organisation and audit &amp; risk; human resources, information technology; marketing and communications).</li> <li>• <b>PROGRAMME 2 (Research and Skills Planning):</b> to ensure that human resource development information was available and contributed to skills development planning (research; sector skills plan; work skills plans and annual training reports).</li> <li>• <b>PROGRAMME 3 (Learning Programmes and Projects):</b> to maximise productivity in the energy and water sectors through skills development (implementation of learning programmes as per the NSDS III goals; monitoring and evaluation; career and vocational guidance).</li> </ul>
--	--	---



ENERGY AND WATER SECTOR EDUCATION AND TRAINING AUTHORITY

		<ul style="list-style-type: none"> <li>• <i>PROGRAMME 4 (Quality Assurance):</i> to enable the EWSETA to execute the delegated functions of the Quality Council for Trades and Occupations (provider accreditation and reaccreditation; implementation systems for occupational qualifications; certifications; qualifications development).</li> </ul>
Question and Answer Session	ALL	The AGM attendees were requested to insert their smart cards in the voting devices and then register their questions therein for the attention of the EWSETA management who undertook to respond to all questions raised by 30 November 2018.
Adoption of the Annual Report 2017/18	ALL	The Annual Report 2017/18 was adopted.
Introduction of Power Saki Tech	Ms Candice Moodley CSE	As per the norm at EWSETA AGMs, the CSE arranged gifts for all attendees and requested the young women manufacturers: Rumbi and Gugu from Power Saki Tech to present and induct guests on the use of the solar powered backpacks they created.
Evaluation / Survey of the AGM Event	Ms Candice Moodley CSE	<p>Attendees were requested to give input and / or rate the event in terms of notice of AGM, registration process, facilities of the venue, accessibility, catering, presentation, Annual Report, 2018 AGM, pre AGM email communiqué.</p> <p>Furthermore, the stakeholders were encouraged to contact the EWSETA via email to share their exciting sector relevant stories and / or projects in their respective places of work. These would be featured in the EWSETA Chronicle (a newsletter).</p>
Closing Remarks	Mr Frans Baleni Chairperson of the Board	<p>The Chairperson thanked everyone for their time and participation. Special thanks went to those who worked tirelessly to ensure that the event was a success.</p> <p>The meeting adjourned at 13:00.</p>