



Questionnaire no

MQA/DME SURVEY ON RETRENCHMENTS & JOB LOSSES IN THE MINERALS SECTOR

QUESTIONNAIRE

Dear Mine / Mining Sector Company Representative

This survey is commissioned by the Mining Qualifications Authority and the Department of Minerals & Energy in order to gather data to assist all concerned parties to make informed decisions on mechanisms to minimise the impact of the current crisis on mining sector employees and their communities.

As you will appreciate, this is a matter of urgency and the questionnaires need to be completed promptly. We would like to collect as much information as possible about potential retrenchees, including those employed at smelters and refineries and by contractors, but we know that for some employers it will not be possible to answer all the questions. We would therefore request that you supply as much information as possible, leaving blank those sections which you are unable to complete.

We thank you in advance for your co-operation and for treating this as a priority; we expect the findings to be of value to all parties, including yourselves, as we develop joint responses to the economic situation we unexpectedly find ourselves in.

Sincerely,

Research Team, Teba Development

1 Questionnaire administration information

1.1 Name of person completing the questionnaire	
1.2 Designation	
1.3 Landline	
1.4 Cell	
1.5 Email	
1.6 Date	



2 Mine Details

2.1 Name of Mine	
2.2 Name of owner	
2.3 Name of holding company if different	
2.4 Skills Development Levy No.	
2.5 Mine Licence No.	
2.6 Contact person	
2.7 Telephone No.	
2.8 Facsimile No.	
2.9 Postal address	
2.10 E-mail address	
2.11 Location of mine	
2.12 Commodity	
2.13 Remaining life of mine	
2.14 Total permanent employees prior to downscaling	
2.15 Total contractor employees prior to downscaling	
2.16 Estimated total permanent employees post downscaling	
2.17 Estimated total contractor employees post downscaling	

3.1 Timing of retrenchments

Date/estimated date	S189 notice issued <i>please circle</i>	No of permanent employees affected	No of contractor employees affected
	1= Yes 2 = No		
	1= Yes 2 = No		
	1= Yes 2 = No		
	1= Yes 2 = No		

3.2 Do you foresee any future retrenchments? Yes / No

3.3 If yes, estimate when 3.4 Estimate how many



4 Affected communities

4.1 Distribution of permanent employees, retrenched or who accepted early retirement / voluntary severance packages (VSPs), by place of permanent residence

Province	No of employees		Province	No of employees	
Eastern Cape		1	Free State		2
Gauteng		3	KwaZulu-Natal		4
Limpopo		5	Mpumalanga		6
Northern Cape		7	North West		8
Western Cape		9	Lesotho		10
Mozambique		11	Swaziland		12
Botswana		13	Other (specify)		

4.2 Distribution of contractor employees, retrenched or contracts terminated / not renewed, by place of permanent residence

Province	No of employees		Province	No of employees	
Eastern Cape		1	Free State		2
Gauteng		3	KwaZulu-Natal		4
Limpopo		5	Mpumalanga		6
Northern Cape		7	North West		8
Western Cape		9	Lesotho		10
Mozambique		11	Swaziland		12
Botswana)		13	Other (specify)		

5 Affected employees: occupational categories

5.1 Distribution of permanent employees, retrenched or who accepted early retirement / VSPs, by occupational category

Occupational Category	African		Coloured		Indian		White		Non-SA		Sub total		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Managers													
Professionals													
Technicians and trade workers													
Community and personal service workers													
Clerical and administrative workers													
Sales workers													
Machinery operators and drivers													
Elementary workers													
Totals													

5.2 Distribution of contractor employees, retrenched or contracts terminated / not renewed, by occupational category

Occupational Category	African		Coloured		Indian		White		Non-SA		Sub total		Total
	M	F	M	F	M	F	M	F	M	F	M	F	
Managers													
Professionals													
Technicians and trade workers													
Community and personal service workers													
Clerical and administrative workers													
Sales workers													
Machinery operators and drivers													
Elementary workers													
Totals													

6 Affected employees: educational levels

6.1 Educational levels of permanent employees, retrenched or who accepted early retirement / VSPs

Band	NQF Level	Description	Male				Female				Total		
			A	C	I	W	A	C	I	W	Male	Female	All
General Education and Training (GET)		No schooling/Unknown											
		Grade 0 / Pre-school											
		ABET 1											
		Grade 4 / Std 2											
		Grade 5 / Std 3 / ABET 2											
		Grade 6 / Std 4											
		Grade 7 / Std 5 / ABET 3											
		Grade 8 / Std 6											
Further Education and Training (FET)	1	Grade 9 / Std 7 / ABET 4											
	2	Grade 10 / Std 8 / N1											
	3	Grade 11/ Std 9 / N2											
Higher Education and Training (HET)	4	Grade 12 / Std 10 / N3											
	5	Diplomas / Certificates											
	6	First degrees / Higher diplomas											
	7	Honours / Masters degrees											
	8	Doctorates											
		Total											

6.2 Educational levels of contractor employees, retrenched or contracts terminated / not renewed

Band	NQF Level	Description	Male				Female				Total		
			A	C	I	W	A	C	I	W	Male	Female	All
General Education and Training (GET)		No schooling/Unknown											
		Grade 0 / Pre-school											
		ABET 1											
		Grade 4 / Std 2											
		Grade 5 / Std 3 / ABET 2											
		Grade 6 / Std 4											
		Grade 7 / Std 5 / ABET 3											
		Grade 8 / Std 6											
Further Education and Training (FET)	1	Grade 9 / Std 7 / ABET 4											
	2	Grade 10 / Std 8 / N1											
	3	Grade 11/ Std 9 / N2											
Higher Education and Training (HET)	4	Grade 12 / Std 10 / N3											
	5	Diplomas / Certificates											
	6	First degrees / Higher diplomas											
	7	Honours / Masters degrees											
	8	Doctorates											
		Total											

7 Status of mining licence – for mines only. Please answer as applicable to this mine

7.1 Date of granting of new order licence	
7.2 Date of conversion of old order licence	
7.3 If old order licence not yet converted, date of submission of application (actual or planned)	

8 Forums

8.1 Date of actual or planned establishment of Future Forum		
8.2 Date of last meeting of Future Forum		
8.3 Was the issue of downscaling & retrenchments on the agenda?	1 = Yes	2 = No
8.4 Is the mine represented on any other external forums?	1 = Yes	2 = No
If Yes please give details	Name of Forum	
8.5 IDP forum		
8.6 LED forum		
8.7 Business forum / Chamber of Commerce		
8.8 Local mining sector forum		
8.9 Other (please specify)		

9 Mechanisms to mitigate the effects of retrenchments – please list the actions already taken, and those planned. Include stakeholder consultations.

Action	Date implemented / planned date of implementation	Numbers of employees affected		Office use only
		Perm	Cont	

Action	Date implemented / planned date of implementation	Numbers of employees affected		Office use only
		Perm	Cont	

10 If applicable, describe how your plans for mitigating the effects of retrenchment are linked to your Local Economic Development programme in your social & labour plan (e.g. job creation / poverty alleviation projects, portable skills training, etc)

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11 Are there any comments you would like to make?

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12 Would you like a copy of the research report? *Please circle as appropriate*

1 = Yes 2 = No

Thank you for your time and co-operation!