

**labour**

Department:
Labour
REPUBLIC OF SOUTH AFRICA

EMPLOYMENT EQUITY
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09:24

PLEASE READ THIS FIRST**PURPOSE OF THIS FORM**

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of Labour.

WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

Trade name	DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE
DTI registration name	
DTI registration number	
PAYE/SARS number	7120740503
UIF reference number	
EE reference number	807938
Seta classification	PUBLIC SECTOR
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0436044018
Postal address	P/Bag X 0020 5601 KING WILLIAM'S TOWN
City/Town	KING WILLIAM'S TOWN
Postal code	5601
Province	EASTERN CAPE
Physical address	No. 5 Eales Street KING WILLIAM'S TOWN
City/Town	KING WILLIAM'S TOWN
Postal code	5601
Province	EASTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Mr. MM Matutu
Telephone number	0436044018
Fax number	0436425309
Email address	mzolisi.matutu@ecsrac.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Tobeka Yakopi
Telephone number	0436044132
Fax number	0866084672
Email address	tobeka.yakopi@ecsrac.gov.za
Information about the organization at the time of submitting this report	
Business type	Private Sector
Number of employees in the organization	150 or more
Is your organization an organ of State?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2017

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): **01/10/2016**

To (date): **30/10/2017**

Please indicate below the duration of your current employment equity plan:

From (date): **01/06/2014**

To (date): **30/06/2017**

PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalization (I) before 27 April 1994 or (II) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. **Numerical goals** must include the entire workforce profile, and **not** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end employment equity plan (EE Plan).
- i. **Numerical targets** must include the entire workforce profile, and **not** the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must **not** leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

SECTION B: WORKFORCE PROFILE**1. WORKFORCE PROFILE**

1.1 Please report the total number of **employees** (including employees with disabilities) in each of the following **occupational levels**: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	0	0	1	1	1	0	0	0	0	5
Senior management	13	1	0	1	8	0	0	0	0	0	23
Professionally qualified and experienced specialists and mid-management	103	8	1	8	93	1	0	9	0	0	223
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	199	8	0	8	346	13	0	16	0	0	590
Semi-skilled and discretionary decision making	85	3	0	1	108	8	0	1	0	0	206
Unskilled and defined decision making	50	5	0	1	42	5	0	0	0	0	103
TOTAL PERMANENT	452	25	1	20	598	28	0	26	0	0	1150
Temporary employees	53	0	0	0	34	1	0	0	0	0	88
GRAND TOTAL	505	25	1	20	632	29	0	26	0	0	1238

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	5	0	0	0	1	0	0	0	0	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	6	0	0	1	0	0	0	0	0	0	7
Semi-skilled and discretionary decision making	3	0	0	0	1	0	0	0	0	0	4
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	14	0	0	1	2	0	0	0	0	0	17
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	14	0	0	1	2	0	0	0	0	0	17

SECTION C: WORKFORCE MOVEMENT**2. Recruitment**

2.1 Please report the total number of new recruits, **including people with disabilities**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	2	0	0	0	2	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	6	0	0	0	2	0	0	0	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	0	0	0	17	1	0	0	0	0	32
Semi-skilled and discretionary decision making	7	0	0	0	10	0	0	0	0	0	17
Unskilled and defined decision making	5	0	0	0	2	0	0	0	0	0	7
TOTAL PERMANENT	35	0	0	0	33	1	0	0	0	0	69
Temporary employees	133	1	0	0	125	11	0	0	0	0	270
GRAND TOTAL	168	1	0	0	158	12	0	0	0	0	339

3. Promotion

3.1 Please report the total number of promotions into each occupational level, **including people with disabilities**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	2	0	0	0	2	0	0	0	0	0	4
Professionally qualified and experienced specialists and mid-management	17	0	0	0	15	0	0	0	0	0	32
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	0	0	0	6	0	0	0	0	0	13
Semi-skilled and discretionary decision making	0	0	0	0	5	1	0	0	0	0	6
Unskilled and defined decision making	1	0	0	0	1	0	0	0	0	0	2
TOTAL PERMANENT	28	0	0	0	29	1	0	0	0	0	58
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	28	0	0	0	29	1	0	0	0	0	58

4. Termination

4.1 Please report the total number of terminations in each occupational level, **including people with disabilities**.
 Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	11	2	0	1	10	0	0	0	0	0	24
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	12	0	0	2	4	0	0	0	0	0	18
Semi-skilled and discretionary decision making	3	0	1	0	6	0	0	0	0	0	10
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	27	2	1	3	20	0	0	0	0	0	53
Temporary employees	118	3	0	0	101	8	0	0	0	0	230
GRAND TOTAL	145	5	1	3	121	8	0	0	0	0	283

SECTION D: SKILLS DEVELOPMENT**5. Skills Development**

5.1 Please report the total number of people **including people with disabilities**, who received training **ONLY** for the purpose of achieving the numerical goals, and not the number of training courses attended by individuals. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	1	0	0	0	0	0	0	1
Senior management	0	0	0	0	7	0	0	0	7
Professionally qualified and experienced specialists and mid-management	43	0	0	0	240	0	0	0	283
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	15	0	0	0	17	0	0	0	32
Semi-skilled and discretionary decision making	1	0	0	0	1	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	59	1	0	0	265	0	0	0	325
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	59	1	0	0	265	0	0	0	325

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical Goals

6.1 Please indicate the numerical goals as contained in the EE Plan (i.e. the entire workforce profile **including people with disabilities**) you project to achieve at the end of your current Employment Equity Plan in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	1	0	0	0	0	0	1
Senior management	0	0	0	0	3	2	0	1	0	0	6
Professionally qualified and experienced specialists and mid-management	0	0	0	2	15	5	0	3	0	0	25
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	2	0	0	0	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	4	19	7	0	4	0	0	34
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	4	19	7	0	4	0	0	34

7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the workforce profile **including people with disabilities**) you project to achieve at the end of the next reporting cycle, in terms of occupational levels. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	0	0	0	0	0	1
Senior management	0	0	0	0	3	2	0	1	0	0	6
Professionally qualified and experienced specialists and mid-management	0	0	0	2	15	5	0	3	0	0	25
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	2	0	0	0	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	5	18	7	0	4	0	0	34
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	5	18	7	0	4	0	0	34

SECTION F: MONITORING & EVALUATION**8. Consultation**

8.1 Please indicate below the stakeholders that were involved in the consultation process when developing and implementing your Employment Equity Plan and the preparation of this Employment Equity Report.

	Yes	No
Consultative body or employment equity forum	Yes	
Registered trade union (s)	Yes	
Employees	Yes	

9. Barriers and affirmative action measures

9.1 Please indicate which categories of employment policy or practice barriers to employment equity were identified. If your answer is **Yes** to barriers in any of the categories, please indicate whether or not there are affirmative action measures developed and the time-frames to overcome them.

Categories	Barriers	Affirmative Action Measures	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	10/01/2017	30/11/2018
Advertising Positions	No	No		
Selection criteria	Yes	Yes	01/01/2016	30/09/2019
Appointments	No	No		
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	No	No		
Training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	Yes	No		
Transfers	No	No		
Succession and experience planning	No	No		
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	No	No		
Reasonable accommodation	Yes	No		
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	Yes	Yes	01/01/2016	30/10/2019
Budget allocation in support of employment equity goals	No	No		
Time off for employment equity consultative committee to meet	No	No		

10. Monitoring and evaluation of implementation:


10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
	Quarterly

10.2 Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	No	Updating the correct status of people with disabilities in the Persal System. Appointments for people with disabilities have been made. Post were identified and ring fenced for people with disabilities.

EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Mr. MM Matutu (full Name) CEO/Accounting Officer of DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 4th day of December (month) year 2017</p> <p>At (place) : KIng Williams Town</p> <p>Chief Executive Officer/Accounting Officer </p>

**labour**

Department:
Labour
REPUBLIC OF SOUTH AFRICA

EMPLOYMENT EQUITY
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PLEASE READ THIS FIRST**SECTION A: EMPLOYER DETAILS & INSTRUCTIONS****PURPOSE OF THIS FORM**

This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998 as amended.

This form contains the format for Income differential statement to be completed by designated employers to the Employment Conditions Commission.

WHO COMPLETES THIS FORM?

All designated employers who are required to submit a report in terms of Section 27 (1) of the Employment Equity Act, 55 of 1998 as amended. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must submit the Income Differential Statement annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must submit their Income Differential Statement on the first working day of October the following year.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001

Online Reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE
DTI registration name	
DTI registration number	
PAYE/SARS number	7120740503
UIF reference number	
EE reference number	807938
Seta classification	PUBLIC SECTOR
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	0436044018
Postal address	P/Bag X 0020 5601 KING WILLIAM'S TOWN
City/Town	KING WILLIAM'S TOWN
Province	EASTERN CAPE
Postal code	5601
Physical address	No. 5 Eales Street KING WILLIAM'S TOWN
City/Town	KING WILLIAM'S TOWN
Province	EASTERN CAPE
Postal code	5601
Details of CEO at the time of submitting this report	
Name and surname	Mr. MM Matutu
Telephone number	0436044018
Fax number	0436425309
Email address	mzolisi.matutu@ecsrac.gov.za
Details of Employment Equity Manager at the time of submitting this report	
Name and surname	Tobeka Yakopi
Telephone number	0436044132
Fax number	0866084672
Email address	tobeka.yakopi@ecsrac.gov.za
Information about the organization at the time of submitting this report	
Business type	Private Sector
Number of employees in the organization	150 or more
Is your organization an organ of State?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2017

SECTION B: THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORMS

1. All employees (including Foreign Nationals) must be included when completing the EEA4 form in the appropriate space provided in the table below. Temporary employees are employees employed to work for less than three months.
2. Calculation of remuneration must include twelve months, which must be in line with the period covered by the EEA2 reporting form. In the case of employees who have not worked a full twelve month period an amount equivalent to the annual salary should be furnished, e.g. if a person worked for three months and earned R30 000, the annual equivalent will be $(R30\ 000 / 3) * 12$, which means the annual equivalent for this person will be R120 000. All payment amounts to be reflected in the table below must be rounded to the nearest Rand (R) and Included as total remuneration for each group in terms of race and gender.
3. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the payment amounts in each of the cells in the table below - for example R7 345 567.22 must be captured as 7345567 with no separators.
4. The payments below indicate what must be included and what must be excluded in an employee's remuneration for the purposes of calculating pay in order to complete the EEA4 form.
 - 4.1 Included
 - a. Housing or accommodation allowance or subsidy or housing or accommodation received as a benefit in kind;
 - b. Car allowance or provision of a car, except to the extent that the car is provided to enable the employee to work;
 - c. Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
 - d. Any other payment in kind received by an employee, except those listed as exclusions in terms of this schedule;
 - e. Employer's contributions to medical aid, pension, provident fund or similar schemes;
 - f. Employer's contributions to funeral or death benefit schemes.
 - 4.2 Excluded
 - a. Any cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowance or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
 - b. A relocation allowance;
 - c. Gratuities (for example, tips received from customers) and gifts from the employer;
 - d. Share incentive schemes;
 - e. Discretionary payments not related to an employee's hours of work or performance (for example, a discretionary profit-sharing scheme);
 - f. An entertainment allowance;
 - g. An education or schooling allowance.
5. The value of payments in kind must be determined as follows -
 - a. a value agreed to in either a contract of employment or collective agreement, provided that the agreed value may not be less than the cost to the employer of providing the payment in kind; or
 - b. The cost to the employer of providing the payment in kind.
6. An employee is not entitled to a payment or the cash value of a payment in kind as part of remuneration if -
 - a. the employee received the payment or enjoyed, or was entitled to enjoy, the payment in kind during the relevant period; or
 - b. In the case of a contribution to a fund or scheme that forms part of remuneration, the employer paid the contribution in respect of the relevant period.
7. If an employee's remuneration or wage fluctuates significantly from period to period, any payment to that employee in terms of the BCEA must be calculated by reference to the employee's remuneration or wage during -
 - a. the preceding 13 weeks; or
 - b. if the employee has been in employment for a shorter period, that period.

SECTION C: INCOME DIFFERENTIALS STATEMENT

Please use the table below to indicate the number of employees, including people with disabilities, and their remuneration in each occupational level in terms of race and gender.

Occupational levels		Male				Female				FOREIGN NATIONALS		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top Management	Number of workers	2	0	0	1	1	1	0	0	0	0	5
	Remuneration	2254668	0	0	1127334	1127334	1127334	0	0	0	0	5636670
Senior Management	Number of workers	13	1	0	1	8	0	0	0	0	0	23
	Remuneration	13279071	1021467	0	1021467	8171736	0	0	0	0	0	23493741
Professionally qualified and experienced specialists and mid-management	Number of workers	103	8	1	8	93	1	0	9	0	0	223
	Remuneration	80267	6234360	779295	6234360	72474435	779295	0	7013655	0	0	93595667
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of workers	199	8	0	8	346	13	0	16	0	0	590
	Remuneration	56002182	2251344	0	2251344	97370628	3659434	0	4502688	0	0	166036620
Semi-skilled and discretionary decision making	Number of workers	85	3	0	1	108	8	0	1	0	0	206
	Remuneration	15602430	550674	0	183558	19824264	1466464	0	183558	0	0	37812948
Unskilled and defined decision making	Number of workers	50	5	0	1	42	5	0	0	0	0	103
	Remuneration	5394300	539430	0	107886	4531212	539430	0	0	0	0	11112258
Total Permanent	Number of workers	452	25	1	20	598	28	0	26	0	0	1150
	Remuneration	92612918	10597275	779295	10925949	203499609	7572957	0	11699901	0	0	337687904
Temporary Employees	Number of workers	53	0	0	0	34	1	0	0	0	0	88
	Remuneration	8101686	0	0	0	5197308	152862	0	0	0	0	13451856
TOTAL	Number of workers	505	25	1	20	632	29	0	26	0	0	1238
	Remuneration	100714604	10597275	779295	10925949	208696917	7725819	0	11699901	0	0	351139760

SECTION D:

Please indicate the key reason(s) for differentiation in income in each occupational level that apply to your organisation. Please use (X) to mark the applicable key reason(s).

OCCUPATIONAL LEVELS	REASONS FOR INCOME DIFFERENTIALS						
	Seniority or length of service	Qualifications, ability, competence or potential	Performance, quantity or quality of work	Demotion	Experiential training	Shortage of relevant skills	Other relevant factor
Top Management	X		X				X
Senior Management	X		X				X
Professionally qualified and experienced specialists and mid-management	X		X				X
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	X		X				X
Semi-skilled and discretionary decision making	X		X				X
Unskilled and defined decision making	X		X				X
Temporary employees	X		X				X

EEA4: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Mr. MM Matutu (full Name) CEO/Accounting Officer of DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 4th day of December (month) year 2017</p> <p>At (place) : KIng Williams Town</p> <p>Chief Executive Officer/Accounting Officer</p> 