

PROVINCIAL GOVERNMENT WESTERN CAPE



DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING

EMPLOYMENT EQUITY REPORT

1 APRIL 2005 TO 31 MARCH 2006



Navrae Mr GK Erasmus
Enquiries
Imibuzo

Verwysing H5/1/9/1
Reference 2005/2006
Isalathiso

Departement van Plaaslike Regering en Behuising
Department of Local Government and Housing
ISebe looRhulumente boMmandla nezeZindlu

The Director General
Employment Equity Registry
Department of Labour
Private Bag X117
PRETORIA
0001

EMPLOYMENT EQUITY REPORT (EEA2 AND EEA4): 1 OCTOBER 2006

1. Enclosed please find the Department of Local Government and Housing's report in respect of forms EEA2 (Employment Equity Report) and EEA4 (Income differential statement).
2. The department is reporting on progress for this reporting period, (i.e. reflecting the 12 month period 1 April 2005 to 31 March 2006) for submittance to the Department of Labour on 1 October 2006.
3. Should you wish to make any further enquiries with regard to the above please do not hesitate to contact me at the following telephone number (021) 483-5235 or fax (021) 483-8789.
4. I trust that the above meets with your requirements.

HEAD OF DEPARTMENT
(MS S MAJIET)

Date: 21/9/06

Direktoraat : Menslike Hulpbronbestuur en Administrasie
Directorate : Human Resource Management and Administration
Icandelo Lomiawuli : IeMpatho noLawulo IwezaBasebenzi

Waalstraat 27 27 Wale street
Privaatsak X9083 Private Bag X9083
KAAPSTAD, 8000 CAPE TOWN, 8000
Telefoon (021) 483-4767 Telephone (021) 483-4767
Faks (021) 483-5783 Fax (021) 483-5783

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.

This form contains the format for employment equity reporting by employers to the Department of Labour. Both small employers (i.e. employers employing fewer than 150 employees) and large employers (i.e. employers employing 150 or more employees) are required to use this form. Those employers who are not designated, but wish to voluntarily comply, must also use this reporting form.

Although all sections of this form apply to large employers, only certain sections of this form should be completed by small employers. Employers who report for the first time are not required to complete the progress report section of this form.

WHO SHOULD COMPLETE THIS FORM?

All designated employers that have to submit a report in terms of the Employment Equity Act, 55 of 1998. Employers who wish to voluntarily comply with the reporting requirements of the Act are also required to complete this form.

WHEN SHOULD EMPLOYERS REPORT?

- Large employers must submit their first report within six months of being designated, and thereafter annually on the first working day of October; and
- Small employers must submit their first report within twelve months of being designated, and thereafter on the first working day of October of every year that ends with an even number.

ESSENTIAL REQUIREMENTS

Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. All relevant areas of the form must be fully and accurately completed by employers. **Designated employers who fail to observe this provision will be deemed not to have reported.** Guidance to overcome difficulties on how to complete the form properly must be obtained from the Department prior to completing and submitting the report.

SEND TO:

Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

SECTION A: EMPLOYER DETAILS

Trade name	DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
DTI registration name	
DTI registration number	
PAYE/SARS number	7340737735
UIF reference number	
EE reference number	
Industry/Sector	PUBLIC SERVICE
Seta classification	
Telephone number	(021) 483 5235
Fax number	(021) 483 8789
Email address	Smajiet@pgwc.gov.za
Postal address	PRIVATE BAG X9083 27 WALE STREET
Postal code	8000
City/Town	CAPE TOWN
Province	WESTERN CAPE
Physical address	ISM BUILDING 27 WALE STREET
Postal code	8000
City/Town	CAPE TOWN
Province	WESTERN CAPE

Details of CEO at the time of submitting this report

Name and surname	PHILLIP BREDEKAMP
Telephone number	(021) 483-2337
Fax number	(021) 483-2551
Email address	Pbredeka@pgwc.gov.za

Details of Equity Manager at the time of submitting this report

Name and Surname	GERHARD ERASMUS
Telephone number	(021) 483-4767
Fax number	(021) 483-5783
Email address	Gerasmus@pgwc.gov.za

Business type

<input type="checkbox"/> Private Sector	<input type="checkbox"/> Parastatal
<input type="checkbox"/> National Government	<input checked="" type="checkbox"/> Provincial Government
<input type="checkbox"/> Local Government	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-profit Organization	

Information about the organization at the time of submitting this report

Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of submitting this report	1 October 2006

Please indicate the preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by this report, except for first time reporting where this may not be possible:

From (date): 1 April 2005 To (date): 31 March 2006

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

From (date): 1 April 2005 To (date): 31 March 2006

Please read this first

- a. The preceding twelve-month period (in the case of large employers) or twenty-four month period (in the case of small employers) covered by employment equity employer reports must be the same for every reporting period.
- b. A summary providing guidelines on occupational categories and levels is provided in annexure 3 and annexure 4 of the regulations. Employers must complete the EEA2 form and the EEA4 form in accordance with Annexure 3 and Annexure 4.
- c. Non-permanent workers refer to those workers who are employed to work for less than 24 hours per month, or those workers engaged to work for not more than 3 continuous months.
- d. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **all employees**, which includes people with disabilities, must be exactly the same as the subtotals in the table on occupational levels for **all employees**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- e. In Section B, the subtotals in terms of race and gender in the row dealing with **total permanent** employees in the table on occupational categories for **people with disabilities** must be exactly the same as the subtotals in the table on occupational levels for **people with disabilities**. The same must apply to the subtotals in the **grand total** rows for occupational categories and levels as well.
- f. Employers, from the second cycle of reporting onwards, must complete Section G that deals with progress reports.
- g. Employers must complete Section H that deals with **numerical goals** and **numerical targets**. **Numerical goals** are the workforce profile the employer is striving to achieve in the workplace at the end of the duration of the employer's current employment equity plan. The numerical goals of the employer must be the same for the entire duration of the employment equity plan. **Numerical targets** are the workforce profile the employer is striving to achieve at the end of the period following the period covered by the current report of the employer.
- h. Large employers, i.e. employers with 150 and more employees, must complete the entire EEA2 reporting form. Small employers, i.e. employers with fewer than 150 employees, must only complete areas of the EEA2 form that apply to them. Areas that only apply to small employers shall be made available by the Department in a separate form as well. All relevant areas of the form must be fully and accurately completed by employers.
- i. The alphabets "A", "C", "I" and "W" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians" and "Whites" respectively.
- j. "**Designated groups**" means Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are natural persons and are citizens of the Republic of South Africa by birth or descent; or are citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of the Republic of South Africa Act of 1993; or became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa Act of 1993, but who, not for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalisation prior to that date.
- k. All population groupings who are not part of the Black group, but in substance fall within the definition described in paragraph (j) in terms of citizenship or descent, must be counted and included in the column of each table in the form that require data on the White group.
- l. Foreign nationals and South African citizens that fall outside the definition described in paragraphs (j) or (k) must be counted and included in the column of each table in the form that require data on foreign nationals.

Section B: Workforce Profile

1. Occupational Categories

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

Occupational Categories	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	3	4	1	0	3	0	4	4	0	0	19
Professionals	41	79	0	61	74	0	12	27	0	0	294
Technicians and associate professionals	6	23	0	4	0	0	0	9	0	0	42
Clerks	11	43	0	20	71	2	26	8	0	0	181
Plant and machine operators and assemblers	0	3	0	0	0	0	0	0	0	0	3
Elementary occupations	1	9	0	0	3	0	0	2	0	0	15
TOTAL PERMANENT	62	161	1	85	151	2	42	50	0	0	554
Non – permanent employees	13	9	0	13	12	1	0	3	18	10	79
GRAND TOTAL	75	170	1	98	163	3	42	53	18	10	633

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

Occupational Categories	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	1	0	1	0	0	0	0	2
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	1	0	1	0	0	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	1	0	1	0	0	0	0	2

Occupational levels

2.1 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	Designated							Non-designated			TOTAL	
	Male				Female				White Male	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male		Female
Top management	1	1	1		0	1	0	1	1	0	0	6
Senior management	2	3	0		0	2	0	3	3	0	0	13
Professionally qualified and experienced specialists and mid-management	3	11	0		2	2	0	6	20	0	0	44
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	10	31	0		10	24	0	6	15	0	0	96
Semi-skilled and discretionary decision making	45	105	0		73	119	2	26	11	0	0	381
Unskilled and defined decision making	1	10	0		0	3	0	0	0	0	0	14
TOTAL PERMANENT	62	161	1		85	151	2	42	50	0	0	554
Non – permanent employees	13	9	0		13	12	1	0	3	18	10	79
GRAND TOTAL	75	170	1		98	163	3	42	53	18	10	633

2.2 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	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	1	0	0	0	0	2
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
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	1	0	1	0	0	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	1	0	1	0	0	0	0	2

2.3 Operational/Core function and Support function by occupational level

Job evaluation or grading systems, as illustrated in the EEA9, are used to measure a job in terms of content in order to establish its worth or value in relation to other jobs in an organization. The worth or value of a job is represented on a vertical axis as an occupational level. A job could either be an **Operational/Core** function or a **Support** function. **Operational/Core Function** positions carry the responsibility mainly for revenue generation, e.g. sales, production, etc. Whereas **Support Functions** positions provide infrastructure and other enabling conditions for revenue generation, e.g. human resources, corporate services, etc. Please indicate on table 2.3.1 the number of employees that are in **Operational/Core Function** positions and in table 2.3.2 the number of employees that are in **Support Function** positions at each occupational level.

2.3.1 Please indicate the total number of employees (including people with disabilities), that are involved in **Operational/Core Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	1	1	1	0	1	0	0	0	0	5
Senior management	1	2	0	2	0	2	0	3	0	0	10
Professionally qualified and experienced specialists and mid-management	2	9	0	18	2	1	0	4	0	0	36
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9	21	0	13	7	10	0	5	0	0	65
Semi-skilled and discretionary decision making	41	88	0	6	59	88	1	15	0	0	298
Unskilled and defined decision making	1	7	0	0	0	0	0	0	0	0	8
TOTAL PERMANENT	55	128	1	40	68	102	1	27	0	0	422
Non – permanent employees	13	8	0	2	12	9	0	0	10	18	73
GRAND TOTAL	68	136	1	42	80	111	1	27	10	18	495

2.3.2 Please indicate the total number of employees (including people with disabilities), that are involved in **Support Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	1	0	0	1
Senior management	1	1	0	1	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	1	2	0	2	0	1	0	2	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	10	0	2	3	14	0	1	0	0	31
Semi-skilled and discretionary decision making	4	17	0	5	14	31	1	11	0	0	83
Unskilled and defined decision making	0	3	0	0	0	3	0	0	0	0	6
TOTAL PERMANENT	7	33	0	10	17	49	1	15	0	0	132
Non – permanent employees	0	1	0	1	1	3	0	0	0	0	6
GRAND TOTAL	7	34	0	11	18	52	1	15	0	0	138

Section C: Workforce movement

3. Recruitment

3.1 Please report the total number of **new recruits**, including people with disabilities, in each of the following **occupational levels**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	1	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	3	1	0	3	1	0	0	0	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	3	0	4	2	0	0	0	0	0	12
Semi-skilled and discretionary decision making	35	57	0	59	62	0	1	0	0	0	214
Unskilled and defined decision making	0	1	0	0	1	0	0	0	0	0	2
TOTAL PERMANENT	41	63	0	66	66	0	1	0	0	0	237
Non – permanent employees	68	88	1	100	108	1	10	19	0	0	395
GRAND TOTAL	109	151	1	166	174	1	11	19	0	0	632

Note:

The total of 395 non-permanent employees includes 257 (2nd phase) employees appointed as Community Development Worker Learners during the end of the reporting period. A remainder of 138 employees were appointed in the department as either contract appointees (97) or personnel appointed on a periodic basis (41).

5. Termination

5.1 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	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	0	2	0	0	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	1	1	0	0	0	0	0	2	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4	2	0	2	6	0	1	4	0	0	19
Semi-skilled and discretionary decision making	0	3	0	1	6	0	1	1	0	0	12
Unskilled and defined decision making	1	1	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	7	9	0	3	12	0	2	7	0	0	40
Non – permanent employees	74	116	0	129	172	1	8	9	0	0	509
GRAND TOTAL	81	125	0	132	184	1	10	16	0	0	549

Note:

The total of 509 non-permanent employees includes 364 Community Development Worker Learners (1st phase) who left the service of the department because of their Learnerships that came to an end. The remainder of 145 non-permanent employees who left the service of the department was due to contracts expiries (86), misconduct (3), death (1) or normal resignations (55).

Section D: Disciplinary Action (This section is *not applicable to small employers*)

6. **Disciplinary action:** (report the total number of disciplinary actions during the twelve months preceding this report). Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	Male	Female		
	1	10	0	2	0	0	0	1	0	0	14

Section E: Skills Development (This section is *not applicable to small employers*)

7. Training

7.1 Please report the total number of **people who received training**, including for people with disabilities, *and not the number of training courses attended*, in each **occupational category**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated								Non-designated			TOTAL
	Male				Female				White Male W	Foreign Nationals		
	A	C	I		A	C	I	W		Male	Female	
Legislators, senior officials and managers	4	4	1		0	1	0	4	4	0	0	18
Professionals	5	13	0		4	9	0	9	14	0	0	54
Technicians and associate professionals	2	12	0		3	0	0	0	4	0	0	21
Clerks	7	24	0		25	54	2	19	4	0	0	135
Plant and machine operators and assemblers	0	1	0		0	0	0	0	0	0	0	1
Elementary occupations	1	19	0		0	2	0	0	2	0	0	14
TOTAL PERMANENT	19	63	1		32	66	2	32	28	0	0	243
Non – permanent employees	104	150	1		160	216	0	1	1	12	2	647
GRAND TOTAL	123	213	2		192	282	2	33	29	12	2	890

Note:

The total of 647 non-permanent employees includes 633 individuals who received training at the Cape Town University as Community Development Workers that formed part of a Presidential Project, partially funded by the Department and SETA.

7.2 Please report the total number of **people with disabilities only**, *and not the number of training courses attended*, **who received training** in each **occupational category**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	1	0	1	0	0	0	0	2
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0	1	0	1	0	0	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	1	0	1	0	0	0	0	2

7.3 Please report the total **number of people**, including for people with disabilities, *and not number of training courses attended, who received training* in each **occupational level**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	1	1	1	0	0	0	1	1	0	0	5
Senior management	3	3	0	0	1	0	3	3	0	0	13
Professionally qualified and experienced specialists and mid-management	1	7	0	1	1	0	6	12	0	0	28
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	6	18	0	5	16	0	5	8	0	0	58
Semi-skilled and discretionary decision making	7	26	0	25	46	2	17	4	0	0	127
Unskilled and defined decision making	1	8	0	1	2	0	0	0	0	0	12
TOTAL PERMANENT	19	63	1	32	66	2	32	28	0	0	243
Non – permanent employees	104	150	1	160	216	0	1	1	12	2	647
GRAND TOTAL	123	213	2	192	282	2	33	29	12	2	890

Note:

The total of 647 non-permanent employees includes 633 individuals who received training at the Cape Town University as Community Development Workers that formed part of a Presidential Project, partially funded by the Department and SETA.

7.4 Please report the total number of **people with disabilities only**, and not the number of training courses attended, who received training in each occupational level. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	1	0	0	0	0	2
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
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	1	0	1	0	0	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0	1	0	1	0	0	0	0	2

Section F: Qualitative Assessment (This section is *not applicable* to small employers)

8. Awareness of Employment Equity

8.1 Please indicate which of the following awareness measures were implemented by your organization:

	<i>No. of employees covered</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Formal written communication	663	✓		➤ Newsletter emailed to all
Policy statement includes reference to employment equity	663	✓		➤ Included in EE and AA Plan ➤ Communicated to all
Summary of the Act displayed	663	✓		➤ Displayed on all the floors
Employment Equity training	5	✓		
Diversity management programmes	663	✓		➤ Departmental Culture Day ➤ Diversity Management Training
Discrimination awareness programmes	535	✓		
Other (please specify):				
Total	3192			

9. Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan:

	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Workplace forum (in terms of the LRA)	✓		
Consultative body or employment equity forum	✓		➤ Involved in preparation planning
Registered trade union (s)	✓		➤ NEHAWU and PSA
Employees (Stakeholders)	✓		➤ Elected representatives
Other (Please specify): <i>Employment Equity Plan</i>	✓		

9.2 What was the level of agreement reached in the formulation of the plan? Please choose one.

<i>Total</i>	<i>Sufficient</i>	<i>Some</i>	<i>None</i>
✓			

9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Yearly</i>	<i>Other</i>
		✓		

10. Analysis

10.1 Please indicate in which categories of employment policy or practices barriers to employment equity were identified:

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Recruitment procedures		✓	
Advertising positions	✓		➤ Advertisements did not reach the target groups, but arrangements were made to send advertisements directly to the Disability Organisations to reach the target group. Positive effect will reflect in the next reporting period.
Selection criteria		✓	
Appointments		✓	
Job classification and grading		✓	
Remuneration and benefits		✓	
Terms and conditions of employment		✓	
Job assignments		✓	
Work environment and facilities		✓	
Training and development		✓	
Performance and evaluation systems		✓	
Promotions		✓	
Transfers		✓	
Demotions		✓	
Succession and experience planning	✓		➤ No succession planning in place for candidates who form part of a talented pool of future leadership. (To be handled cautiously).
Disciplinary measures		✓	
Dismissals		✓	
Corporate culture	✓		➤ Implemented a diversity management strategy as turnaround strategy.
HIV and AIDS education and prevention programmes		✓	
Other (please specify):	No other barriers		

11. Affirmative Action measures

11.1 Please indicate in which categories **affirmative action measures** have been implemented:

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Recruitment procedures	✓		➤ Recruitment targets for previously disadvantaged, part of performance contract of all senior managers.
Advertising positions	✓		➤ Diversified advertisement. i.e. Send all advertisements to Disability organisations.
Selection criteria	✓		➤ Application of EE-measures to selection.
Appointments	✓		➤ Reasonable accommodation for people with disabilities.
Job classification and grading			<i>Not applicable</i>
Remuneration and benefits			<i>Not applicable</i>
Terms and conditions of employment			<i>Not applicable</i>
Job assignments			<i>Not applicable</i>
Work environment and facilities	✓		➤ Safety, Health and Environment Committee in place / accessible ramps and toilets.
Training and development	✓		➤ Need-based training is catered for.
Performance and evaluation systems			<i>Not applicable</i>
Setting numerical goals	✓		<ul style="list-style-type: none"> ➤ Monthly targets are distributed to all EE Managers as well as Employment Equity Consultative Forum. ➤ The Dept of Local Government and the Dept of Housing amalgamated w.e.f. 1 April 2005. The EE Plan for both departments were in place at the time and serves as the EE and AA Plan for the new Dept of Local Government and Housing until a new plan is finalised.
Promotions	✓		➤ In line with AA/EE Plan.
Transfers	✓		➤ In line with AA/EE Plan.
Demotions			<i>Not applicable</i>
Succession and experience planning	✓		➤ Will include in consecutive EE & AA Plan that is currently being developed.
Disciplinary measures			<i>Not applicable</i>
Diversity programme and sensitization	✓		<ul style="list-style-type: none"> ➤ Diversity Management Strategy in place in terms of which all staff will be sensitized and trained in diversity management. The process commenced November 2005. ➤ Training is conducted at the Cape Admin Academy.
Community investment and bridging programme	✓		<ul style="list-style-type: none"> ➤ 633 Community Development Worker Learner ships. ➤ Youth Development Strategy. ➤ Departmental Bursaries (Full-time and Part-time). ➤ Conducted a Road show to 5 District Municipalities to assist with institutionalising Gender, Youth, Disability, HIV & AIDS and Moral Regeneration.
Retention measures	✓		<ul style="list-style-type: none"> ➤ Flexible working hours. ➤ Performance Bonuses. ➤ Compensation in terms of Section 37 (2) (C) of PSA. ➤ Restructuring of MMS packages. ➤ Award higher salaries in terms of Public Service Regulation VC3.
Reasonable accommodation	✓		<ul style="list-style-type: none"> ➤ Relevant prescripts / policies are in place for requests to be considered. ➤ The department is in process of implementing a disability implementation plan.
Other (please specify):	No other measures		

12. Resources

12.1 Please indicate what resources have been allocated to the implementation of employment equity during the past year:

<i>Allocation of Resources</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Appointed a designated officer to manage the implementation	✓		<ul style="list-style-type: none"> ➤ All Senior Managers were appointed to manage representivity within their own directorate. ➤ The Department established a Consultative Forum to develop and consult an Employment Equity Plan. The process is managed by the Transformation unit. ➤ The Employment Equity Consultative Forum (EECF) monitors the progress of representivity within the Department.
Allocated a budget to support the implementation goals of employment equity	✓		<ul style="list-style-type: none"> ➤ A budget is allocated to the Sub-directorate Development and Transformation Management in support of employment equity. This involves interventions / awareness training / promotional material / networking internally and externally. ➤ Additional costs are claimed from the normal departmental budget. ➤ Occupational Health and Safety Committee in department budgets for procuring emergency equipment.
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	✓		<ul style="list-style-type: none"> ➤ The Consultative Forum has quarterly meetings to monitor employment equity. ➤ The forum is in process of consulting the Employment Equity- and Affirmative Action Plan - these meetings takes place on a monthly basis till finalization of the Plan.

13. Monitoring and evaluation of implementation:

13.1 How regularly do you monitor progress on the implementation of the employment equity plan? Please choose one.

<i>Weekly</i>	<i>Monthly</i>	<i>Quarterly</i>	<i>Yearly</i>	<i>Other</i>
	✓			

Section G: Progress Report *(Section G to be completed from the second cycle of reporting onwards)*

14. Reporting period: From 1 April 2005 To 31 March 2006

14.1 Did you achieve the numerical goals as set out in your employment equity plan for this period?

<i>Yes</i>	<i>No</i>
✓	

14.2 Did you achieve the affirmative action objectives as set out in your employment equity plan for this period?

<i>Yes</i>	<i>No</i>
✓	

14.3 If not, what were the obstacles you experienced:

What were the obstacles to reaching the employment equity goals and objectives during the past year?

Not applicable

14.4 If yes, what factors promoted the accomplishment of your goals and objectives:

What were the factors that contributed to the accomplishment of the employment equity goals and objectives during the past year?

There was a major improvement in reaching our numerical targets on Top and Middle Management level. Management was committed to promote Affirmative Action and Representivity, considering that the restructuring process for the department were finalised in October 2005, where after the vacant posts could be advertised and filled.

14.5 Please indicate the **numerical goals** you have set to achieve for the total number of employees (including people with disabilities) at the end of your current employment equity plan in terms of **occupational categories**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	3	3	2	4	3	0	5	4	0	0	24
Professionals	58	88	1	72	93	1	20	39	0	0	372
Technicians and associate professionals	9	14	0	4	28	0	0	9	0	0	64
Clerks	30	82	0	32	63	3	41	18	0	0	269
Plant and machine operators and assemblers	1	3	0	0	0	0	0	0	0	0	4
Elementary occupations	1	9	0	4	3	0	0	2	0	0	19
TOTAL PERMANENT	102	199	3	116	190	4	66	72	0	0	752
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	102	199	3	116	190	4	66	72	0	0	752

14.6 Please indicate the **numerical goals** you have set to achieve for the total number of **employees with disabilities only** at the end of your current employment equity plan in terms of **occupational categories**. Note:

A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	1	0	1	0	0	0	0	2
Professionals	2	2	0	0	1	2	0	1	0	0	8
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	1	1	1	0	1	1	0	0	0	0	5
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	3	3	1	1	2	4	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	1	1	2	4	0	1	0	0	15

14.7 Please indicate the **numerical goals** you have set to achieve for the total number of employees (including people with disabilities) 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	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male	Female	
Top management	1	1	1	0	1	0	1	1	0	0	6
Senior management	4	3	0	3	2	0	3	3	0	0	18
Professionally qualified and experienced specialists and mid-management	10	11	1	5	10	0	6	20	0	0	63
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	35	58	1	21	47	0	6	16	0	0	184
Semi-skilled and discretionary decision making	51	115	0	86	126	4	50	35	0	0	467
Unskilled and defined decision making	1	11	0	1	4	0	0	0	0	0	17
TOTAL PERMANENT	102	199	3	116	190	4	66	72	0	0	752
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	102	199	3	116	190	4	66	72	0	0	752

14.8 Please indicate the **numerical goals** you have set to achieve for the total number of **employees with disabilities only** 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	Designated							Non-Designated		TOTAL	
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male		Female
Top management	0	0	0	1	0	1	0	0	0	0	2
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	1	0	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	3	2	1	0	2	3	0	1	0	0	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	3	3	1	1	2	4	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	1	1	2	4	0	1	0	0	15

14.9 Please indicate the **numerical targets** you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of **occupational categories**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated							Non-designated			TOTAL	
	Male				Female				White Male	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male		Female
Legislators, senior officials and managers	6	5	1		1	3	0	4	3	0	0	23
Professionals	52	92	0		72	87	0	15	36	0	0	354
Technicians and associate professionals	12	30	0		6	2	0	1	7	0	0	58
Clerks	22	58	1		37	84	2	31	30	0	0	265
Plant and machine operators and assemblers	1	1	0		0	0	0	0	0	0	0	2
Elementary occupations	1	9	0		1	1	0	0	2	0	0	14
TOTAL PERMANENT	94	195	1		117	177	2	51	78	0	0	716
Non – permanent employees	0	0	0		0	0	0	0	0	18	10	28
GRAND TOTAL	94	195	1		117	177	2	51	78	18	10	744

14.10 Please indicate the **numerical targets** you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of **occupational categories**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Categories	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	0	0	1	0	0	0	0	1
Professionals	2	2	0	0	1	2	0	1	0	0	8
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	1	1	1	0	1	1	0	0	0	0	5
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	3	3	1	0	2	4	0	1	0	0	14
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	3	3	1	0	2	4	0	1	0	0	14

14.11 Please indicate the **numerical targets** you have set to achieve for the total number of employees (including people with disabilities) for the end of the period following the period covered by the current report in terms of **occupational levels**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated							Non-designated			TOTAL	
	Male				Female				White Male	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male		Female
Top management	1	10	0		0	1	0	0	2	0	0	14
Senior management	57	122	1		90	133	2	27	31	0	0	463
Professionally qualified and experienced specialists and mid-management	24	47	0		21	35	0	13	22	0	0	162
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	6	11	0		5	5	0	7	20	0	0	54
Semi-skilled and discretionary decision making	5	4	0		1	2	0	3	3	0	0	18
Unskilled and defined decision making	1	1	1		0	1	0	1	0	0	0	5
TOTAL PERMANENT	94	195	2		117	177	2	51	78	0	0	716
Non – permanent employees	0	0	0		0	0	0	0	0	18	10	28
GRAND TOTAL	94	195	2		117	177	2	51	78	18	10	744

14.12 Please indicate the **numerical targets** you have set to achieve for the total number of **employees with disabilities only** for the end of the period following the period covered by the current report in terms of **occupational levels**. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	1	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	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	6	0	0	3	1	0	0	0	0	10
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	6	0	0	3	2	0	0	0	0	11
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	6	0	0	3	2	0	0	0	0	11

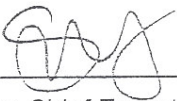
Section H: Signature of the Chief Executive Officer

Chief Executive Officer

I hereby declare that I have read, approved and authorized this report.

Signed on this 21st day of September year 2006

At place: Cape Town



Signature Chief Executive Officer

Shanaaz Majiet

Full Name

Income differential statement

PLEASE READ THIS FIRST

WHAT IS THE PURPOSE OF THIS FORM?
This form contains the format for reporting income differentials to the Employment Conditions Commission.

WHO FILLS IN THIS FORM?
All designated employers must complete every section of this statement.

SEND TO:
Employment Equity Registry
The Department of Labour
Private Bag X117
Pretoria 0001
Telephone: 012 3094000
Facsimile: 012 3094737 / 3094188
e-mail: ee@labour.gov.za

SECTION A: EMPLOYER DETAILS

Trade name	DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
DTI registration name	
DTI registration number	
PAYE/SARS number	7340737735
UIF reference number	
EE reference number	
Industry/Sector	PUBLIC SERVICE
Seta classification	
Telephone number	(021) 483 5235
Fax number	(021) 483 8789
Email address	Smajiet@pgwc.gov.za
Postal address	PRIVATE BAG X9083 27 WALE STREET
Postal code	8000
City/Town	CAPE TOWN
Province	WESTERN CAPE
Physical address	ISM BUILDING 27 WALE STREET
Postal code	8000
City/Town	CAPE TOWN
Province	WESTERN CAPE

Details of CEO at the time of submitting this report

Name and surname	PHILLIP BREDEKAMP
Telephone number	(021) 483-2337
Fax number	(021) 483-2551
Email address	Pbredeka@pgwc.gov.za

Details of Equity Manager at the time of submitting this report

Name and Surname	GERHARD ERASMUS
Telephone number	(021) 483-4767
Fax number	(021) 483-5783
Email address	Gerasmus@pgwc.gov.za

Business type

<input type="checkbox"/> Private Sector	<input type="checkbox"/> Parastatal
<input type="checkbox"/> National Government	<input checked="" type="checkbox"/> Provincial Government
<input type="checkbox"/> Local Government	<input type="checkbox"/> Educational Institution
<input type="checkbox"/> Non-profit Organization	

Information about the organization at the time of submitting this report

Number of employees in the organization	<input type="checkbox"/> 0 to 49 <input type="checkbox"/> 50 to 149 <input checked="" type="checkbox"/> 150 or more
In terms of Section 14 of the Act, are you voluntary complying?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of submitting this report	1 October 2006

SECTION B: INCOME DIFFERENTIALS STATEMENT

Please use the table below to indicate the total remuneration paid to all employees in each OCCUPATIONAL CATEGORY

Occupational categories	Total workers in category	Total Remuneration	Male								Female							
			African		Coloured		Indian		White		African		Coloured		Indian		White	
			No of workers	Total Remuneration	No of workers	Total Remuneration	No of workers	Total Remuneration	No of workers	Total Remuneration	No of workers	Total Remuneration	Total workers	Total Remuneration	Total workers	Total remuneration	Total workers	Total remuneration
Legislators, senior officials and managers	22	5049683.82	5	1010696.96	5	816834.11	1	283135.65	4	989074.28	0	0.00	3	979960.89	0	0.00	4	969981.93
Professionals	338	10597550.13	45	702427.52	85	1743965.90	0	0.00	44	4293583.42	64	601684.00	78	3424437.43	0	0.00	22	3174548.38
Technicians and associate professionals	47	14786906.14	9	1585013.49	25	5348275.40	0	0.00	9	3290821.83	4	1159238.63	0	0.00	0	0.00	0	0.00
Clerks	207	7543473.60	15	289166.45	45	1696077.79	0	0.00	9	413244.00	30	671387.8	79	3215839.7	3	144239.17	26	1173978.96
Plant and machine operators and assemblers	4	68947.61	1	0.00	3	68947.61	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Elementary occupations	15	493442.08	1	42146.24	9	270276.12	0	0.00	2	89077.39	0	0.00	3	91942.33	0	0.00	0	0.00
Total Wages	633	38540003.38	76	3629450.66	172	9944376.93	1	283135.65	68	9075800.92	98	2432310.43	163	7712180.35	3	144239.17	52	5318509.27

Note:

The total of 633 includes employees appointed as non-permanent personnel as at the end 31 March 2006.

PLEASE PROVIDE REASONS FOR DISPARITIES WITHIN EACH OCCUPATIONAL CATEGORY BELOW:

Legislators, senior officials and managers

Professionals

The department appointed eleven foreign officials as Engineers and Architects to establish better service delivery and community empowerment
to communities within the Western Cape. To deliver a similar service to the Department of Transport was a further seventeen foreign officials
appointed and seconded for the full contract period to the said department.
This department is aggressively marketing the implementation of Community Development Workers as employees of the Provincial Government
which fundamentally affected the staff structure of the department , resulting into the appointment of two hundred Community Development
Workers as permanent personnel.

Technicians and associate professionals

Clerks

Service and sales workers

Skilled agricultural and fishery workers

Craft and related trades workers

Plant and machine operators and assemblers

Elementary occupations

Please use the table below to indicate the total remuneration paid to all employees in each OCCUPATIONAL LEVEL

Occupational levels	Total workers in level	Total Remuneration	Male								Female							
			African		Coloured		Indian		White		African		Coloured		Indian		White	
			No. of workers	Total Remuneration	No. of workers	Total Remuneration	No. of workers	Total Remuneration	No. of workers	Total Remuneration	No. of workers	Total Remuneration	No. of workers	Total Remuneration	No. of workers	Total remuneration	No. of workers	Total remuneration
Top Management	6	491632.36	1	0.00	1	0.00	1	0.00	1	0.00	0	0.00	1	491632.36	0	0.00	1	0.00
Senior Management	16	4835485.19	4	1010696.96	4	1094267.84	0	283135.65	3	989074.28	0	0.00	2	488328.53	0	0.00	3	969981.93
Professionally qualified and experienced specialists and mid-management	78	12118349.72	5	563139.05	14	2168706.20	0	0.00	36	6621040.37	4	256013.90	3	295126.29	0	0.00	16	2214323.91
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	112	15699685.28	15	1526500.08	36	5186262.94	0	0.00	17	1249637.66	11	1074184.44	27	4565702.34	0	133045.81	6	1964352.01
Semi-skilled and discretionary decision making	406	4770293.07	50	474635.71	107	1155513.28	0	0.00	11	209622.90	83	1064773.26	126	1730053.76	3	11193.36	26	124500.80
Unskilled and defined decision making	15	624557.76	1	54478.86	10	339626.67	0	0.00	0	6425.71	0	37338.83	4	141337.07	0	0.00	0	45350.62
Total Wages	633	38540003.38	76	3629450.66	172	9944376.93	1	283135.65	68	9075800.92	98	2432310.43	163	7712180.35	3	144239.17	52	5318509.27

Note:

The total of 633 includes employees appointed as non-permanent personnel as at 31 March 2006.

PLEASE PROVIDE REASONS FOR DISPARITIES WITHIN EACH OCCUPATIONAL LEVEL BELOW:

Top Management

Senior Management

The department appointed eleven foreign officials as Engineers and Architects to establish better service delivery and community empowerment
to communities within the Western Cape. To deliver a similar service to the Department of Transport was a further seventeen foreign officials
appointed and seconded for the full contract period to the said department.

Professionally qualified and experienced specialists and mid-management

Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents

Semi-skilled and discretionary decision-making

This department is aggressively marketing the implementation of Community Development Workers as employees of the Provincial Government
which fundamentally affected the staff structure of the department , resulting into the appointment of two hundred Community Development
Workers as permanent personnel.

Unskilled and defined decision-making
