

PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS

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

Trade name	DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING
DTI registration name	
DTI registration number	
PAYE/SARS number	7340737735
UIF reference number	0702174/9
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 2007

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 2006 To (date): 31 March 2007

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

From (date): 1 April 2006 To (date): 31 March 2009

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 W	Foreign Nationals		
	A	C	I	A	C	I	W		Male	Female	
Legislators, senior officials and managers	4	3	2	1	3	0	3	3	0	0	19
Professionals	55	84	0	68	83	0	13	25	0	0	328
Technicians and associate professionals	11	31	0	6	4	0	0	6	0	0	58
Clerks	26	32	2	32	69	2	26	10	0	0	199
Plant and machine operators and assemblers	1	2	0	0	0	0	0	0	0	0	3
Elementary occupations	1	8	0	0	2	0	0	2	0	0	13
TOTAL PERMANENT	98	160	4	107	161	2	42	46	0	0	620
Non – permanent employees	4	5	0	7	7	1	0	3	15	8	50
GRAND TOTAL	102	165	4	114	168	3	42	49	15	8	670

- 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	0	0	1	0	0	0	0	1
Professionals	0	2	0	0	0	0	0	0	0	0	2
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	1	0	2	1	0	1	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	0	2	1	0	2	2	0	1	0	0	8
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	2	1	0	2	2	0	1	0	0	8

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	W	A	C	I	W	W	Male		Female
Top management	1	1	1	0	1	0	1	0	0	0	0	5
Senior management	3	2	1	1	2	0	2	3	0	0	0	14
Professionally qualified and experienced specialists and mid-management	6	12	0	4	4	0	8	16	0	0	0	50
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	25	43	2	18	30	1	6	16	0	0	0	141
Semi-skilled and discretionary decision making	62	93	0	84	122	1	25	9	0	0	0	396
Unskilled and defined decision making	1	9	0	0	2	0	0	2	0	0	0	14
TOTAL PERMANENT	98	160	4	107	161	2	42	46	0	0	0	620
Non – permanent employees	4	5	0	7	7	1	0	3	15	8	0	50
GRAND TOTAL	102	165	4	114	168	3	42	49	15	8	0	670

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	0	0	1	0	0	0	0	0	1
Senior management	0	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	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	1	0	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	0	2	0	0	2	1	0	1	0	0	0	6
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	2	1	0	2	2	0	1	0	0	0	8
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	2	1	0	2	2	0	1	0	0	0	8

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	0	0	0	0	0	0	0	3
Senior management	0	1	0	2	1	2	0	2	0	0	8
Professionally qualified and experienced specialists and mid-management	4	9	0	14	3	3	0	5	0	0	38
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	30	2	12	13	16	1	5	0	0	97
Semi-skilled and discretionary decision making	45	78	0	4	64	91	0	15	0	0	297
Unskilled and defined decision making	1	7	0	2	0	0	0	0	0	0	10
TOTAL PERMANENT	69	126	3	34	81	112	1	27	0	0	453
Non – permanent employees	2	4	0	2	3	5	1	0	15	8	40
GRAND TOTAL	71	130	3	46	84	117	2	27	15	8	493

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	1		1	0	0	2
Senior management	3	1	1	1	0	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	2	3	0	2	1	1	0	3	0	0	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	7	13	0	4	5	14	0	1	0	0	44
Semi-skilled and discretionary decision making	17	15	0	5	20	31	1	10	0	0	99
Unskilled and defined decision making		2	0	0	0	2	0	0	0	0	4
TOTAL PERMANENT	29	34	1	12	26	49	1	15	0	0	167
Non – permanent employees	2	1	0	1	4	2	0	0	0	0	10
GRAND TOTAL	31	35	1	13	30	51	1	15	0	0	177

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 W	Foreign Nationals		
	A	C	I		A	C	I	W		Male		Female
Top management	0	0	0		0	0	0	0	0	0	0	0
Senior management	1	0	0		1	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	2	1	0		2	2	0	1	0	0	0	8
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	8	2		8	5	0	0	2	0	0	39
Semi-skilled and discretionary decision making	14	5	0		15	13	0	2	3	0	0	52
Unskilled and defined decision making	0	0	0		0	0	0	0	0	0	0	0
TOTAL PERMANENT	31	14	2		26	20	0	3	5	0	0	101
Transfers into the Department	14	6	2		8	4	0	1	0	0	0	35
Non – permanent employees	20	16	0		19	25	1	1	5	7	8	102
GRAND TOTAL	65	36	4		53	49	1	5	10	7	8	238

3.2 Please report the total number of **new recruits 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	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	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	1	0	0	0	0	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	1	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	0	1	0	0	0	0	1	0	0	3
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	1	0	0	0	0	1	0	0	3

5.3 Please report the total number of terminations in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Designated								Non-designated			TOTAL
	Male				Female				White Male	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male	Female	
Death	0	1	0		0	0	0	0	0	0	0	1
Resignation	8	7	0		9	8	0	2	4	0	1	39
Non-renewal of contract	17	12	0		12	17	1	0	2	10	7	78
Expiry of periodic period	3	7	0		9	7	0	0	2	0	0	28
Dismissal - misconduct	1	2	0		0	0	0	0	1	1	1	6
Discharged due to ill-health	0	1	0		0	2	0	0	1	0	0	4
Retirement	0	1	0		0	0	0	0	3	0	0	4
Severance Package	0	4	0		0	4	0	1	1	0	0	10
Transfers out	3	5	0		6	7	0	2	0	0	0	23
TOTAL	32	40	0		36	45	1	5	14	11	9	193

5.4 Please report the total number of terminations involving **people with disabilities only** in each **termination category** below. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Terminations	Designated								Non-Designated		TOTAL
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male	Female	
Death	0	0	0	0	0	0	0	0	0	0	0
Resignation	0	0	0	0	0	0	0	0	0	0	0
Non-renewal of contract	0	0	0	0	0	0	0	0	0	0	0
Expiry of periodic period	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0	0	0	0	0	0	0	0	0
Discharged due to ill-health	0	0	0	0	0	0	0	0	0	0	0
Retirement	0	0	0	0	0	0	0	1	0	0	1
Severance Package	0	0	0	0	0	0	0	0	0	0	0
Transfers out	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	1	0	0	1

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	W	Male	Female	
	4	2	0	2	5	0	0	4	0	1	

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	Foreign Nationals		
	A	C	I		A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	4	2	1		1	1	0	1	2	0	0	12
Professionals	44	75	0		63	72	0	14	27	0	0	295
Technicians and associate professionals	9	25	0		6	3	0	0	2	0	0	45
Clerks	18	20	0		27	44	0	16	8	0	0	133
Plant and machine operators and assemblers	0	1	0		0	-	0	0	0	0	0	1
Elementary occupations	0	0	0		0	2	0	0	0	0	0	2
TOTAL PERMANENT	75	123	1		97	122	0	31	39	0	0	488
Non – permanent employees	2	0	0		3	5	1	0	2	0	0	13
GRAND TOTAL	77	123	1		100	127	1	31	41	0	0	501

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	0	0	0	0	0	0	0	0
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	1	0	2	1	0	1	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	0	0	1	0	2	1	0	1	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	1	0	2	1	0	1	0	0	5

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	0	0	1		0	0	0	0	0	0	0	1
Senior management	4	2	0		1	1	0	1	2	0	0	11
Professionally qualified and experienced specialists and mid-management	4	13	0		4	4	0	10	18	0	0	53
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	18	36	0		19	24	0	5	14	0	0	116
Semi-skilled and discretionary decision making	49	71	0		73	91	0	15	5	0	0	304
Unskilled and defined decision making	0	1	0		0	2	0	0	0	0	0	3
TOTAL PERMANENT	75	123	1		97	122	0	31	39	0	0	488
Non – permanent employees	2	0	0		3	5	1	0	2	0	0	13
GRAND TOTAL	77	123	1		100	127	1	31	41	0	0	501

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	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	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	1	0	2	1	0	1	0	0	5
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	1	0	2	1	0	1	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	1	0	2	1	0	1	0	0	5

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	670	✓		➤ Newsletter emailed to all, desk-drops
Policy statement includes reference to employment equity	670	✓		➤ Included in EE and AA Plan ➤ Communicated to all
Summary of the Act displayed	670	✓		➤ Displayed on all the floors
Employment Equity training			✓	
Diversity management programmes	670	✓		➤ Departmental Culture Day ➤ Emotional Intelligence training for Middle- and Senior Management ➤ Seven Habits of highly effective people for Middle- and Senior Management
Discrimination awareness programmes	670	✓		➤ Desk--drops and information sessions for all staff
Total	3350			

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)	✓		➤ IMLC
Consultative body or employment equity forum	✓		➤ Monthly meetings
Registered trade union (s)	✓		➤ NEHAWU and PSA
Employees (Stakeholders)	✓		➤ Elected Employee Representatives as prescribed ➤ Department of Labour ➤ Department of the Premier
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		✓	➤ All advertisements are, in addition to the normal recruitment and selection media (newspapers) also sent to the Institutions for People with Disabilities.
Selection criteria		✓	
Appointments		✓	
Job classification and grading		✓	
Remuneration and benefits		✓	
Terms and conditions of employment		✓	
Job assignments		✓	
Work environment and facilities		✓	➤ Upgraded lifts, toilets, accessibility
Training and development		✓	
Performance and evaluation systems		✓	
Promotions		✓	
Transfers		✓	
Demotions		✓	
Succession and experience planning		✓	<ul style="list-style-type: none"> ➤ This forms part of the development of staff. A Talent Management Strategy is being developed in order to retain the services of talented staff. ➤ There are also leadership courses in place to fast track the development of staff. ➤ Implemented learnerships/internships in scarce skills areas.
Disciplinary measures		✓	
Dismissals		✓	
Corporate culture		✓	<ul style="list-style-type: none"> ➤ Diversity training awareness sessions has proved that the corporate culture is sensitive towards other people's cultures and differences. ➤ Training of Managers – Emotional Intelligence / Seven Habits of Highly effective people.
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	✓		<ul style="list-style-type: none"> ➤ Recruitment targets for previously disadvantaged, part of performance contract of all senior managers. ➤ Monthly reports are sent to Senior Managers to be aware of the Representative Statistics within their scope of work. ➤ Higher point allocation is given to designated groups during short-listing. ➤ Special arrangements are made for people with disabilities when they are invited for interviews to assist them during the process of recruitment.
Advertising positions	✓		<ul style="list-style-type: none"> ➤ Targeted advertisement. i.e. Send all advertisements to Disability organizations and target certain media in order to reach the designated groups as required according to EE targets..
Selection criteria	✓		<ul style="list-style-type: none"> ➤ Application of EE-measures to selection. A higher point is allocated to designated groups.
Appointments	✓		<ul style="list-style-type: none"> ➤ 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	✓		<ul style="list-style-type: none"> ➤ The nature of disability will be taken into account and accommodated.
Work environment and facilities	✓		<ul style="list-style-type: none"> ➤ A Safety, Health and Environment Committee is in place. ➤ Special evacuation arrangement and Contingency Plan is available. The following facilities will assist in the work environment i.e. accessible ramps, toilets, evacuation wheelchair taking lifts and brail on panel in lifts.
Training and development	✓		<ul style="list-style-type: none"> ➤ Need-based training is catered for.
Performance and evaluation systems	✓		<ul style="list-style-type: none"> ➤ Accommodate within scope of work.
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 AA/EE Plan (2006-2009) for the Department of Local Government and Housing is finalized and implemented.
Promotions	✓		<ul style="list-style-type: none"> ➤ In line with AA/EE Plan.
Transfers	✓		<ul style="list-style-type: none"> ➤ In line with AA/EE Plan.
Demotions			<i>Not applicable</i>
Succession and experience planning	✓		<ul style="list-style-type: none"> ➤ In line with EE & AA Plan.
Disciplinary measures			<i>Not applicable</i>

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Diversity programme and sensitization	✓		<ul style="list-style-type: none"> ➤ Continuous diversity management training is presented to staff since 2005. ➤ The Head of Department is a person with a disability. This has created a bigger emphasis and awareness for people with disabilities throughout the department.
Community investment and bridging programme	✓		<ul style="list-style-type: none"> ➤ Youth Development Strategy. ➤ Departmental Bursaries (Full-time and Part-time). ➤ Conducted a Road show to 5 District Municipalities to assist with institutionalizing Gender, Youth, Disability, HIV & AIDS and Moral Regeneration.
Retention measures	✓		<ul style="list-style-type: none"> ➤ Scattered 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. ➤ Bursaries and specialized leadership programmes (6-18 months) ➤ Lifts (voice / brail). ➤ Toilets (more floors converted). ➤ IT equipment adapted accordingly to individual needs. ➤ Office space / workstations. ➤ Boardrooms adapted (4th step / 7th wood floor) ➤ Special visitors parking – close access in building ➤ Ramps ➤ A Retention Strategy and Talent Management Strategy are being developed. Greater focus is placed on exit interviews, in order to determine the reason for high staff-turnover and to incorporate retention measures into the strategy. ➤ Non-monetary incentives (a new Policy is also being developed).
Reasonable accommodation	✓		<ul style="list-style-type: none"> ➤ The department has implemented 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 representativity within their own directorate. ➤ The Employment Equity Consultative Forum (EECF) meets monthly to monitor the progress of representivity within the Department. ➤ Training provided for EECF by DOL
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 monthly meetings to monitor employment equity.

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 2006 To 31 March 2007

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?

Although the Department is in line with the demographic targets of the Western Cape, special attention is given to achieve representivity on all salary levels within the Department. The main challenge is to retain the services of the designated groups on various levels due to their high mobility between departments.

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?

All Senior Managers are committed to promote employment equity and representivity in the Department. This is displayed with the recruitment and filling of posts and manner in which the special needs of people with disabilities are catered for in the workplace.

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 100%

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	5	6	2		2	3	0	1	5	0	0	24
Professionals	42	72	0		53	76	0	6	12	0	0	261
Technicians and associate professionals	56	80	2		25	44	4	26	27	0	0	264
Clerks	28	37	5		26	48	6	21	14	0	0	185
Plant and machine operators and assemblers	0	2	0		0	0	0	0	0	0	0	2
Elementary occupations	1	7	0		5	2	0	0	2	0	0	17
TOTAL PERMANENT	132	204	9		111	173	10	54	60	0	0	753
Non – permanent employees	0	0	0		0	0	0	0	0	0	0	0
GRAND TOTAL	132	204	9		111	173	10	54	60	0	0	753

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 2%

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 100%

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	2	1	1	1	0	0	0	0	0	6
Senior management	4	4	1	1	2	0	1	5	0	0	18
Professionally qualified and experienced specialists and mid-management	11	20	0	5	6	0	9	10	0	0	61
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	37	58	7	18	31	4	14	22	0	0	191
Semi-skilled and discretionary decision making	78	111	0	83	130	6	30	21	0	0	459
Unskilled and defined decision making	1	9	0	3	3	0	0	2	0	0	18
TOTAL PERMANENT	132	204	9	111	173	10	54	60	0	0	753
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	132	204	9	111	173	10	54	60	0	0	753

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 2%

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	1	1	0	0	0	0	0	0	0	0	2
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	4	3	1	0	2	4	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	4	3	1	0	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 95%

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	5	6	2	2	3	0	1	5	0	0	24
Professionals	40	70	0	53	72	0	4	10	0	0	249
Technicians and associate professionals	52	78	2	25	41	4	22	24	0	0	248
Clerks	28	36	5	24	50	6	21	14	0	0	184
Plant and machine operators and assemblers	0	2	0	0	0	0	0	0	0	0	2
Elementary occupations	1	7	0	0	2	0	0	2	0	0	12
TOTAL PERMANENT	126	199	9	104	168	10	48	55	0	0	719
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	126	199	9	104	168	10	48	55	0	0	719

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 2%

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	1	1	0	0	0	0	0	0	0	0	2
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	3	2	1	0	2	3	0	1	0	0	12
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	4	3	1	0	2	4	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	4	3	1	0	2	4	0	1	0	0	15

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 95%

Occupational Levels	Designated							Non-designated			TOTAL
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W		Male	Female	
Top management	1	2	1	1	1	0	0	0	0	0	6
Senior management	4	4	1	1	2	0	1	5	0	0	18
Professionally qualified and experienced specialists and mid-management	10	20	0	4	6	0	9	10	0	0	59
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	35	56	7	16	30	4	13	21	0	0	182
Semi-skilled and discretionary decision making	75	108	0	80	127	6	25	17	0	0	438
Unskilled and defined decision making	1	9	0	2	2	0	0	2	0	0	16
TOTAL PERMANENT	126	199	9	104	168	10	48	55	0	0	719
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	126	199	9	104	168	10	48	55	0	0	719

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 2%

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	1	1	0	0	0	0	0	0	0	0	2
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	4	3	1	0	2	4	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	4	3	1	0	2	4	0	1	0	0	15

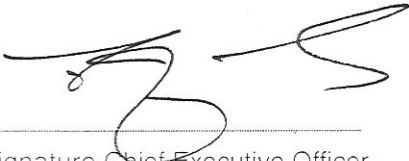
Section H: Signature of the Chief Executive Officer

Chief Executive Officer

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

Signed on this 27 day of Sept year 2007

At place: Cape Town



Signature Chief Executive Officer
(ACTING)

Faiez Jacobs

Full Name



Navrae
Enquiries
Imibuzo
Verwysing
Reference
Isalathiso

MS S MAJIET

PN 18924565

Departement van Plaaslike Regering en Behuising
Department of Local Government and Housing
ISEBE loRhulumente woMmandla nezeZindlu

MR. F JACOBS

CHIEF DIRECTOR: Governance and Institutional Support

Dear Mr F Jacobs

**DIRECTION IN TERMS OF SECTION 32 OF THE PUBLIC SERVICE ACT, 1994:
DELEGATION OF FUNCTIONS/DUTIES, RESPONSIBILITIES :**
Acting HOD: 27 September 2007 until 09 October 2007

1. In terms of Section 32 of the Public Service Act, 1994, you are hereby duly directed to perform the functions/duties and responsibilities assigned to the post of Head of Department from 27 September 2007 until 09 October 2007. This assignment is additional to your current post of Chief Director: Governance and Institutional Support.
2. In the performance of your duties related to this assignment, please keep in mind that all the appropriate legislation, prescripts, control measures and delegations are applicable. You must also ensure that you take note of and adhere to our Department's management philosophy and work ethos.
3. It would be appreciated if on return, you would report to the recommendations, approvals and advise you have dealt with under this delegation authority.
4. Please note that unless specifically authorised, you cannot sub delegate/assign the authority assigned to you.
5. Thank you for your ongoing support, co-operation and the positive attitude you portray in the management of your responsibilities and functions.

Kind regards

MEC: QR DYANTYI

DATE: 26/9/17

Privaatstak X 9083
KAAPSTAD 8000
Waalstraat 27
Telefoon (021) 483-4221
Faks (021) 483-5783

Private Bag X9083
CAPE TOWN
27 Wale Street
Telephone (021) 483-4221
Fax (021) 483-5783

1. I, F. JACOBS accept this appointment as acting Head of Department, for the period 27 September 2007 until 09 October 2007.

2. I am aware of the contents of the General Public Service Section Bargaining Council (GPSSBC) Resolution 1 of 2002, the applicable powers, responsibilities and delegations attached to the post.

Signature: _____

Date: 27 Sept 2007