

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 applies 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 applies 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	Not applicable
DTI registration number	Not applicable
PAYE/SARS number	7340737735
UIF reference number	0702174/9
EE reference number	Not applicable
Industry/Sector	PROVINCIAL ADMINISTRATION
Seta classification	PUBLIC SECTOR
Telephone number	(021) 483-4920
Fax number	(021) 483-5783
Email address	Dekillia@pgwc.gov.za
Postal address	PRIVATE BAG X9083 27 WALE STREET
Postal code	8001
City/Town	CAPE TOWN
Province	WESTERN CAPE
Physical address	27 WALE STREET
Postal code	8001
City/Town	CAPE TOWN
Province	WESTERN CAPE

Details of CEO at the time of submitting this report

Name and surname	SHANAAZ MAJIET
Telephone number	(021) 483-5235
Fax number	(021) 483-8789
Email address	Smajiet@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 2008

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 2007 To (date): 31 March 2008

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

From (date): 1 April 2006 To (date): 31 March 2010

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 applies 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	4	5	1	2	3	0	2	6	0	1	24
Professionals	53	80	2	65	80	2	14	23	0	1	320
Technicians and associate professionals	7	28	0	2	1	0	0	6	0	0	44
Clerks	32	51	1	43	90	2	26	10	0	0	255
Service and sales workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Skilled agriculture and fishery workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Craft and related trades workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Plant and machine operators and assemblers	1	1	0	0	0	0	0	0	0	0	2
Elementary occupations	1	8	0	0	2	0	1	2	0	0	14
TOTAL PERMANENT	98	173	4	112	176	4	43	47	0	2	659
Non – permanent employees	1	1	0	1	4	0	0	1	0	0	8
GRAND TOTAL	99	174	4	113	180	4	43	48	0	2	667

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	3	1	0	2	1	0	0	0	0	7
Technicians and associate professionals	0	0	0	0	0	0	0	0	0	0	0
Clerks	0	0	0	0	0	1	0	0	0	0	1
Service and sales workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Skilled agriculture and fishery workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Craft and related trades workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
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	3	1	0	2	3	0	0	0	0	9
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	3	1	0	2	3	0	0	0	0	9

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	2	1		0	1	0	1	0	0	0	6
Senior management	3	3	0		2	2	0	1	6	0	1	18
Professionally qualified and experienced specialists and mid-management	7	12	0		2	5	0	7	12	0	0	45
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	22	46	2		15	35	2	11	17	0	1	151
Semi-skilled and discretionary decision making	63	102	1		93	131	2	22	10	0	0	424
Unskilled and defined decision making	2	8	0		0	2	0	1	2	0	0	15
TOTAL PERMANENT	98	173	4		112	176	4	43	47	0	2	659
Non – permanent employees	1	1	0		1	4	0	0	1	0	0	8
GRAND TOTAL	99	174	4		113	180	4	43	48	0	2	667

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	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	3	1	0	2	2	0	0	0	0	8
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	3	1	0	2	3	0	0	0	0	9
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	3	1	0	2	3	0	0	0	0	9

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	1	0	1	0	0	5
Senior management	3	3	0	4	2	2	0	1	0	1	16
Professionally qualified and experienced specialists and mid-management	7	10	0	12	1	4	0	6	0	0	40
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	20	36	2	13	11	21	1	10	0	1	115
Semi-skilled and discretionary decision making	50	84	0	6	76	105	1	14	0	0	336
Unskilled and defined decision making	0	6	0	2	0	0	0	0	0	0	8
TOTAL PERMANENT	81	140	3	37	90	133	2	32	0	2	520
Non – permanent employees	0	1	0	1	1	4	0	0	0	0	7
GRAND TOTAL	81	141	3	38	91	137	2	32	0	2	527

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	1	0	0	0	0	0	0	0	0	1
Senior management	0	0	0	2	0	0	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	0	2	0	0	1	1	0	1	0	0	5
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	10	0	4	4	14	1	1	0	0	36
Semi-skilled and discretionary decision making	13	18	1	4	17	26	1	8	0	0	88
Unskilled and defined decision making	2	2	0	0	0	2	0	1	0	0	7
TOTAL PERMANENT	17	33	1	10	22	43	2	11	0	0	139
Non – permanent employees	1	0	0	0	0	0	0	0	0	0	1
GRAND TOTAL	18	33	1	10	22	43	2	11	0	0	140

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 W	Foreign Nationals		
	A	C	I	A	C	I	W		Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	1	2	0	1	1	0	1	0	0	0	6
Professionally qualified and experienced specialists and mid-management	0	4	0	3	0	0	2	15	3	8	35
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	2	0	5	7	0	0	2	0	0	18
Semi-skilled and discretionary decision making	8	11	0	13	16	3	3	2	0	0	56
Unskilled and defined decision making	1	1	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	13	20	0	22	24	3	6	19	3	8	118
Transfers out of the Department	11	9	0	9	3	1	3	0	0	0	36
Non – permanent employees	0	1	0	1	0	0	0	0	0	0	2
GRAND TOTAL	24	30	0	32	27	4	9	19	3	8	156

5.2 Please report the total number of **terminations** involving **people with disabilities only** 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	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	0	0	0	0	0	0	0	0
Transfers out of the Department	1	0	0	0	0	0	0	1	0	0	2
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	0	0	0	0	0	1	0	0	2

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	W	A	C	I	W	W	Male	Female		
Death	0	0	0	0	0	0	0	0	0	0	0	0	0
Resignation	9	14	0	0	18	11	0	3	2	0	0	0	57
Non-renewal of contract	4	5	0	0	5	6	3	8	15	0	0	0	46
Dismissal - misconduct	0	1	0	0	0	1	0	0	0	0	0	0	2
Discharged due to ill-health	0	0	0	0	0	0	0	0	0	0	0	0	0
Retirement	1	0	0	0	0	0	0	0	2	0	0	0	3
Severance Package	0	2	0	0	0	6	0	3	1	0	0	0	12
Transfers out	11	9	0	0	9	3	1	3	0	0	0	0	36
TOTAL	25	31	0	0	32	27	4	17	20	0	0	0	156

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	0
Resignation	0	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	0
Dismissal - misconduct	0	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	0
Retirement	0	0	0	0	0	0	0	0	0	0	0	0
Severance Package	0	0	0	0	0	0	0	0	0	0	0	0
Transfers out	1	0	0	0	0	0	0	1	0	0	0	2
TOTAL	1	0	0	0	0	0	0	1	0	0	0	2

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
	12	22	0	7	11	0	0	2	0		0

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	5	6	2	3	3	0	2	6	0	1	28
Professionals	36	67	1	52	69	1	7	15	0	0	248
Technicians and associate professionals	6	23	0	2	1	0	0	6	0	0	38
Clerks	38	40	1	35	73	4	17	11	0	0	219
Service and sales workers	-	Not	Applicable	-	Not	Applicable	-	-	Not	Applicable	-
Skilled agriculture and fishery workers	-	Not	Applicable	-	Not	Applicable	-	-	Not	Applicable	-
Craft and related trades workers	-	Not	Applicable	-	Not	Applicable	-	-	Not	Applicable	-
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	1	5	0	0	0	0	0	0	0	0	6
TOTAL PERMANENT	86	141	4	92	146	5	26	38	0	1	539
Non – permanent employees	0	0	0	0	1	0	0	0	0	0	1
GRAND TOTAL	86	141	4	92	147	5	26	38	0	1	540

Note: The total number of people who received training includes all employees appointed during the reporting period, as well as employees who left the service before the end of the reporting period.

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	1	0	0	0	0	1
Professionals	0	2	0	0	1	1	0	0	0	0	4
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
Service and sales workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Skilled agriculture and fishery workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Craft and related trades workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
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	0	0	1	2	0	0	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	2	0	0	1	2	0	0	0	0	5

Note: The total number of people who received training includes all employees appointed during the reporting period, as well as employees who left the service before the end of the reporting period.

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
Top management	2	3	1		0	1	0	0	0	0	1	8
Senior management	3	3	1		3	2	0	2	6	0	0	20
Professionally qualified and experienced specialists and mid-management	5	8	1		4	4	0	5	9	0	0	36
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	41	0		14	28	3	5	13	0	0	123
Semi-skilled and discretionary decision making	56	81	1		71	111	2	14	10	0	0	346
Unskilled and defined decision making	1	5	0		0	0	0	0	0	0	0	6
TOTAL PERMANENT	86	141	4		92	146	5	26	38	0	1	539
Non – permanent employees	0	0	0		0	1	0	0	0	0	0	1
GRAND TOTAL	86	141	4		92	147	5	26	38	0	1	540

Note: The total number of people who received training includes all employees appointed during the reporting period, as well as employees who left the service before the end of the reporting period.

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	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	2	0	0	1	1	0	0	0	0	4
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	2	0	0	1	2	0	0	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	2	0	0	1	2	0	0	0	0	5

Note: The total number of people who received training includes all employees appointed during the reporting period, as well as employees who left the service before the end of the reporting period.

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	667 (Accessible to all employees)	✓		➤ All formal communication is done through awareness sessions and notification of awareness sessions
Policy statement includes reference to employment equity	667 (Accessible to all employees)	✓		<ul style="list-style-type: none"> ➤ Included in EE and AA Plan ➤ Transversal Disability Strategy ➤ Transversal Policy Programme on HIV/AIDS/STI's ➤ Transversal Sexual Harassment Policy ➤ Transversal Employee Assistance (Wellness) Policy ➤ Human Resource Plan ➤ Amended: Recruitment & Selection Policy ➤ Amended: Head Hunting Policy ➤ Transversal Compensation Policy
Summary of the Act displayed	667 (Accessible to all employees)	✓		➤ Summary of the Act was displayed on all floors. Due to renovations that took place last year in the building, the summary of the Act was removed from two floors. The Sub-directorate: Development & Transformation is in process of finalizing to display the Act available on the 2 identified floors.
Employment Equity training (Also refer to Diversity Management Programmes and Discrimination Awareness)	195 (Attendances)	✓		<ul style="list-style-type: none"> ➤ Employment equity training to EECF members (12 members attended) ➤ Diversity management workshop in the workplace for managers and supervisors (60 staff members attended) ➤ Gender presentation on relationship matters (23 staff members attended) ➤ Leadership development programme on emotional intelligence for assistant directors, deputy directors and senior managers, 2nd phase started (70

	<i>No. of employees covered</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
				<p>staff members from middle management and up attended)</p> <ul style="list-style-type: none"> ➤ Disability awareness sensitization (The Department handed over an accessible house to beneficiaries with a disability (30 staff members attended)
<p>Diversity management programmes (Also refer to Employment Equity Training and Discrimination Awareness)</p>	<p>261 (Attendances)</p>	<p>✓</p>		<ul style="list-style-type: none"> ➤ Diversity management workshop in the workplace for managers and supervisors (60 staff members attended) ➤ Gender presentation on relationship matters (23 staff members attended) ➤ Leadership development programme on emotional intelligence (for assistant directors, deputy directors and senior managers) 2nd phase started (70 staff members from middle management and up attended) ➤ Disability awareness sensitization (The Department handed over an accessible house to beneficiaries with a disability (30 staff members attended) ➤ International Human Rights Day (Presentation on Human & Child trafficking) (16 staff members attended) ➤ Youth Day celebration (39 staff members attended) ➤ Sexual harassment workshop (23 staff members attended)
<p>Discrimination awareness programmes (Also refer to Diversity Management Programmes and Employment Equity Training)</p>	<p>750 (Attendances)</p>	<p>✓</p>		<ul style="list-style-type: none"> ➤ Disability awareness sensitization (The Department handed over an accessible house to beneficiaries with a disability (30 staff members attended) ➤ Sexual harassment workshop (23 staff members attended) ➤ Desk drops & information session for all employees (667 staff members) ➤ International Human Rights Day (Presentation on Human & Child trafficking) (16 staff members attended)

	<i>No. of employees covered</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
				➤ Youth Day celebration (14 staff members attended)
Total (Accessible)	* 667			

* Note: The total of 667 indicates that the information and the events were accessible to all the employees.

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)	✓		➤ Consultation process completed during the finalization of the EE and AA plan in 2006.
Consultative body or employment equity forum	✓		➤ Consultation process completed during the finalization of the EE and AA plan in 2006.
Registered trade union (s)	✓		➤ Consultation process completed during the finalization of the EE and AA plan in 2006.
Employees	✓		➤ Consultation process completed during the finalization of the EE and AA plan in 2006.
Other Stakeholders: Department of Labour Department of the Premier	✓		➤ Consultation process completed during the finalization of the EE and AA plan in 2006.

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>
	✓			

Note: Monthly EECF meetings, not including Dept of Premier & Dept of Labour (They are consulted as required).

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		✓	<ul style="list-style-type: none"> ➤ During interviews, recruitment ensures that candidates with special needs are properly accommodated. When a candidate is invited for the interview, the manager/ supervisor ascertain whether the applicant needs any devices or interpreters that could assist him/her during the interview ➤ As far as could be established there are no barriers inhibiting appointment of a person and no official grievances were resolved in favour of applicants.
Advertising positions		✓	<ul style="list-style-type: none"> ➤ All posts are advertised to reach the broadest targeted/ designated groups according to the national and provincial guidelines in terms of addressing the demographic profile. The department has a database on the institutions that deals with people with disabilities and adverts are forwarded to the following institutions: <ul style="list-style-type: none"> - Western Cape Disability Network - Cape Town Society for the Blind - League of the Friends of the Blind
Selection criteria		✓	<ul style="list-style-type: none"> ➤ Preference on the basis of race and gender are allowed in either one of the following 2 processes: <ul style="list-style-type: none"> - Shortlisting - Final recommendation ➤ Minimum standards are applied when shortlisting applicants ➤ The Department also ensures that the short listing panel is balanced in terms of representivity.
Appointments		✓	<ul style="list-style-type: none"> ➤ When a person with a disability is appointed, the supervisor determine what special devices or equipment is needed to reasonable accommodate him/her in the work environment. (e.g. bigger computer monitors, accessible workstation etc)

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
			➤ The best person for the position is the criteria for approval, although affirmative action measures can be applied to motivate another candidate.
Job classification and grading		✓	<ul style="list-style-type: none"> ➤ No form of discrimination whether allowed / not allowed is applied. ➤ Equal work and equal pay is applied in terms of job level.
Remuneration and benefits		✓	<ul style="list-style-type: none"> ➤ All the employees get salary/pay which is equal to their work in terms of the job level. ➤ Transversal compensation policy adopted by the department has no barriers that prohibit equity in the workplace
Terms and conditions of employment		✓	➤ Employees have equal access of services, facilities and benefits in terms of their employment contracts
Job assignments		✓	➤ Job assignments are in accordance with job levels.
Work environment and facilities		✓	<ul style="list-style-type: none"> ➤ The building is safe to all employees <ul style="list-style-type: none"> - The component Auxiliary services conduct weekly building inspection for any potential hazardous areas and all complaints and remedial actions taken are recorded - The following facilities are accessible to all employees including persons with disabilities: talking lifts, accessible toilets, smoking area, offices, ramps, parking and sliding gate ➤ Floor marshals is available per floor i.t.o. OSHA
Training and development		✓	<ul style="list-style-type: none"> ➤ All employees including persons with disabilities are given opportunities to identify their training needs on their Individual Development Plan (IDP) ➤ Venues for workshops and training are selected to ensure that it is accessible to all employees including persons with disabilities. ➤ The departmental internship programme (no discrimination) ➤ Coaching programme for all managers (no discrimination) ➤ Quarterly Induction programme for newly appointed employees (no discrimination)

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Performance and evaluation systems		✓	<ul style="list-style-type: none"> ➤ Assessment of performance is done on the key performance areas that are identified on the Individual Performance & Development Plan (IPDP) ➤ Any job function that falls outside the identified key performance areas can be evaluated in terms of 32.C and forms part of the evaluation process
Promotions		✓	➤ No barrier
Transfers		✓	➤ No barrier
Demotions		✓	➤ No barrier
Succession and experience planning		✓	<ul style="list-style-type: none"> ➤ There are also leadership courses in place to fast track the development of staff. ➤ Implemented internships in scarce skills areas.
Disciplinary measures		✓	➤ Disciplinary code and procedure is in place to manage discipline within the department.
Dismissals		✓	➤ Disciplinary code and procedure is in place to manage dismissals within the department.
Corporate culture		✓	<ul style="list-style-type: none"> ➤ Diversity training awareness sessions has shown that the corporate culture is sensitive towards different cultures. ➤ Managers and supervisors were trained on managing diversity in the workplace. ➤ Leadership development programme for all managers.
HIV and AIDS education and prevention programmes		✓	<ul style="list-style-type: none"> ➤ The Transversal HIV/AIDS policy is applicable to the Department ➤ HIV/AIDS educational and prevention programmes are rolled out in the Department such as: VCT, information session, condom distribution & counselling. ➤ HIV/AIDS marketing materials are distributed regularly.
Other: Setting numerical goals	✓		<ul style="list-style-type: none"> ➤ The high turnover / vacancy rate and continuous movement of officials within the department has a direct influence on the numerical goals set for each reporting period. It is therefore recommended that goals should be set as percentage and not totals for the department. ➤ Structural changes has a major influence on setting numerical goals for the department

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
Other: Scarce valued and critical skills	✓		<ul style="list-style-type: none"> ➤ Scarce valued and critical skills in the market places is a barrier on employing these skills while achieving the AA targets ➤ Departments cannot compete with the private sector on different levels of salary within race and gender categories, in terms of scarce valued and critical skills.

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 target 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. E.g. 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 in selection. A higher point is allocated to designated groups. To be noted: Designated groups can only benefit once in terms of fair discrimination.
Appointments	✓		<ul style="list-style-type: none"> ➤ Appointments are guided by the following three main factors: <ul style="list-style-type: none"> - Representivity - Suitability for the post - Fair discrimination
Job classification and grading		✓	<ul style="list-style-type: none"> ➤ No form of discrimination whether allowed / not allowed is applied. ➤ Equal work and equal pay is applied in terms of job level.
Remuneration and benefits		✓	<ul style="list-style-type: none"> ➤ All the employees get salary/pay which is equal to their work in terms of the job level. ➤ Transversal compensation policy adopted by the department has no barriers that prohibit equity in the workplace
Terms and conditions of employment		✓	<ul style="list-style-type: none"> ➤ Employees have equal access of services, facilities and benefits in terms of their employment contracts
Job assignments		✓	<ul style="list-style-type: none"> ➤ Job assignment is in accordance to job levels.
Work environment and facilities	✓		<ul style="list-style-type: none"> ➤ Special evacuation arrangement and Contingency Plan is available. The following facilities will assist in the work environment i.e. accessible ramps, toilets, evacuation wheelchair, talking lifts and brail on panel in lifts.

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
			➤ Weekly inspections are initiated to eliminate any hazardous/dangerous work environment situations
Training and development	✓		➤ Need-based training based on IDP's is catered for. ➤ Any special need may be brought to attention and will be assisted.
Performance and evaluation systems		✓	➤ Transversal Performance Management System (SPMS) as implemented in the Department
Setting numerical goals	✓		➤ Monthly targets/statistics are distributed to all EE Managers as well as to the Employment Equity Consultative Forum ➤ The approved EE and AA Plan (2006-2010) for the Department of Local Government and Housing is under revision to identify possible barriers. The Department of Local Government and Housing review their EE and AA Plan annually
Promotions	✓		➤ In line with EE and AA Plan. Guided by the geographical demographic population statistics of the Western Cape
Transfers	✓		➤ In line with EE and AA Plan.
Demotions	✓		➤ No Affirmative Actions applicable on disciplinary cases
Succession and experience planning	✓		➤ Training and development i.t.o. succession planning are guided by the demand
Disciplinary measures	✓		➤ No Affirmative Actions applicable on disciplinary cases. Circumstances applicable will have an influence
Diversity programme and sensitization	✓		➤ Refer to diversity as awareness on Employment Equity (Pg. 17). Diversity awareness is to improve understanding in the workplace i.t.o. race, gender, disability, youth, etc.
Community investment and bridging programme	✓		➤ External departmental bursaries (Full time & Part time) ➤ The Department, in partnership with 5 Western Cape District municipalities, conducted interventions such as: - Children's day - Million's men's march - Disability sensitization awareness - Farm worker programme ➤ Thousand volunteer project
Retention measures	✓		➤ A Talent Management and Retention Strategy are being developed in order to retain the services of talented staff, but not yet finalised. ➤ The department is using the following strategy to retain employees:

<i>Categories</i>	<i>Yes</i>	<i>No</i>	<i>Please explain</i>
			<ul style="list-style-type: none"> - Employee Assistance programme for all employees and their dependants who require support. ➤ An exit interview is done in order to determine the reason for high staff turnover. ➤ Retention measures such as promotions, salary increase, 13th cheque, internal bursaries, different starting and closing times, family responsibility leave, medical leave, vacational leave, study leave, etc. is applied and available to all staff members without discrimination. ➤ Salary adjustment to retain staff i.t.o. the Public Service Regulations
Reasonable accommodation	✓		<ul style="list-style-type: none"> ➤ Accommodation is fair to all employees including persons with disabilities. Facilities can be adjusted accordingly to the need. The following is in place: <ul style="list-style-type: none"> - Ramps to accommodate wheel chair users. - Wheel chair user friendly toilets. - Talking lifts to accommodate the blind - Smoking room in the building - Sliding gate at parking level 1 - Parking available for persons with disabilities - Passages and offices are wide enough for wheelchair users ➤ The Department has Disability implementation plan which guides reasonable accommodation.

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 are responsible for implementing representivity within their own directorate i.t.o. the delegations ➤ The Employment Equity Consultative Forum (EECF) meets monthly to monitor employment equity application within the Department ➤ HRM provide monthly statistics to all Senior Managers ➤ The Sub-directorate Development and Transformation implement and monitor progress of the EE/AA Plan and report annually to the Department of Labour
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. ➤ There is no specific budget for the overall implementation of the goals within the employment equity framework. Employment equity is a integrated part of all and as such is then funded by the general budget
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. ➤ Members of the EECF are allowed to attend EE meetings during normal working hours

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 2007 To 31 March 2008**

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.

The following targets were set and achieved at the end of the reporting period:

- African	31.9%	vs	29.7%
- Coloured	53%	vs	51.2%
- Indian	1.3%	vs	0.9%
- White	13.8%	vs	18.2%
- Male	48.9%	vs	53.9%
- Female	51.1%	vs	46.1%
- Disability	1.4%	vs	2%

It is not possible to reach targets on a month to month basis, however the Department manages its EE/AA targets towards a set goal, but do experience deviations from time to time depending on the demand with the market and the offer i.t.o. advertised posts. The Department is however satisfied that the percentages of representivity at the end of the reporting period clearly indicate that it is serious with the set goals.

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% for 2006/2010

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	7	5	1	1	3	0	2	6	0	0	25
Professionals	55	99	5	65	82	2	33	30	0	0	371
Technicians and associate professionals	9	32	0	2	5	0	0	11	0	0	59
Clerks	45	71	1	41	106	1	32	20	0	0	317
Service and sales workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Skilled agriculture and fishery workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Craft and related trades workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Plant and machine operators and assemblers	0	1	0	1	0	0	0	0	0	0	2
Elementary occupations	3	8	0	4	2	0	1	2	0	0	20
TOTAL PERMANENT	119	216	7	114	198	3	68	69	0	0	794
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	119	216	7	114	198	3	68	69	0	0	794

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% for 2006/2010

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	3	2	0	2	1	0	1	0	0	9
Technicians and associate professionals	0	2	0	0	0	0	0	0	0	0	2
Clerks	1	0	0	0	1	1	0	0	0	0	3
Service and sales workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Skilled agriculture and fishery workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Craft and related trades workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
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	1	5	2	0	3	3	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	5	2	0	3	3	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% for 2006/2010

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	1	0	0	0	7
Senior management	3	3	0	2	3	0	1	6	0	0	18
Professionally qualified and experienced specialists and mid-management	5	26	1	2	5	0	15	11	0	0	65
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	28	71	2	15	48	2	19	24	0	0	209
Semi-skilled and discretionary decision making	81	106	1	92	139	1	29	26	0	0	475
Unskilled and defined decision making	1	8	2	2	2	0	3	2	0	0	20
TOTAL PERMANENT	119	216	7	114	198	3	68	69	0	0	794
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	119	216	7	114	198	3	68	69	0	0	794

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% for 2006/2010

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	3	2	0	2	1	0	1	0	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	2	0	0	0	0	0	0	0	0	2
Semi-skilled and discretionary decision making	1	0	0	0	1	1	0	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	5	2	0	3	3	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	5	2	0	3	3	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% for 2008/2009

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	7	5	1	1	3	0	2	6	0	0	25
Professionals	52	94	2	60	82	2	33	30	0	0	355
Technicians and associate professionals	9	32	0	2	5	0	0	11	0	0	59
Clerks	40	66	1	41	99	1	28	15	0	0	291
Service and sales workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Skilled agriculture and fishery workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Craft and related trades workers	Not	Applicable	-	-	Not	Applicable	-	-	Not	Applicable	-
Plant and machine operators and assemblers	0	1	0	1	0	0	0	0	0	0	2
Elementary occupations	3	8	0	4	2	0	1	2	0	0	20
TOTAL PERMANENT	111	206	4	109	191	3	64	64	0	0	752
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	111	206	4	109	191	3	64	64	0	0	752

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% for 2008/2009

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	3	2	0	2	1	0	1	0	0	9
Technicians and associate professionals	0	2	0	0	0	0	0	0	0	0	2
Clerks	1	0	0	0	1	1	0	0	0	0	3
Service and sales workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Skilled agriculture and fishery workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
Craft and related trades workers	-	Not	Applicable	-	-	Not	Applicable	-	Not	Applicable	-
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	1	5	2	0	3	3	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	5	2	0	3	3	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% for 2008/2009

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	0	1	0	1	0	0	0	6
Senior management	3	3	0	1	4	0	1	6	0	0	18
Professionally qualified and experienced specialists and mid-management	6	25	0	2	4	0	14	12	0	0	63
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	25	63	2	15	44	2	15	17	0	0	183
Semi-skilled and discretionary decision making	75	105	1	91	136	1	30	27	0	0	466
Unskilled and defined decision making	1	8	0	0	2	0	3	2	0	0	16
TOTAL PERMANENT	111	206	4	109	191	3	64	64	0	0	752
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	111	206	4	109	191	3	64	64	0	0	752

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% for 2008/2009

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	3	2	0	2	1	0	1	0	0	9
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	2	0	0	0	0	0	0	0	0	2
Semi-skilled and discretionary decision making	1	0	0	0	1	1	0	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	5	2	0	3	3	0	1	0	0	15
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	5	2	0	3	3	0	1	0	0	15

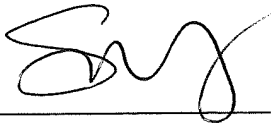
Section H: Signature of the Chief Executive Officer

Chief Executive Officer

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

Signed on this 25th day of September year 08

At place: Cape Town



Signature Chief Executive Officer

Shanaaz Majiet

Full Name