

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS	
<p>PURPOSE OF THIS FORM This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>WHEN SHOULD EMPLOYERS REPORT?</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>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</p>	Trade name	Department of Economic Development and Tourism
	DTI registration name	
	DTI registration number	
	PAYE/SARS number	7440742940
	UIF reference number	482221/8
	EE reference number	
	Industry/Sector	Provincial Government
	Seta classification	PSETA
	Telephone number	021 – 483 9141
	Fax number	021 – 483 9142
	Email address	eolivie@pgwc.gov.za
	Postal address	P.O. Box 979
		CAPE TOWN
	Postal code	8001
	City/Town	Cape Town
	Province	Western Cape
	Physical address	80 Waldorf Building
		St Georges Mall
		CAPE TOWN
	Postal code	8001
	City/Town	Cape Town
	Province	Western Cape
	Details of CEO at the time of submitting this report	
	Name and surname	Mr Brendon Roberts
	Telephone number	021 483 5065
Fax number	021 483 3409	
Email address	EcoHead@pgwc.gov.za	
Details of Senior Manager for Employment Equity at the time of submitting this report		
Name and Surname	Ms E Olivier	
Telephone number	021 483 9141	
Fax number	021 483 9142	
Email address	eolivie@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"/>	
<input type="checkbox"/> Non-profit Organization	Educational Institution	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is your organization an organ of State?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Date of submitting this report		

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): April 2007 _____ To (date): _____ March 2008_

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

From (date): 2006 _____ To (date): 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 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 naturalization before the commencement date (i.e. 27 April 1994) of the Constitution of the Republic of South Africa Act of 1993; or became citizens of the Republic of South Africa from 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 naturalization 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.

2.3 Core operation functions and Support functions 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 a **Core operation** function or a **Support** function. **Core Operation Function** positions are those that directly relate to the core business of an organization and may lead to 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 **Core Operation 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 **Core Operation Function** positions at each level in your organization. Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Occupational Levels	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	0	0	0	0	0	0	0	0	0	
Senior management	3	2	0	1	0	3	2	0	0	0	11
Professionally qualified and experienced specialists and mid-management	8	10	0	3	5	9	0	5	0	0	40
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	5	3	0	0	6	10	1	2	0	0	27
Semi-skilled and discretionary decision making	0	0	0	0	5	7	0	0	0	0	12
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	16	15	0	4	16	29	3	7	0	0	90
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	16	15	0	4	16	29	3	7	0	0	90

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	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
	Top management	0	0	0	0	0	0	0	0	0	
Senior management	1	0	0	0	0	1	0	0	0	0	2
Professionally qualified and experienced specialists and mid-management	2	6	0	1	2	7	0	2	0	0	20
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4	5	0	0	4	10	0	5	0	0	28
Semi-skilled and discretionary decision making	2	8	1	0	6	6	0	0	0	0	23
Unskilled and defined decision making	0	0	0	0	0	1	0	0	0	0	1
TOTAL PERMANENT	9	19	1	1	12	25	0	7	0	0	74
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	9	19	1	1	12	25	0	7	0	0	74

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:

	No of employees covered	Yes	No	Please explain
Formal written communication	All staff	√		
Policy statement includes references to employment equity	All staff	√		
Summary of the Act displayed	All staff	√		
Employment Equity training			√	No Budget
Diversity management programmes			√	No Budget
Discrimination awareness programmes			√	No Budget
Other (please specify):Disability awareness training	All staff	√		
Total				

9 Consultation

9.1 Please indicate which stakeholders were involved in the consultation process prior to the development of your employment equity plan and in preparing this Employment Equity Report:

	Yes	No	Please explain
Workplace forum (in terms of the LRA)	√		
Consultative body or employment equity forum	√		
Registered trade union (s)	√		
Employees	√		
Other (please specify)			

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

Total	Sufficient	Some	None
	√		

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

Weekly	Monthly	Quarterly	Yearly	Other
		√		

10 Analysis

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

Categories	Yes	No	Please explain
Recruitment procedures	√		Ongoing departmental restructuring has prevented vacancies from being filled permanently. All designated candidates including those with disability to be targeted.
Advertising positions	√		There is a concern that advertisements are not explicit enough in emphasizing EE requirements and that the advertisements are not reaching sufficient designated persons.
Selection criteria	√		Criteria must be reassessed to ensure that they make allowance for EE and take potential and experience into account.
Appointments	√		Appointments have not always been made in a strategic and long-term view because of the need to meet operational requirements. Measures involving reasonable accommodation to be investigated. Operational requirements must take the requirements of the EE Plan into account
Job classification and grading		√	These are set nationally by DPSA; the Department cannot unilaterally effect any changes
Remuneration and benefits		√	Levels are set nationally.
Terms and conditions of employment	√		The filling of posts with contract workers is seen to create a barrier to filling posts permanently with designated persons.
Job assignments	√		There is no clear strategy to ensure that work assignments are rotated to ensure that capacity is developed and to provide opportunities for designated persons
Work environment and facilities	√		There is an absence of a reasonable accommodation strategy especially in respect of persons living with disability.
Training and development	√		There is a sense that career planning is absent and that it needs to provide particularly for the development of designated persons. Selection of courses is limited. Selected service providers must be accredited in order to ensure external recognition of learning.
Performance and evaluation systems		√	There is no link between performance and evaluation systems and progression and opportunities for designated persons. Performance evaluation at senior level does include measurement of EE achievements
Promotions		√	Staff movement occurs through the application process. This may entail moving into a more senior post, but promotion is not used generally as a stand-alone process
Transfers		√	Transfers are used where necessary in order to meet capacity demands but is not used as an ee measure
Demotions		√	Demotions are generally not applicable in the Department
Succession and experience planning	√		There is no clear strategy for succession planning that would accelerate the movement and development of designated persons. Insufficient growth opportunities are provided
Disciplinary measures		√	Disciplinary measures and standards are set nationally.
Dismissals		√	Dismissals (if any) occur in line with national procedure
Corporate culture	√		There is a feeling that racial tension causes exclusion and that language is used as a barrier. There is a lack of leadership drive and commitment with regard to the EE process. This is demotivating for line employees
HIV and AIDS education and prevention programmes	√		HIV and AIDS education programmes are being initiated
Other (please specify)			

11 Affirmative Action measures

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

Categories	Yes	No	Please explain
Recruitment procedures	√		Ongoing departmental restructuring has prevented vacancies from being filled permanently. All designated candidates including those with disability to be targeted.
Advertising positions	√		There is a concern that advertisements are not explicit enough in emphasizing EE requirements and that the advertisements are not reaching sufficient designated persons.
Selection criteria	√		Criteria must be reassessed to ensure that they make allowance for EE and take potential and experience into account.
Appointments	√		Appointments have not always been made in a strategic and long-term view because of the need to meet operational requirements. Measures involving reasonable accommodation to be investigated. Operational requirements must take the requirements of the EE Plan into account
Job classification and grading		√	These are set nationally by DPSA; the Department cannot unilaterally effect any changes
Remuneration and benefits		√	Levels are set nationally.
Terms and conditions of employment	√		The filling of posts with contract workers is seen to create a barrier to filling posts permanently with designated persons.
Job assignments	√		There is no clear strategy to ensure that work assignments are rotated to ensure that capacity is developed and to provide opportunities for designated persons
Work environment and facilities	√		There is an absence of a reasonable accommodation strategy especially in respect of persons living with disability.
Training and development	√		There is a sense that career planning is absent and that it needs to provide particularly for the development of designated persons. Selection of courses is limited. Selected service providers must be accredited in order to ensure external recognition of learning.
Performance and evaluation systems		√	There is no link between performance and evaluation systems and progression and opportunities for designated persons. Performance evaluation at senior level does include measurement of EE achievements
Setting of numerical goals		√	Staff movement occurs through the application process. This may entail moving into a more senior post, but promotion is not used generally as a stand-alone process
Promotions		√	Transfers are used where necessary in order to meet capacity demands but is not used as an ee measure
Transfers		√	Demotions are generally not applicable in the Department
Demotions	√		There is no clear strategy for succession planning that would accelerate the movement and development of designated persons. Insufficient growth opportunities are provided
Succession and experience planning		√	Disciplinary measures and standards are set nationally.
Disciplinary measures		√	Dismissals (if any) occur in line with national procedure
Diversity programmes and sensitization	√		There is a feeling that racial tension causes exclusion and that language is used as a barrier. There is a lack of leadership drive and commitment with regard to the EE process. This is demotivating for line employees
Community investment and bridging programmes	√		HIV and AIDS education programmes are being initiated
Retention measures		√	Ongoing departmental restructuring has prevented vacancies from being filled permanently. All designated candidates including those with disability to be targeted.
Reasonable accomodation		√	There is a concern that advertisements are not explicit enough in emphasizing EE requirements and that the advertisements are not reaching sufficient designated persons.
Other (please specify) :			Criteria must be reassessed to ensure that they make allowance for EE and take potential and experience into account.
			Appointments have not always been made in a strategic and long-term view because of the need to meet operational requirements. Measures involving reasonable accommodation to be investigated. Operational requirements must take the requirements of the EE Plan into account
			Ongoing departmental restructuring has prevented vacancies from being filled permanently. All designated candidates including those with disability to be targeted.

12 Resources

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

Allocation of Resources	Yes	No	Please explain
Appointed a designated officer to manage the implementation	√		
Allocated a budget to support the implementation goals of employment equity		√	
Time off for employment equity consultative committee (or equivalent) to meet on a regular basis	√		
Other (please specify)			

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.

Weekly	Monthly	Quarterly	Yearly	Other
		√		

Section G: Progress Report

(Section G to be completed from the second cycle of reporting onwards)

14 Reporting period: From _31March 2007__ to __1April 2008_____

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

Yes	No
	√

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

Yes	No
	√

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?
Lack of clear succession and development plans
Lack of management commitment to staff development
Workplace facilities with regards to disabled people
Leadership commitment to EE and development processes

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?
The EEA requires that the Department establish areas of under-representation of designated persons in its workforce and then take active measures to correct the under representation. The yardstick for measuring representivity in the Department is the demographic profile of the economically active population of the Western Cape. Targets have been set in line with this demographic.

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

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I		A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	0	0	0		0	0	0	0	0	0	0	0
Professionals	2	5	0		1	4	0	2	2	0	0	16
Technicians and associate professionals	8	18	0		5	15	0	6	8	0	0	60
Clerks	9	20	0		6	17	0	7	9	0	0	68
Service and sales workers	0	0	0		0	0	0	0	0	0	0	
Skilled agricultural and fishery workers	0	0	0		0	0	0	0	0	0	0	
Craft and related trades workers	0	0	0		0	0	0	0	0	0	0	
Plant and machine operators and assemblers	0	0	0		0	0	0	0	0	0	0	
Elementary occupations	9	21	1		6	18	0	8	9	0	0	72
TOTAL PERMANENT	28	64	1		18	54	0	23	28	0	0	216
Non – permanent employees	0	0	0		0	0	0	0	0	0	0	0
GRAND TOTAL	28	64	1		0	54	0	23	28	0	0	216

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

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	0	1	0	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	1	1	0	0	0	0	0	1	0	0	3
Clerks	0	0	0	0	0	1	0	0	0	0	1
Service and sales workers	0	0	0	0	0	0	0	0	0	0	0
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	1	0	0	1	1	0	1	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	1	0	0	1	1	0	1	0	0	5

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.

Occupational Categories	Male				Female				White Male	Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	W	Male	Female	
Legislators, senior officials and managers	0	0	0		0	0	0	0	0	0	0	0
Professionals	2	5	0		1	4	0	2	2	0	0	16
Technicians and associate professionals	8	18	0		5	15	0	6	8	0	0	60
Clerks	9	20	0		6	17	0	7	9	0	0	68
Service and sales workers	0	0	0		0	0	0	0	0	0	0	0
Skilled agricultural and fishery workers	0	0	0		0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0		0	0	0	0	0	0	0	0
Plant and machine operators and assemblers												
Elementary occupations	9	21	1		6	18	0	8	9			72
TOTAL PERMANENT	28	64	1		18	54	0	23	28			216
Non – permanent employees	0	0	0		0	0	0	0	0	0	0	0
GRAND TOTAL	28	64	1		18	54	0	23	28	0	0	216

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

Occupational Categories	Male				Female				Foreign Nationals		TOTAL
	A	C	I	W	A	C	I	W	Male	Female	
Legislators, senior officials and managers	0	0	0	0	1	0	0	0	0	0	1
Professionals	0	0	0	0	0	0	0	0	0	0	0
Technicians and associate professionals	1	1	0	0	0	0	0	1	0	0	3
Clerks	0	0	0	0	0	1	0	0	0	0	1
Service and sales workers	0	0	0	0	0	0	0	0	0	0	0
Skilled agricultural and fishery workers	0	0	0	0	0	0	0	0	0	0	0
Craft and related trades workers	0	0	0	0	0	0	0	0	0	0	0
Plant and machine operators and assemblers	0	0	0	0	0	0	0	0	0	0	0
Elementary occupations	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	1	1	0	0	1	1	0	1	0	0	5
Non – permanent employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	1	0	0	1	1	0	1	0	0	5

Section H: Signature of the Head of Department

Head of Department

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

Signed on this _____ day of _____ year _____

At place: _____

Signature: Head of Department Full Name