



PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS		
<p style="text-align: center;">↓</p> <p>PURPOSE OF THIS FORM</p> <p>This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998, as amended.</p> <p>This form contains the format for employment equity reporting by designated employers to the Department of Labour.</p> <p>WHO COMPLETES THIS FORM?</p> <p>All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.</p> <p>WHEN SHOULD EMPLOYERS REPORT?</p> <p>Designated employers must submit their report annually on the first working day of October or by 15 January of the following year in the case of electronic reporting.</p> <p>Employers who become designated on or after the first working day of April but before the first working day of October must only submit their first report on the first working day of October of the following year.</p> <p>SEND TO:</p> <p>Employment Equity Registry The Department of Labour Private Bag X117 Pretoria 0001</p> <p>Online reporting: www.labour.gov.za Helpline: 0860101018</p> <p>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</p>	Trade name	Department of the Premier	
	DTI registration name	W6	
	DTI registration number		
	PAYE/SARS number	7430740391	
	UIF reference number		
	EE reference number	3261	
	Seta classification	Public Sector	
	Industry/Sector	Community, Social and Personal Service	
	Telephone number	CSC: 021 483 5478	
	Postal address	PO Box 659	
	Postal code	8000	
	City/Town	Cape Town	
	Province	Western Cape	
	Physical address	9th Floor	
		4 Dorp Street	
	Postal code	8000	
	City/Town	Cape Town	
	Province	Western Cape	
	Details of CEO/Accounting Officer at the time of submitting this report		
	Name and surname	Advocate Brent Gerber	
Telephone number	021 483 6032		
Fax number	021 483 4715		
Email address	Lwandile.Ntshwanti@westerncape.gov.za		
Details of Employment Equity Senior Manager at the time of submitting this report			
Name and Surname	Louise Esterhuyse		
Telephone number	021 483 8708		
Fax number	021 483 8708		
Email address	Louise.Esterhuyse@westerncape.gov.za		
Business type			
<input type="checkbox"/> Private Sector	<input type="checkbox"/> State-Owned Enterprise		
<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 Organisation			
Information about the organisation at the time of submitting this report			
Number of employees in the organisation	<input type="checkbox"/> 0 to 49		
	<input type="checkbox"/> 50 to 149		
	<input checked="" type="checkbox"/> 150 or more		
Is your organisation an organ of State?	<input checked="" type="checkbox"/> Yes		
	<input type="checkbox"/> No		
Is your organisation part of a group / holding company?	<input type="checkbox"/> Yes		
	<input checked="" type="checkbox"/> No		
If yes, please provide the name	N/A		
Year for which this report is submitted	2016/2017		

SECTION B: WORKFORCE PROFILE

1. WORKFORCE PROFILE

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	3	0	3	0	0	0	3	0	0	10
Senior management	5	14	2	15	2	13	2	10	0	0	63
Professionally qualified and experienced specialists and mid-management	50	180	7	88	64	126	4	61	1	0	581
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	22	62	1	14	28	97	2	20	0	0	246
Semi-skilled and discretionary decision making	17	37	0	3	25	46	0	7	0	0	135
Unskilled and defined decision making	2	6	0	0	1	9	0	0	0	0	18
TOTAL PERMANENT	97	302	10	123	120	291	8	101	1	0	1053
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	97	302	10	123	120	291	8	101	1	0	1053

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	2	0	7	1	2	0	3	0	0	15
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	2	1	0	0	1	0	0	6
Semi-skilled and discretionary decision making	0	1	0	0	0	1	0	1	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	2	3	0	9	2	3	0	5	0	0	24
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2	3	0	9	2	3	0	5	0	0	24

SECTION C: WORKFORCE MOVEMENT

2. Recruitment

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	1	0	0	0	0	0	0	1
Senior management	1	0	0	0	1	1	0	2	0	0	5
Professionally qualified and experienced specialists and mid-management	7	5	1	5	3	4	1	3	0	0	29
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	3	0	0	2	1	0	2	0	0	9
Semi-skilled and discretionary decision making	2	6	0	0	2	7	0	1	0	0	18
Unskilled and defined decision making	0	4	0	0	0	1	0	0	0	0	5
TOTAL PERMANENT	11	18	1	6	8	14	1	8	0	0	67
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	11	18	1	6	8	14	1	8	0	0	67

3. Promotion

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

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

4. Termination

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0	0	0	0
Senior management	2	1	0	0	0	2	0	1	0	0	6
Professionally qualified and experienced specialists and mid-management	7	4	1	5	3	6	1	10	0	0	37
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	5	5	0	1	5	8	0	3	0	0	27
Semi-skilled and discretionary decision making	4	1	0	0	9	4	0	1	0	0	19
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	18	11	1	6	17	20	1	15	0	0	89
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	18	11	1	6	17	20	1	15	0	0	89

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

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

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management	0	1	0	0	0	0	0	0	1
Senior management	2	7	2	9	0	12	0	4	36
Professionally qualified and experienced specialists and mid-management	20	87	3	31	37	78	4	35	295
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	19	39	1	7	24	63	1	17	171
Semi-skilled and discretionary decision making	17	30	0	6	25	40	0	7	125
Unskilled and defined decision making	2	3	0	0	0	4	0	0	9
TOTAL PERMANENT	60	167	6	53	86	197	5	63	637
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	60	167	6	53	86	197	5	63	637

SECTION E: NUMERICAL GOALS & TARGETS

6. Numerical goals

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	2	2	0	1	1	2	0	1	0	0	9
Senior management	12	19	0	6	11	16	0	5	0	0	69
Professionally qualified and experienced specialists and mid-management	110	175	4	60	94	148	4	50	0	0	645
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	38	61	1	21	33	52	1	18	0	0	225
Semi-skilled and discretionary decision making	25	39	1	14	21	34	1	11	0	0	146
Unskilled and defined decision making	4	5	0	2	3	5	0	2	0	0	21
TOTAL PERMANENT	191	301	6	104	163	257	6	87	0	0	1115
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	191	301	6	104	163	257	6	87	0	0	1115

7. Numerical targets

7.1. Please indicate the numerical targets as contained in the EE Plan (i.e. the entire workforce profile **including people with disabilities**) you project to achieve at the end of the next reporting cycle, in terms of occupational levels.

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	3	0	2	1	1	0	2	0	0	10
Senior management	8	16	1	12	5	12	1	6	0	0	61
Professionally qualified and experienced specialists and mid-management	71	185	5	80	77	134	5	59	0	0	616
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	24	45	1	13	30	83	1	17	0	0	214
Semi-skilled and discretionary decision making	20	37	0	9	27	39	0	10	0	0	142
Unskilled and defined decision making	4	5	0	1	1	7	0	1	0	0	19
TOTAL PERMANENT	128	291	7	117	141	276	7	95	0	0	1062
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	128	291	7	117	141	276	7	95	0	0	1062

8. Consultation

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

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

9. Barriers and affirmative action measures

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

Categories	BARRIERS		AFFIRMATIVE ACTION MEASURES		TIME-FRAME FOR IMPLEMENTATION OF AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment procedures	✓		✓		01 April 2016	31 March 2021
Advertising positions	✓		✓		01 April 2016	31 March 2021
Selection criteria	✓		✓		01 April 2016	31 March 2021
Appointments	✓		✓		01 April 2016	31 March 2021
Job classification and grading		✓				
Remuneration and benefits	✓		✓		01 April 2016	31 March 2021
Terms & conditions of employment		✓				
Work environment and facilities	✓		✓		01 April 2016	31 March 2021
Training and development	✓		✓		01 April 2016	31 March 2021
Performance and evaluation	✓		✓		01 April 2016	31 March 2021
Succession & experience planning	✓		✓		01 April 2016	31 March 2021
Disciplinary measures		✓				
Retention of designated groups	✓		✓		01 April 2016	31 March 2021
Corporate culture	✓		✓		01 April 2016	31 March 2021
Reasonable accommodation	✓		✓		01 April 2016	31 March 2021
HIV&AIDS prevention and wellness programmes		✓				
Assigned senior manager(s) to manage EE implementation		✓				
Budget allocation in support of employment equity goals		✓				
Time off for employment equity consultative committee to meet		✓				

10. Monitoring and evaluation of implementation

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

Monthly	Quarterly
	✓

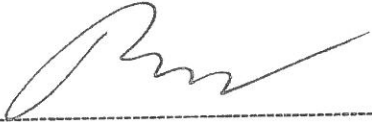
10.2. Did you achieve the annual objectives as set out in your Employment Equity Plan for this period?

Yes	No	Please explain
	✓	<p>The Department is continually striving to increase its representivity in all areas, however, barriers such as staff turnover impacted on this. The highest turnover was amongst the females across all race groups within the 30 -40 age group.</p> <p>The implementation of austerity measures also prevented the department of meeting its annual objectives for the period under review.</p>

Category	Actual 31.3.2017	WC Demographic (QLFS 3 rd Quarter 2015)	Deficit on WC demographic	Achieved (within 1% range)
Race & Gender				
AM	9.21%	19.90%	-10.69%	No
AF	11.40%	16.10%	-4.70%	No
CM	28.68%	26.20%	+2.48%	No
CF	27.64%	22.50%	+5.14%	No
IM	0.95%	0.40%	+0.55%	Yes
IF	0.76%	0.10%	+0.66%	Yes
WM	11.68%	8.20%	+3.48%	No
WF	9.59%	6.60%	+2.99%	No
Race				
African	20.61%	36.00%	-15.39%	No
Coloured	56.32%	48.70%	+7.62%	No
Indian	1.71%	0.50%	+1.21%	No
White	21.27%	14.90%	+6.37%	No
Gender				
Male	50.52%	54.70%	-4.18%	No
Female	49.38%	45.30%	+4.08%	No
People with Disabilities				
PWD	2.28%	2.00%	+0.28%	Yes

SECTION G: Signature of the Chief Executive Officer/Accounting Officer

Chief Executive Officer/Accounting Officer	
I <u>BRENT GERBER</u>	(full Name) CEO/Accounting Officer of

hereby declare that I have read, approved and authorized this report.	
Signed on this <u>17th</u>	day of <u>OCTOBER</u> (month) year <u>2012</u>
At (place): <u>Cape Town</u>	_____
	
_____ Chief Executive Officer/Accounting Officer	