

PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS

PURPOSE OF THIS FORM

This form enables employers to comply with Section 21 of the Employment Equity Act 55 of 1998.

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

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

WHO SHOULD COMPLETE THIS FORM?

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

WHEN SHOULD EMPLOYERS REPORT?

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

ESSENTIAL REQUIREMENTS

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

SEND TO:

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

Trade name	Stellenbosch Municipality
DTI registration name	-
DTI registration number	-
PAYE/SARS number	7950 70 1799
UIF reference number	113 781/6
EE reference number	-
Industry/Sector	Local Government
Seta classification	Local Government
Telephone number	(021) 808 8025
Fax number	(021) 808 8026
Email address	MunManager@stellenbosch.org
Postal address	P.O. Box 17
	STELLENBOSCH
Postal code	7599
City/Town	Stellenbosch
Province	Western Cape
Physical address	Plein Street
	Stellenbosch
Postal code	7599
City/Town	Stellenbosch
Province	Western Cape

Details of CEO at the time of submitting this report

Name and surname	Ian Kenned
Telephone number	021 808 8025
Fax number	021 808 8026
Email address	MunManager@stellenbosch.org

Details of Senior Manager for Employment Equity at the time of submitting this report

Name and Surname	Sabelo ka Hlanganisa
Telephone number	021 808 8056
Fax number	021 808 8057
Email address	Sabeloh@stellenbosch.org

Business type

- | | |
|--|--|
| <input type="checkbox"/> Private Sector | <input type="checkbox"/> Parastatal |
| <input type="checkbox"/> National Government | <input type="checkbox"/> Provincial Government |
| <input checked="" 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 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): 01 October 2007 To (date): 30 September 2008

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

From (date): September 2008 To (date): October 2013 (*Draft EE plan must be still be approved*)

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.

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										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Legislators, senior officials and managers	7	19		2	8	1	6	15			58
Professionals	5	21		3	6		3	11			49
Technicians and associate professionals	13	59		7	20		16	23			138
Clerks	30	65		44	88		19	6			252
Service and sales workers	22	39		11	17		1	17			107
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers	37	42			2			1			82
Elementary occupations	136	234		39	28		1				438
TOTAL PERMANENT	250	479		106	169	1	46	73			1124
Non – permanent employees	36	17		35	29			1			118
GRAND TOTAL	286	496		141	198	1	46	74			1242

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										TOTAL	
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male		Female
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks				2							2
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers		1									1
Elementary occupations	2	1									3
TOTAL PERMANENT	2	2		2							6
Non – permanent employees											
GRAND TOTAL	2	2		2							6

2. Occupational levels

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

Occupational Levels								White Male	Foreign Nationals		TOTAL
	Male			Female					Male	Female	
	A	C	I	A	C	I	W	W			
Top management	7	17		2	7	1	5	10			49
Senior management	1	13		1	3		3	11			32
Professionally qualified and experienced specialists and mid-management	7	29		5	14		9	16			80
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	14	62		18	22		18	29			163
Semi-skilled and discretionary decision making	90	163		40	88		11	7			399
Unskilled and defined decision making	130	196		40	35						401
TOTAL PERMANENT	249	480		106	169	1	46	73			1124
Non – permanent employees	36	17		35	29			1			118
GRAND TOTAL	285	497		141	198	1	46	74			1242

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

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	3	10		6	1	4		4		
Senior management		8		9	1	2		2			22
Professionally qualified and experienced specialists and mid-management	4	18		13	3	10		6			54
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	11	52		26	11	15		10			125
Semi-skilled and discretionary decision making	74	144		6	29	57		6			316
Unskilled and defined decision making	125	185			35	28					373
TOTAL PERMANENT	217	417		60	80	116		28			918
Non – permanent employees	26	12			14	22					74
GRAND TOTAL	243	429		60	94	138		28			992

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	4	7		4	1	3	1	1		
Senior management	1	5		2		1		1			10
Professionally qualified and experienced specialists and mid-management	3	11		3	2	4		3			26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	10		3	7	7		8			38
Semi-skilled and discretionary decision making	16	19		1	11	31		5			83
Unskilled and defined decision making	5	11			5	7					28
TOTAL PERMANENT	32	63		13	26	53	1	18			206
Non – permanent employees	10	5		1	21	7					44
GRAND TOTAL	42	68		14	47	60	1	18			250

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). **Report on formal outcomes only.** Note: A=Africans, C=Coloureds, I=Indians and W=Whites

Disciplinary Action										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
	24	37	0	1	2	0	1	1	-	-	66

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		✓		
Policy statement includes reference to employment equity		✓		
Summary of the Act displayed		✓		
Employment Equity training			✓	
Diversity management programmes			✓	
Discrimination awareness programmes		✓		
Other (please specify):				
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		✓	
Advertising positions		✓	
Selection criteria		✓	
Appointments		✓	
Job classification and grading		✓	
Remuneration and benefits		✓	
Terms and conditions of employment		✓	
Job assignments		✓	
Work environment and facilities		✓	
Training and development		✓	
Performance and evaluation systems	✓		No system
Promotions	✓		Not flexible
Transfers		✓	
Demotions		✓	
Succession and experience planning	✓		To be implemented
Disciplinary measures		✓	
Dismissals		✓	
Corporate culture	✓		Varies & influenced by politics
HIV and AIDS education and prevention programmes		✓	
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	✓		
Advertising positions	✓		
Selection criteria	✓		
Appointments	✓		
Job classification and grading	✓		
Remuneration and benefits	✓		
Terms and conditions of employment	✓		
Job assignments	✓		
Work environment and facilities	✓		
Training and development	✓		
Performance and evaluation systems		✓	
Setting numerical goals	✓		
Promotions		✓	
Transfers	-	-	
Demotions	-	-	
Succession and experience planning		✓	
Disciplinary measures	✓		
Diversity programme and sensitization	✓		
Community investment and bridging programme	✓		
Retention measures	✓		
Reasonable accommodation	✓		
Other (please specify):			

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 senior manager/s to manage the implementation and monitoring progress	✓		
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 01 October 2007 to 30 September 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?

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?

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								White Male	Foreign Nationals		TOTAL
	Male			Female					W	Male	
	A	C	I	A	C	I	W				
Legislators, senior officials and managers	7	14		8	14		8	6			57
Professionals	6	12		6	12		7	6			49
Technicians and associate professionals	17	35		17	35		17	17			138
Clerks	32	63		31	63		32	31			252
Service and sales workers	13	27		13	27		13	14			107
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers	10	21		10	21		10	10			82
Elementary occupations	55	110		55	110		55	54			439
TOTAL PERMANENT	140	282		140	282		142	138			1124
Non – permanent employees											
GRAND TOTAL	140	282		140	282		142	138			1124

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								Foreign Nationals		TOTAL	
	Male				Female				Male		Female
	A	C	I	W	A	C	I	W			
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks				2							2
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers		1		1	1						3
Elementary occupations	2	1		1		2					6
TOTAL PERMANENT	2	2		4	1	2					11
Non – permanent employees											
GRAND TOTAL	2	2		4	1	2					11

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

Occupational Levels										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	2	13		8	13	1	8	4			49
Senior management	2	8		6	8		4	4			32
Professionally qualified and experienced specialists and mid-management	5	20		15	20		15	5			80
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	16	58		25	24		22	18			163
Semi-skilled and discretionary decision making	40	100		60	100		50	49			399
Unskilled and defined decision making	50	100		50	101		50	50			401
TOTAL PERMANENT	115	299		164	266	1	149	130			1124
Non – permanent employees											
GRAND TOTAL	115	299		164	266	1	149	130			1124

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:

Occupational Levels										TOTAL	
	Male				Female				Foreign Nationals		
	A	C	I	W	A	C	I	W	Male		Female
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents											
Semi-skilled and discretionary decision making		2		2							4
Unskilled and defined decision making	2	1			2	1		1			7
TOTAL PERMANENT	2	3		2	2	1		1			11
Non – permanent employees											
GRAND TOTAL	2	3		2	2	1		1			11

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								White Male	Foreign Nationals		TOTAL
	Male			Female					W	Male	
	A	C	I	A	C	I	W	W			
Legislators, senior officials and managers	7	14		8	14		8	6			57
Professionals	6	12		6	12		7	6			49
Technicians and associate professionals	17	35		17	35		17	17			138
Clerks	32	63		31	63		32	31			252
Service and sales workers	13	27		13	27		13	14			107
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers	10	21		10	21		10	10			82
Elementary occupations	55	110		55	110		55	54			439
TOTAL PERMANENT	140	282		140	282		142	138			1124
Non – permanent employees											
GRAND TOTAL	140	282		140	282		142	138			1124

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									Foreign Nationals		TOTAL
	Male				Female				Male	Female	
	A	C	I	W	A	C	I	W			
Legislators, senior officials and managers											
Professionals											
Technicians and associate professionals											
Clerks				2							2
Service and sales workers											
Skilled agricultural and fishery workers											
Craft and related trades workers											
Plant and machine operators and assemblers		1		1	1						3
Elementary occupations	2	1		1		2					6
TOTAL PERMANENT	2	2		4	1	2					11
Non – permanent employees											
GRAND TOTAL	2	2		4	1	2					11

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

Occupational Levels										TOTAL	
	Male			Female				White Male	Foreign Nationals		
	A	C	I	A	C	I	W	W	Male		Female
Top management	2	13		8	13	1	8	4			49
Senior management	2	8		6	8		4	4			32
Professionally qualified and experienced specialists and mid-management	5	20		15	20		15	5			80
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	16	58		25	24		22	18			163
Semi-skilled and discretionary decision making	40	100		60	100		50	49			399
Unskilled and defined decision making	50	100		50	101		50	50			401
TOTAL PERMANENT	115	299		164	266	1	149	130			1124
Non – permanent employees											
GRAND TOTAL	115	299		164	266	1	149	130			1124

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

Occupational Levels								Foreign Nationals		TOTAL	
	Male				Female				Male		Female
	A	C	I	W	A	C	I	W			
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents											
Semi-skilled and discretionary decision making		2		2							4
Unskilled and defined decision making	2	1			2	1		1			7
TOTAL PERMANENT	2	3		2	2	1		1			11
Non – permanent employees											
GRAND TOTAL	2	3		2	2	1		1			11

Section H: Signature of the Chief Executive Officer

Chief Executive Officer

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

Signed on this _____ day of _____ year _____

At place: _____

Signature: Chief Executive Officer Full Name