

PLEASE READ THIS FIRST

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

SECTION A: EMPLOYER DETAILS

Trade name	Amahlathi Municipality
DTI registration name	
DTI registration number	
PAYE/SARS number	4390194381
UIF reference number	Stutterheim, Cathcart, KKHoek, Kei Road
EE reference number	
Industry/Sector	Local Authority
Seta classification	Local Government
Telephone number	043-683 1100
Fax number	043-683 1127
Email address	manager@amahlathi.co.za
Postal address	P/Bag X2
	Stutterheim
Postal code	4930
City/Town	Stutterheim
Province	Eastern Cape
Physical address	No. 12 Corner Maclean & Hill Street
	Stutterheim
Postal code	4930
City/Town	Stutterheim
Province	Eastern Cape

Details of CEO at the time of submitting this report

Name and surname	F.M. Shoba
Telephone number	043-683 1100
Fax number	043-683 1127
Email address	fshoba@amahlathi.co.za

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

Name and Surname	M. Quma
Telephone number	043-683 1100
Fax number	043-683 1127
Email address	mquma@amahlathi.co.za

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 voluntarily 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): 01-10-2007 To (date): 31-08-2008

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

From (date): _____ To (date): _____

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										
Senior management	2			5							7
Professionally qualified and experienced specialists and mid-management	2							1			3
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	6	2		1	3			3			15
Semi-skilled and discretionary decision making	34				14						48
Unskilled and defined decision making	55	3			9	1					68
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL	99	5		6	27	1		4			141

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					1					
Senior management	2			1							3
Professionally qualified and experienced specialists and mid-management	2				10			1			13
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	9				15			4			28
Semi-skilled and discretionary decision making	3				13						16
Unskilled and defined decision making					4						4
TOTAL PERMANENT											
Non – permanent employees											
GRAND TOTAL	16			1	43			5			65

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.

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.

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
Formal written communication	40		
Policy statement includes reference to employment equity	206		
Summary of the Act displayed	206		
Employment Equity training			x
Diversity management programmes			x
Discrimination awareness programmes			x
Other (please specify):			

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		x	
Consultative body or forum	x		Local Labour Forum Meetings
Registered trade union (s)	x		SAMWU & IMATU
Employees	x		
Other (Please specify):		x	

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

Total	Sufficient x	Some	None
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9.3 How regularly do you meet with the stakeholders mentioned in 9.1? Please choose one.

Weekly	Monthly	Quarterly	Yearly x	Other
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11 Affirmative Action measures

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

Categories	Yes	No	If yes, specify
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 sensitisation		×	
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
Appointed a designated officer to manager/s 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
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Section G: Progress Report

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

14 Reporting period: From 01st /10 /2007 to 31st /08 /2008

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

Yes	No
	x

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

Yes	No
	x

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?
Minmal applications from white and coloured communities

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?

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