



labour

Department:

Labour

REPUBLIC OF SOUTH AFRICA



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**DEPARTMENT OF LABOUR**

**MERAFONG EMPLOYMENT EQUITY PLAN  
(Section 20)**

**Employer Details**

Trade name MERAFONG CITY LOCAL MUNICIPALITY

DTI Registration name.....

PAYE/SARS No 7040723274

EE Ref No 2542

Industry/Sector WATER, ELECTRICITY AND GAS

Province GAUTENG

Tel No 0187889639

Fax No 0187873859

Postal address PO BOX 3, CARLETONVILLE, 2499

.....  
Physical address HALITE STREET, CARLETONVILLE, 2499

.....  
Province GAUTENG

Name & Surname of the CEO/Accounting Officer

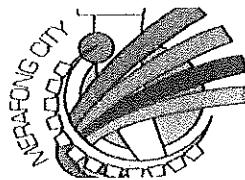
LANGA REGINALD THIBINI

Email address mmoffice@merafong.gov.za

**PURPOSE OF THIS FORM**

Section 20 requires designated employers to prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer's workforce. An Employment Equity Plan must state-

- (a) The objectives to be achieved for each year of the plan
- (b) The affirmative action measures to be implemented as required by section 15(2);
- (c) Where under representation of people from designated groups has been identified by the analysis, the numerical goals to achieve the equitable representation of suitably qualified people from designated groups within each occupational level in the workforce, the timetable within which this is to be achieved, and the strategies intended to achieve those goals;
- (d) The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals;
- (e) The duration of the plan, this may not be shorter than one year or longer than five years;
- (f) The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity;
- (g) The internal procedures to resolve any dispute about the interpretation or implementation of the plan;
- (h) The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan; and
- (i) Any other prescribed matter.



a) OBJECTIVES TO BE ACHIEVED FOR EACH YEAR OF THE PLAN

TIMEFRAMES		OBJECTIVES
YEAR 1	1 October 2015-30 September 2016	Due to budgetary constraints no AA measures were set for the period 01 October 2015 to 30 September 2016
YEAR 2	1 October 2016-30 September 2017	Due to budgetary constraints no AA measures were set for the period 01 October 2016 to 30 September 2017
YEAR 3	1 October 2017 -30 September 2018	Review of the following policies; • Recruitment Policy Development of the following policy; • Training Policy

b) BARRIERS AND AFFIRMATIVE ACTION MEASURES

BARRIERS AND AFFIRMATIVE ACTION MEASURES							
CATEGORIES	POLICY	PROCEDURE	PRACTICE	BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME-FRAMES	RESPONSIBILITY (Designation)
				(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	START DATE	END DATE
Recruitment procedures	None	X	X	Provision for people with disability not covered in recruitment policy	To include people with disability in the recruitment policy	01 January 2017	31 October 2018
Advertising positions	None	None	None				
Selection criteria	None	None	None				
Appointments	None	None	None				
Job classification and grading	None	X	None	Employees are remunerated according to wage curve salary structure	Implementation of Salary wage curve salary structure to all employees. Excluding benefits	01 January 2017	31 October 2018
Remuneration and benefits	None	None	None				

BARRIERS AND AFFIRMATIVE ACTION MEASURES					
CATEGORIES	POLICY	PROCEDURE	PRACTICE	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	RESPONSIBILITY (Designation)
				(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	TIME-FRAMES
START DATE	END DATE				
Terms & conditions of employment	None	None	None	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	
Work environment and facilities	None	None	None		
Training and development	X	X	X	Training Policy and Constitution of the Training committee	Develop Training Policy. Training Committee to consist of Technocrats
Performance and evaluation	None	None	None		01 January 2017
Succession & experience planning	None	None	None		31 October 2018
Disciplinary measures	None	None	None		Executive Director Corporate Shared Services
Retention of designated	None	None	None		

BARRIERS AND AFFIRMATIVE ACTION MEASURES						
CATEGORIES	POLICY	PROCEDURE	PRACTICE	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME-FRAMES	RESPONSIBILITY (Designation)
				(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	START DATE	END DATE
groups						
Corporate culture	None	None	None			
Reasonable accommodation	None	None	None			
HIV&AIDS prevention and wellness programmes	None	None	None			
Assigned senior manager(s) to manage EE implementation	None	None	None			

BARRIERS AND AFFIRMATIVE ACTION MEASURES					
CATEGORIES	BARRIERS (PLEASE PROVIDE NARRATION)		AFFIRMATIVE ACTION (PLEASE PROVIDE NARRATION)	TIME-FRAMES	RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE	START DATE	END DATE
Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)		
Budget allocation in support of employment equity goals	None	None	None		
Time off for employment equity consultative committee to meet	None	None	None		

**1.1 WORKFORCE ANALYSIS**  
**Workforce profile for all employees, including people with disabilities 1<sup>st</sup> October 2015**

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	4			1	2						7
Merafong % EAP	57.2% 44.6	2.1%	1.4	14.3% 8.9	28.6% 33.3	1.7%	0.8%	7.3%			100%
Senior management	11			9	5			2			27
Merafong % EAP	40.7% 44.6	2.1%	1.4%	33.3% 8.9	18.5% 33.3	1.7%	0.8%	7.4% 7.3			100%
Professionally qualified and experienced specialists and mid-management	49	2		16	34			9			110
Merafong % EAP	44.54% 44.6	1.8% 2.1	1.4%	14.5% 8.9	30.9% 33.3	1.7%	0.8%	8.18% 7.3			100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	240	4		30	125	3	1	32			435
Merafong % EAP	55.5% 44.6	0.9% 2.1	1.4%	6.8% 8.9	28.73% 33.3	0.6% 1.7	0.22% 0.8	7.3% 7.3			100%
Semi-skilled and discretionary decision making	33	1			6						40
Merafong % EAP	82.5% 44.6	2.5% 2.1	1.4%	8.9%	15% 33.3	1.7	0.8%	7.3%			100%
Unskilled and defined decision making	239				99	3		1			342
Merafong % EAP	69.88% 44.6	2.1	1.4%	8.9	28.94% 33.3	0.8% 1.7	0.8%	0.29% 7.3			100%
<b>TOTAL PERMANENT</b>	<b>576</b>	<b>7</b>		<b>56</b>	<b>271</b>	<b>6</b>	<b>1</b>	<b>44</b>			<b>961</b>
Temporary employees	60			2	214	2		1			279
<b>GRAND TOTAL</b>	<b>636</b>	<b>7</b>		<b>58</b>	<b>485</b>	<b>8</b>	<b>1</b>	<b>45</b>			<b>1240</b>

1.2. Workforce profile for people with disabilities ONLY 1<sup>st</sup> October 2015

Occupational Levels	Male				Female				Foreign Nationals		Total
	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	1				2	1			2		6
Semi-skilled and discretionary decision making		2									2
Unskilled and defined decision making	8										8
<b>TOTAL PERMANENT</b>	<b>11</b>				<b>2</b>	<b>1</b>			<b>2</b>		<b>16</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>11</b>				<b>2</b>	<b>1</b>			<b>2</b>		<b>16</b>

## NUMERICAL GOAL

### 2.1 Workforce Profile including people with disabilities as at 30 September 2018

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	4			1	2(2)						7(2)
Senior management	11			9	5(4)			2			27(4)
Professionally qualified and experienced specialists and mid-management	49(4)	2			16(6)	34		9			110(10)
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	240(5)	4(1)		30	125(8)	3(2)	1(2)				435(18)
Semi-skilled and discretionary decision making	33	1(2)			6(20)	(8)					40(30)
Unskilled and defined decision making	239	(2)			99(10)	3(5)		1			342(20)
<b>TOTAL PERMANENT</b>	<b>(9)</b>	<b>(5)</b>			<b>(50)</b>	<b>(15)</b>	<b>(2)</b>				<b>(81)</b>
Temporary employees	60			2	214	2		1			279
<b>GRAND TOTAL</b>	<b>636(9)</b>	<b>7(5)</b>		<b>58</b>	<b>485(50)</b>	<b>8(15)</b>	<b>1(2)</b>	<b>45</b>			<b>1240(81)</b>

2.2 Numerical Goal of People with disabilities only as at 30 September 2018

Occupational Levels	Male				Female				Foreign Nationals		Total
	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	1(2)			2	1(2)	(1)		2			6(5)
Semi-skilled and discretionary decision making	2(1)				(1)	(1)					2(3)
Unskilled and defined decision making	8										8
<b>TOTAL PERMANENT</b>	<b>11(3)</b>			<b>2</b>	<b>1(3)</b>	<b>1(2)</b>		<b>2</b>			<b>16(8)</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>11(3)</b>			<b>2</b>	<b>1(3)</b>	<b>(2)</b>		<b>2</b>			<b>16(8)</b>

## NUMERICAL TARGETS

### 3.1 Numerical Targets including people with disabilities for 1<sup>st</sup> October 2015 to 30<sup>th</sup> September 2016

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management					1						1
Senior management					2						2
Professionally qualified and experienced specialists and mid-management	1				2						3
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2				4						6
Semi-skilled and discretionary decision making					5						5
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>	<b>3</b>				<b>14</b>						<b>17</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>2</b>				<b>14</b>						<b>17</b>

Numerical targets for people with disabilities ONLY for 1<sup>st</sup> October 2015 to 30<sup>th</sup> September 2016

Occupational Levels	Male				Female				Foreign Nationals		Total
	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	1				1						2
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
TOTAL PERMANENT	1				1						2
Temporary employees											
GRAND TOTAL	1				1						2

3.2 Numerical targets, including people with disabilities 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management					1						1
Senior management					2						2
Professionally qualified and experienced specialists and mid-management	2				2						4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	1			2	1	1				6
Semi-skilled and discretionary decision making		1			5	4					10
Unskilled and defined decision making		1			5	2					8
<b>TOTAL PERMANENT</b>	<b>3</b>	<b>3</b>			<b>17</b>	<b>7</b>	<b>1</b>				<b>31</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>3</b>	<b>3</b>			<b>17</b>	<b>7</b>	<b>1</b>				<b>31</b>

Numerical targets for people with disabilities ONLY 1<sup>st</sup> October 2016 to 30<sup>th</sup> September 2017

Occupational Levels	Male				Female				Foreign Nationals		Total
	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	1				1	1					3
Unskilled and defined decision making											
TOTAL PERMANENT	1				1	1					3
Temporary employees											
GRAND TOTAL	1				1	1					3

3.3 Numerical targets, including people with disabilities for 1<sup>st</sup> October 2017 to 30<sup>th</sup> September 2018

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management	1				2						3
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2				2	1	1				6
Semi-skilled and discretionary decision making		1			10	4					15
Unskilled and defined decision making		1			5	3					8
<b>TOTAL PERMANENT</b>	<b>3</b>	<b>2</b>			<b>19</b>	<b>8</b>	<b>1</b>				<b>33</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>3</b>	<b>2</b>			<b>19</b>	<b>8</b>	<b>1</b>				<b>33</b>

Numerical targets for people with disabilities ONLY for 1<sup>st</sup> October 2017 to 30<sup>th</sup> September 2018

Occupational Levels	Male				Female				Foreign Nationals		Total
	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	1				1	1					3
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>	<b>1</b>				<b>1</b>	<b>1</b>					<b>3</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>1</b>				<b>1</b>	<b>1</b>					<b>3</b>

**THE STRATEGIES INTENDED TO BE USED TO ACHIEVE NUMERICAL GOALS**

- Internal promotion
- Learnsip being absorb from infrastructure
- Planning from person who will be going for retirement
- Use recruitment approved policy

**DURATION OF THE PLAN**

The Employment Equity Plan is for the period of three (3) years from the 01<sup>st</sup> October 2015 to 30<sup>th</sup> September 2018.

5. PROCEDURES TO MONITOR AND EVALUATE THE IMPLEMENTATION OF THE PLAN

STAKEHOLDER	ROLE/RESPONSIBILITY	FREQUENCY
▪ EMPLOYMENT EQUITY MANAGER	<p>Appoint Senior Manager to</p> <ul style="list-style-type: none"> <li>▪ To ensure that the implementation and monitoring of EE Plan</li> <li>▪ Keep record</li> </ul>	▪ Annually
▪ EMPLOYMENT EQUITY FORUM	<ul style="list-style-type: none"> <li>▪ Audit the environment policies, procedures and practices that discriminate</li> <li>▪ Prepare Workforce Profile</li> <li>▪ Review EE policies, practices and procedures ensuring numerical goals are met</li> <li>▪ Prepare a Report on Progress made on implementation of EE Plan to Department of Labour</li> <li>▪ Inform staff members about EE on Merafong notice board or website</li> <li>▪ Submit any recommendation to LLF and Section 80 Corporate Shared Services</li> </ul>	▪ Quarterly/annually
▪ RECOGNISED UNION(IMATU AND SAMWU)	▪ Monitor contravention of the Act and report to relevant bodies.	▪ Quarterly

## **6. DISPUTE RESOLUTION MECHANISMS**

In the event of a dispute arising out of this Employment Equity plan in terms of misinterpretation or implementation of the plan, the following steps will be followed;

### **Step 1**

The dispute will be discussed at the Employment Equity forum to finalize the matter within 14 days if not resolved it will be referred to the Employment Equity Manager.

### **Step 2**

Dispute to be raised with Employment Equity Manager giving details of the nature of the dispute. The Employment Equity Manager is to attempt to resolve the dispute in a manner that is acceptable to both parties within three (3) days of receipt of the written dispute.

### **Step 3**

If the dispute remains unresolved, the Employment Equity Manager must within two (2) days refer the dispute to the Municipal Manager who within further two (2) days, attempt to resolve the dispute in a manner acceptable to both parties.

### **Step 4**

If the dispute is still not resolved, it shall be referred to the South African Local Bargaining Council for Reconciliation, Mediation and Arbitration.

### **Step 5**

If the dispute is not resolved internally then it shall be referred to the Department of Labour or the CCMA for facilitating/mediator the dispute between the two parties.

## **7. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN**

Municipal Manager  
EE Manager

**SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER**

<b>Chief Executive Officer/Accounting Officer</b>	
<u>Langer R. Thibon</u>	(full Name) CEO/Accounting Officer of
<u>Mabalong City Local Municipality</u>	
hereby declare that I have read, approved and authorized this EE Plan.	
Signed on this <u>50th</u> day of <u>September</u> year <u>2015</u>	
At place: <u>Caskdonville</u>	
	
Chief Executive Officer /Accounting Officer	

<b>PLEASE READ THIS FIRST</b>		<b>SECTION A: EMPLOYER DETAILS &amp; INSTRUCTIONS</b>																																			
<b>PURPOSE OF THIS FORM</b> <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> <b>WHO COMPLETES THIS FORM?</b> <p>All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.</p> <b>WHEN SHOULD EMPLOYERS REPORT?</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <b>SEND TO:</b> <p>Employment Equity Registry    The Department of Labour    Private Bag X117    Pretoria 0001</p> <p>Online reporting:  <a href="http://www.labour.gov.za">www.labour.gov.za</a>    Helpline: 0860101018</p> <p><b>NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED</b></p>		<b>Trade name</b> Merafong City Local Municipality <b>DTI registration name</b> <b>DTI registration number</b> <b>PAYE/SARS number</b> 7040723274 <b>UIF reference number</b> 020369 <b>EE reference number</b> 2542 <b>Seta classification</b> Local Government, Water & Related Services Sector <b>Industry/Sector</b> Electricity, Gas and Water <b>Telephone number</b> 0187889500 <b>Postal address</b> PO BOX 3 <b>Postal code</b> 2500 <b>City/Town</b> CARLETONVILLE <b>Province</b> Gauteng <b>Physical address</b> Halite Street <b>Postal code</b> 2500 <b>City/Town</b> CARLETONVILLE <b>Province</b> Gauteng <b>Details of CEO/Accounting Officer at the time of submitting this report</b> <table border="1"> <tr> <td>Name and surname</td> <td>Langa Reginald Thibini</td> </tr> <tr> <td>Telephone number</td> <td>0187889639</td> </tr> <tr> <td>Fax number</td> <td>0187873859</td> </tr> <tr> <td>Email address</td> <td>mmoffice@merafong.gov.za</td> </tr> </table> <b>Details of Employment Equity Senior Manager at the time of submitting this report</b> <table border="1"> <tr> <td>Name and Surname</td> <td>Ditshele Godfrey Motaung</td> </tr> <tr> <td>Telephone number</td> <td>0187889591</td> </tr> <tr> <td>Fax number</td> <td>0866108682</td> </tr> <tr> <td>Email address</td> <td>gmotaung@merafong.gov.za</td> </tr> </table> <b>Business type</b> <table border="1"> <tr> <td><input type="checkbox"/> Private Sector</td> <td><input type="checkbox"/> State-Owned Enterprise</td> </tr> <tr> <td><input type="checkbox"/> National Government</td> <td><input type="checkbox"/> Provincial Government</td> </tr> <tr> <td><input checked="" type="checkbox"/> Local Government</td> <td><input type="checkbox"/> Educational Institution</td> </tr> <tr> <td><input type="checkbox"/> Non-profit Organisation</td> <td></td> </tr> </table> <b>Information about the organisation at the time of submitting this report</b> <table border="1"> <tr> <td>Number of employees in the organisation</td> <td><input type="checkbox"/> 0 to 49  <input type="checkbox"/> 50 to 149  <input checked="" type="checkbox"/> 150 or more</td> </tr> <tr> <td>Is your organisation an organ of State?</td> <td><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</td> </tr> <tr> <td>Is your organisation part of a group / holding company?</td> <td><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</td> </tr> <tr> <td>If yes, please provide the name</td> <td>_____</td> </tr> <tr> <td>Year for which this report is submitted</td> <td>2015</td> </tr> </table>		Name and surname	Langa Reginald Thibini	Telephone number	0187889639	Fax number	0187873859	Email address	mmoffice@merafong.gov.za	Name and Surname	Ditshele Godfrey Motaung	Telephone number	0187889591	Fax number	0866108682	Email address	gmotaung@merafong.gov.za	<input type="checkbox"/> Private Sector	<input type="checkbox"/> State-Owned Enterprise	<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 Organisation		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	_____	Year for which this report is submitted	2015
Name and surname	Langa Reginald Thibini																																				
Telephone number	0187889639																																				
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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	_____																																				
Year for which this report is submitted	2015																																				

Please indicate below the preceding twelve month period the report covers (except for first time reporting where the period may be shorter):

From (date): 01 / 10 / 2014 to (date): 30 / 09 / 2015  
 DD / MM / YYYY DD / MM / YYYY

Please indicate below the duration of your current Employment Equity Plan:

From (date): 01 / 10 / 2011 to (date): 30 / 09 / 2015  
 DD / MM / YYYY DD / MM / YYYY

### PLEASE READ THIS FIRST

- a. The report should cover a twelve month period, except for first time reporting where this may not be possible and the months covered should be consistent from year to year for the duration of the plan.
- b. Employers must complete the EEA2 and the EEA4 forms and submit them together to the Department of Labour. Reports submitted by employers to the Department may only be hand delivered, posted or submitted online by the first working day of October or by 15 January of the following year only in the case of electronic reporting.
- c. An employer who becomes designated on or after the first working day of April, but before the first working day of October, must only submit its first report on the first working day of October in the following year.
- d. "Designated groups" mean Black people (i.e. Africans, Coloureds and Indians), women and people with disabilities who are citizens of the Republic of South Africa by birth or descent; or became citizens of the Republic of South Africa by naturalisation (i) before 27 April 1994 or (ii) after 26 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date but who were precluded by apartheid policies.
- e. The alphabets "A", "C", "I", "W", "M" and "F" used in the tables have the following corresponding meanings and must be interpreted as "Africans", "Coloureds", "Indians", "Whites", "Males" and "Females" respectively.
- f. "Temporary employees" are those employees employed for less than three months.
- g. Guidelines on occupational levels are provided in the EEA9 Annexure of these regulations.
- h. Numerical goals must include the entire workforce profile, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve at the end of its Employment Equity Plan (EE Plan).
- i. Numerical targets must include the entire workforce profile, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve by the next reporting period.
- j. All areas of the form must be fully and accurately completed and submitted by employers. Designated employers who fail to observe this provision will be deemed not to have reported.
- k. Employers must not leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".

## 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	4			1	2						7
Senior management	11			9	5			1			26
Professionally qualified and experienced specialists and mid-management	47	2		15	35			9			108
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	230	4		24	125	4	1	35			423
Semi-skilled and discretionary decision making	29	1			6						36
Unskilled and defined decision making	243	1			95	2		1			342
<b>TOTAL PERMANENT</b>	<b>564</b>	<b>8</b>		<b>49</b>	<b>268</b>	<b>6</b>	<b>1</b>	<b>46</b>			<b>942</b>
Temporary employees	118			2	250	2		2			374
<b>GRAND TOTAL</b>	<b>682</b>	<b>8</b>		<b>51</b>	<b>518</b>	<b>8</b>	<b>1</b>	<b>48</b>			<b>1316</b>

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											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1				2	1			2		6
Semi-skilled and discretionary decision making	2										2
Unskilled and defined decision making	8										8
<b>TOTAL PERMANENT</b>	<b>11</b>			<b>2</b>	<b>1</b>			<b>2</b>			<b>16</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>11</b>			<b>2</b>	<b>1</b>			<b>2</b>			<b>16</b>

## 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											
Senior management											
Professionally qualified and experienced specialists and mid-management	3				1						4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1				3						4
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>	<b>4</b>				<b>4</b>						<b>8</b>
Temporary employees	84				127				1		212
<b>GRAND TOTAL</b>	<b>88</b>				<b>131</b>				<b>1</b>		<b>220</b>

### 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											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents					1						1
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>					<b>1</b>						<b>1</b>
Temporary employees											
<b>GRAND TOTAL</b>					<b>1</b>						<b>1</b>

#### 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											
Senior management	1								1		2
Professionally qualified and experienced specialists and mid-management	1				1						2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	4				3						7
Semi-skilled and discretionary decision making	1										1
Unskilled and defined decision making	5				2						7
<b>TOTAL PERMANENT</b>	<b>12</b>				<b>4</b>	<b>2</b>					<b>19</b>
Temporary employees	28				100	1		2			131
<b>GRAND TOTAL</b>	<b>40</b>				<b>4</b>	<b>102</b>	<b>1</b>		<b>2</b>		<b>150</b>

#### 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	3				1				4
Senior management	5				4	3			13
Professionally qualified and experienced specialists and mid-management	21	2			3	16		2	44
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	45	1			1	38	2		90
Semi-skilled and discretionary decision making	4								4
Unskilled and defined decision making	115				42				157
<b>TOTAL PERMANENT</b>	<b>193</b>	<b>3</b>		<b>8</b>	<b>100</b>	<b>2</b>		<b>6</b>	<b>312</b>
Temporary employees	4				2				6
<b>GRAND TOTAL</b>	<b>197</b>	<b>3</b>		<b>8</b>	<b>102</b>	<b>2</b>		<b>6</b>	<b>318</b>

## 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	1				1						2
Senior management	1				2						3
Professionally qualified and experienced specialists and mid-management					1						1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents					6						6
Semi-skilled and discretionary decision making	15		1		20						36
Unskilled and defined decision making	21				19						40
<b>TOTAL PERMANENT</b>	<b>38</b>		<b>1</b>		<b>49</b>						<b>88</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>38</b>		<b>1</b>		<b>49</b>						<b>88</b>

### 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											
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				1						2
Unskilled and defined decision making											
<b>TOTAL PERMANENT</b>	<b>1</b>				<b>1</b>						<b>2</b>
Temporary employees											
<b>GRAND TOTAL</b>	<b>1</b>				<b>1</b>						<b>2</b>

**SECTION F: MONITORING & EVALUATION****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	X	
Registered trade union(s)	X	
Employees	X	

## 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	Yes		Yes		03/06/2013	30/09/2015
Advertising positions		No		No		
Selection criteria		No		No		
Appointments		No		No		
Job classification and grading	Yes		Yes		03/06/2013	30/09/2015
Remuneration and benefits		No		No		
Terms & conditions of employment		No		No		
Job assignments		No		No		
Work environment and facilities		No		No		
Training and development	Yes		Yes		01/10/2013	30/09/2015
Performance and evaluation	Yes		Yes		01/01/2014	30/09/2015
Promotions		No		No		
Transfers		No		No		
Succession & experience planning	Yes		Yes		01/10/2013	30/09/2015
Disciplinary measures		No		No		
Dismissals		No		No		
Retention of designated groups		No		No		
Corporate culture		No		No		
Reasonable accommodation		No		No		
HIV&AIDS prevention and wellness programmes		No		No		
Assigned senior manager(s) to manage EE implementation		No		No		
Budget allocation in support of employment equity goals		No		No		
Time off for employment equity consultative committee to meet		No		No		

### 3. Monitoring and evaluation of implementation

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

Monthly	Quarterly
	x

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

Yes	No	Please explain
	x	Due to moratorium on recruitment of personnel

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

#### Chief Executive Officer/Accounting Officer

Langa S Thobeni (full Name) CEO/Accounting Officer of  
Meraang City Local Municipality

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

Signed on this 01 day of January (month) year 2016

At (place): Cape Town

Chief Executive Officer/Accounting Officer