



## PLEASE READ THIS FIRST

## SECTION A: EMPLOYER DETAILS &amp; INSTRUCTIONS

## PURPOSE OF THIS FORM

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

This form contains the format for employment equity reporting by designated employers to the Department of Employment and Labour.

## WHO COMPLETES THIS FORM?

All designated employers. Employers who wish to voluntarily comply with Chapter 3 of the Act are also required to complete this form.

## WHEN SHOULD EMPLOYERS REPORT?

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.

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.

## SEND TO:

Employment Equity Registry  
The Department of Employment and Labour  
Private Bag X117  
Pretoria 0001

Online Reporting:  
[www.labour.gov.za](http://www.labour.gov.za)  
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	KOUGA MUNICIPALITY
DTI registration name	KOUGA MUNICIPALITY
DTI registration number	
PAYE/SARS number	7430739112
UIF reference number	7370311
EE reference number	623751
Seta classification	LOCAL GOVERNMENT, WATER & RELATED SERVICES SECTOR
Industry/Sector	WATER SUPPLY, SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
Industry Sub Sector	Waste collection, treatment and disposal activities; materials recovery
Bargaining Council	South African Local Government
Telephone number	0422002200
Postal address	P.O. BOX 21 Da Gama Road JEFFREYSBAAI
City/Town	JEFFREYSBAAI
Postal code	6330
Province	EASTERN CAPE
Physical address	33 Da Gama Road Jeffreys Bay DENGÉ
City/Town	CATO RIDGE
Postal code	6330
Province	EASTERN CAPE
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Mr C. Du Plessis
Telephone number	0422002103
Fax number	0865211154
Email address	ddejager@kouga.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Ms K. Moodley
Telephone number	0422002153
Fax number	0865224883
Email address	kmoodley@kouga.gov.za
Information about the organization at the time of submitting this report	
Business type	Local Government
Number of employees in the organization	150 or more
Is your organization an organ of State?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Year for which this report is submitted	2019

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

From (date): 01/01/2019

To (date): 31/12/2019

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

From (date): 01/07/2018

To (date): 30/09/2020

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- 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 Employment and 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 naturalization (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	0	0	0	1	0	0	0	0	0	0	1
Senior management	0	1	0	1	2	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	5	6	1	11	3	2	0	5	0	0	33
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	66	0	17	31	27	0	14	0	0	199
Semi-skilled and discretionary decision making	153	137	0	6	64	48	0	6	0	0	414
Unskilled and defined decision making	122	70	0	2	78	43	0	1	0	0	316
TOTAL PERMANENT	324	280	1	38	178	120	1	26	0	0	968
Temporary employees	44	33	0	0	25	15	0	1	0	0	118
GRAND TOTAL	368	313	1	38	203	135	1	27	0	0	1086

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	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	3	0	0	0	0	0	0	0	0	3
Unskilled and defined decision making	3	5	0	0	0	0	0	0	0	0	8
TOTAL PERMANENT	3	8	0	0	0	0	0	0	0	0	11
Temporary employees	4	2	0	0	3	0	0	0	0	0	9
GRAND TOTAL	7	10	0	0	3	0	0	0	0	0	20

## 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	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	2	0	1	0	0	0	0	1	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	0	0	0	1	0	0	2
Semi-skilled and discretionary decision making	23	12	0	1	16	9	0	1	0	0	62
Unskilled and defined decision making	29	15	0	2	11	7	0	0	0	0	64
TOTAL PERMANENT	54	27	1	4	27	16	0	3	0	0	132
Temporary employees	44	33	0	0	25	15	0	1	0	0	118
GRAND TOTAL	98	60	1	4	52	31	0	4	0	0	250

## 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	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	0	1	0	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	6	5	0	0	3	1	0	0	0	0	15
Semi-skilled and discretionary decision making	29	29	0	0	9	9	0	1	0	0	77
Unskilled and defined decision making	1	1	0	0	0	0	0	0	0	0	2
TOTAL PERMANENT	37	35	0	0	13	10	0	1	0	0	96
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	37	35	0	0	13	10	0	1	0	0	96

## 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	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	1	0	0	1	0	0	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	2	0	1	1	0	0	1	0	0	8
Semi-skilled and discretionary decision making	14	24	0	0	12	13	0	4	0	0	67
Unskilled and defined decision making	7	7	0	0	2	1	0	0	0	0	17
TOTAL PERMANENT	25	33	0	2	15	14	0	5	0	0	94
Temporary employees	68	20	0	0	39	14	0	1	0	0	142
GRAND TOTAL	93	53	0	2	54	28	0	6	0	0	236

## 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	0	0	0	0	0	0	0	0
Senior management	0	0	0	1	2	0	1	0	4
Professionally qualified and experienced specialists and mid-management	4	4	0	5	1	0	0	3	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	43	39	0	10	22	26	0	5	145
Semi-skilled and discretionary decision making	53	43	0	1	32	26	0	3	158
Unskilled and defined decision making	36	26	0	0	30	14	0	0	106
TOTAL PERMANENT	136	112	0	17	87	66	1	11	430
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	136	112	0	17	87	66	1	11	430

## SECTION E: NUMERICAL GOALS &amp; 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	0	0	0	1	0	0	0	0	0	0	1
Senior management	0	1	0	1	2	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	4	6	1	7	6	3	0	2	0	0	29
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	41	66	0	13	39	26	0	16	0	0	201
Semi-skilled and discretionary decision making	147	112	0	8	54	31	0	3	0	0	355
Unskilled and defined decision making	99	75	0	4	61	40	0	3	0	0	282
TOTAL PERMANENT	291	260	1	34	162	100	1	24	0	0	873
Temporary employees	36	21	0	3	30	7	0	2	0	0	99
GRAND TOTAL	327	281	1	37	192	107	1	26	0	0	972

## 7. Numerical Targets

7.1 Please indicate the numerical targets as contained in the EE Plan (i.e. the 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	0	0	0	1	0	0	0	0	0	0	1
Senior management	0	1	0	1	2	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	4	6	0	7	6	3	0	2	0	0	28
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	41	66	0	13	39	26	0	16	0	0	201
Semi-skilled and discretionary decision making	147	112	0	8	54	31	0	3	0	0	355
Unskilled and defined decision making	99	75	0	4	61	40	0	3	0	0	282
TOTAL PERMANENT	291	260	0	34	162	100	1	24	0	0	872
Temporary employees	36	21	0	3	30	7	0	2	0	0	99
GRAND TOTAL	327	281	0	37	192	107	1	26	0	0	971

## SECTION F: MONITORING &amp; 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	Yes	
Registered trade union (s)	Yes	
Employees	Yes	



## 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	Timeframe for Implementation of AA Measures	
			Start Date (DD/MM/YYYY)	End Date (DD/MM/YYYY)
Recruitment Procedures	Yes	Yes	01/07/2018	30/09/2020
Advertising Positions	Yes	Yes	01/07/2018	30/09/2020
Selection criteria	Yes	Yes	01/07/2018	30/09/2020
Appointments	Yes	Yes	01/07/2018	30/09/2020
Job classification and grading	No	No		
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	No	No		
Work environment and facilities	Yes	Yes	01/07/2018	30/09/2020
Training and development	Yes	Yes	01/07/2018	30/09/2020
Performance and evaluation systems	Yes	Yes	01/07/2018	30/09/2020
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	Yes	Yes	01/07/2018	30/09/2020
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/07/2018	30/09/2020
Corporate culture	Yes	Yes	01/07/2018	30/09/2020
Reasonable accommodation	No	No		
HIV and AIDS education and prevention programmes	Yes	Yes	01/07/2018	30/09/2019
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		

## 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
	Quarterly

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

Yes	No	Please explain
	No	Not achieved, however major progress has been made to appoint employees from designated groups.

EEA2 Section G: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Mr C. Du Plessis (full Name) CEO/Accounting Officer of KOUGA MUNICIPALITY hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 13<sup>th</sup> day of January (month) year 2020</p> <p>At (place) : Jeffreys Bay</p> <p>Chief Executive Officer/Accounting Officer</p>