

**SECTION A: EMPLOYER DETAILS**

Trade Name	Kareeberg Municipality
DTI Registration Name	Kareeberg Municipality
DTI Registration Number	
PAYE/SARS Number	
UIF Reference Number	U-632239/4
EE Reference Number	
SETA Classification	LGSETA
Industry Sector	Local Government
Telephone Number	(053) 3823012
Fax Number	(053) 3823142
E-mail Address	Calla.vanZyl@lgnet.org.za
Postal Address	Privaatsak X226
Postal Code	8925
City/Town	Carnarvon
Province	Northern Cape
Physical Address	HanauStraat 10
Postal Code	8925
City/Town	Carnarvon
Province	Northern Cape

**Details of CEO at date of report submission**

Name and Surname	Z.E. Dingile
Telephone Number	(053) 3823012
Fax Number	(053) 3823142
E-mail Address	kareeberg@xsinet.co.za

**Details of Equity Manager at date of report submission**

Name and Surname	Calla van Zyl
Telephone Number	(053) 3823012
Fax Number	(053) 3823142
E-mail Address	Calla.vanZyl@lgnet.org.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 Organisation     |  |

**Information about the organisation at date of report submission**

Number of employees in organisation	<input type="checkbox"/> 0 to 49	<input checked="" type="checkbox"/> 50 to 149	<input type="checkbox"/> 150 or more
Voluntary compliance in terms of Section 14 of the Act?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Organisation an organ of state?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Organisation part of a group / holding company?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Name (if Yes)	N/A		
Date of report submission	2012/10/01		



**Employment Equity Report for Kareeberg Municipality  
for the Period 2011/10/01 to 2012/09/30**

**EEA2**

<b>Period covered by this report</b>	<b>From (date) : 2011/10/01</b>	<b>To (date) 2012/09/30</b>
<b>Duration of current employment equity plan</b>	<b>From (date) : 2009/01/01</b>	<b>To (date) 2013/12/31</b>

**SECTION B : WORKFORCE PROFILE AND CORE & SUPPORT FUNCTIONS EEA2**

**1. WORKFORCE PROFILE**

Date of Workforce Profile : 2012/09/30

<b>1.1 Total number of employees (including employees with disabilities) in each of the following occupational levels:</b>											
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	0	0	0	0	0	0	0	0	0	1
Senior Management	0	0	0	3	0	0	0	0	0	0	3
Professionally qualified and experienced specialists and middle management	0	1	0	0	0	0	0	2	0	0	3
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	2	0	2	0	7	0	3	0	0	14
Semi-skilled and discretionary decision making	0	10	0	0	0	2	0	0	0	0	12
Unskilled and defined decision making	0	17	0	0	0	17	0	0	0	0	34
<b>TOTAL PERMANENT</b>	<b>1</b>	<b>30</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>67</b>
Temporary employees	0	10	0	0	0	13	0	0	0	0	23
<b>GRAND TOTAL</b>	<b>1</b>	<b>40</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>39</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>90</b>

<b>1.2 Total number of employees with disabilities only in each of the following occupational levels:</b>											
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 middle 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	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Temporary Employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

(\* Excludes councillors

**SECTION C : WORKFORCE MOVEMENT**

**EEA2**

**3. Recruitment**

<b>3.1 Total number of new recruits, including employees with disabilities</b>												
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	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and middle management	0	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	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	2	0	0	0	0	0	0	0	0	0	2
<b>TOTAL PERMANENT</b>	0	2	0	0	0	0	0	0	0	0	0	2
Tempoary employees	0	5	0	0	0	5	0	0	0	0	0	10
<b>GRAND TOTAL</b>	0	7	0	0	0	5	0	0	0	0	0	12

**4. Promotion**

<b>4.1 Total number of promotions into each occupational level, including people with disabilities</b>												
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	0
Senior Management	0	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and middle management	0	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	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	0	0	0	0	0	0	0	0	0	0	0	0
Temporary employees	0	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	0	0	0	0	0	0	0	0	0	0	0	0

(\*) Excludes councillors

**SECTION C : WORKFORCE MOVEMENT**

**EEA2**

**5. Termination**

<b>5.1 Total number of terminations in each occupational level, including people with disabilities</b>											
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 middle 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	1	0	0	0	0	0	0	0	0	1
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERMANENT</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Temporary employees	0	1	0	0	0	1	0	0	0	0	2
<b>GRAND TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

<b>5.2 Total number of terminations, including people with disabilities, in each termination category.</b>											
NOTE: A=Africans, C=Coloureds, I=Indians and W=Whites											
Terminations	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Resignation	0	1	0	0	0	0	0	0	0	0	1
Non-renewal of contract	0	1	0	0	0	1	0	0	0	0	2
Retrenchment - Operational requirements	0	0	0	0	0	0	0	0	0	0	0
Dismissal - misconduct	0	0	0	0	0	0	0	0	0	0	0
Dismissal - incapacity	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

(\*) Excludes councillors

**SECTION E : NUMERICAL GOALS & TARGETS**

**EEA2**

**7. Numerical Goals**

**7.1 Numerical GOALS (i.e. the workforce profile) projected to achieve for the total number of employees, including people with disabilities, at the end of the 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	0	0	0	0	0	0	0	0
Senior Management	0	2	0	0	0	1	0	0	0	0	3
Professionally qualified and experienced specialists and middle management	0	1	0	0	0	2	0	1	0	0	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	5	0	0	0	9	0	2	0	0	16
Semi-skilled and discretionary decision making	0	0	0	0	0	4	0	0	0	0	4
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Permanent</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>27</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>27</b>

**7.2 Numerical GOALS (i.e. the workforce profile) projected to achieve for the total number of employees with disabilities only at the end of the 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		Totals
	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	1	0	0	0	0	1
Professionally qualified and experienced specialists and middle management	0	1	0	0	0	1	0	0	0	0	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	0	1	0	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	0	0	0	0	0	2	0	0	0	0	2
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL Permanent</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
<b>GRAND TOTAL</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

(\*) Excludes councillors

## 9. Disciplinary Action

## 10. Awareness of Employment Equity

10.1. Please indicate which of the following awareness measures were implemented by your organisation:			
Awareness Measure	Yes	No	No. of employees covered
Formal written communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Policy statement includes reference to employment equity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Summary of the Act displayed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8
Employment equity training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Diversity management programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Discrimination awareness programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	91

## 11. Consultation

11.1. Please indicate which stakeholders were involved in the consultation process when developing and implementing your employment equity plan en when preparing the Employment Equity Report:		
Stakeholder	Yes	No
Consultative body or employment equity forum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered trade union(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**SECTION F : MONITORING & EVALUATION**

**12. Barriers and affirmative action measures**

**12.1. 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 you have developed affirmative action (AA) measures and the timeframes to overcome them.**

Categories	Barriers		AA measures		Timeframe for implementation of AA measures	
	Yes	No	Yes	No	Start Date	End Date
Recruitment procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Advertising positions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Selection criteria	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appointments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Job classification and grading	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Remuneration and benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Terms & conditions of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Job assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Work environment and facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Training and development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Performance and evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Promotions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Transfers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Succession and experience planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Disciplinary measures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Dismissals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Retention of designated groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Corporate culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Reasonable accommodation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
HIV & AIDS prevention and wellness programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appointed senior manager(s) to manage EE implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Budget allocation in support of employment equity goals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Time off for employment equity consultative committee to meet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**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

**13.2 Did you achieve the annual objectives as set out in your employment equity plan for the period?**

Yes    No    Please explain



SECTION G : SIGNATURE OF CHIEF EXECUTIVE OFFICER

Chief Executive Officer

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

Signed on this 25 day of September year 2012

At place : Cameroon

A. V. Schalkwyk  
^ Chief Executive Officer (Full Name)

A. V. Schalkwyk  
^ Signature of Chief Executive Officer

## SECTION B: INCOME DIFFERENTIALS STATEMENT

EEA4

The number of employees, including people with disabilities, and their remuneration in each OCCUPATIONAL LEVEL in terms of race and gender.

Occupational Levels	Male						Female						Foreign Nationals		Total				
	African		Coloured		Indian		White		African		Coloured		Indian			White		Male	Female
Top Management	Number of workers	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	Remuneration (R)	921 182	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	921 182
Senior Management	Number of workers	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
	Remuneration (R)	0	0	0	0	2 282 741	0	0	0	0	0	0	0	0	0	0	0	0	2 282 741
Professionally qualified and experienced specialists and middle management	Number of workers	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	3
	Remuneration (R)	0	283 370	0	0	0	0	0	0	0	0	0	664 600	0	0	0	0	0	947 970
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of workers	0	2	0	0	2	0	0	0	0	7	0	3	0	0	0	0	0	14
	Remuneration (R)	0	277 250	0	0	493 820	0	0	0	1 044 333	0	0	661 817	0	0	0	0	0	2 477 220
Semi-skilled and discretionary decision making	Number of workers	0	10	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	12
	Remuneration (R)	0	1 133 414	0	0	0	0	0	0	204 991	0	0	0	0	0	0	0	0	1 338 405
Unskilled and defined decision making	Number of workers	0	17	0	0	0	0	0	0	0	17	0	0	0	0	0	0	0	34
	Remuneration (R)	0	1 365 633	0	0	0	0	0	0	1 459 903	0	0	0	0	0	0	0	0	2 825 536
<b>TOTAL PERMANENT</b>	Number of workers	1	30	0	0	5	0	0	0	0	26	0	5	0	0	0	0	0	67
	Remuneration (R)	921 182	3 059 667	0	0	2 776 561	0	0	0	2 709 227	0	0	1 326 417	0	0	0	0	0	10 793 054
Temporary employees	Number of workers	0	10	0	0	0	0	0	0	0	13	0	0	0	0	0	0	0	23
	Remuneration (R)	0	852 071	0	0	0	0	0	0	565 592	0	0	0	0	0	0	0	0	1 417 663
<b>TOTAL</b>	Number of workers	1	40	0	0	5	0	0	0	0	39	0	5	0	0	0	0	0	90
	Remuneration (R)	921 182	3 911 738	0	0	2 776 561	0	0	0	3 274 819	0	0	1 326 417	0	0	0	0	0	12 210 717

\* Excludes councillors

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## Reasons for the disparities in remuneration within the various occupational levels

Top Management

Senior Management

Professionally qualified and experienced specialists and middle management

Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents

Semi-skilled and discretionary decision making

Unskilled and defined decision making

**NOTULE VAN 'N VERGADERING GEHOU MET DIE ONDERSKEIE ROLSPELERS OP VRYDAG, 21 SEPTEMBER 2012 IN DIE RAADSAAL, CARNARVON**

**TEENWOORDIG:** Kapt. P. Laubsher - gemagtigde lid SAPD  
Mnr. A. van Schalkwyk - verantwoordelike beampte (voorsitter)

**AANSOEK INGEVOLGE DIE WET OP REËLING VAN BYEENKOMSTE - OPTOG 27 SEPTEMBER 2012: VANWYKSVLEI**

Die aansoek dateer 20 September 2012 word voorgelê. Die verantwoordelike beampte meld dat die aansoek ingevolge Artikel 5(3) afgekeur word, omdat die Raad nog geen versoeke van uit die gemeenskap ontvang het oor enige griewe nie. Die sameroepers kan voorts ingevolge Artikel 6 (1)(a) by die Landdros appelleer teen die afkeuring.

**BESLUIT:** dat die afkeuring van die aansoek skriftelik bevestig word.

**DATUM: 21 SEPTEMBER 2012**

**VOORSITTER**