

Forestry Function

EMPLOYMENT EQUITY QUARTERLY PROGRESS REPORT FOR THE PERIOD:

October 2004 – December 2004



INTRODUCTION

"Employment Equity"

The Employment Equity Act, 1998, requires of all employers of 150 employees or more including government, to submit an Employment Equity Plan.

The Department is therefore committed to foster and promote sound and fair workplace practices through the Employment Equity Plan, that will correct the imbalances of the past and create a workforce that reflects the demographics of each Region.

Classification of Occupational Categories:

The following classification of posts into the various occupational categories have been accepted and should be used when completing the EECF template:

1. Legislators, senior officials and managers (All posts level 9 and higher is part of this category)

*Regional Director
Deputy Regional Directors
Assistant Directors / Control Technicians*

2. Professionals

A registered professional / Engineers

3. Technicians and associate professionals

*Technicians
Hydrologist
Water Quality Control
Geographer
Communication officer
Personnel Practitioners
State accountant*

4. Clerks

*Personnel Officers
Admin support personnel
Admin clerks
Provisioning clerks
Financial clerks
Secretaries*

5. Service and sales workers

Not applicable

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Directorate: Forestry Function
Date: October to December 2004

6. Skilled agricultural and fishery workers

Water control officers
Specialised auxiliary service officer

7. Craft and related trades workers

Artisans
Handyman
General foreman
Safety officer

8. Plant and machine operators and assemblers

Driver operators
Drivers
Plant operators

9. Elementary occupations

Tradesman aid
Water control Aid
Store assistant
General worker
Cleaners
Messengers
Security guards
Grounds man

1. Quantitative Targets

1.1 The Chief Directorate / Regional Office's Current Workforce Profile:

The numerical targets and goals presented by the Forestry Function are based on the Transformation White paper goals namely 75% African, 50% Female and 5% Disabled as well as the demographics of the Province.

The Disability, Gender & Racial targets achieved in Forestry Function:

Total staff per division / Directorate: 11

Category	Numbers / Percentages				Targets Achieved
	Sept 04	Oct 04	Nov 04	Dec 04	
<i>Disability Representivity</i>					
<i>Gender Representivity</i>					
<i>Black Representivity</i>					

** Please note that the above table should be drafted per all Directorates in Chief Directorates / all divisions in Regions.*

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Directorate: Forestry Function
Date: October to December 2004

The Disability, Gender & Racial targets from *Level 9 and upward* within the Forestry Function

Category	Numbers / Percentages				Targets Achieved
	June 04	July 04	Aug 04	Sep 04	
<i>Disability Representivity</i>					
<i>Gender Representivity</i>					
<i>Black Representivity</i>					

Display the following three pie charts for Gender, Race & Disability for the total number of staff per Chief Directorate/ Region:

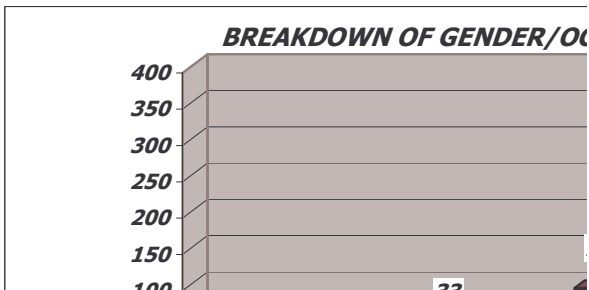
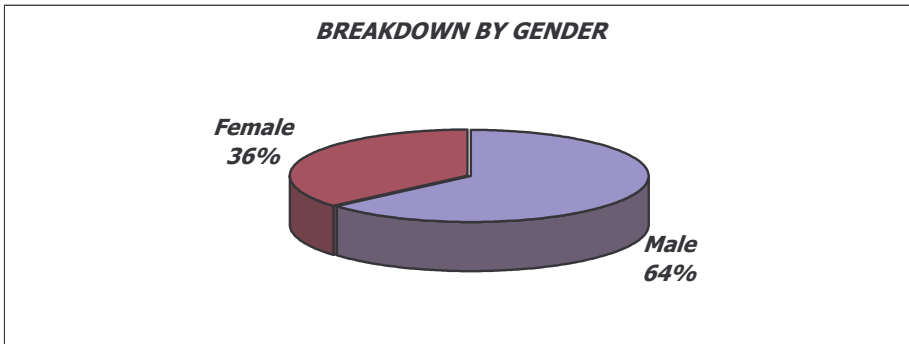


Table 1. The Directorate: *Technical and Information Services* Workforce Profile as recorded on 1 October 2004

Occupational Categories	MALE				FEMALE				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
1. Legislators, senior officials and managers									
<i>Chief Director</i>									
<i>Director</i>									
<i>Deputy Directors</i>									
<i>Assistant Directors</i>									
<i>Senior Forester</i>									
<i>Control Personnel Officers</i>									
<i>Chief Personnel Officer</i>									
<i>Principle Personnel Officer</i>									
2. Professionals									
3. Technicians and associate									

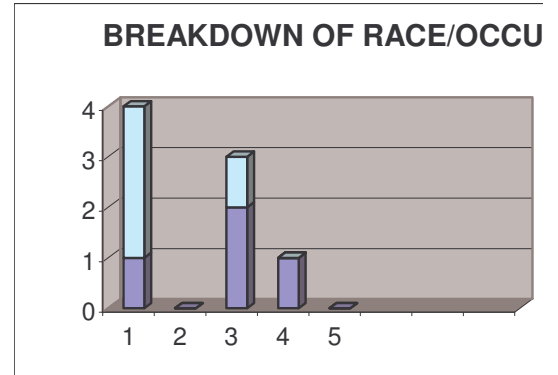
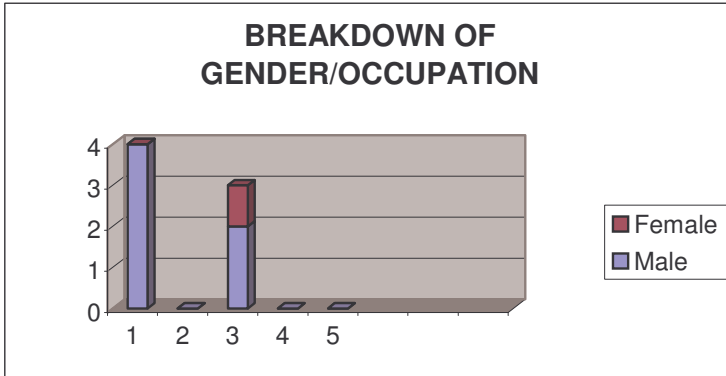
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Directorate: Forestry Function
Date: October to December 2004

professionals									
<i>Training Officer</i>									
<i>Snr Personnel Practitioner</i>									
<i>Personnel Practitioners</i>									
<i>Snr Personnel Officers</i>									
<i>Principle Personnel Officer</i>									
<i>Snr Workstudy Officers</i>									
<i>Workstudy Officers</i>									
4. Clerks									
<i>Personal Assistant (Secretary)</i>									
<i>Snr Administration Clerk Gr III</i>									
5. Skilled agricultural and fishery workers									
6. Craft and related trades workers									
7. Plant and machine operators and assemblers									
8. Elementary Occupations									
<i>Messenger</i>									
TOTAL PERMANENT									
Contract & Temporary Staff									
TOTAL STAFF									

** Please note that the above table should be adapted to the relevant posts existing per Occupational Category per Chief Directorates / Regions.*

Display the following two graphs for Gender & Race per Occupational Category for the total number of staff per Forestry Function as captured in the current Workforce profile on the previous page:

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Directorate: Forestry Function
Date: October to December 2004



* Please note that the above graph indicates the amount per race as a percentage of the total number of staff per Occupational Category per Chief Directorates / Region.

Table 2. The Directorate: Forestry Function- Workforce Profile as recorded on 1 October 2004 with an indication of existing vacancies for the financial year with intended preference / TARGETS for the year 2004 in terms of race, gender and disability.

Occupational Categories	MALE				FEMALE				TOTAL
	African	Coloured	Indian	White	African	Coloured	Indian	White	
1. Legislators, senior officials and managers									
Director									
Deputy Director:									
Assistant Director									
Snr Forest Officer	2 nd								
New Total									
2. Professionals									
3. Technicians and associate professionals									
Senior Workstudy Officer									
Senior Workstudy Officer									
Senior Workstudy Officer									
Senior Workstudy Officer									
New Total									
4. Clerks									
Admin Clerk									

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

New Total									
5. Skilled agricultural and fishery workers									
6. Craft and related trades workers									
7. Plant and machine operators and assemblers									
8. Elementary Occupations									
TOTAL PERMANENT									
NEW TOTAL (with positions filled)									

STANDING NOTE:

- **In all cases preference will be given to people with disability.**
- The numerical targets and goals presented are all based on the Transformation White paper goals namely 75% African, 50% Female and 5% Disabled as well as the demographics of the Province. The following relevant factors were also taken into account in setting the numerical goals:
 - Under-representation of people from designated groups
 - Vacancies
 - Economically active population
 - The pool of suitably qualified persons from designated groups.
 - Present and anticipated economic and financial factors
 - Labour turn-over trends and underlying reasons
 - Prioritisation or preference for certain groups

Table 3. Recent appointments in various Occupational Levels that have been made during the period: N/A

Occupational Categories	MALE				FEMALE				TOTAL
	African	Colour	Indian	White	African	Colour	Indian	White	
1. Legislators, senior officials and managers									
Deputy Director									
Chief Personnel Officer									
Principle Personnel Officer									
2. Professionals									
3. Technicians and associate professionals									
Training Officer									
4. Clerks									
5. Skilled agricultural and fishery workers									
6. Craft and related trades workers									
7. Plant and machine operators and assemblers									
8. Elementary Occupations									
Total permanent staff									
TOTAL new appointments									

1.2 Further important statistics

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Directorate: Forestry Function
Date: October to December 2004

Table 4. Summary of all types of promotions per total staff profile Chief Directorate / Region over the period: October to December 2004

Occupational Categories	MALE				FEMALE				TOTAL
	African	Colour	Indian	White	African	Colour	Indian	White	
Current Workforce Profile									
Merit awards					1				1
Rank promotions									
Leg Promotions									

Table 5. Summary of all types of Labour Relations cases per total staff profile per Chief Directorate / Region over the period: October to December 2004

Occupational Categories	MALE				FEMALE				TOTAL
	African	Colour	Indian	White	African	Colour	Indian	White	
Current Workforce Profile									
Disciplinary Cases									
Grievances									

Table 6. Summary of all types of allocations per total staff profile Forestry Function over the period: 2003/04

Occupational Categories	MALE				FEMALE				TOTAL
	African	Colour	Indian	White	African	Colour	Indian	White	
Current Workforce Profile									
Housing									
Subsidised Vehicles									
Cellphones									

Table 7. Summary of all types of training & development interventions per total staff profile in Chief Directorate / Region over the period: July -September 2004

Occupational Categories	MALE				FEMALE				TOTAL
	African	Colour	Indian	White	African	Colour	Indian	White	
Current Workforce Profile									
Bursaries									
Short Courses									
International Visits									

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

2. Qualitative Measures

Objectives for the year/ period: 2003/04 _____

2.1 Promotion of people from designated groups

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
<i>Appoint p.d.g. in vacant positions</i>	<ul style="list-style-type: none"> N/A 				
<i>Acting in higher positions</i>	<ul style="list-style-type: none"> One black males acting as Director 	July 2004	Acting Director 1 week		
<i>Ensure Succession planning</i>	<ul style="list-style-type: none"> HRM workplan In place for all staff 	2004			
<i>Ensure Job rotation</i>	<ul style="list-style-type: none"> Acting on higher 	Ongoing			
<i>Implement mentoring programme</i>	<ul style="list-style-type: none"> Mentoring Programme in progress 			Getting a mentor for the information service	
<i>Analyse promotions</i>	<ul style="list-style-type: none"> Assess Staff on a quarterly basis 	2004			

2.2 Retention of people from designated groups.

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
<i>Provide counter offers</i>	<ul style="list-style-type: none"> N/A 				
<i>Implement exit interviews</i>	<ul style="list-style-type: none"> Exit interview to be conducted when individual leaves the department 	ongoing			

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

Reward employees (p.d.g.)	<ul style="list-style-type: none"> Employees evaluated on a regular basis 				
Implement inductions programme	<ul style="list-style-type: none"> 1 black female attended induction training 	September 2004			
Other	<ul style="list-style-type: none"> job performance training 	ongoing	Management		

2.3 Diversity measures

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Implement Anti racism campaign	<ul style="list-style-type: none"> N/A 				
Implement diversity training and awareness	<ul style="list-style-type: none"> Employee to attend courses 	2004			
Ensure team work	<ul style="list-style-type: none"> Hold regular participatory and consultative management meetings 				
Participate in diversity activities	<ul style="list-style-type: none"> N/A 				
Other	<ul style="list-style-type: none"> N/A 				

2.4 Reasonable accommodation

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Ensure environmental accessibility	<ul style="list-style-type: none"> Air conditioning repaired 			Air conditioning repaired after various interventions by Manager	
Implement flexible working hours	<ul style="list-style-type: none"> Flexi hours implemented 			Various start and end times implemented to accommodate staff and achieve efficiency	
Provision of	<ul style="list-style-type: none"> Purchase computers for staff 			All new staff issued with computers and existing old computers replaced	

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

<i>equipments and materials</i>					
Ensure job adaptation	<ul style="list-style-type: none"> • Alignment and review of workplans 				
Other	<ul style="list-style-type: none"> • N/A 				

2.5 Special Employee Assistance Projects

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Analyse the need	<ul style="list-style-type: none"> • Regular staff meetings 		Management	Regular updates on what other staff members are current doing and problems are discussed	
Provision of counselling	<ul style="list-style-type: none"> • N/A 				
Encourage HIV/IDS testing and disclosure	<ul style="list-style-type: none"> • N/A 				
Other	<ul style="list-style-type: none"> • N/A 				

2.6 Training and development of people from designated groups

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Ensure Skill transfer	<ul style="list-style-type: none"> • N/A 				
Ensure international exposure of p.d.g.	<ul style="list-style-type: none"> • International to link with workplans 			Two pdg staff members went on international visits	
Link training to PMDS	<ul style="list-style-type: none"> • Yes/Seminars& course are organised 	On-going		All pdg staff members undergone training relating to workplans	
Design and implement accelerated development programmes of p.d.g.	<ul style="list-style-type: none"> • N/A 				
Align Workplace Skills Plan with EE Plan	<ul style="list-style-type: none"> • N/A 				

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

Implement ABET	<ul style="list-style-type: none"> N/A 				
Allocate bursaries to p.d.g.	<ul style="list-style-type: none"> All bursaries turned down by bursary committee 				
Implement skills audit results	<ul style="list-style-type: none"> Skill audit carried out in 2002 				
Monitor training and development of p.d.g.	<ul style="list-style-type: none"> Results of employees bursary study known 				
Ensure attendance of short courses, workshops, conferences, etc by p.d.g.	<ul style="list-style-type: none"> Several courses attended 				

2.7. Performance Management Development System

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Analysis of rewards (race, gender & level)	<ul style="list-style-type: none"> All p.d.g. staff obtained notch or merit increases based on performance 			Merit awards may need to be reduced due to DPSA allocation	
Completion of workplans	<ul style="list-style-type: none"> All staff must have a workplan in place 	2004	Management	All staff have signed workplans	
Link training to PMDS	<ul style="list-style-type: none"> Yes 			All training assessed i.t.o. workplan to assess alignment, prior to commissioning	
Other	<ul style="list-style-type: none"> N/A 				

2.8. Disciplinary matters / grievances

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives

Employment Equity Consultative Forum Meeting - Standard Quarterly Feedback Template
Directorate: Forestry Function
Date: October to December 2004

Analysis of disciplinary and grievances outcomes (race, gender & level)	• N/A				
Link EAP to Labour Relations	• N/A				

2.9. Job evaluation

Objective	Activities or Action taken relative to EE	Time Frame	Responsibility & resources	Related Progress / Projects to deepen equity and transparency	Departmental imperatives
Analysis of job evaluation results (race, gender & level)	• Position level to be reviewed	2004	Director	One confirmation of filled post of pdg staff member under review	
Other	• N/A				