



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

**EMPLOYMENT EQUITY REPORT
01 OCTOBER 2022 TO 30 SEPTEMBER 2023**



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, as amended.

This form contains the format for employment equity reporting by designated employers to the Department of 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 Labour
Private Bag X117
Pretoria 0001

Online reporting:
www.labour.gov.za
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

Trade name	Department of Cooperative Governance and Traditional Affairs
DTI registration name	N/A
DTI registration number	N/A
PAYE/SARS number	7740726460
UIF reference number	N/A
EE reference number	1132
Seta classification	PUBLIC SECTOR
Industry/Sector	COMMUNITY, SOCIAL AND PERSONAL SERVICES
Telephone number	040 940 7675
Postal address	Private Bag X 0035 TYAMZASHE BUILDING
Postal code	5605
City/Town	BHISHO
Province	Eastern Cape
Physical address	TYAMZASHE BUILDING Phalo Avenue
Postal code	5605
City/Town	BHISHO
Province	EASTERN CAPE

Details of CEO/Accounting Officer at the time of submitting this report

Name and surname	Vuvo Mlokothi
Telephone number	040 940 7687
Fax number	040 639 2135
Email address	hodsupport@eccopta.gov.za

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

Name and Surname	Thembeke Ncume
Telephone number	040 940 7675
Fax number	N/A
Email address	thembi.ncume@eccopta.gov.za

Business type

- | | |
|--|---|
| <input type="checkbox"/> Private Sector | <input type="checkbox"/> State-Owned Enterprise |
| <input type="checkbox"/> National Government | <input checked="" type="checkbox"/> Provincial Government |
| <input type="checkbox"/> Local Government | <input type="checkbox"/> Educational Institution |
| <input type="checkbox"/> Non-profit Organisation | |

Information about the organization at the time of submitting this report

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 2022/2023

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 / 2022 to (date): 30 / 09 / 2023
DD / MM / YYYY DD / MM / YYYY

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

From (date): 01 / 12 / 2020 to (date): 30 / 11 / 2023
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	3	0	0	0	0	0	0	0	0	0	3
Senior management	30	1	0	0	17	0	0	0	0	0	48
Professionally qualified and experienced specialists and mid-management	112	1	1	1	144	2	0	3	0	0	264
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	262	5	0	3	575	11	0	1	0	0	857
Semi-skilled and discretionary decision making	54	0	0	0	85	0	0	0	0	0	139
Unskilled and defined decision making	4	1	0	0	7	0	0	0	0	0	12
TOTAL PERMANENT	465	8	1	4	828	13	0	4	0	0	1323
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	465	8	1	4	828	13	0	4	0	0	1323

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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	1	0	0	0	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	15	0	0	0	15	1	0	0	0	0	31
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
TOTAL PERMANENT	16	0	0	0	16	1	0	0	0	0	33
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	16	0	0	0	16	1	0	0	0	0	33

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	3	0	0	0	3	0	0	0	0	0	6
Professionally qualified and experienced specialists and mid-management	12	0	0	0	12	0	0	0	0	0	24
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	13	0	0	0	17	0	0	0	0	0	29
Semi-skilled and discretionary decision making	2	0	0	0	1	0	0	0	0	0	3
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	30	0	0	0	33	0	0	0	0	0	63
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	30	0	0	0	33	0	0	0	0	0	63

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	5	0	0	0	1	0	0		6
Professionally qualified and experienced specialists and mid-management	10	0	0	0	12	1	0	0	23
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	0	0	1	0	0	0	2
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	16	0	0	0	14	1	0	0	31
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	16	0	0	0	14	1	0	0	31

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	3	0	0	0	1	0	0	0	0	0	4
Senior management	26	5	0	2	22	5	1	2	0	0	63
Professionally qualified and experienced specialists and mid-management	130	18	2	11	127	17	1	6	0	0	312
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	399	18	1	5	648	28	2	10	0	0	1111
Semi-skilled and discretionary decision making	70	9	1	2	65	8	1	3	0	0	159
Unskilled and defined decision making	6	2	0	0	6	2	0	0	0	0	16
TOTAL PERMANENT	634	52	4	20	869	60	5	21	0	0	1665
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	634	52	4	20	869	60	5	21	0	0	1665

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	3	0	0	0	0	0	0	0	0	0	3
Senior management	29	1	0	0	21	1	0	1	0	0	53
Professionally qualified and experienced specialists and mid-management	84	1	1	2	97	2	1	3	0	0	191
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	293	7	1	4	623	13	1	2	0	0	944
Semi-skilled and discretionary decision making	55	1	1	1	83	1	1	1	0	0	144
Unskilled and defined decision making	6	1	0	0	6	2	1	0	0	0	16
TOTAL PERMANENT	470	11	3	7	830	19	4	7	0	0	1351
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	470	11	3	7	830	19	4	7	0	0	1351

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	X		X		01/10/2022	30/09/2023
Advertising positions		X				
Selection criteria		X				
Appointments		X				
Job classification and grading		X				
Remuneration and benefits		X				
Terms & conditions of employment		X				
Job assignments		X				
Work environment and facilities	X		X		01/10/2022	30/09/2023
Training and development		X				
Performance and evaluation		X				
Promotions		X				
Transfers		X				
Succession & experience planning	X		X		01/10/2022	30/09/2023
Disciplinary measures		X				
Dismissals		X				
Retention of designated groups	X		X		01/10/2022	30/09/2023
Corporate culture	X		X		01/10/2022	30/09/2023
Reasonable accommodation	X		X		01/10/2022	30/09/2023
HIV&AIDS prevention and wellness programmes		X				
Assigned senior manager(s) to manage EE implementation		X				
Budget allocation in support of employment equity goals		X				
Time off for employment equity consultative committee to meet		X				

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
	X

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

Yes	No	Please explain
	X	<p>During this reporting period:</p> <p>Out of seven (7) objectives set for this reporting period, the Department managed to achieve Four (4) and the following were not achieved.</p> <ul style="list-style-type: none"> • Female SMS representation (which is at 33% against the planned 48.5% for year 3) • No Indian was employed at SMS Levels • There was no increase in the representation of Coloureds and Whites across all Occupational Levels.

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

Chief Executive Officer/Accounting Officer

I Vinjo Mokotheni (full Name) CEO/Accounting Officer of Cogta - EC

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

Signed on this 10th day of December (month) year 2023

At (place): Bhiflu



Chief Executive Officer/Accounting Officer