



PLEASE READ THIS FIRST

SECTION A: EMPLOYER DETAILS & 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
Helpline: 0860101018

NO FAXED OR E-MAILED REPORTS WILL BE ACCEPTED

Trade name	ULUNDI MUNICIPALITY
DTI registration name	
DTI registration number	
PAYE/SARS number	0690708955
UIF reference number	4646444
EE reference number	12109
Seta classification	LOCAL GOVERNMENT, WATER & RELATED SERVICES SECTOR
Industry/Sector	PUBLIC ADMINISTRATION AND DEFENCE, COMPULSORY SOCIAL SECURITY
Industry Sub Sector	Administration of the state and the economic and social policy of the community and provision of services to the community as a whole at National, Provincial and Local government levels
Bargaining Council	South African Local Government
Telephone number	0358745800
Postal address	PRIVATE BAG X 17 ULUNDI ULUNDI
City/Town	ULUNDI
Postal code	3838
Province	KWAZULU NATAL
Physical address	PRIVATE BAG X 17 ULUNDI ULUNDI
City/Town	ULUNDI
Postal code	3838
Province	KWAZULU NATAL
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	Sandile Martin Khomo
Telephone number	0358745100
Fax number	0358701105
Email address	ngumede@ulundi.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	Dumolwenkosi Nkululeko S. Buthelezi
Telephone number	0358745100
Fax number	0358701164
Email address	dbuthelezi@ulundi.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	2022

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

From (date): 01/10/2021

To (date): 30/09/2022

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

From (date): 01/10/2022

To (date): 30/09/2023

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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	5	0	0	1	1	0	0	0	0	0	7
Senior management	13	0	0	1	5	0	1	0	0	0	20
Professionally qualified and experienced specialists and mid-management	14	0	0	0	12	0	0	0	0	0	26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	0	0	1	35	0	0	0	0	0	80
Semi-skilled and discretionary decision making	59	0	0	0	47	0	0	0	0	0	106
Unskilled and defined decision making	16	0	0	0	8	0	0	0	0	0	24
TOTAL PERMANENT	151	0	0	3	108	0	1	0	0	0	263
Temporary employees	18	0	0	0	19	0	0	0	0	0	37
GRAND TOTAL	169	0	0	3	127	0	1	0	0	0	300

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	1	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2	0	0	0	0	0	0	0	0	0	2
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	2	0	0	0	1	0	0	0	0	0	3
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2	0	0	0	1	0	0	0	0	0	3

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	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	0	0	0	0	0	0	0	0	1
Semi-skilled and discretionary decision making	1	0	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
TOTAL PERMANENT	2	0	0	0	0	0	0	0	0	0	2
Temporary employees	4	0	0	0	5	0	0	0	0	0	9
GRAND TOTAL	6	0	0	0	5	0	0	0	0	0	11

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	0	0	0	0	0	0	1
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
TOTAL PERMANENT	1	0	0	0	0	0	0	0	0	0	1
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	0	0	0	0	0	0	0	0	1

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	0	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	1	0	0	0	0	0	4
Semi-skilled and discretionary decision making	1	0	0	0	1	0	0	0	0	0	2
Unskilled and defined decision making	1	0	0	0	3	0	0	0	0	0	4
TOTAL PERMANENT	6	0	0	0	5	0	0	0	0	0	11
Temporary employees	6	0	0	0	6	0	0	0	0	0	12
GRAND TOTAL	12	0	0	0	11	0	0	0	0	0	23

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	2	0	0	0	3	0	0	0	5
Senior management	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
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0
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	2	0	0	0	3	0	0	0	5
Temporary employees	11	0	0	0	0	0	0	0	11
GRAND TOTAL	13	0	0	0	3	0	0	0	16

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	5	0	0	1	1	0	0	0	0	0	7
Senior management	13	0	0	2	5	0	1	0	0	0	21
Professionally qualified and experienced specialists and mid-management	14	0	0	0	12	0	0	0	0	0	26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	0	0	1	35	0	0	0	0	0	80
Semi-skilled and discretionary decision making	59	0	0	0	47	0	0	0	0	0	106
Unskilled and defined decision making	16	0	0	0	8	0	0	0	0	0	24
TOTAL PERMANENT	151	0	0	4	108	0	1	0	0	0	264
Temporary employees	18	0	0	0	19	0	0	0	0	0	37
GRAND TOTAL	169	0	0	4	127	0	1	0	0	0	301

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	5	0	0	1	1	0	0	0	0	0	7
Senior management	13	0	0	2	5	0	1	0	0	0	21
Professionally qualified and experienced specialists and mid-management	14	0	0	0	12	0	0	0	0	0	26
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	44	0	0	1	35	0	0	0	0	0	80
Semi-skilled and discretionary decision making	59	0	0	0	47	0	0	0	0	0	106
Unskilled and defined decision making	16	0	0	0	8	0	0	0	0	0	24
TOTAL PERMANENT	151	0	0	4	108	0	1	0	0	0	264
Temporary employees	18	0	0	0	19	0	0	0	0	0	37
GRAND TOTAL	169	0	0	4	127	0	1	0	0	0	301

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	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	No	No		
Advertising Positions	No	No		
Selection criteria	No	No		
Appointments	No	No		
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	No	No		
Training and development	No	No		
Performance and evaluation systems	No	No		
Promotions	No	No		
Transfers	No	No		
Succession and experience planning	No	No		
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	No	No		
Corporate culture	No	No		
Reasonable accommodation	No	No		
HIV and AIDS education and prevention 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		

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
Monthly	

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

Yes	No	Please explain
Yes		1 African male has been promoted to Professionally qualified and experienced specialists and mid management

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

Chief Executive Officer/Accounting Officer
<p>I Sandile Martin Khomo (full Name) CEO/Accounting Officer of ULUNDI MUNICIPALITY hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 9th day of December (month) year 2022</p> <p>At (place) : ULUNDI</p> <p>Chief Executive Officer/Accounting Officer</p>