



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 | NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD |
| DTI registration name | NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD |
| DTI registration number | 2016/27258/30 |
| PAYE/SARS number | 7160794444 |
| UIF reference number | U7160794444 |
| EE reference number | 828220 |
| 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 | Other |
| Telephone number | 0475310346 |
| Postal address | P.O. Box 1134 CENTRAL |
| City/Town | MTHATHA |
| Postal code | 5100 |
| Province | EASTERN CAPE |
| Physical address | P.O. Box 1134 CENTRAL |
| City/Town | MTHATHA |
| Postal code | 5100 |
| Province | EASTERN CAPE |
| Details of CEO/ Accounting Officer at the time of submitting this report | |
| Name and surname | Loyiso Mbiko |
| Telephone number | 0475310346 |
| Fax number | 0475314121 |
| Email address | ceo@ntinga.org.za |
| Details of Employment Equity Senior Manager at the time of submitting this report | |
| Name and surname | Vuyiseka Mviko |
| Telephone number | 0475310346 |
| Fax number | 0475314121 |
| Email address | vuyisekam@ntinga.org.za |
| Information about the organization at the time of submitting this report | |
| Business type | Non-Profit Organization |
| Number of employees in the organization | 50 - 149 |
| Is your organization an organ of State? | Yes |
| Is your organisation part of a group / holding company? If yes, please provide the name. | Yes OR Tambo District Municipality |
| Year for which this report is submitted | 2021 |

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

From (date): 01/07/2020

To (date): 30/06/2021

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

From (date): 01/07/2019

To (date): 30/06/2022

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 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Senior management | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 4 |
| Professionally qualified and experienced specialists and mid-management | 7 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 10 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 15 | 0 | 1 | 0 | 16 | 0 | 0 | 0 | 0 | 0 | 32 |
| Semi-skilled and discretionary decision making | 9 | 1 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 19 |
| Unskilled and defined decision making | 38 | 0 | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 0 | 56 |
| TOTAL PERMANENT | 71 | 1 | 1 | 0 | 47 | 1 | 0 | 0 | 0 | 0 | 121 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 71 | 1 | 1 | 0 | 47 | 1 | 0 | 0 | 0 | 0 | 121 |

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 | 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 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Unskilled and defined decision making | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| TOTAL PERMANENT | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |

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 | 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 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| TOTAL PERMANENT | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |

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 | 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 |
| TOTAL PERMANENT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Senior management | 1 | 0 | 0 | 0 | 0 | 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 | 2 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 4 |
| Semi-skilled and discretionary decision making | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unskilled and defined decision making | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| TOTAL PERMANENT | 6 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 6 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 8 |

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

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 | 4 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Senior management | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 3 |
| Professionally qualified and experienced specialists and mid-management | 7 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 9 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 24 | 1 | 1 | 0 | 30 | 0 | 0 | 0 | 0 | 1 | 57 |
| Semi-skilled and discretionary decision making | 31 | 0 | 0 | 0 | 14 | 0 | 0 | 0 | 0 | 0 | 45 |
| Unskilled and defined decision making | 23 | 0 | 0 | 0 | 14 | 0 | 0 | 0 | 0 | 0 | 37 |
| TOTAL PERMANENT | 90 | 1 | 1 | 0 | 64 | 0 | 0 | 0 | 0 | 1 | 157 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 90 | 1 | 1 | 0 | 64 | 0 | 0 | 0 | 0 | 1 | 157 |

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 | 4 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 6 |
| Senior management | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Professionally qualified and experienced specialists and mid-management | 7 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 9 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents | 20 | 1 | 1 | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 48 |
| Semi-skilled and discretionary decision making | 34 | 0 | 0 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 46 |
| Unskilled and defined decision making | 18 | 0 | 0 | 0 | 9 | 0 | 0 | 0 | 0 | 0 | 27 |
| TOTAL PERMANENT | 84 | 1 | 1 | 0 | 52 | 0 | 0 | 0 | 0 | 0 | 138 |
| Temporary employees | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GRAND TOTAL | 84 | 1 | 1 | 0 | 52 | 0 | 0 | 0 | 0 | 0 | 138 |

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 | Yes | Yes | 01/07/2019 | 30/06/2022 |
| 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 | Training & Development Activities were suspended, as well as Recruitment processes due to financial constraints |

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

| Chief Executive Officer/Accounting Officer |
|--|
| <p>I Loyiso Mbiko (full Name) CEO/Accounting Officer of NTINGA O R TAMBO DEVELOPMENT AGENCY SOC LTD hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 14th day of January (month) year 2022</p> <p>At (place) : Mthatha</p> <p>Chief Executive Officer/Accounting Officer</p> |