



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 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

Trade name	MPUMALANGA PROVINCIAL GOVERNMENT DEPARTMENT OF PUBLIC WORKS ROADS AND TRANSPORT
DTI registration name	MPUMALANGA PROVINCIAL GOVERNMENT DEPARTMENT OF PUBLIC WORKS ROADS AND TRANSPORT
DTI registration number	
PAYE/SARS number	7110752179
UIF reference number	110752179
EE reference number	775494
Seta classification	PUBLIC SECTOR
Industry/Sector	CONSTRUCTION
Telephone number	0137666820
Postal address	PRIVATE BAG X11302 NELSPRUIT EXT 2
City/Town	NELSPRUIT
Postal code	1200
Province	MPUMALANGA
Physical address	NO 7 GOVERNMENT BOULEVARD RIVERSIDE PARK EXT 2 NELSPRUIT EXT
City/Town	NELSPRUIT
Postal code	1200
Province	MPUMALANGA
Details of CEO/ Accounting Officer at the time of submitting this report	
Name and surname	KGOPANA MOHLASEDI
Telephone number	0137666955
Fax number	0137669758
Email address	Kmohlasedi@mpg.gov.za
Details of Employment Equity Senior Manager at the time of submitting this report	
Name and surname	DINONG RATAU
Telephone number	0137666961
Fax number	0137669758
Email address	pmakahane@mpg.gov.za
Information about the organization at the time of submitting this report	
Business type	Provincial 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	2015

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

From (date): 01/10/2014

To (date): 30/09/2015

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

From (date): 01/04/2013

To (date): 31/03/2018

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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 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 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	2	0	0	0	1	0	0	0	0	0	3
Senior management	27	0	0	2	17	0	1	0	3	0	50
Professionally qualified and experienced specialists and mid-management	102	1	2	11	49	1	0	5	0	0	171
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	210	0	0	31	105	0	0	5	0	0	351
Semi-skilled and discretionary decision making	524	1	0	39	423	2	0	12	0	0	1001
Unskilled and defined decision making	1106	2	0	1	781	0	0	0	0	0	1890
TOTAL PERMANENT	1971	4	2	84	1376	3	1	22	3	0	3466
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1971	4	2	84	1376	3	1	22	3	0	3466

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	0	0	0	1	0	0	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	1	2	0	0	1	0	0	4
Semi-skilled and discretionary decision making	25	0	0	2	26	0	0	1	0	0	54
Unskilled and defined decision making	13	1	0	0	5	0	0	0	0	0	19
TOTAL PERMANENT	38	1	0	4	34	0	0	2	0	0	79
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	38	1	0	4	34	0	0	2	0	0	79

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	3	0	0	0	1	0	0	0	0	0	4
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	32	0	0	0	18	0	0	0	0	0	50
Unskilled and defined decision making	0	0	0	0	4	0	0	0	0	0	4
TOTAL PERMANENT	35	0	0	0	23	0	0	0	0	0	58
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	35	0	0	0	23	0	0	0	0	0	58

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	5	0	0	0	1	0	0	0	0	0	6
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	1	0	0	0	2	0	0	0	0	0	3
TOTAL PERMANENT	6	0	0	0	3	0	0	0	0	0	9
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	6	0	0	0	3	0	0	0	0	0	9

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	1	0	0	0	0	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	2	0	0	1	2	0	0	1	0	0	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	17	0	0	4	6	0	0	0	0	0	27
Semi-skilled and discretionary decision making	38	0	0	2	20	0	0	1	0	0	61
Unskilled and defined decision making	112	0	0	0	130	0	0	0	0	0	242
TOTAL PERMANENT	170	0	0	7	158	0	0	2	0	0	337
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	170	0	0	7	158	0	0	2	0	0	337

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	1	0	0	0	0	0	0	0	1
Senior management	4	0	0	0	1	0	0	0	5
Professionally qualified and experienced specialists and mid-management	102	1	0	0	49	0	1	0	153
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	209	0	0	1	112	0	0	0	322
Semi-skilled and discretionary decision making	493	1	0	0	417	0	0	0	911
Unskilled and defined decision making	544	2	0	0	457	0	0	0	1003
TOTAL PERMANENT	1353	4	0	1	1036	0	1	0	2395
Temporary employees	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1353	4	0	1	1036	0	1	0	2395

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	2	0	0	0	2	0	0	0	0	0	4
Senior management	22	2	1	2	22	2	1	2	1	0	55
Professionally qualified and experienced specialists and mid-management	102	14	5	16	86	12	3	12	0	0	250
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	178	25	8	28	150	22	5	22	0	0	438
Semi-skilled and discretionary decision making	532	75	25	83	447	65	14	64	2	0	1307
Unskilled and defined decision making	941	134	44	148	791	116	25	113	1	0	2313
TOTAL PERMANENT	1777	250	83	277	1498	217	48	213	4	0	4367
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1777	250	83	277	1498	217	48	213	4	0	4367

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	2	0	0	0	2	0	0	0	0	0	4
Senior management	26	1	0	2	21	1	1	1	1	0	54
Professionally qualified and experienced specialists and mid-management	112	14	4	16	78	4	3	11	0	0	242
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	198	14	4	28	13	11	2	19	0	0	289
Semi-skilled and discretionary decision making	574	24	15	65	437	26	6	48	2	0	1197
Unskilled and defined decision making	1271	8	3	15	884	5	4	12	1	0	2203
TOTAL PERMANENT	2183	61	26	126	1435	47	16	91	4	0	3989
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	2183	61	26	126	1435	47	16	91	4	0	3989

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.

	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	Yes	Yes	01/10/2015	30/09/2016
Advertising Positions	Yes	Yes	01/10/2015	30/09/2016
Selection criteria	Yes	Yes	01/10/2015	30/09/2016
Appointments	Yes	Yes	01/10/2015	30/09/2016
Job classification and grading	Yes	Yes	01/10/2015	30/09/2016
Remuneration and benefits	No	No		
Terms and conditions of employment	No	No		
Job assignments	Yes	Yes	01/10/2015	30/09/2016
Work environment and facilities	Yes	Yes	01/10/2015	30/09/2019
Training and development	Yes	Yes	01/10/2015	30/09/2016
Performance and evaluation systems	Yes	Yes	01/10/2015	30/09/2016
Promotions	Yes	Yes	01/10/2015	30/09/2016
Transfers	Yes	Yes	01/10/2015	30/09/2016
Succession and experience planning	Yes	Yes	01/10/2015	30/09/2016
Disciplinary measures	No	No		
Dismissals	No	No		
Retention of designated groups	Yes	Yes	01/10/2015	30/09/2016
Corporate culture	No	No		
Reasonable accommodation	Yes	Yes	01/10/2015	30/09/2016
HIV and AIDS education and prevention programmes	No	No		
Assigned senior manager(s) to manage EE implementation	Yes	Yes	01/10/2015	30/09/2016
Budget allocation in support of employment equity goals	Yes	Yes	01/10/2015	30/09/2016
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	1. The provincial moratorium on the filling of vacant funded posts. 2. Departmental Organisational Structure still waiting for approval 3. Insufficient budget to support the EE Plans in particular Affirmative Action Measures. 4. Lack of implementation of Employment Equity Committee recommendations.

EEA2: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I KGOPANA MOHLASEDI (full Name) CEO/Accounting Officer of MPUMALANGA PROVINCIAL GOVERNMENT DEPARTMENT OF PUBLIC WORKS ROADS AND TRANSPORT hereby declare that I have read, approved and authorized this report.</p> <p>Signed on this 4th day of December (month) year 2015</p> <p>At (place) : NELSPRUIT</p> <p>Chief Executive Officer/Accounting Officer</p>