

SOL PLAATJE MUNICIPALITY

EMPLOYMENT EQUITY REPORT

(1 OCTOBER 2024 - 30 SEPTEMBER 2025)



**ENQUIRIES:
MICHELLE COGHILL (X6716)
EMPLOYMENT EQUITY OFFICE
3RD FLOOR, NEW BUILDING**



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 Employment and Labour.

WHO COMPLETES THIS FORM?

Designated employers are required to complete this form. Designated employers are those who employ 50 or more employees.

(NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by a collective agreement to comply with Chapter 3 of the EEA)

WHEN SHOULD EMPLOYERS REPORT?

Designated employers must complete the EEA2 and EEA4 forms and submit them together to the Department of Employment and Labour from 1 September to 15 January of the following year. Hand delivered reports must only be submitted from 1 September to the first working day of October of the same year to the Department of Employment and Labour (Head Office).

Online submission visit:

www.labour.gov.za

NO FAXED OR E-MAILED OR REGISTERED MAILED REPORTS WILL BE ACCEPTED

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

Trade name	Sol Plaatje Municipality								
DTI registration name	Sol Plaatje Municipality								
DTI registration number									
PAYE/SARS number	7100705120								
UIF reference number	0665874								
EE reference number	8392								
National or Provincial EAP	Provincial EAP								
Industry/Sector	Administrative and Support Activities								
Seta classification	Local Government								
Bargaining Council	South African Local Government								
Telephone number	053-8306716								
Postal address	Private Bag X5030								
Postal code	8300								
City/Town	Kimberley								
Province	Northern Cape								
Physical address	Cnr Phakamile Mabija Street & Lyndhurst Street CBD								
Postal code	8301								
City/Town	Kimberley								
Province	Northern Cape								
Details of CEO/Accounting Officer									
Name and surname	Busisiwe Mgaguli								
Telephone number	053-8306100								
Email address	bmgaguli@solplaatje.org.za								
Details of Employment Equity Senior Manager									
Name and Surname	Tebogo Phuthi								
Telephone number	053-8306353								
Email address	tphuti@solplaatje.org.za								
Business type (Mark with an X)									
<input type="checkbox"/> Private Sector <input type="checkbox"/> National Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organisation	<input type="checkbox"/> State Owned Enterprise <input type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution								
Information about the organization (Mark with an X)									
Is your organisation an organ of State or designated in terms of a collective agreement?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td>X</td> <td></td> </tr> </table>	YES	NO	X					
YES	NO								
X									
Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)	<table border="1"> <tr> <th>EMPLOYEES</th> <th>x</th> </tr> <tr> <td>1 to 49</td> <td></td> </tr> <tr> <td>50 to 149</td> <td></td> </tr> <tr> <td>150 or more</td> <td>X</td> </tr> </table>	EMPLOYEES	x	1 to 49		50 to 149		150 or more	X
EMPLOYEES	x								
1 to 49									
50 to 149									
150 or more	X								
Is your organisation part of a group / holding company?	<table border="1"> <tr> <th>YES</th> <th>NO</th> </tr> <tr> <td></td> <td>X</td> </tr> </table>	YES	NO		X				
YES	NO								
	X								
If yes, please provide the name.									
Year for which this report is submitted	2025								

Please indicate below the preceding 12-month period that the report covers (Except for first time reporting, where the period may be shorter):

From (date): 01 / 10 / 2024
DD / MM / YYYY

to (date): 30 / 09 / 2025
DD / MM / YYYY

Please indicate below the duration of your current Employment Equity Plan, which must be aligned to the relevant sector EE targets timeframes:

From (date): 01 / 03 / 2025
DD / MM / YYYY

to (date): 28 / 02 / 2026
DD / MM / YYYY

INSTRUCTIONS

- a. A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees, when conducting an EE Analysis, preparing and implementing an EE Plan and reporting annually to the Department of Employment and Labour.
- b. Designated employers must complete the EEA2 and EEA4 forms and submit them together to the Department of Employment and Labour from 1 September to 15 January of the following year when submitting online. Hand delivered reports must only be submitted from 1 September to the first working day of October of the same year to the Department of Employment and Labour (Head Office).
- c. Designated employers must prepare an Employment Equity Plan (EE Plan) (EEA13 template) that outlines annual targets for the purpose of addressing the 5-year sector specific targets regulated in terms of Section 15A of the Employment Equity Act as amended.
- d. Employers who become designated during the sector target period must prepare an Employment Equity Plan (EE Plan) with annual targets for the remainder of the period regulated in terms of Section 15A of the Employment Equity Act as amended.
- e. Numerical goals and targets in the EE Plan must include the entire workforce profile for that occupational level in terms of population group and gender, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve.
- f. Please note that designated employers who submit their first report or report for the first time for the 5-year sector target period will not be measured on their annual EE targets for the first year of reporting. A designated employer may not be issued with a certificate in terms of section 53(2) of the Act unless it has submitted a compliant report in the preceding year.
- g. Designated groups mean black people (i.e., Africans, Coloureds and Indians), women and persons 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: before 27 April 1994 or after 26 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date but were precluded by apartheid policies.
- h. 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.
- i. "Temporary employees" are those employees employed for less than three months.
- j. Guidelines and descriptions of occupational levels are provided in the EEA9 form of these regulations.
- k. All areas of the form must be fully and accurately completed and submitted by designated employers.
- l. Designated employers must **not** leave blank spaces, use 'not applicable' (NA) or a 'dash' (-) when referring to the value "0" (Zero) or the word "No".
- m. Areas highlighted in grey in the EEA2 form will be automatically populated using data contained in this report and from the previous report.
- n. The information contained in a report must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

SECTION B: WORKFORCE PROFILE AND NUMERICAL TARGETS

1. WORKFORCE PROFILE AND NUMERICAL TARGETS

1.1 Please report the total number of **employees** (including employees with disabilities) and annual EE targets 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 – Workforce profile	value	3	0	0	0	3	0	0	0	0	0	6
	%	50.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	100
Top management target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Senior management – Workforce profile	value	9	2	0	1	3	0	0	2	0	0	17
	%	52.9	11.8	0.0	5.9	17.6	0.0	0.0	11.8	0.0	0.0	100
Senior management target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Professionally qualified – Workforce profile	value	8	11	0	2	7	3	0	1	0	0	32
	%	25.0	34.4	0.0	6.3	21.9	9.4	0.0	3.1	0.0	0.0	100
Professionally qualified target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Skilled technical – Workforce profile	value	22	13	0	2	15	11	0	8	0	0	71
	%	31.0	18.3	0.0	2.8	21.1	15.5	0.0	11.3	0.0	0.0	100
Skilled technical target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Semi-skilled – Workforce Profile	value	138	62	2	7	85	28	0	7	0	0	329
	%	41.9	18.8	0.6	2.1	25.8	8.5	0.0	2.1	0.0	0.0	100
Semi-skilled target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Unskilled – Workforce profile	value	503	98	1	1	238	62	0	7	0	0	910
	%	55.3	10.8	0.1	0.1	26.2	6.8	0.0	0.8	0.0	0.0	100
Unskilled target – current year	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total employees (excluding temporary employees)	value	683	186	3	13	351	104	0	25	0	0	1365
	%	50.0	13.6	0.2	1.0	25.7	7.6	0.0	1.8	0.0	0.0	100
Temporary employees	value	270	90	1	1	158	35	0	7	0	0	562
	%	48.0	16.0	0.2	0.2	28.1	6.2	0.0	1.2	0.0	0.0	100
GRAND TOTAL	value	953	276	4	14	509	139	0	32	0	0	1927
	%	49.5	14.3	0.2	0.7	26.4	7.2	0.0	1.7	0.0	0.0	100

1.2 Please report the total number of **employees with disabilities only** in each of the following occupational levels and the annual EE target of the total workforce: 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	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Senior management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Professionally qualified	value	1	0	0	0	0	0	0	0	0	0	1
	%	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100
Skilled technical	value	0	1	0	0	0	1	0	0	0	0	2
	%	0.0	50.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	100
Semi-skilled	value	4	0	0	0	1	0	0	1	0	0	6
	%	66.7	0.0	0.0	0.0	16.7	0.0	0.0	16.7	0.0	0.0	100
Unskilled	value	12	1	0	0	6	1	0	0	0	0	20
	%	60.0	5.0	0.0	0.0	30.0	5.0	0.0	0.0	0.0	0.0	100
TOTAL PERMANENT	value	17	2	0	0	7	2	0	1	0	0	29
	%	58.6	6.9	0.0	0.0	24.1	6.9	0.0	3.4	0.0	0.0	100
Temporary employees	value	1	2	0	0	3	1	0	0	0	0	7
	%	14.3	28.6	0.0	0.0	42.9	14.3	0.0	0.0	0.0	0.0	100
GRAND TOTAL	value	18	4	0	0	10	3	0	1	0	0	36
	%	50.0	11.1	0.0	0.0	27.8	8.3	0.0	2.8	0.0	0.0	100
ANNUAL EE TARGET FOR EMPLOYEES WITH DISABILITIES												
Workforce Profile of Employees with Disabilities of total Workforce	%											1.9
Annual target for employees with Disabilities of the total workforce–current year	%											0

1.3 Please indicate whether your organisation achieved all the annual numerical targets for the current year:

YES	NO
	X

1.4 Please indicate with an (X) a key Justifiable Reason for each of the occupational levels and for employees with disabilities where your organisation did not achieve any of the numerical targets for the current year in the table below.

OCCUPATIONAL LEVELS AND DISABILITY	Justifiable reasons for not meeting EE Sector Targets						
	Insufficient recruitment opportunities	Insufficient promotion opportunities	Insufficient target individuals with relevant qualification, prior learning, experience or capacity to acquire ability to do job	CCMA Award/ Court Order	Transfer of business	Mergers/ Acquisitions	Impact of Economic Conditions on Business
Top management							X
Senior management							X
Professionally qualified							X
Skilled technical							X
Semi-Skilled							X
Unskilled							X
Employees with disabilities							X

SECTION C: WORKFORCE MOVEMENTS

2. Recruitment

2.1 Please report the total number of new recruits, **including employees 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	value	1	0	0	0	2	0	0	0	0	0	3
	%	33.3	0.0	0.0	0.0	66.7	0.0	0.0	0.0	0.0	0.0	100
Senior management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Professionally qualified	value	0	0	0	0	0	0	0	1	0	0	1
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	0.0	0.0	100
Skilled technical	value	1	0	0	0	0	0	0	0	0	0	0
	%	100.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	100
Semi-skilled	value	6	3	0	0	4	0	0	0	0	0	13
	%	46.2	23.1	0.0	0.0	30.8	0.0	0.0	0.0	0.0	0.0	100
Unskilled	value	90	4	0	0	53	6	0	0	0	0	153
	%	58.8	2.6	0.0	0.0	34.6	3.9	0.0	0.0	0.0	0.0	100
TOTAL PERMANENT	value	98	7	0	0	59	6	0	1	0	0	171
	%	57.3	4.1	0.0	0.0	34.5	3.5	0.0	0.6	0.0	0.0	100
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
GRAND TOTAL	value	98	7	0	0	59	6	0	1	0	0	171
	%	57.3	4.1	0.0	0.0	34.5	3.5	0.0	0.6	0.0	0.0	100

3. Promotion

3.1 Please report the total number of promotions into each occupational level, **including employees with disabilities**.

Note: A=Africans, C=Coloureds, I=Indians and W=Whites

[illegible]

4. Termination

4.1 Please report the total number of terminations in each occupational level, **including employees 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	value	0	0	0	0	0	0	0	0	0	0	0
	%	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0
Senior management	value	1	0	0	1	0	0	0	0	0	0	2
	%	50.0	0.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0	0.0	100
Professionally qualified	value	1	1	0	1	1	1	0	0	0	0	5
	%	20.0	20.0	0.0	20.0	20.0	20.0	0.0	0.0	0.0	0.0	100
Skilled technical	value	2	1	0	0	0	1	0	0	0	0	4
	%	50.0	25.0	0.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	100
Semi-skilled	value	14	5	0	1	1	4	0	2	0	0	27
	%	51.9	18.5	0.0	3.7	3.7	14.8	0.0	7.4	0.0	0.0	100
Unskilled	value	29	9	0	0	10	1	0	0	0	0	49
	%	59.2	18.4	0.0	0.0	20.4	2.0	0.0	0.0	0.0	0.0	100
TOTAL PERMANENT	value	47	16	0	3	12	7	0	2	0	0	87
	%	54.0	18.4	0.0	3.4	13.8	8.0	0.0	2.3	0.0	0.0	100
Temporary employees	value	21	3	0	1	10	0	0	0	0	0	35
	%	60.0	8.6	0.0	2.9	28.6	0.0	0.0	0.0	0.0	0.0	100
GRAND TOTAL	value	68	19	0	4	22	7	0	2	0	0	122
	%	55.7	15.6	0.0	3.3	18.0	5.7	0.0	1.6	0.0	0.0	100

SECTION D: SKILLS DEVELOPMENT

5. Skills Development

5.1 Please report the total number of employees, **including employees with disabilities**, who received training **ONLY** for the purpose of achieving the sector targets/ 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	value	2	0	0	0	1	0	0	0	3
	%	66.7	0.0	0.0	0.0	33.3	0.0	0.0	0.0	100
Senior management	value	9	1	0	1	3	0	0	2	16
	%	56.3	6.3	0.0	6.3	18.8	0.0	0.0	12.5	100
Professionally qualified	value	5	4	0	1	5	2	0	0	17
	%	29.4	23.5	0.0	5.9	29.4	11.8	0.0	0.0	100
Skilled technical	value	10	2	0	1	7	5	0	1	26
	%	38.5	7.7	0.0	3.8	26.9	19.2	0.0	3.8	100
Semi-skilled	value	39	8	1	1	14	5	0	1	69
	%	56.5	11.6	1.4	1.4	20.3	7.2	0.0	1.4	100
Unskilled	value	45	9	0	1	19	7	0	0	81
	%	55.6	11.1	0.0	1.2	23.5	8.6	0.0	0.0	100
TOTAL PERMANENT	value	110	24	1	5	49	19	0	4	212
	%	51.9	11.3	0.5	2.4	23.1	9.0	0.0	1.9	100
Temporary employees	value	35	13	0	0	16	7	0	3	74
	%	47.3	17.6	0.0	0.0	21.6	9.5	0.0	4.1	100
GRAND TOTAL	value	145	37	1	5	65	26	0	7	286
	%	50.7	12.9	0.3	1.7	22.7	9.1	0.0	2.4	100

SECTION E: 5-YEAR SECTOR TARGETS, NUMERICAL GOALS AND ANNUAL NUMERICAL TARGETS

6. 5-YEAR SECTOR TARGETS AND NUMERICAL GOALS

6.1 The 5-year sector targets for designated groups for the economic sector selected in **Section A** of this form must be recorded in this Table for the four upper occupational levels (Top Management, Senior Management, Professionally Qualified & Middle Management and Skilled Technical occupational levels), including for employees with disabilities.

Employers must, in addition, set numerical goals for the lower occupational levels (Semi-skilled and Unskilled levels) guided by the national or regional EAP that they are applying.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)		
OCCUPATIONAL LEVELS AND DISABILITY	GENDER	DESIGNATED GROUPS SECTOR TARGET %
TOP MANAGEMENT	Male	33.2
	Female	36.7
	TOTAL	69.9
SENIOR MANAGEMENT	Male	42.3
	Female	43.5
	TOTAL	85.8
PROFESSIONALLY QUALIFIED	Male	49.2
	Female	46.1
	TOTAL	95.3
SKILLED TECHNICAL	Male	49.8
	Female	46.1
	TOTAL	95.9
		EMPLOYER'S NUMERICAL GOAL
SEMI-SKILLED	Male	1
	Female	1
	TOTAL	2.0
UNSKILLED	Male	2.5
	Female	2.5
	TOTAL	5.0
5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES		
5-Year Sector Target for Employees with disabilities (%)		3

SECTION F: CONSULTATION AND AFFIRMATIVE ACTION MEASURES

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	
Representative 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		AA MEASURES		TIME-FRAME TO IMPLEMENT AA MEASURES	
	YES	NO	YES	NO	START DATE	END DATE
Recruitment	X		X		01/03/2025	28/02/2026
Advertisement of positions		X				
Selection criteria	X		X		01/03/2025	28/02/2026
Appointments		X				
Job classification and grading		X				
Remuneration and benefits	X		X		01/03/2025	28/02/2026
Terms & conditions of employment	X		X		01/03/2025	28/02/2026
Job assignments		X				
Work environment and facilities		X				
Training and development		X				
Performance and evaluation		X				
Promotions		X				
Transfers		X				
Succession & experience planning		X				
Disciplinary measures	X		X		01/03/2025	28/02/2026
Dismissals		X				
Retention of designated groups	X		X		01/03/2025	28/02/2026
Corporate culture		X				
Reasonable accommodation	X		X		01/03/2025	28/02/2026
Harassment		X				
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				

SECTION G: MONITORING AND EVALUATION**10. Monitoring of progress**

10.1 How regularly do you monitor progress on the implementation of the Employment Equity Plan? Please choose one.

Monthly	Quarterly
X	


11. Achievement of annual objectives

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

Yes	No	Please explain
	X	Due to financial constraints, only critical vacant and funded positions were filled

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

The information contained in a report must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999 (Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

Chief Executive Officer/ Accounting Officer	
	-----(Full Name) CEO/ Accounting Officer of (Organisation)
hereby declare that I have read, approved and authorized this information.	
Signed on this <u>15</u> day of <u>December</u>	(month) year <u>2025</u>
At (place): <u>Kimberley</u>	
Chief Executive Officer/ Accounting Officer	



PLEASE READ THIS FIRST		SECTION A: EMPLOYER DETAILS & INSTRUCTIONS							
<p>PURPOSE OF THIS FORM</p> <p>This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998, as amended.</p> <p>This form contains the format for an Income Differential Statement to be completed by a designated employer and submitted to the Department of Employment and Labour.</p> <p>WHO COMPLETES THIS FORM?</p> <p>Designated employers are required to complete this form. Designated employers are those who employ 50 or more employees. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by a collective agreement to comply with Chapter 3 of the EEA)</p> <p>WHEN SHOULD EMPLOYERS REPORT?</p> <p>Designated employers must complete the EEA2 and EEA4 forms and submit them together to the Department of Employment and Labour from 1 September to 15 January of the following year when submitting online. Hand delivered reports must only be submitted from 1 September to the first working day of October of the same year to the Department of Employment and Labour (Head Office).</p> <p>Online reports and contact details:</p> <p>www.labour.gov.za</p> <p>NO FAXED OR E-MAILED OR REGISTERED MAILED REPORTS WILL BE ACCEPTED</p>	Trade name	Sol Plaatje Municipality							
	DTI registration name	Sol Plaatje Municipality							
	DTI registration number								
	PAYE/SARS number	7100705120							
	UIF reference number	0665874							
	EE reference number	8392							
	National or Provincial EAP	Provincial EAP							
	Industry/Sector	Administrative and Support Activities							
	Seta classification	Local Government							
	Bargaining Council	South African Local Government							
	Telephone number	053-8306716							
	Postal address	Private Bag X5030							
	Postal code	8300							
	City/Town	Kimberley							
	Province	Northern Cape							
	Physical address	Cnr Phakamile Mabija Street & Lyndhurst Street CBD							
	Postal code	8301							
	City/Town	Kimberley							
	Province	Northern Cape							
	Details of CEO/Accounting Officer								
Name and surname		Busisiwe Mgaguli							
Telephone number		053-8306100							
Email address		bmgaguli@solplaatje.org.za							
Details of Employment Equity Senior Manager									
Name and Surname		Tebogo Phuthi							
Telephone number		053-8306353							
Email address		tphuti@solplaatje.org.za							
Business type (Mark with an X)									
<input type="checkbox"/> Private Sector <input type="checkbox"/> National Government <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Non-profit Organisation		<input type="checkbox"/> State Owned Enterprise <input type="checkbox"/> Provincial Government <input type="checkbox"/> Educational Institution							
Information about the organization (Mark with an X)									
Is your organisation an organ of State or designated in terms of a collective agreement?		<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> </tr> </tbody> </table>		YES	NO	X			
YES	NO								
X									
Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)		<table border="1"> <tbody> <tr> <td>1 to 49</td> <td></td> </tr> <tr> <td>50 to 149</td> <td></td> </tr> <tr> <td>150 or more</td> <td>X</td> </tr> </tbody> </table>		1 to 49		50 to 149		150 or more	X
1 to 49									
50 to 149									
150 or more	X								
Is your organisation part of a group / holding company?		<table border="1"> <thead> <tr> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td></td> <td>X</td> </tr> </tbody> </table>		YES	NO		X		
YES	NO								
	X								
If yes, please provide the name.									
Year for which this report is submitted		2025							

SECTION B: THE FOLLOWING MUST BE TAKEN INTO CONSIDERATION WHEN COMPLETING THE EEA4 FORM

1. The objective of the EEA4 Form is to collect information for the assessment of the remuneration gap between the highest paid and lowest paid employees and, at the same time, to assess inequalities in remuneration in relation to race and gender in the various occupational levels. It must be noted that the total number of employees in the EEA2 in each occupational level (Workforce profile table 1.1) must be taken into account when completing this form (EEA4).
2. All employees (including Foreign Nationals) must be included when completing the EEA4 form in the appropriate space provided in the table below. Temporary employees are employees employed to work for less than three months over a period of 12 months.
3. **“Remuneration”** means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person, including the State.
4. Remuneration (i.e. fixed and variable remuneration) contained in this form must reflect information of the same employees reflected in the EEA2 Form for the reporting period concerned across all occupational levels. The workforce in terms of race and gender must be exactly the same as the workforce outlined in the EEA2 Form.
5. All employees, including Foreign Nationals and temporary employees (i.e. those employees employed to work for less than three months) must be included when completing the EEA4 Form.
6. Calculation of remuneration must include a period of twelve months and reflect the same reporting period covered by the EEA2 Form. Where an employee had not worked for a full twelve-month period, an amount equivalent to the annual remuneration must be calculated and furnished. For example, the annual equivalent for an employee who worked for three months and earned R30 000 is R120 000 (i.e. $(R30\ 000 / 3) * 12$). All remuneration amounts to be reflected in the table below must be rounded up to the nearest Rand (R) and included as **total remuneration (fixed / guaranteed remuneration plus any variable remuneration)** that was paid out for each group in terms of population group and gender.
7. No blank spaces, commas (,), full stops or decimal points (.) or any other separator should be included when capturing the remuneration information in each of the cells in the table below – for example R7 345 567.6 must be captured as R7345568 with no separators.
8. All remuneration (i.e. total cost to company) must be included in the form as annualized fixed / guaranteed remuneration and annualized variable remuneration). The information below provides inclusions and exclusions to consider when completing the EEA4 Form.

8.1 Fixed / Guaranteed remuneration includes:

- a) Salary/wage;
- b) Housing or accommodation subsidy or housing or accommodation received as a benefit in kind;
- c) Travel allowance or provision of a car, except to the extent that the allowance or the car is provided to enable the employee to work as provided for by the Fourth and Seventh Schedules of the Income Tax Act;
- d) Any cash payments made to an employee, except those listed as exclusions in terms of this schedule;
- e) Any other payments in kind received by an employee, except those listed as exclusions in terms of this schedule;
- f) Employer's contributions to medical aid, pension, provident fund or similar benefit funds;
- g) Employer's contributions to income protection, funeral or death benefit schemes; and
- h) Guaranteed (non-discretionary) annual bonus/13th cheque.

8.2 Variable remuneration includes:

- a) Short-term incentives: annual or shorter incentives and (generally) cash performance-based payments, including deferrals (commission schemes are included here);
- b) Long-term incentives: longer than one year, (usually) share-based awards and cash-based settlement that have a vesting period of more than one year must also be included, which may be retention and / or performance-based;
- c) Lump sums in respect of ongoing employment e.g. back pay and leave paid upon termination;
- d) Discretionary payments not related to an employee's hours of work or performance (for example, a retention bonus);
- e) As provided for by the Income Tax Act, the taxable benefit portion of bursaries and scholarships provided to the employee and/or relatives of the employee;
- f) Dividends included as remuneration by the Fourth Schedule of the Income Tax Act; and
- g) Overtime.

8.3 Excluded:

- a) Any allowance, cash payment or payment in kind provided to enable the employee to work (for example, an equipment, tool or similar allowances or the provision of transport or the payment of a transport allowance to enable the employee to travel to and from work);
- b) Gratuities (for example, tips received from customers) and gifts from the employer;
- c) Non-employment related lump sums such as severance pay; and
- d) Dividends not included as remuneration by the Fourth Schedule of the Income Tax Act.

9. Information and Calculations

Information is required on the number of employees, including employees with disabilities, and the total remuneration in each **occupational level** in terms of the population group and gender in **Section C of the EEA4 form**.

In addition, remuneration information is required for the lowest paid individual at the lowest occupational level and the remuneration of the highest paid individual is required for each of the other occupational levels in your organisation in terms of population group and gender in **Section D of the EEA4 form**.

- 9.1 Please provide the remuneration of the employee with the **highest total remuneration** (i.e. fixed/guaranteed and variable remuneration) for each occupational level in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
 - 9.2 Please provide the remuneration of the employee with the **lowest total remuneration** (i.e. fixed/guaranteed and variable remuneration) for the lowest occupational level in your organisation in terms of population group and gender. Where applicable, information must be provided for both males and females for Africans, Coloureds, Indians, Whites and Foreign Nationals.
 - 9.3 Please provide the **median remuneration** and the **remuneration gap** as required in **Section E of the EEA4 Form**.
10. The information contained in a report must be authorised and verified by the chief executive officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

SECTION C: WORKFORCE PROFILE AND TOTAL REMUNERATION

Please use the table below to indicate the number of employees, including employees with disabilities, and the total remuneration in terms of population group and gender for each occupational level. In addition, please provide the total remuneration per occupational level in your organisation.

Occupational levels		MALE					FEMALE					FOREIGN NATIONALS		Total
		A		C	I	W	A	C	I	W		M	F	
Top Management	Number of employees	3	0	0	0	0	3	0	0	0	0	0	0	6
	Total remuneration	6949605	0	0	0	0	4469882	0	0	0	0	0	0	11419487
Senior Management	Number of employees	9	2	0	0	1	3	0	0	2	0	0	0	17
	Total remuneration	15391518	4046417	0	0	2194533	4567503	0	0	3274320	0	0	0	29474291
Professionally qualified and experienced specialists and mid-management	Number of employees	8	11	0	0	2	7	3	0	1	0	0	0	32
	Total remuneration	13398554	16340655	0	0	3517391	10306885	4523729	0	939084	0	0	0	49026298
Skilled technical, academically qualified and, junior management,	Number of employees	22	13	0	0	2	15	11	0	8	0	0	0	71
	Total remuneration	27195831	16967714	0	0	2656346	16352211	12181468	0	9307679	0	0	0	84671249
Semi-skilled and discretionary decision making	Number of employees	138	62	2	2	7	85	28	0	7	0	0	0	329
	Total remuneration	123219580	54613665	2242415	7355622	62007197	21297756	6501230	0	0	0	0	0	277237465
Unskilled and defined decision making	Number of employees	503	98	1	1	1	238	62	0	7	0	0	0	910
	Total remuneration	232715985	53993245	421042	563830	94421662	24921645	3415614	0	0	0	0	0	410453023
TOTAL PERMANENT	Number of employees	683	186	3	13	13	351	104	0	25	0	0	0	1365
	Total remuneration	418871703	145961696	2663457	16287722	192135340	62924598	23437927	0	0	0	0	0	862281813
Temporary employees	Number of employees	270	90	1	1	1	158	35	0	7	0	0	0	562
	Total remuneration	110711200	46075237	1025037	539624	63229655	13309779	2868986	0	0	0	0	0	237759518
TOTAL	Number of employees	953	276	4	14	14	509	139	0	32	0	0	0	1927
	Total remuneration	529582273	192036933	3688494	16827346	76234377	255364995	26306913	0	0	0	0	0	1100041331

SECTION D1: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the **highest total remuneration (i.e. fixed/guaranteed and variable remuneration)** in terms of population group and gender for each occupational level, where applicable. Where a choice has to be made between two employees with the same total remuneration, i.e. one employee having a higher fixed/guaranteed remuneration and the other employee having a higher variable remuneration, the employee with the higher variable remuneration should be chosen when completing the form below. **(NB: If there is only one employee at a particular occupational level, only capture their information in table D1 and do not repeat their information in table D2)**

Occupational levels		MALE					FEMALE					FOREIGN NATIONALS	
		A	C	I	W	A	C	I	W	M	F		
Top Management	Fixed / Guaranteed	749826	0	0	0	757128	0	0	0	0	0	0	0
	Variable	1743666	0	0	0	1793880	0	0	0	0	0	0	0
	Total Remuneration	2493492	0	0	0	2551008	0	0	0	0	0	0	0
Senior Management	Fixed / Guaranteed	542163	485945	0	493027	492651	0	0	385407	0	0	0	0
	Variable	1429999	1694423	0	1701505	1331335	0	0	1252479	0	0	0	0
	Total Remuneration	1972162	2180368	0	2194532	1823986	0	0	1637886	0	0	0	0
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed	417205	570791	0	422775	413283	368872	0	198990	0	0	0	0
	Variable	1372746	1257414	0	1422409	1412917	1256708	0	740094	0	0	0	0
	Total Remuneration	1789951	1828205	0	1845184	1826200	1625580	0	939084	0	0	0	0
Skilled technical, academically qualified and junior management	Fixed / Guaranteed	793204	543650	0	426959	639148	390412	0	275031	0	0	0	0
	Variable	1517089	1068422	0	982873	1132933	886207	0	964653	0	0	0	0
	Total Remuneration	2310293	1612072	0	1409832	1772081	1276619	0	1239684	0	0	0	0
Semi-skilled and discretionary decision making	Fixed / Guaranteed	594322	499294	348473	528042	426663	374224	0	362740	0	0	0	0
	Variable	1087102	935200	784379	963948	822893	796674	0	798646	0	0	0	0
	Total Remuneration	1681424	1434494	1132852	1491990	1249556	1170898	0	1161386	0	0	0	0
Unskilled and defined decision making	Fixed / Guaranteed	513464	523320	124095	205393	417014	255668	0	201369	0	0	0	0
	Variable	766074	727422	296947	358437	669624	508278	0	431316	0	0	0	0
	Total Remuneration	1279538	1250742	421042	563830	1086638	763946	0	632685	0	0	0	0

SECTION D2: FIXED / GUARANTEED AND VARIABLE REMUNERATION

Please provide the remuneration of the employee with the **lowest total remuneration (i.e., fixed/guaranteed and variable remuneration)** in terms of population group and gender for each occupational level, where applicable. Where a choice has to be made between two employees with the same total remuneration, i.e., one employee having the lowest fixed/guaranteed remuneration and the other employee having the lowest variable remuneration, the employee with the lowest variable remuneration should be chosen when completing the form below.

Occupational levels		MALE				FEMALE				FOREIGN NATIONALS	
		A	C	I	W	A	C	I	W	M	F
Top Management	Fixed / Guaranteed	500543	0	0	0	185099	0	0	0	0	0
	Variable	1580543	0	0	0	185099	0	0	0	0	0
	Total Remuneration	2081086	0	0	0	370198	0	0	0	0	0
Senior Management	Fixed / Guaranteed	321881	489107	0	0	255224	0	0	327096	0	0
	Variable	1091999	1376943	0	0	860486	0	0	1309338	0	0
	Total Remuneration	1413880	1866050	0	0	1115710	0	0	1636434	0	0
Professionally qualified, experienced specialists and mid-management	Fixed / Guaranteed	246517	270888	0	357470	266680	321407	0	0	0	0
	Variable	809109	780624	0	1314736	773186	951163	0	0	0	0
	Total Remuneration	1055626	1051512	0	1672206	1039866	1272570	0	0	0	0
Skilled technical, academically qualified and, junior management,	Fixed / Guaranteed	3306	213810	0	319481	1327	192758	0	248118	0	0
	Variable	272317	693058	0	927035	270336	702426	0	791902	0	0
	Total Remuneration	275623	906868	0	1246516	271663	895184	0	1040020	0	0
Semi-skilled and discretionary decision making	Fixed / Guaranteed	5652	16513	330856	126154	6280	6708	0	193695	0	0
	Variable	5652	85708	694181	413469	6280	146316	0	499085	0	0
	Total Remuneration	11304	102221	1025037	539623	12560	153024	0	692780	0	0
Unskilled and defined decision making	Fixed / Guaranteed	41143	992	0	0	765	3088	0	18178	0	0
	Variable	41143	84992	0	0	77300	79646	0	151997	0	0
	Total Remuneration	82286	85984	0	0	78065	82734	0	170175	0	0

SECTION E: MEDIAN REMUNERATION AND THE REMUNERATION GAP

Please note that in order to complete this section properly, your payroll must be sorted in ascending order from the lowest pay to the highest pay. **Total annual remuneration** includes fixed/guaranteed and variable pay. The **'median'** is the "middle" value in a list of payments (i.e. total remuneration) ranked from lowest to highest. When the payroll contains an even number of values, the median is the sum of the two middle values divided by 2. The **range** is the area of variation that includes the lower and upper limits of a particular scale. To calculate the range of the top 5% highest paid employees and the range of the lowest 5% paid employees, please do the following:

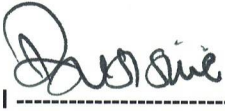
1. Sort the payroll in ascending order (from the lowest pay to the highest pay).
2. Multiply the total number of employees by 5% (Round off decimals to the nearest whole number).
3. Refer to the earnings of employees that correlate to the number referred to above.
4. Capture the range (lowest and highest) remuneration of the top 5% of the highest paid employees, e.g. from R1000, 000 (lowest) to R2000, 000 (highest).
5. Repeat the exercise for the lowest 5% paid employees, e.g. from R100, 000 (lowest) to R200, 000 (highest).


Number of employees covered in the top 5% of the highest paid employees in your organisation	Number of employees	96
What is the total annual remuneration of the top 5% of the highest paid employees in your organisation?	Total Annual Remuneration	1602339
What is the range of the top 5% of the highest paid employees in your organisation (total annual remuneration)?	Range	
	From (Lowest)	To (Highest)
	R1279719	R2551008
Number of employees covered in the lowest 5% paid employees in your organisation	Number of employees	96
What is the total annual remuneration of the lowest 5% paid employees in your organisation?	Total Annual Remuneration	109524
What is the range of the lowest 5% paid employees in your organisation (total annual remuneration)?	Range	
	From (Lowest)	To (Highest)
	R11304	R142697
What is the median remuneration for employees in your organisation?	Median Remuneration	R495666
Please indicate whether your organisation has a remuneration policy in place to address and close the vertical gap/ horizontal gap between the highest and lowest paid employees in your workforce? (Mark with X)	YES	X
	NO	

How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest paid employee and lowest paid employee in your organisation?	225.7	
Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your remuneration policy? (Mark with X)	YES	X
	NO	
Are there measures to address the remuneration gap in your Employment Equity Plan? (Mark with X)	YES	X
	NO	
Please indicate a key reason for the Income Differentials that apply to your organisation. (Mark with X)	a) Seniority/ length of service	X
	b) Qualifications	
	c) Performance	
	d) Demotion	
	e) Experiential training	
	f) Shortage of skill	
	g) Transfer of business	
	h) Other	
If other is chosen as a key reason above, please specify the key reason-		

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

The information contained in a report must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999(Act No.1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

		Chief Executive Officer /Accounting Officer	
I		----- (Full Name) CEO/Accounting Officer	
of (Organisation)		-----	

hereby declare that I have read, approved and authorized this information.			
Signed on this		15 th	day of December (month) year 2028
At (place):		Kibera	
		-----	
Chief Executive Officer/Accounting Officer		-----	



**DEPARTMENT OF EMPLOYMENT AND LABOUR: REPUBLIC OF
SOUTH AFRICA**

Ref No: 8392

Website: www.labour.gov.za

issue date: 2025/12/15

EE Compliance Certificate

**Issued in terms of Section 53(2) is valid for 12 months from the date of issue in terms of section 53(3)
Employment Equity Act 55 of 1998 as amended**

to

**SOL PLAATJE MUNICIPALITY
NAME OF THE EMPLOYER**

being a

DESIGNATED EMPLOYER

and

is hereby certified to have complied with the requirements specified in section 53(6) of the Employment Equity Act, 1998 as amended

**Providing false information to obtain a certificate of compliance or altering a certificate is a criminal offence which will render a person
liable for prosecution at the instance of the Department of Employment and Labour.**

MINISTER OF EMPLOYMENT AND LABOUR



693843