

**PLEASE READ THIS FIRST****SECTION A: EMPLOYER DETAILS & INSTRUCTIONS****PURPOSE OF THIS FORM**

This form enables employers to comply with Section 27 (1) of the Employment Equity Act 55 of 1998 as amended.

This form contains the format for an Income Differential Statement to be completed by designated employer and submitted to the Department of Employment and Labour.

**WHO COMPLETES THIS FORM?**

All designated employers must submit a report in terms of Section 27 (1) of the Employment Equity Act, 55 of 1998 as amended.

**WHEN SHOULD EMPLOYERS REPORT?**

Designated employers must submit their report annually at a Department of Employment and Labour office on the first working day of October for immediate capturing or by 15 January of the following year for online reporting.

Employers who become designated on or after the first working day of April but before the first working day of October must submit their Income Differential Statement on the first working day of October of the following year.

Online Reporting:  
[www.labour.gov.za](http://www.labour.gov.za)  
Helpline: 0860101018

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

Trade name	DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM
DTI registration name	
DTI registration number	
PAYE/SARS number	7610726426
UIF reference number	
EE reference number	10207
Seta classification	PUBLIC SECTOR
Industry/Sector	AGRICULTURE, FORESTRY & FISHING
Industry Sub Sector	Crop and animal production, hunting and related services activities
Bargaining Council	Other
Telephone number	0406025237
Postal address	PRIVATE BAG X 0040 BISHO
City/Town	BISHO
Province	EASTERN CAPE
Postal code	5605
Physical address	PRIVATE BAG X 0040 BISHO
City/Town	BISHO
Province	EASTERN CAPE
Postal code	5605
<b>Details of CEO/Accounting Officer at the time of submitting this report</b>	
Name and surname	Mr Bongikaya Dayimani
Telephone number	0406025006
Fax number	0406350604
Email address	Bongikaya.Dayimani@drdar.gov.za
<b>Details of Employment Equity Senior Manager at the time of submitting this report</b>	
Name and surname	Ms Nokubonga Mabele
Telephone number	0406025037
Fax number	0406351408
Email address	Bongi.Mabele@drdar.gov.za
<b>Information about the organization at the time of submitting this report</b>	
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	2023

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

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 7345568 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; and
- f) Dividends included as remuneration by the Fourth Schedule of the Income Tax Act.

### 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 persons 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 average/mean remuneration, the median remuneration and the remuneration gap as required in Section E of the EEA4 Form.

## SECTION C: WORKFORCE PROFILE AND TOTAL REMUNERATION

Please use the table below to indicate the number of employees, including people 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	Male	Female					
Top Management	Number of employees	1	0	0	0	2	0	0	0	0	0	0	0	0	3
	Total Remuneration	1738656	0	0	0	4256776	0	0	0	0	0	0	0	0	5995432
Senior Management	Number of employees	22	1	0	0	23	0	0	1	0	0	1	0	48	
	Total Remuneration	27893208	1250463	0	0	29807826	0	0	1232289	0	1365411	0	0	61549197	
Professionally qualified and experienced specialists and mid-management	Number of employees	316	3	0	18	241	3	2	14	9	9	1	0	607	
	Total Remuneration	221749553	1983696	0	16786050	1644252187	2726517	1833066	12936445	8238879	811560	0	0	431314953	
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	Number of employees	434	5	0	2	546	8	0	16	0	0	0	0	1011	
	Total Remuneration	170559042	1844247	0	840804	205790838	3021981	0	5882640	0	0	0	0	387939552	
Semi-skilled and discretionary decision making	Number of employees	91	5	0	1	127	7	0	2	0	0	0	0	233	
	Total Remuneration	20670474	1122321	0	266226	28957869	1607766	0	495357	0	0	0	0	53120013	
Unskilled and defined decision making	Number of employees	303	4	0	0	273	2	0	0	0	0	0	0	582	
	Total Remuneration	45375516	726639	0	0	39483654	288240	0	0	0	0	0	0	85874049	
Total Permanent	Number of employees	1167	18	0	21	1212	20	2	33	9	9	2	0	2484	
	Total Remuneration	487986249	6927366	0	17893080	472549150	7644504	1833066	20543931	8238879	2176971	0	0	1025793196	
Temporary Employees	Number of employees	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Remuneration	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL	Number of employees	1167	18	0	21	1212	20	2	33	9	9	2	0	2484	
	Total Remuneration	487986249	6927366	0	17893080	472549150	7644504	1833066	20543931	8238879	2176971	0	0	1025793196	

## SECTION D: 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 all the occupational levels, except for the lowest occupational level in your organisation. Please provide the remuneration of the employee with the lowest total remuneration in your organisation in terms of population group and gender. 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, except at the lowest occupational level, wherein an 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	1641886	0	0	0	2549340	0	0	0	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	1641886	0	0	0	2549340	0	0	0	0	0
Senior Management	Fixed/Guaranteed	1562251	1297141	0	0	1533862	0	0	1222020	0	1386170
	Variable	0	358202	0	0	0	0	0	0	0	0
	Total Remuneration	1562251	1655343	0	0	1533862	0	0	1222020	0	1386170
Professionally qualified, experienced specialists and mid-management	Fixed/Guaranteed	1548249	764613	0	1536280	1826331	1062617	971789	1139150	1337358	867988
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	1548249	764613	0	1536280	1826331	1062617	971789	1139150	1337358	867988
skilled technically, academically qualified and, junior management	Fixed/Guaranteed	527069	578927	0	728564	502757	588503	0	560656	0	0
	Variable	29064	0	0	0	0	0	0	0	0	0
	Total Remuneration	556133	578927	0	728564	502757	588503	0	560656	0	0
Semi-skilled and discretionary decision making	Fixed/Guaranteed	386347	349291	0	417106	412057	382729	0	267109	0	0
	Variable	0	0	0	0	0	0	0	0	0	0
	Total Remuneration	386347	349291	0	417106	412057	382729	0	267109	0	0
Unskilled and defined decision making	Fixed/Guaranteed	114751	216796	0	0	125443	258582	0	0	0	0
	Variable	0	713	0	0	0	0	0	0	0	0
	Total Remuneration	114751	217509	0	0	125443	258582	0	0	0	0

## SECTION E: AVERAGE AND MEDIAN PAY AND THE REMUNERATION GAP

Please note the average/ mean remuneration involves adding up a number of amounts in remuneration and dividing the total by the total number of employees included in the total. The 'median' is the "middle" value in a list of payments (i.e. remuneration) ranked from lowest to highest.

What is the average annual remuneration for the top 10% of your top earners?	Average Annual Remuneration	R 1 066 392
What is the average annual remuneration for the bottom 10% of your bottom earners?	Average Annual Remuneration	R 1 347 93
What is the median earners remuneration in your organisation?	Median Earners Remuneration	R 3 723 32
Please indicate whether your organisation has a policy in place to address and close the vertical gap between the highest and lowest paid employees in your workforce?	NO	
How many times (e.g. 10x, 15x, 20x) is the vertical gap between the highest and lowest paid worker in your organisation in terms of the policy?	0	
Is the remuneration-gap between the highest and lowest paid employees in your organisation aligned to your policy?	YES	
	NO	
Are AA measures to address the remuneration gap included in your EE Plan?	YES	X
	NO	
Please indicate a key reason for the Income Differentials that apply to your organisation.	a) seniority/ length of service	X
	b) Qualifications	
	c) Performance	
	d) Demotion	
	e) Experiential training	
	f) Short of skill	
	g) Transfer of business	

## EEA4 Section F: Signature of the Chief Executive Officer/ Accounting Officer

Chief Executive Officer/Accounting Officer
<p>I Mr Bongikhaya Dayimani (full Name) CEO/Accounting Officer of DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM hereby declare that I have read, approved and authorized this information.</p> <p>Signed on this 13<sup>th</sup> day of December (month) year 2023</p> <p>At (place) : BHISHO</p> <p>Chief Executive Officer/Accounting Officer</p>