

**ALFRED DUMA LOCAL MUNICIPALITY**

"ANNEXURE A" 1

**EMPLOYMENT EQUITY MEETING**

**MINUTES OF THE MEETING BETWEEN ALL STAFF MEMBERS AND THE  
EMPLOYMENT EQUITY COMMITTEE HELD ON WEDNESDAY, 7 JUNE 2017, AT 14:00  
IN THE TOWN HALL, CORNER OF MURCHISON AND QUEEN STREETS LADYSMITH  
(APJ)**

**PRESENT**

As per the attendance register

**1. NOTICE CONVENING THE MEETING**

**READ**

**LEAVE OF ABSENCE**

The Senior Clerk Internal Control from the Department of Finance tendered an apology on behalf of Mr B S Vilakazi.

**RESOLVED**

That the apology tendered on behalf of Mr B S Vilakazi be noted.

**2. CONSIDERATION OF AGENDA**

**ITEM 2.1**

**REPORT FROM THE CURRENT EMPLOYMENT EQUITY COMMITTEE**

Mr D Khoza, the Employment Equity Committee Member from Public Safety delivered the Employment Equity committee report as indicated below

**"EMPLOYMENT EQUITY COMMITTEE REPORT**

*Maybe to set the tone correct, it is important to take a brief look at the key drivers behind the introduction of employment equity in our Country's legislation.*

*Prior to South Africa becoming a democratic state, laws dating back to the colonial and apartheid times excluded black people from participating in the South African education and labour market.*

*Therefore to bring this to an end, the constitution was put in place and giving everybody the right to equality. Also in the workplace the employment Equity Act was born as a direct solution to this inequality, unfair, discriminating practices by the employers.*

*Now in summary the purpose of the ACT is to achieve equality in the workplace by:*

- *Promoting equal opportunity and uproot unfair treatment in the workplace.*
- *Implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups.*
- *The disadvantages in employment in all occupational categories and levels in the workplace.*
- *Ensuring that the organisational processes around recruitment and advancement within the business are managed with the Act in mind.*
- *Ensuring that people within the organisation are managed in terms of their skills, roles and remuneration in a fair and non – discriminatory manner.*
- *Ensuring that the organisations meet their objectives and are also driven by an element of compliance.*

*Colleagues you will recall the report that was presented by the inspector from the Department of Labour in September 2015 on a sitting of this nature which articulated that our Municipality was implicated of an unjustifiable EE plan and therefore not complying with the act. It was then given a three months period to comply or else be fined 1.8M. In response to the Department of labour instruction, the forum was formed (committee and officials). Committee to ensure that the organisation does meet the employment equity act requirements through the EE plan.*

#### **COMMITTEE MEMBERS ARE:**

*Mr D Khoza, Z Mbokazi, A Mazibuko, C Van Wyl, D Verjoen, D Martin, M Shezi, BS Vilakazi, S Sewsanker, G Mackenzie, CM Worst, SAMWU Chairperson and SAMWU Secretary.*

*We had numerous sittings and engagements as a forum on many issues affecting our colleagues and the Municipality.*

#### **ACHIEVEMENTS**

- *To get the training for the forum.*
- *To craft and submit the EE Plan on time as per Department of Labour instructed thus save 1.8M fine.*
- *Got the budget for the lift – Leicester Clearance Building.*
- *Improve vacant application forms to accommodate physically challenged people, two languages (English and isiZulu).*
- *Bursary forms are now available to everyone, not only to staff with software computers, forms are now available at all departments HR officers.*

- 2% of women representation in Top Management (Mrs Bhengu, Ms N. Buthelezi, Ms S. Shabalala)
- Introduced the succession and experience trainings in some of the departments.
- 2015/2016 employment – 53 posts (26 New and 27 Pro)
- 2016/2017 employment – 68 posts (52 New and 16 Pro)

### **CHALLENGES**

- Organograms
- Policies – to discuss
- Representation in the recruitment and selection processes.
- Weak relationship with the labour movement (Unions).
- Report back to the employees.

*The demographics suggest that: black people, especially young people are over-represent at the entry level*

*Management level, women are less represented*

*Middle management white and Indians are over-represented*

*Coloured people and physically challenged people are under-represented in all levels*

### **THE PROCESS OF PHASING OUT JOB CREATION HAS BEEN SPEEDED UP**

*And the following statistics are served to qualify this statement:*

*2015/2016= 26 new appointments*

*2016/2017= 21+ 52 new appointments*

*2017/2018= 50+ new appointments*

*It should be noted though that these appointments has been at some point not speaking to the plan in relation to the demographics.*

*And one would think that we need to encourage our councillors ( baba Myende; Mam Kubheka; Mam Njokwe ; Mam Khan) to give underrepresented groups a chance on job creation as it is now used as the entrance platform to showcase your potential we generally have no more external posts.*

*On the issue of TRAININGS, a lot has been done nevertheless we still strongly believe that more energy and budget should be vested on permanent employees to improve their skills in the workplace and even prepare themselves for future opportunities.*

*Statistics are:*

2015/2016 = 27 promotions

2016/ 2017 = 16 promotions

2017/ 2018 = expecting more growth on permanent employees.

*As the saying goes united we stand divided we fall mshinto utshwelapile Amandla!"*

**RESOLVED**

**AT THE EEC ON**

**07/06/2017**

That the contents of the report in respect of the Employment Equity be noted.

## **ITEM 2.2**

### **ELECTION OF THE NEW EMPLOYMENT EQUITY COMMITTEE**

**RESOLVED**

**AT THE EEC ON**

**07/06/2017**

That the following current Employment Equity Committee Members be given a second term to serve as committee members:

Mr    D      Khoza  
        D      Martin  
        M      Shezi  
        B S    Vilakazi  
        C      Van Wyk  
        D      Viljoen

Ms    G      Mackenzie  
        A      Mazibuko  
        Z      Mbokazi  
        S      Sewsanker  
        CM    Worst

SAMWU Chairperson  
 SAMWU Secretary

## **3. CLOSURE**

The meeting closed at 15:00

**CHAIRPERSON**



**APPOINTMENT AS THE EMPLOYMENT EQUITY MANAGER FOR ALFRED DUMA  
LOCAL MUNICIPALITY  
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)**

**ROUTING**

EMPLOYMENT EQUITY COMMITTEE : 23/08/2017

**PURPOSE**

To inform the Committee on the appointment of the Employment Equity Manager.

**BACKGROUND**

Council at its meeting held on 17 December 2015 resolved:-

1. That it be noted that the Municipal Manager would be appointing a designated Employment Equity Manager in line with Section 24 of the Employment Equity Act No 55 of 1998.

The Acting Municipal appointed Mr S D Hlophe as the Employment Equity Manager. Attached as **Annexure A page 1** is the letter of Appointment as the Employment Equity Manager.

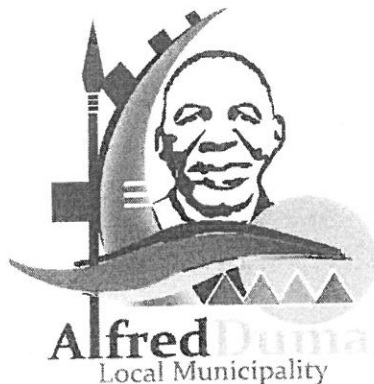
**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING  
EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings."

**FOR INFORMATION**



**P S MNTAKA**  
**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**  
(Mr S D Hlophe) – Ext 1001  
11 August 2017/ap  
4/7/3/3



"ANNEXURE A" 11

## ALFRED DUMA LOCAL MUNICIPALITY OFFICE OF THE MUNICIPAL MANAGER

Incorporating Mayoral Office, Internal Audit and Risk, PMS, IDP, IGR and Research

Please ask for: Ms S S Ngiba/kl

My Ref 4/3/1/2

Your Ref.

29 Ladysmith 3370  
(036) 637 2231  
Fax. (036) 631 1400  
Email: [mm@alfredduma.gov.za](mailto:mm@alfredduma.gov.za)  
Website: [www.ladysmith.co.za](http://www.ladysmith.co.za)

10 June 2017

Mr S D Hlophe  
Department Corporate Services  
Alfred Duma Local Municipality  
LADYSMITH  
3370

Sir

### APPOINTMENT AS THE EMPLOYMENT EQUITY MANAGER

Council at its meeting held on 17 December 2015 resolved:

1. That it be noted that the Municipal Manager would be appointing a designated Employment Equity Manager in line with Section 24 of the Employment Equity Act No 55 of 1998.
2. That a Committee Clerk be made available to record the minutes.
3. That the Skills Development Facilitator be assigned to be the convenor of meetings who will also deal with issues of leading discussions during these meetings.
4. That one representative delegated by the Committee be authorised to sit as an observer during recruitment processes.
5. That one representative from Organised Labour be authorised to sit as an observer during recruitment processes".

You are hereby appointed as the Employment Equity Manager in accordance with Section 24 of the Employment Act 55 of 1998 from 3 July 2017 in respect of the Alfred Duma Local Municipality.

Yours faithfully

  
**S S NGIBA**  
**ACTING MUNICIPAL MANAGER**

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**STATUS OF BUDGETED POSITIONS 2017/2018 FINANCIAL YEAR  
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)**

**ROUTING**

EMPLOYMENT EQUITY COMMITTEE : 23/08/2017

**PURPOSE**

To submit a report for financial year in respect of the Status of Budgeted Positions for 2017/2018

**BACKGROUND**

The Status of Budgeted Positions in respect of the 2017/2018 financial year is attached as **Annexure A, pages 1.**

**FINANCIAL IMPLICATIONS**

Nil

**COMMENTS BY LEGAL SECTION**

The report is noted.

**RISK COMMENTS**

Report noted

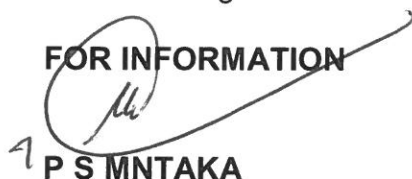
**CHALLENGES**

Nil

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION: ACTING  
EXECUTIVE DIRECTOR CORPORATE SERVICES**

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**FOR INFORMATION**



**P S MNTAKA**

**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

(Reference: Mr S D Hlophe Ext 1001)

11/08/2017/nls/4/7/3/4

**STATUS OF BUDGETED POSITIONS 2017/2018**

		<b>STATUS</b>	<b>ASSUMPTION DATE</b>
<b>MUNICIPAL MANAGER</b>			
1	PUBLIC PARTICIPATION OFFICER (TG 5)	TO BE ADVERTISED	N/A
2	PROTOCOL OFFICER (TG 14)	TO BE ADVERTISED	N/A
<b>CORPORATE SERVICES</b>			
1	COMMITTEE CLERK (TG 7)	TO BE ADVERTISED	N/A
<b>COMMUNITY SERVICES</b>			
1	FLEET MANAGEMENT CLERK (TG 5)	TO BE ADVERTISED	N/A
2	PLUMBER (TG 6)	TO BE ADVERTISED	N/A
3	TRAFFIC WARDEN (TG 5)	TO BE ADVERTISED	N/A
4	EXAMINER OF DRIVERS LICENCE (TG 10)	TO BE ADVERTISED	N/A
5	X26 GENERAL WORKER (TG 3)	FILLED	03/07/2017
<b>FINANCE</b>			
1	ACCOUNTANT AFS (TG 11)	TO BE ADVERTISED	N/A
2	X2 DEBT COLLECTOR (TG 5)	TO BE ADVERTISED	N/A
<b>ENGINEERING SERVICES</b>			
1	SENIOR ENGINEERING TECHNICIAN (TG 12)	TO BE ADVERTISED	N/A
2	TECHNICAL ASSISTANT (TG 10)	TO BE ADVERTISED	N/A
3	X3 SENIOR ARTISAN BRICKLAYER (TG 9)	FILLED	01/09/2017
4	ASSISTANT MANAGER: MAINTENANCE (TG 14)	TO BE ADVERTISED	N/A
5	FOREMAN: STRUCTURAL (TG 10)	TO BE ADVERTISED	N/A
6	ASSISTANT MANAGER: PMU (TG 14)	TO BE ADVERTISED	N/A
7	X13 GENERAL WORKER (TG 3)	FILLED	03/07/2017
<b>ELECTRICITY</b>			
1	X4 METER SWEEP CLERK (TG 5)	FILLED	01/09/2017
2	METER READER (TG 4)	TO BE ADVERTISED	N/A
3	X13 GENERAL WORKER (TG 3)	FILLED	01/08/2017
<b>DEVELOPMENT, PLANNING AND HUMAN SETTLEMENT</b>			
1	ASSISTANT MANAGER: TOWN PLANNING (TG 14)	TO BE RE - ADVERTISED	N/A
<b>VARIOUS DEPARTMENT</b>			
1	X20 GENERAL WORKER (TG 3)	ADVERTISED	N/A

**EMPLOYMENT EQUITY PLAN FOR ALFRED DUMA LOCAL MUNICIPALITY FOR THE  
2017/2018, 2018/2019 AND 2019/2020 FINANCIAL YEARS  
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)**

**ROUTING**

EMPLOYMENT EQUITY COMMITTEE : 23/08/2017

**PURPOSE**

To submit the Employment Equity Plan for Alfred Duma Local Municipality.

**BACKGROUND**

**Attached Annexure A pages 1 – 11** is the Employment Equity Plan from 1 October 2017 to 30 September 2020.

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION:  
EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings."

**FOR INFORMATION**



1 **P S MNTAKA**  
**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

Ref: Mr S D Hlophe/Ext 1002

11 August 2017/ap

4/3/1/2



**ALFRED DUMA LOCAL MUNICIPALITY**

**EMPLOYMENT EQUITY PLAN**

**1 OCTOBER 2017 - 30 SEPTEMBER 2020**

## 1. INTRODUCTION

Alfred Duma local Municipality acknowledges the existence of inequalities, imbalances, prejudices and injustice as a consequence of the past policies that were followed in the apartheid era and will provide for the eradication of the past discrimination and develop Affirmative Action Programmes aimed at promoting equality and equity (race, gender and disability) in the Municipality.

To ensure effective implementation of the Employment Equity Act, the Employment Equity Committee has been re-constituted, approved and appointed, comprising of representatives from the Councilors, Management and Organized Labour. This Committee shall convene quarterly to disseminate policy matters, to obtain inputs and feedback and to negotiate issues surrounding employment equity and transformation. Funding for the implementation of the Plan shall be catered for in the Budget.

The targets and interventions shall be focused on the first three occupational categories as critical occupations for service delivery, namely Legislators, senior officials and managers; Professionals and Technicians and Associate professionals and employees with disabilities.

The Plan is for a 36 month period ending 30 September 2017 subject to review on an annual basis considering amendments to the organizational structure as well as numeric targets revised by the National Government. It should be acknowledged and accepted that some objectives may take longer to achieve than the specified stated timeframe, on account of natural attrition and budgetary constraints.

As at September 2017, the Municipality has an approved organizational structure comprising of ---- permanent positions and ---- Temporary positions.

## 2. WORKFORCE PROFILE AS AT 01 OCTOBER 2017

OCCUPATIONAL CATEGORIES	MALE				FEMALE						
	AFRI	COL	INDIAN	WHITE	TOTAL	AFRI	COL	INDIAN	WHITE	TOTAL	
Top Management	5	0	0	0	5	1	0	0	0	6	
Senior Managers	10	0	5	1	16	3	0	4	2	25	
Professionals	34	0	5	5	44	15	0	2	0	61	
Skilled Technicians & Associated Professionals	60	0	12	5	77	30	0	8	2	117	
Semi-Skilled and Discretionary Making	159	4	13	3	179	107	2	18	14	320	
Unskilled and defined decision making	118	1	1	0	120	59	0		0	179	
Temporary Employees	62	0	0	0	62	25	0		0	87	
GRAND TOTAL	447	5	36	14	502	240	2	32	18	795	



- 2.1 In terms of legislators and managers, a total of .... councillors exist of which % of the total comprises females, whilst the remaining % comprise of males.
- 2.2 In terms of Senior Manager Posts, a total of **25** employees exist of which **28%** of the total comprise females, whilst the remaining **72%** comprise of males.
- 2.3 In terms of overall Black representation at Senior Management levels, out of a total of **25** employees, **13** employees are defined as Black, constituting **52%** whilst the remaining 14 employees (**48%**) are defined as White.

**The analysis therefore indicates that the Municipality is behind by 50% in terms of complying with the target of 50% of Blacks at Management level.**

- 2.4 In terms of employees with disabilities, a total of 20 employees have been identified, which constitutes 3% of the workforce.
- 2.5 In terms of the Professional Occupation, females constitute only **28%** of the total employees, whilst males constitute **72%** of the total employees.
- 2.6 In terms of the Technicians and Associated Professionals, females constitute only **9%** of the total employees, whilst males constitute **91%** of the employees
- 2.7 In terms of the Administrative and Related Personnel, females constitute **44%** of the total employees and males constitute **56%** of the total. Blacks constitute **83%** of the total employees. This occupation is considered to be represented and shall be excluded in terms of targets for the Plan.

### 3. INDICATION OF VACANT POSTS APPEARING ON THE ORGANISATIONAL STRUCTURE AS AT 30 SEPTEMBER 2017

OCCUPATIONAL CATEGORY	NUMBER OF AVAILABLE VACANT POSTS ON APPROVED STRUCTURE
Section 57 Managers	
Level 15-18 Managers	
Professionals	
Technicians & Associated Professionals	
Clerical and Administrative Workers	
Craft and Related (Artisans, Plumbers and Electricians)	nil
Plant and Machinery( Operators and Drivers)	nil
Elementary ( General Workers, Artisan Assist, Handyman)	

### 4. SENIOR MANAGERS TARGETS IN RESPECT OF REPRESENTIVITY

- 4.1 Senior Managers targets in terms of representativeness shall be prioritized.
- 4.2 The total number of posts in the Management Occupation amount to .....of which 3 posts are vacant. If the remaining 3 vacant positions are filled equally by males and females then the Municipality would achieve an equal representation of males and females in the Departments, namely 50% females and 50% males.

### 5. DISABILITY TARGETS IN RESPECT OF REPRESENTATIVITY

- 5.1 Disability targets in terms of representativity shall also be prioritized in terms of the targets specified by the National Government.
- 5.2 Currently, the Municipality has **795** approved posts of which only 20 are occupied by disabled employees, which constitute **3%** of the total workforce.

### BARRIERS TO ACHIEVE THE ACCESSIBILITY OF BUILDINGS

- 6.1 Most of Council buildings are not compatible to people who are physically challenged.

## 7. JUNIOR MANAGERIAL TARGETS IN RESPECT OF REPRESENTIVITY

LEVELS	MALES				FEMALES				TOTAL
	AM	IM	CM	WM	AF	IM	CM	WM	
11 -14	0	0	0	0	0	0	0	0	0
	60	12	0	5	30	8	0	2	117
<b>TOTAL</b>	60	12	0	5	30	8	0	2	117

7.1 Targets in the managerial occupations shall be aligned to the targets specified above;

7.2 The total number of posts in the managerial occupations amount to ..... posts, of which .... posts are vacant.

To achieve equal representation of males and females in this occupation within the Municipality, Alfred Duma Local Municipality needs to recruit ... females.

## 8. BARRIERS TO ACHIEVE MANAGERIAL TARGETS

8.1 On account of rising costs and the general economic situation within the Country, staff turnover is expected to increase on account of employees looking for better remuneration packages, which could have a direct impact to the targets.

8.2 Limited pool for women with Professional/Technical skills as indicated in the Workforce Profile the majority of females are appearing in the Administrative cadre

## 9. TECHNICAL TARGETS IN RESPECT OF REPRESENTIVITY

9.1 Targets in the technical occupations shall also be aligned to the targets specified in the Occupations.

TARGETS IN TECHNICAL OCCUPATIONS	BARRIERS TO ACHIEVE TECHNICAL TARGETS
1.1 The total number of posts in the technical occupations amount to 112 posts, of which 3 posts are vacant. To achieve equal representation of males and females in this occupation within the Department.	1.1 High staff turnover on account of employees looking for better remuneration packages in the private sector.

## 10. MEASURES TO ACHIEVE TARGETS

Strategy/ Activity	Responsibility	Timeframe
1. Utilize all vacant posts as specified in paragraphs D to H to meet targets	HR	Ongoing after the approval of the Employment Equity Plan
2. Total commitment of all role players by including provisions in the performance agreements of senior managers to comply with the employment equity targets	MM	In Line with the Employment Equity Plan
3. Fast tracking the development and empowerment of potential and/or designated employees for promotional opportunities;	Executive Manager: Corporate Services	Ongoing
4. Proper budgeting and Training Budget.	Executive Manager: Corporate Services	Ongoing
5. Head Hunting specifically for People eg Professionals/Technical as per Scarce Skills Retention Policy	MM/ Executive Manager: Corporate Services	As per Scarce Skills Retention Policy
6. Ensuring that advertisements are designed and worded in such a way that it attracts Applications from the targeted groups.	Executive Manager: Corporate Services	In Line with the Employment Equity Plan
7. Setup networks and or partnerships with respective organizations/employment agencies for Scarce Skills	HR/Executive Manager: Corporate Services	30 November 2017
8. Annual Review, approve and implement Policy on Employment Equity Plan	HR Manager	30 June 2017
10. Promote awareness to prevent discrimination, including issues related to HIV/AIDS	HR	Ongoing

11. Quarterly monitoring of recruitment trends to ensure compliance to targets	HR	Ongoing
12. Development of Head Hunting guidelines/procedures for People Professionals/Scarce Skills	HR	Incorporated in the Employment Equity Policy

## 11. NON-NUMERICAL OBJECTIVES

### 11.1 REASONABLE ACCOMMODATION

Alfred Duma local Municipality is in the process of ensuring that all its buildings are in compliance with the Act in terms of Accessibility.

#### 11.2.1 Barriers to achieve objectives

Limited funding to effect renovations and modifications. The new building has lift facilities which will be fully functional in the new financial year.

#### 11.2.2 Measures to achieve objectives

Conduct an audit of all offices and facilities to determine extent of modifications required and associated costs.  
Re-prioritization of funding to effect renovations.

## 12. ASSISTIVE DEVICES

- 12.1 The Employment Equity Unit will undertake an audit and needs assessment from disabled employees to identify assistive devices and interventions required to assist disabled employees.
- 12.2 Training and Development Unit will provide a focused training in line with each person's disability to assist in better opportunities.

### 13. TARGETS IN RESPECT OF ASSISTIVE DEVICES

Assistive devices shall be considered for all employees as and when required.

#### 13.1 Barriers to achieve objectives

Budgetary constraints restricting the purchase of appropriate assistive devices

#### 13.2 Measures to Achieve Objective

- (a) Ongoing audit of staff with disabilities in relation to the work performed;
- (b) Raise awareness on disability to eradicate the stigma attached to disability and negative attitude towards people with disabilities.
- (c) Appropriate budgeting.

### 14. RETENTION AND DEVELOPMENT OF EMPLOYEES FROM DESIGNATED GROUPS

#### 14.1 What has been achieved:

Achievements	Measures to achieve objective	Responsibility
14.1.1 Training needs have been identified and included in the approved Workplace Skills Plan	Effective implementation of the Workplace Skills Plan	HR
14.1.2 Skills Audit will be done to consider individual Personal Development Plan which will further allows for training interventions to be identified and addressed.	Skills Audit to be done before 31 July 2017 and implementation plan be completed and approved by 30 September 2017 and to be reviewed annually.	HR
14.1.3 An approved Policy on Retention of Employees is also in place	Implementation of the Policy on Retention of Employees	HR and Line Managers

## 14.2 TARGETS IN TERMS OF TRAINING AND DEVELOPMENT

Occupational Level	MALES					FEMALES					TOTAL
	B	C	I	W	TOTAL MALES	A	C	I	W	TOTAL FEMALES	
Top Management	0	0	0	0	0	0	0	0	0	0	0
Senior Management	5	0	0	0	5	2	0	0	0	2	7
Professionally qualified and experienced mid-management	5	0	1	0	6	3	0	0	0	3	9
Skilled Technical and academically qualified workers	6	0	0	0	6	0	0	0	1	1	7
Semi-skilled and discretionary decision making	10	0	0	1	11	0	1	2	0	3	14
Unskilled and defined decision making	4	0	0	0	4	0	0	0	0	0	4
Total	30	0	1	1	32	5	1	2	1	9	41

## 15. GENERAL PRINCIPLES WHEN IMPLEMENTING THE SPECIFIED TARGETS

15.1 Alfred Duma local Municipality is fully committed to achieving employment equity targets and is equally committed to service delivery and shall therefore strive to always maintain a balance between employment equity targets and quality service delivery.

15.2 Where candidates from targeted groups scores 40% or higher in the interview process and such candidates shall be recommended irrespective of the highest scoring candidate outside of the targeted groups.

- 11
- 15.3 In terms of section 20 (3) of the Employment Equity Act 55 of 1998, A person may be suitably qualified for a job as a result of any one of, or any combination of that person's –
- (a) Formal qualifications;
  - (b) Prior learning;
  - (c) Relevant experience; or
  - (d) Capacity to acquire within a reasonable time, the ability to do a job.
- 15.4 Targets shall be reviewed and amended as and when the organizational structure of the Municipality has been reviewed, amended and approved.
- 15.5 All Line Managers must make sure that funds are available to implement Employment Equity initiatives e.g. (Assistive devices, training, recruiting through agencies for disabled, head hunting etc.

## **16. MANAGEMENT OF DISPUTES**

Should there be disputes arising out of the implementation of this plan, or in the application thereof, the aggrieved party may follow the prescribed grievance procedure or may pursue such dispute in terms of either the Labour Relations Act, 66 of 1995 as amended or the Employment Equity Act, 55 of 1998 as amended.

## **17. MONITORING AND EVALUATION**

- 17.1 The Executive Manager Corporate Services: has been assigned the responsibility of ensuring the implementation of this plan.
- 17.2 Alfred Duma Local Municipality Employment Equity Committee shall be chaired by the Executive Manager: Corporate Service, and the Deputy Chairs as nominated by the EE Committee and shall convene as arranged, to review and recommend submissions as per the EE Committee constitution, including the monitoring of the achievements and challenges coupled with implementing the Employment Equity Plan as well as to discuss, recommend and implement strategic employment equity issues.
- 17.3 The Executive Manager: Corporate Service shall ensure that the Annual Employment Equity Report is submitted to the Department of Labour signed by the Municipal Manager as Chief Executive Officer.

**MUNICIPAL MANAGER**

**DATE**



**TEMPLATE FOR EMPLOYMENT EQUITY PLAN (SECTION 20) FOR ALFRED DUMA  
LOCAL MUNICIPALITY  
(DEPARTMENT CORPORATE SERVICES – HUMAN RESOURCE SECTION)**

**ROUTING**

EMPLOYMENT EQUITY COMMITTEE : 23/08/2017

**PURPOSE**

To submit the Template for Employment Equity Plan (Section 20) for Alfred Duma Local Municipality.

**BACKGROUND**

**Attached Annexure A pages 1 – 19** is the Template for Employment Equity Plan (Section 20) for Alfred Duma Local Municipality.

**CONFIRMATION OF CREDIBILITY AND RELIABILITY OF INFORMATION:  
EXECUTIVE DIRECTOR CORPORATE SERVICES**

1. I hereby confirm that according to the information availed to me in respect of this item that to the best of my knowledge the information submitted to the committee is acceptable and that the relevant stakeholders were performing their tasks/duties according to the Auditor-General's instruction of 2011.
2. That should more information to the contrary to what was made available to the committee becomes available at a later stage, I reserve the right to revisit my findings."

**FOR INFORMATION**



**P S MNTAKA**

**ACTING EXECUTIVE DIRECTOR CORPORATE SERVICES**

Ref: Mr S D Hlophe/Ext 1002

11 August 2017/ap

4/3/1/2



**labour**

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

PAGE 1 OF 16

EEA13

**PLEASE READ THIS FIRST**



**PURPOSE OF THIS FORM**

Section 20 requires designated employers to prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer's workforce. An Employment Equity Plan must state-

- (a) The objectives to be achieved for each year of the plan
- (b) The affirmative action measures to be implemented as required by section 15(2);
- (c) Where under representation of people from designated groups has been identified by the analysis, the numerical goals to achieve the equitable representation of suitably qualified people from designated groups within each occupational level in the workforce, the timetable within which this is to be achieved, and the strategies intended to achieve those goals;
- (d) The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals;
- (e) The duration of the plan, this may not be shorter than one year or longer than five years;
- (f) The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity;
- (g) The internal procedures to resolve any dispute about the interpretation or implementation of the plan;
- (h) The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan; and
- (i) Any other prescribed matter.

**DEPARTMENT OF LABOUR**

**TEMPLATE FOR EMPLOYMENT EQUITY PLAN  
(Section 20)**

**Employer Details**

Trade name...ALFRED DUMA LOCAL MUNICIPALITY.....

DTI Registration name.....I.....

PAYE/SARS No.....L170709457.....

EE Ref No.....

Industry/Sector.....LOCAL GOVERNMENT.....

Province.....KWAZULU NATAL.....

Tel No.....036 6372231.....

Fax No.....

Postal address.....221 MURCHISON STREET LADYSMITH  
3370.....

Physical address.....SAME AS  
ABOVE.....

Province .....KWAZULU NATAL.....

Name & Surname of the CEO/Accounting Officer

.....MS S S NGIBA.....

Email address.....mm@alfredduma.gov.za.....



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA

PAGE 1 OF 16

EEA13

**PLEASE READ THIS FIRST**



**PURPOSE OF THIS FORM**

Section 20 requires designated employers to prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer's workforce. An Employment Equity Plan must state-

- (a) The objectives to be achieved for each year of the plan
- (b) The affirmative action measures to be implemented as required by section 15(2);
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- (d) The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals;
- (e) The duration of the plan, this may not be shorter than one year or longer than five years;
- (f) The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity;
- (g) The internal procedures to resolve any dispute about the interpretation or implementation of the plan;
- (h) The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan; and
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## 1. INTRODUCTION

Section 20 requires that a designated employer prepares and implements an Employment Equity Plan which will achieve reasonable progress towards employment equity. An Employment Equity Plan must state the following:

- a. The objectives to be achieved for each year of the plan should meet the SMART principle as follows:-
  - Specific
  - Measurable
  - Attainable
  - Relevant; and
  - Time bound
- b. Barriers and Affirmative Action Measures must be aligned with those indicated in the audit analysis (section 19(1)) and meet the following requirements:
  - Include time-frames in order to track progress in the implementation of these AA Measures;
  - These time-frames should be within the duration of the EE Plan (no "on-going" permitted) and
  - Include responsible persons to monitor the implementation of these AA Measures (not names of people but designations).
- c. The workforce profile, numerical goals and targets with exact time-frames according to the duration of the plan which must be accompanied by strategies to achieve them as informed by the findings in the audit analysis (as per section 19(2)).
- d. Non-numerical goals according to paragraph b above (no need to repeat the table)
- e. The duration of the plan which may not be shorter than 1 year or longer than 5 years (it must have a start and end date in terms of day, month and year).
- f. Procedures to monitor and evaluate the implementation of the plan ( which must state clear roles of stakeholders involved in the monitoring of the plan including time-frames when the monitoring takes place).
- g. Internal procedures to resolve any dispute about the interpretation or implementation of the plan (include the stakeholders involved in resolving the dispute and time-frames allocated for each step of the process)
- h. The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan.
- i. Any other prescribed matter.

**NB: It is advisable that at least 6 months before the expiry of the EE Plan a designated employer should prepare a subsequent EE Plan (Successive EE Plan as required by Section 23)**

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**DURATION OF THE PLAN**

Section 20 indicates that the duration of the Employment Equity Plan may not be shorter than one year or longer than five years. The duration of the plan must have a specific start and end date, as reflected below: (*Please note that the template shown below is based on a 3 year plan*)

01/10/2017 \_\_\_\_\_ to \_\_\_\_\_ 30/09/2020 \_\_\_\_\_  
**Start date: (dd / mm / yyyy)** **End date: (dd / mm / yyyy)**

**2. OBJECTIVES FOR EACH YEAR OF THE PLAN**

The objectives for each year of the plan, which should be specific, measurable, attainable, relevant and time bound, are reflected in the table below:

TIMEFRAMES (e.g.)		OBJECTIVES
YEAR 1	1 September 2017	To achieve % of those designated groups that are underrepresented group
YEAR 2	1 September 2021	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
YEAR 3	1 September 2025	<ul style="list-style-type: none"> <li>• .....</li> </ul>

### 3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

The barriers and Affirmative Action Measures identified in the EE analysis conducted must be included in the EE Plan. These measures must include time-frames to track progress in the implementation of the AA Measures. The time-frames must have specific dates and be within the duration of the EE Plan (no "ongoing" permitted). The designations of responsible persons to monitor the implementation of these AA Measures should be specified.

BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Recruitment procedures	yes	yes	yes	NIL	NIL			
Advertising positions	yes	yes	yes	difficulty in attracting suitably qualified candidates in Top Management and coloureds, Indians and	To provide budget that will ensure payment of market related salaries in line with the skills retention strategy	01/07/2017	30/06/2020	M HLOBA

BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
								5 of 16 EEA13
Selection criteria	yes	yes	yes	Selection committee not properly trained	To capacitate panel members that sit in the recruitment and selection process	01/07/2017	30/06/2018	MS NGIBA
Job classification and grading	yes	yes	yes	job descriptions of newly approved positions not submitted to hr section	Hod's to submit updated job descriptions together with newly created positions to the hr section	01/10/2015	30/12/2015	HEAD OF DEPARTMENTS
Remuneration and benefits	yes	yes	yes	Salary negotiations are a subject of the bargaining council	To be escalated to the bargaining council for consideration	01/07/2016	30/06/2017	MS NGIBA/M HLOBA
Terms & conditions of	yes	yes	yes	Terms and Conditions are the product of the	To implement settlement agreements applicable	01/07/2015	30/06/2016	MS MNTAKA

BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
employment				bargaining council				
Work environment and facilities	yes	yes	yes	People with disabilities do not have access to council buildings because of absentia of ramps	To make budgetary provisions to build ramps/lifts at all entrances	01/01/2017	30/06/2017	Mr O Hlatshwayo
Training and development	yes	yes	yes	Outdated induction programme	Upgrading of the induction programme	01/06/2017	30/12/2017	MS MNTAKA
Performance and evaluation	yes	yes	yes	A performance evaluation only covers organisational	That performance evaluation to be cascaded to all employees of the	01/06/2017	30/12/2017	MS MNTAKA



BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
				scorecard from level 12 upwards	council and a policy to be formulated which must be consulted with staff			
Succession & experience planning	no	no	no					
Disciplinary measures	yes	yes	yes	No valid disciplinary code at present	To use code of good practice prescribed in the labour relations act	06/10/2015	Until advised otherwise by saglbc	MS MNTAKA
Retention of designated groups	yes	yes	yes	No budgetary provisions were made in the 2015/16 financial year	That budget provision be made to enable municipal manager to be able to implement retention strate	01/07/2016	30/07/2017	MS NGIBA/M HLOBA
Corporate culture	yes	yes	yes	No policy in place to address corporate culture	To develop a corporate culture policy	01/08/2016	01/12/2016	MS MNTAKA

BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Reasonable accommodation	yes	yes	yes	Women are not represented at top management	Women will be included in the implementation plan	01/07/2017	30/06/2018	MS MNTAKA/M HLOBA
HIV&AIDS prevention and wellness programmes	yes	yes	yes	Position of eap is currently vacant and contracted staff are currently used	To fill the position of the eap co-ordinator permanently	01/10/2015	31/01/2016	MS MNTAKA/ MS NGIBA
Assigned senior manager(s) to manage EE implementation	yes	yes	yes	No proper training given	To provide proper training to designated person as well as sdf	01/08/2015	30/01/2016	MS MNTAKA
Budget allocation in support of employment	yes	yes	yes	No budgetary provisions to support employment equity goals	To make budgetary provisions in the 2016/17 financial year	01/07/2016	30/06/2017	MS MNTAKA/M HLOBA

BARRIERS AND AFFIRMATIVE ACTION MEASURES								
CATEGORIES	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			BARRIERS (PLEASE PROVIDE NARRATION)  (briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)  (briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME-FRAMES		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
equity goals								
Time off for employment equity consultative committee to meet	yes	yes	yes	Non existence of an employment equity committee	An employment equity committee has been established and a schedule of consultative meetings have been established	01/08/2015	ongoing	

#### 4. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

Workforce profile information is a snapshot of the workforce at a particular date and time, which is used below to conduct an analysis of the workforce and, at the same time, serve as baseline information for the setting of numerical goals and targets.

##### 4.1 SNAPSHOT OF THE CURRENT WORKFORCE PROFILE

The workforce profile snapshot tables used for the conducting of the analysis to inform this plan are used below as a baseline for the setting of numerical goals and targets for each year of the plan.

Workforce profile snapshot date 01/10/2017  
DD / MM / YYYY

**Table 1: Snapshot of workforce profile for all employees, including people with disabilities**

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	5	0	0	0	1	0	0	0	0	0	6
Senior management	9	0	5	1	3	0	4	2	1	0	25
Professionally qualified and experienced specialists and mid-management	34	0	5	5	15	0	2		0	0	61
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	60	0	12	5	30	0	8	2	0	0	117
Semi-skilled and discretionary decision making	159	4	13	3	107	2	18	14		0	320
Unskilled and defined decision making	118	1	1	0	59					0	179
TOTAL PERMANENT	385	5	36	14	215	2	32	18	1	0	708
Temporary employees	62	0	0	0	25					0	87
GRAND TOTAL	447	5	36	114	240	2	32	18	1	0	795

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Table 2: Snapshot for workforce profile for people with disabilities ONLY

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	1	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	1	0	0	0	0	0	0
Semi-skilled and discretionary decision making	6	1	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	4	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	11	1			2						14
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	11	1	0	0	2	0	0	0	0	0	14

## 4.2 NUMERICAL GOALS

Numerical goals must include the entire workforce profile, and **NOT** the difference that is projected to be achieved by the end of this EE Plan. Below are two tables on numerical goals, one covering all employees, including people with disabilities, and the other covering people with disabilities **ONLY**

Start date: 01/10/2017  
DD / MM / YYYY

End date: 30/09/2020  
DD / MM / YYYY

**Numerical goals for all employees, including people with disabilities**

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	5	0	1		1	0	0	0	0	0	7
Senior management	11	0	5	1	5	0	4	2	1	0	29
Professionally qualified and experienced specialists and mid-management	35	0	5	5	18	0	2	1	0	0	66
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	60	1	12	5	31	0	8	2	0	0	119
Semi-skilled and discretionary decision making	164	4	13	3	110	2	18	14	0	0	328
Unskilled and defined decision making	122	1	1		59				0	0	183
TOTAL PERMANENT	397	6	37	14	224	2	32	19	1	0	732
Temporary employees	62	0	0	0	25	0	0	0	0	0	87
GRAND TOTAL	459	6	37	14	249	2	32	19	1	0	819

### **Numerical goals for people with disabilities ONLY**

[illegible]

15

### 4.3 NUMERICAL TARGETS

Numerical targets must include the entire workforce profile, and **NOT** the difference that is projected to be achieved by the next reporting period. Below are two tables on numerical targets, one covering all employees, including people with disabilities, and the other only covers people with disabilities **ONLY**.

#### Numerical targets: Year 1

Start date: .....  
DD / MM / YYYY

End date: .....  
DD / MM / YYYY

#### Numerical targets for all employees, including people with disabilities

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	5	0	1		1	0	0	0	0	0	7
Senior management	11	0	5	1	5	0	4	2	1	0	29
Professionally qualified and experienced specialists and mid-management	35	0	5	5	18	0	2	1	0	0	66
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	60	0	12	5	30	0	8	2	0	0	117
Semi-skilled and discretionary decision making	162	4	13	3	110	2	18	14	0	0	326
Unskilled and defined decision making	122	1	1	0	59	0	0	0	0	0	183
TOTAL PERMANENT	395	5	37	14	223	2	32	19	1	0	728
Temporary employees	62	0	0	0	25	0	0	0	0	0	87
GRAND TOTAL	457	5	37	14	248	2	32	19	1	0	815





<b>Numerical targets: Year 2</b>	
Start date: .....	End date: .....
DD / MM / YYYY	DD / MM / YYYY

Start date: .....  
DD / MM / YYYY

End date: .....  
DD / MM / YYYY

[illegible][illegible]

## Numerical targets for people with disabilities ONLY

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents											
Semi-skilled and discretionary decision making											
Unskilled and defined decision making											
TOTAL PERMANENT											
Temporary employees											
GRAND TOTAL											

## 5. PROCEDURES TO MONITOR AND EVALUATE THE IMPLEMENTATION OF THE PLAN

All the structures for monitoring and evaluating the progress of the plan should be specified with clear roles and responsibilities for the stakeholders involved including time frames when the monitoring takes place.

STAKEHOLDER	ROLE/RESPONSIBILITY	FREQUENCY
■	■ .... ■ ....	■
■	■ .... ■ ....	■
■	■ .... ■ ....	■

6. DISPUTE RESOLUTION MECHANISMS

A clear process to be followed to resolve disputes arising from the interpretation and implementation of the EE Plan, including the responsible persons and time-frames for each step to resolve the dispute.

7. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

8. ANY PRESCRIBED MATTER CAN BE INCLUDED.

SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

Chief Executive Officer/Accounting Officer

I \_\_\_\_\_ (full Name) CEO/Accounting Officer of \_\_\_\_\_

\_\_\_\_\_

hereby declare that I have read, approved and authorized this EE Plan.

Signed on this \_\_\_\_\_day of \_\_\_\_\_year\_\_\_\_\_

At place:\_\_\_\_\_

\_\_\_\_\_

Chief Executive Officer /Accounting Officer

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**STATISTICAL INFORMATION FROM STATISTICS SA  
(DEPARTMENT CORPORATE SERVICES)**

**ROUTING**

EMPLOYMENT EQUITY MEETING : 23/08/2017

**PURPOSE**

To guide employers in the setting of self-imposed numerical goals and targets towards achieving an equitable and representative workforce.

**BACKGROUND**

The workforce population distribution is based on the Quarterly Labour Force Survey (QLFS) published by Statistics South Africa on the Economically Active Population (EAP).

The Economically Active Population (EAP) includes people between the ages 15 to 64 years of age who are either employed or unemployed and who are seeking employment.

The Economically Active Population (EAP) is used to assist employers in the analysis of their workforce to determine the degree of under-representation of the designated groups.

Section 15 of the EEA requires designated employers to implement affirmative action measures 'designed to ensure that suitably qualified people from designated groups have equal opportunities to employment and are equitably represented in all occupational levels in the workforce of a designated employer'.

Employers are required to use the Economically Active Population (EAP) as a guide, together with an evaluation of the suitably qualified available labour pool.

Attached as **Annexure A**, the workforce population distribution based on the Quarterly Labour Force Survey (QLFS) published by Statistics South Africa on the Economically Active Population (EAP).

**FOR INFORMATION**



**S D HLOPHE  
EMPLOYMENT EQUITY MANAGER**

Reference: Mr SD Hlophe  
10/08/2017/rr

ANNEXURE A

### 3.1. NATIONAL EAP BY POPULATION GROUP/RACE AND GENDER

Table 4: National EAP by Population Group and Gender <sup>1</sup>			
Population Group	Male	Female	Total
African	42.1%	35.3%	77.4%
Coloured	5.4%	4.6%	10.0%
Indian	1.7%	1.0%	2.7%
White	5.6%	4.3%	9.9%
TOTAL	54.8%	45.2%	100.0%