

### PLEASE READ THIS FIRST



### DEPARTMENT OF LABOUR

### **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 vorkforce. An Employment Equity Plan .nust 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 form 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.

# TEMPLATE FOR EMPLOYMENT EQUITY PLAN (Section 20)

### **Employer Details**

Trade name: Chris Hani District Municipality.

DTI Registration name:

PAYE/SARS No: 7250704733

EE Ref No: 16208

Industry/Sector: Local Authorities

Province: Eastern Cape...

Tel No: 045 808 4600

Fax No:

Postal address: Private Bag x 7121

Queenstown

5320

Physical address: 15 Bells Road

Queenstown

5320

Province Eastern Cape

Name & Surname of the CEO/Accounting Officer

Mr. Gcobani Mashiyi

Email address: gmashiyi@chrishanidm.gov.za

### 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)

### **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)

01/07/2022

30/06/2027

End date: (dd / mm / yyyy) to Start date: (dd / mm / yyyy)

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

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

TIMEFRA	MES (e.g.)	OBJECTIVES
YEAR 1	01 July 2022 – 30 June 2023	<ul> <li>Focus on addressing areas of under representation in all occupational categories as per the Numerical Targets</li> <li>Implementation of Affirmative Action Measures as identified in the EEP</li> <li>Targeted recruitment measures implemented to address under representation.</li> <li>4 Employment Equity Consultative Forum Meetings held in Year 1</li> <li>1 Employment Equity Awareness campaigns conducted in year 1 of the Plan</li> </ul>
YEAR 2	01 July 2023 – 30 June 2024	<ul> <li>Review Employment Equity Plan according to Numerical Targets achieved/ not achieved in Year 1 and adjust where necessary.</li> <li>Address under representation as per Numerical Targets in Year 2</li> <li>4 Employment Equity Consultative Forum Meetings held in Year 2</li> <li>4 Employment Equity Awareness campaigns conducted in year 2 of the Plan</li> </ul>
YEAR 3	01 July 2024 – 30 June 2025	<ul> <li>Review Employment Equity Plan according to Numerical Targets achieved/ not achieved in Year 2 and adjust where necessary.</li> <li>Address under representation as per Numerical Targets in Year 3</li> <li>4 Employment Equity Consultative Forum Meetings held in Year 3</li> <li>4 Employment Equity Awareness campaigns conducted in year 3 of the Plan</li> </ul>
YEAR 4	01 July 2025 – 30 June 2026	<ul> <li>Review Employment Equity Plan according to Numerical Targets achieved/ not achieved in Year 3 and adjust where necessary.</li> <li>Address under representation as per Numerical Targets in Year 4</li> <li>4 Employment Equity Consultative Forum Meetings held in Year 4</li> <li>4 Employment Equity Awareness campaigns conducted in year 4 of the Plan</li> </ul>

YEAR 5	01 July 2026 – 30 June 2027	<ul> <li>Review Employment Equity Plan according to Numerical Targets achieved/ not achieved in Year 4 and adjust where necessary.</li> <li>Address under representation as per Numerical Targets in Year 5</li> </ul>
		<ul> <li>4 Employment Equity Consultative Forum Meetings held in Year 5</li> </ul>
	2	<ul> <li>4 Employment Equity Awareness campaigns conducted in year 5 of the Plan</li> </ul>

# 3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

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 The barriers and Affirmative Action Measures identified in the EE analysis conducted must be included in the EE Plan. These measures must include time-"ongoing" permitted). The designations of responsible persons to monitor the implementation of these AA Measures should be specified.

	RESPONSIBILITY (Designation)	o W					
	TIME-FRAMES	END					
	TIME-	START DATE					
BARRIERS AND AFFIRMATIVE ACTION MEASURES	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)					
BARRIERS AND AFFIR	BARRIERS (PLEASE PROVIDE NARRATION)	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)					
	for each se where policies,	PRACTICE					
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice	PROCEDURE					
	Tick (√) o category barriers e procedur	POLICY					
	ATEGODES		Recruitment procedures	Advertising positions	Selection criteria	Appointments	Job classification and grading

× 1				BARRIERS AND AFFIF	BARRIERS AND AFFIRMATIVE ACTION MEASURES	S		
() () () () () () () () () () () () () (	Tick (v) o category barriers e procedur	Tick (4) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice	for each te where policies,	BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME-FRAMES	AMES	RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	START	END	,
Remuneration and benefits								
Terms &								
conditions of employment					3			
Work								
environment and facilities								
Training and development								
Performance								
and evaluation								
Succession &								
experience planning								
Disciplinary								
measures								

				BARRIERS AND AFFIF	BARRIERS AND AFFIRMATIVE ACTION MEASURES	10		
	Tick (√) o category barriers € procedur	Tick (4) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice	for each te where policies,	BARRIERS (PLEASE PROVIDE NARRATION)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME-FRAMES	AMES	RESPONSIBILITY (Designation)
CAI EGORES	POLICY	PROCEDURE	PRACTICE	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	(briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	START	END	
Retention of designated groups			l					
Corporate culture								
Reasonable accommodation								
HIV&AIDS prevention and wellness programmes								
Assigned senior manager(s) to manage EE implementation								

### 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 / 07 /2022

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

)ccupational Levels		M	ale			Fen	nale		Foreign	Nationals	Total
Ccupational Levels	Α	С	1.	w	А	С	ı	w	Male	Female	] Total
Top management	4				2		-				6
Senior management	26			2	25						53
Professionally qualified and experienced specialists and mid- management	49	2		2	77	2		2			134
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	61						242
emi-skilled and discretionary decision making	23				80	5					108
Unskilled and defined decision making	211	11			37	1					260
TOTAL PERMANENT	475	27		8	284	8					803
emporary employees											
GRAND TOTAL	475	27		8	284	8					803

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

Occupational Levels		M	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	А	С	I	w	А	С	I	w	Male	Female	10
Top management											
Senior management											
Professionally qualified and experienced specialists and mid- management	1										
Skilled technical and academically qualified orkers, junior management, supervisors, foremen, and superintendents	1			1							
Semi-skilled and discretionary decision making					1		,				
Unskilled and defined decision making											
TOTAL PERMANENT	2			1	1						4
Temporary employees											
GRAND TOTAL	2			1	1						4

### 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:

01/07/2022

End date:

30/06/2027

DD / MM / YYYY

DD / MM / YYYY

Numerical goals for all employees, including people with disabilities

Occupational Loyala		!	Male			F	emale		Foreign	Nationals	Total
Occupational Levels	А	С	1	w	А	С	I	w	Male	Female	
Top management	3				4						7
enior management	26	3	1	2	25	3		2			62
Professionally qualified and experienced specialists and mid- management	57	4		2	77	3		2			145
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	103						284
Semi-skilled and discretionary decision making	26				80	5		8	3		111
Unskilled and defined decision making	211	11			77	1					300
OTAL PERMANENT	483	32	1	8	362	12	0	4			909
Temporary employees											
GRAND TOTAL	483	32	1	8	362	12	0	4			909

Occupationa		М	ale			Fen	nale		Foreign	Nationals	Total
l Levels	А	С	I	w	A	С	i	w	Male	Female	
Top management											
Senior management		ж									
Professionally qualified and experienced specialists and mid- management	2	1	v								
Skilled technical and academically qualified workers, junior anagement, supervisors, foremen, and superintendents	1			1	1						
Semi-skilled and discretionary decision making	2				1						
Unskilled and defined decision making											
TOTAL PERMANENT	5	1		1	2						9
Temporary employees											-
GRAND TOTAL	5	1		1	2						9

### 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**.

Start date:	01/07/2022	End date:	30/06/2023	
Ctart date.	DD / MM / YYYY		DD / MM / YYYY	

Numerical targets for all employees, including people with disabilities

A sum etion el l'evelo			Male			F	emale		Foreign	Nationals	Total
Occupational Levels	А	С	1	w	А	С	ı	W	Male	Female	
Top management											
Senior management	26	2		2	25	2		2			59
Professionally qualified and experienced specialists and mid- management	51	2		2	77	2		2			136
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	89						270
_emi-skilled and discretionary decision making	23				80	5					108
Unskilled and defined decision making	211	11			64	1					287
TOTAL PERMANENT	474	29	0	8	335	10	0	4			860
Temporary employees											
GRAND TOTAL	474	29	0	8	335	10	0	4			860

Occupational Levels		Ma	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	А	С	C I W A C I W		Male	Female	, , ,				
Top management											
Senior management											
Professionally qualified and experienced specialists and mid- management	1										
Skilled technical and academically qualified workers, junior anagement, supervisors, foremen, and superintendents	1			1							
Semi-skilled and discretionary decision making	1				1						
Unskilled and defined decision making											
TOTAL PERMANENT	3			1	1						5
Temporary employees											
GRAND TOTAL	3			1	1						5

Start date:

01/07/2023 DD / MM / YYYY End date:

30/06/2024 DD / MM / YYYY

		i	Male			F	emale		Foreign	Nationals	Total
Occupational Levels	А	С	1	w	А	С	1	w	Male	Female	lottar
Top management	3					4					7
Senior management	26	3	1	2	25	3		2			62
Professionally qualified and experienced specialists and mid- management	57	2		2	77	2		2			142
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	95				¥		276
Semi-skilled and discretionary decision making	1				80	5					109
Unskilled and defined decision making	211	11			70	1					293
TOTAL PERMANENT	481	30	1	8	347	11	0	4			889
Temporary mployees											
GRAND TOTAL	481	30	1	8	347	11	0	4			889

a satismal Lauria		Ma	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	Α	С	I	w	А	С	ı	w	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid- management	1										v
Skilled technical and academically qualified orkers, junior management, supervisors, foremen, and superintendents	1			1							
Semi-skilled and discretionary decision making	2				1						
Unskilled and defined decision making											
TOTAL PERMANENT	4			1	1						6
Temporary employees											
GRAND TOTAL	4			1	1						6

Start date:

01/07/2024 DD / MM / YYYY End date:

30/06/2025 DD / MM / YYYY

		1	Male			F	emale		Foreign	Nationals	Total
Occupational Levels	А	С	i	w	А	С	I	w	Male	Female	10
Top management	3				4						7
Senior management	26	3	1	2	25	3		2			62
Professionally qualified and experienced specialists and mid- management	57	3		2	77	3		2			144
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	103						284
Semi-skilled and discretionary decision making	25				80	5					110
Unskilled and defined decision making	211	11			76	1					299
TOTAL PERMANENT	482	31	1	8	361	12	0	4			906
Temporary employees											
SRAND TOTAL	482	31	1	8	361	12	0	4			906

Occupational Levels		Ma	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	Α	С	I	w	А	С	I.	w	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid- management	1										
Skilled technical and academically qualified orkers, junior management, supervisors, foremen, and superintendents	1			1	1				K		
Semi-skilled and discretionary decision making	2				1	-					E1
Unskilled and defined decision making											
TOTAL PERMANENT	4			1	2						7
Temporary employees											
GRAND TOTAL	4			1	2						7

Start date:

01/07/2025 DD / MM / YYYY End date:

30/06/2026 DD / MM / YYYY

			Male			F	emale		Foreign	Nationals	Total
Occupational Levels	А	С	1	w	А	С	ı	w	Male	Female	10.0.
Top management	3					4					7
Senior management	26	3	1	2	25	3		2			62
Professionally qualified and experienced specialists and mid- management	57	4		2	77	3		2			145
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	103						284
Semi-skilled and discretionary decision making	26				80	5					111
Unskilled and defined decision making	211	11			77	1					300
TOTAL PERMANENT	483	32	1	8	362	12	0	4			909
Temporary nployees											
GRAND TOTAL	483	32	1	8	362	12	0	4			909

Oational I avalo		M	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	А	С	I	w	А	С	I	w	Male	Female	Total
Top management											
Senior management								-			
Professionally qualified and experienced specialists and mid- management	1	1									
Skilled technical and academically qualified orkers, junior management, supervisors, foremen, and superintendents	1			1	1						
Semi-skilled and discretionary decision making	2				1						
Unskilled and defined decision making											
TOTAL PERMANENT	4	1		1	2						8
Temporary employees											
GRAND TOTAL	4	1		1	2						8

Start date:

01/07/2026 DD / MM / YYYY End date:

30/06/2027 DD / MM / YYYY

		ı	Male			Fe	emale		Foreign	Nationals	Total
Occupational Levels	Α	С	1	w	А	С	1	w	Male	Female	''
Top management	3					4			·		7
Senior management	26	3	1	2	25	3		2			62
Professionally ualified and experienced specialists and mid- management	58	4		2	77	3		2			146
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	163	14		4	103						284
Semi-skilled and discretionary decision making	27				80	5					112
Unskilled and defined decision making	211	11			78	1					301
TOTAL PERMANENT	485	32	1	8	363	12	0	4			912
employees											
GRAND TOTAL	485	32	1	8	363	12	0	4			912

O ational I ovolo		M	ale			Fen	nale		Foreign	Nationals	Total
Occupational Levels	А	С	I	W	А	С	I	W	Male	Female	
Top management											
Senior management											
Professionally qualified and experienced specialists and mid- management	2	1									
Skilled technical and academically qualified orkers, junior management, supervisors, foremen, and superintendents	1			1	1			:			
Semi-skilled and discretionary decision making	2				1						
Unskilled and defined decision making											
TOTAL PERMANENT	5	1		1	2						9
Temporary employees											
GRAND TOTAL	5	1		1	2						9

# 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
<ul><li>Labour Unions</li><li>SAMWU</li><li>IMATU</li></ul>	<ul> <li>Participate in Employment Equity Consultative Forum Meetings and provide input to the Employment Equity Plan</li> <li>Monitor the implementation of the Employment Equity Plan and report back to their structures.</li> <li>Provide input on Affirmative Action</li> </ul>	■ Quarterly
<ul> <li>Employer</li> </ul>	<ul> <li>Engage with the forum reps about Employment Equity challenges and progress.</li> <li>Report to the Employment Equity Consultative Forum on Progress made in the implementation of the Employment Equity Plan</li> </ul>	■ Quarterly
■ Human Resources	<ul> <li>Consult the Employment         Equity Plan for the purposes         of advertising and filling         vacant positions.</li> <li>Report on the progress made         with regard to the         implementation of the         Employment Equity Plan and         provide feedback to the         EECF.</li> </ul>	<ul><li>Monthly</li><li>Quarterly</li></ul>

### 6. DISPUTE RESOLUTION MECHANISMS

- 1) Any person or Party may refer a dispute about the application or interpretation of this plan to the General Secretary of the South African Local Government Bargaining Council
- 2) The General Secretary, in the event of the dispute not being resolved -
  - Must appoint a conciliator from the national panel of conciliators, (doing so as far as
    possible on a rotational basis) or if the dispute remains unresolved.
  - b. Refer the dispute to arbitration in terms of the constitution of the SALGBC.
- 3) If a conciliator is appointed, the General Secretary shall decide the date, time and venue of the conciliation meeting and shall serve notices of these particulars on the parties to the dispute
- 4) If the dispute is referred to arbitration, the General Secretary shall appoint an arbitrator from the nation panel of arbitrators, doing so as far possible on a rotational basis.

- 5) The General Secretary, in consultation with the arbitrator , shall decide date, time and venue of the arbitration hearing
- 6) The arbitrator shall -
  - Endeavor to conciliate the dispute unless the parties to the dispute advise the arbitrator that the dispute has been properly conciliated; and
  - b. If the dispute remains unresolved, resolve through arbitration.
- 7) The arbitrator may make any appropriate arbitration award in terms of the Act that give effect to the Employment Equity Plan

# 7. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

The Acting Director: Corporate Services, Mrs. Thokozani Skefile Jaxa is assigned in terms of Section 24 (1)(a) as the Senior Manager for Monitoring and Implementation of this Employment Equity Plan

# SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

Chief Executive Officer/Accounting Officer
1— GCOBANI MASHIMI (full Name) CEO/Accounting Officer of
CHRIS HANI DISTRICT MUNICIPALITY
hereby declare that I have read, approved and authorized this EE Plan.
Signed on this 30 day of TUNE year 2022
At place:————————————————————————————————————
Juno Burner
Chief Executive Officer /Accounting Officer