

EMPLOYMENT EQUITY PLAN

01ST OCTOBER 2023 TO
30TH SEPTEMBER 2028



MERAFONG CITY LOCAL MUNICIPALITY

DEPARTMENT OF LABOUR

EMPLOYMENT EQUITY PLAN (Section 20)

Employer Details

MERAFONG CITY LOCAL MUNICIPALITY

Trade name.....
2452

DTI Registration name.....
7040723274

PAYE/SARS No......
020369

EE Ref No......
990000080248

Industry/Sector.....
GAUTENG

Province.....
018 788 9500

Tel No......

Fax No......
PO BOX 3 CARLETONVILLE 2500

Postal address.....
.....
HALITE STREET CARLETONVILLE 2499

Physical address.....
.....

GAUTENG

Province.....

Name & Surname of the CEO/Accounting Officer
DUMISANI D MABUZA

Email address.....
mmsecretary@merafong.gov.za

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1. DURATION OF THE EMPLOYMENT EQUITY PLAN

Start Date	01/10/2023	End Date:	30/09/28
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2. OBJECTIVES FOR EACH YEAR OF EMPLOYMENT EQUITY PLAN

TIMEFRAMES	OBJECTIVES
YEAR 1 01/10/2023 - 30/09/2024	<ul style="list-style-type: none">• Development and Implement Employment Equity Plan in line with section 20• Recruit and appoint according to numerical goals and targets set on EE Plan.• Consultation with relevant stakeholders as required in section 16 & 17 of the EE Act (agenda, minutes and attendance register)• Prepare the Workforce Analysis to see progress on recruitment (EEA12)• Ensuring that new employees sign EEA1 and all employees have access to their completed EEA1 to make alteration when necessary (Declaration form)• Employment Equity information will be publicized in terms of section 25 of the EE Act• Prepare and submit the EEA2 report and EEA4 Income Differential Statement to Director General of Labour Department.
YEAR 2 01/10/2024 – 30/09/2025	<ul style="list-style-type: none">• Recruit and appoint according to numerical goals and targets set on EE Plan.• Consultation with relevant stakeholders as required in section 16 & 17 of the EE Act (minutes and attendance register)• Prepare the Workforce Analysis to see progress on recruitment (EEA12)• Employment Equity information will be publicized in terms of section 25 of the EE Act• Prepare and submit the EEA2 report and EEA4 Income Differential Statement to Director General of Labour Department
YEAR 3 01/10/2025 – 30/09/2026	<ul style="list-style-type: none">• Recruit and appoint according to numerical goals and targets set on EE Plan.• Consultation with relevant stakeholders as required in section 16 & 17 of the EE Act (minutes and attendance register)• Ensure that Skills Development Training is in line with the Employment Equity Plan• Prepare the Workforce Analysis to see progress on recruitment (EEA12)• Ensuring that new employees sign EEA1 and all employees have access to their completed EEA1 to make alteration when necessary (Declaration form)• Employment Equity information will be publicized in terms of section 25 of the EE Act

		<ul style="list-style-type: none"> • Prepare and submit the EEA2 report and EEA4 Income Differential Statement to Director General of Labour Department.
YEAR 4	01/10/2026 – 31/07/2027	<ul style="list-style-type: none"> • Recruit and appoint according to numerical goals and targets set on EE Plan. • Consultation with relevant stakeholders as required in section 16 & 17 of the EE Act (minutes and attendance register) • Prepare the Workforce Analysis to see progress on recruitment (EEA12) • Employment Equity information will be publicized in terms of section 25 of the EE Act • Prepare and submit the EEA2 report and EEA4 Income Differential Statement to Director General of Labour before the closing date. • To ensure advertisement are fairly written – no group of people is excluded.
YEAR 5	01/10/2027 – 31/09/2028	<ul style="list-style-type: none"> • Consultation with relevant stakeholders as required in section 16 & 17 of the EE Act (minutes and attendance register) • Prepare the Workforce Analysis to see progress on recruitment (EEA12) • Ensuring that new employees sign EEA1 and all employees have access to their completed EEA1 to make alteration when necessary (Declaration form) • Employment Equity information will be publicized in terms of section 25 of the EE Act • Prepare and submit the EEA2 report and EEA4 Income Differential Statement to Director General of Labour before the closing date. • Development Employment Equity Plan in line with section 20

3 BARRIERS AND AFFIRMATIVE ACTION MEASURES

or 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	BARRIERS (PLEASE PROVIDE NARRATION)			AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	
	POLICY	PROCEDURE	PRACTICE	START DATE	END DATE
Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or 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)
Recruitment procedures	X	X	X	The recruitment does not indicate on how to recruit PWD	The office indicate how many percentage of PWD to be recruited (2%)
Advertising positions	X	X	X	Advert is not send to EE for verification fairness of EEA	To ensure advertisement are fairly written – no group of people is excluded
Selection criteria	X	X	X		01/10/2023
Job classification and grading	X	X	X	Job evaluation is still in progress the benchmarking is	01/10/2023
				Cogta have assisted with the organisation structured, the structure must go through	30/09/2028
					B Lambert Acting Manager EE
					30/09/2028
					01/10/2023
					30/09/2028
					01/10/2023
					30/09/2028
					J Rabotapi
					30/09/2028

BARRIERS AND AFFIRMATIVE ACTION MEASURES						
CATEGORIES	BARRIERS (PLEASE PROVIDE NARRATION)			AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION)	TIME-FRAMES	RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE	(briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)	START DATE	END DATE
Training and development	X	X	X	done with other West Rand District municipalities	01/10/2023	30/09/2028
Performance and evaluation	X	X	X	Work Skills Plan is developed to meet the needs of the municipality and individual employees but it is not linked to the EE Targets	01/10/2013	30/09/2028
Succession & experience planning	X	X	X	PMS is only implemented on Top Management level	01/10/2023	30/09/2028

4. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

4.1 SNAPSHOT OF THE CURRENT WORKFORCE PROFILE

WORKFORCE PROFILE SNAPSHOT DATE:	01/10/2023
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Workforce profile including people with disabilities 1 October 2023

Occupational Levels	Male				Female				Foreign National s		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	3										3
Merafong EAP	100% (53.9%)	(1.1%)	(0.8%)	(3.3%)	(36.4%)	(0.4%)	(0.3%)	(3.8%)			100%
Senior management	7				8				1		16
Merafong EAP	43.75% (53.9%)	(1.1%)	(0.8%)	(3.3%)	50% (36.4%)	(0.4%)	(0.3%)	6.25% (3.8%)			100%
Professionally qualified and experienced specialists and mid-management	41	1		14	30	1		10			97
Merafong EAP	42.27% (53.9)	1.03% (1.1%)	(0.8%)	14.43% (3.3%)	30.93% (36.4%)	1.03 (0.4%)	(0.3%)	(10.31%) (3.8%)			100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, superintendents	174	3		11	110	3		12			313
Merafong EAP	55.59% (44.6)	(0.96) (1.1%)	(0.8%)	3.51% (3.3%)	(35.14%) (33.3%)	0.96% (0.4)	(0.3)	(3.83%) (3.8%)			100%
Semi-skilled and discretionary decision making	17	1			4			1	3		26
Merafong EAP	65.38% (44.6%)	(1.1%)	(0.8%)	(3.3%)	15.38% (33.3%)	(0.4%)	3.85% (0.3%)	11.54% (3.8%)			100%
Unskilled and defined decision making	199				95	3		1			298
Merafong EAP	66.78% (44.6%)	(1.1%)	(0.8%)	(3.3%)	31.88% (33.3%)	0.8% (0.4%)	(0.3%)	0.34% (3.8%)			100%
TOTAL PERMANENT	441	5		25	247	7	1	27			753
Merafong EAP	58.57% (44.6%)	0.66% (1.1%)		3.32% (3.3%)	32.80% (33.3%)	0.93% (0.4%)	0.13% (0.3%)	3.59% (3.8%)			100%
Temporary employees											
GRAND TOTAL	441	5		25	247	7	1	27			753

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											
Senior management											
Professionally qualified and experienced specialists and mid-management											
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	2			2	1						5
Semi-skilled and discretionary decision making	1										1
Unskilled and defined decision making	8										8
TOTAL	11			2	1						14
PERMANENT											
Temporary employees											
GRAND TOTAL	11			2	1						14

4.2 NUMERICAL GOAL

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: 01/10/2023	End date: 30/09/2028
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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	3(2)				(2)						3(4)
Senior management	8(5)				8(3)			1			16(8)
Professionally qualified and experienced specialists and mid-management	41(5)	1		14	30(2)	1		10			97(7)
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	174(5)	3		11	110(2)	3		12			313(7)
Semi-skilled and discretionary decision making	17(5)	1			4(2)		1	3			26(7)
Unskilled and defined decision making	199(15)				95(5)	3(3)		1			298(23)
TOTAL PERMANENT	441(36)	5		25	247(19)	7(5)	1	27			753(55)
Temporary employees											
GRAND TOTAL	441	5		25	247	7	1	27			753(56)

Numerical goals 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	2(1)			2	1(1)						5(2)
Semi-skilled and discretionary decision making	1(1)				(2)						1(3)
Unskilled and defined decision making	8(5)				(3)	(2)					8(10)
TOTAL PERMANENT	11(7)			2	1(6)	(2)					14(15)
Temporary employees											
GRAND TOTAL	11(7)			2	1(5)	(2)					14(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: 01/10/2023 DD / MM / YYYY					End date: 30/09/2024 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	3				1						4
Senior management	9				8			1			18
Professionally qualified and experienced specialists and mid-management	41	1		14	30	1		10			97
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	174	3		11	110	3		12			313
Semi-skilled and discretionary decision making	17	1			4		1	3			26
Unskilled and defined decision making	204				98	3		1			306
TOTAL PERMANENT	448	5		25	251	7	1	27			764
Temporary employees											
GRAND TOTAL	448	5		25	253	7	1	27			764(11)

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	2				2	1					5
Semi-skilled and discretionary decision making	1										1
Unskilled and defined decision making	8(2)				(1)						8(3)
TOTAL PERMANENT	11(2)			2	1(1)						14(3)
Temporary employees											
GRAND TOTAL	11			2	1(1)						14(3)

Numerical targets: Year 2

 Start date: 01/10/2024
 DD / MM / YYYY

 End date: 30/09/2025
 DD / MM / YYYY

Numerical targets, including people with disabilities

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	3				2						5
Senior management	11				9				1		21
Professionally qualified and experienced specialists and mid-management	43	1		14	30	1		10			99
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	176	3		11	111	3		12			316
Semi-skilled and discretionary decision making	18	1			5		1	3			28
Unskilled and defined decision making	207	1		3	99	4		1			311
TOTAL PERMANENT	458	5		25	256	8	1	27			780
Temporary employees											
GRAND TOTAL	458	5		25	256	8	1	27			755(16)

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	2(1)				2	1					6
Semi-skilled and discretionary decision making	(2)					1					3
Unskilled and defined decision making	8(1)					1					10
TOTAL PERMANENT	14				2	3					19
Temporary employees											
GRAND TOTAL	14				2	3					19(4)

Numerical targets: Year

 Start date: 01/10/2025
 DD / MM / YYYY

 End date: 30/09/2026
 DD / MM / YYYY

Numerical targets, including people with disabilities

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	4				6						6
Senior management	12				10				1		23
Professionally qualified and experienced specialists and mid-management	45	1		14	31	1			10		102
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	176	3		11	111	3			12		317
Semi-skilled and discretionary decision making	20	1			5		1	3			30
Unskilled and defined decision making	210			3	100	5		1			316
TOTAL PERMANENT	468	5		25	259	9	1	27			794
Temporary employees											
GRAND TOTAL	468	5		25	259	9	1	27			794(14)

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	3				2	2					7
Semi-skilled and discretionary decision making	2					2					4
Unskilled and defined decision making	11					2	1				14
TOTAL PERMANENT	16				2	6	1				25
Temporary employees											
GRAND TOTAL	16				2	6	1				25(6)

Numerical targets: Year									
Start date: 01/10/2026 DD / MM / YYYY					End date: 30/09/2027 DD / MM / YYYY				

Numerical targets, including people with disabilities

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	5				2						7
Senior management	12				11				1		24
Professionally qualified and experienced specialists and mid-management	46	1		14	32	1		10			104
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	179	3		11	112	3		12			320
Semi-skilled and discretionary decision making	22	1			6		1	3			33
Unskilled and defined decision making	214				100	6		1			321
TOTAL PERMANENT	478	5		25	263	10	1	27			321
Temporary employees											
GRAND TOTAL	478	5		25	263	10	1	27			809(14)

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	3				2	2					7
Semi-skilled and discretionary decision making	2					2					4
Unskilled and defined decision making	13					3	2				18
TOTAL PERMANENT	18			2	7	2					29(4)
Temporary employees											
GRAND TOTAL	18			2	6	2					29(4)

Numerical targets: Year										
Start date: 01/10/2027 DD / MM / YYYY					End date: 30/09/2028 DD / MM / YYYY					

Numerical targets, including people with disabilities

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
Senior management	0	0	0	0	0	0	0	0	0	0	0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	00		0	0	0
TOTAL PERMANENT	0	0	0								
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0								

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	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	0	0	0	0	0	0	0	0	0	0	0
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	00	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	0	0	0	0	0	0	0
Unskilled and defined decision making	0	0	0	0	0	0	0	0	0	0	0
TOTAL PERMANENT	0	0	0								
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	0	0								

5. STRATEGIES TO ACHIEVE GOALS

The Merafong City Local Municipality Council will pursue means to address the past imbalances through the following strategies;

- Selection and Recruitment Policy
(Preference will be given to suitable qualified candidate from designated groups)
- Training and Development (development of potential candidates)
- Succession Plan (mentoring and transfer of skills for employees going on retirement)
- Absorbing from Learners who are on Internship and or learnership programmes National Treasury, Expanded Public Work Programme (EPWP)
- Headhunting of People with Disability (PWD)

6. 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
▪ Municipal Manager	▪ To ensure that Senior manager has been appointed to deal with employment equity in the municipality.	▪ Annually
▪ Exco/ Manco Executive Directors and Managers	▪ Discuss the progress on EE targets	▪ Quarterly
▪ Employment Equity Manager(EEM)	▪ To ensure monitoring and implementation of EE Plan	▪ Quarterly
▪ EECF/EE Manager	▪ Consultation ▪ Meet quarterly for EE Meetings ▪ Prepare progress Annual Report to Department of Labour ▪ Draft EE Plan ▪ Implement EE Plan ▪ Monitor Progress ▪ Display the summary of the Act	▪ Quarterly ▪ Annually • Ongoing • Ongoing
▪ Unions	▪ Monitor contraventions of the Act and report to relevant bodies	▪ As and when required

7. DISPUTE RESOLUTION MECHANISMS

The procedure about the implementation and interpretation of the Section 20(2)(g) of the Act is set out below

Step 1

Any employee having a grievance or dispute arising out of the implementation of the Employment Equity Plan should lodge such a grievance/dispute through normal grievance/dispute procedure of the municipality.

Step 2

The immediate supervisor or union representative of the aggrieved employee shall upon receiving such grievance or dispute report such grievance/dispute to the Employment Equity Manager.

Step 3

The Employment Equity Manager shall convene special EE forum meeting to discuss the grievance/dispute in an endeavour to facilitate a settlement.

Step 4

The Employment Equity Forum shall attempt to meet at least 10 working days after the date of the written response, to consider the dispute. The parties may mutually agree to hold further meeting to try to resolve the dispute. The parties may also agree on an external party to assist with resolving the dispute through conciliation, mediation or providing expert opinion.

Step 5

Should the parties fail to resolve or settle the dispute at the meetings envisaged in step 4 above, either party may resort to the relevant dispute provisions of the Labour relations Act or the Employment Equity Act.

Step 6

The outlined processes above should be completed within 30 days

THE EMPLOYMENT EQUITY CONSULTATIVE FORUM MEMBERS

NAME	DESIGNATION
Mr. D Mabuza	Municipal Manager (Accounting Officer)
Ms E Segakweng	Top Management
Mr J Rabotapi	Professionally Qualified man
Ms. F. Seatlholo	Senior Management
Ms. B Lambert	Acting Manager Employment Equity
Ms.O Nhlapo	Skilled Technical
Ms. T Seng	African Female
Ms. F Molefe	Professional Qualified female
Ms. S Manzi	White Male/Female
Mr J. Buffet	Coloured Male
Ms. S Voss	Coloured Female
Mr W Lechuti	IMATU
Mr. S Magodiele	SAMWU
Mr T Senne	PWD
Mr S Tholwana	Acting Occupational Health Safety Manager Semi/Unskilled

8. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

Municipal Manager
Executive Director Corporate and Shared Services
Acting Manager Employment Equity

SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

Chief Executive Officer/Accounting Officer

DUMISANI MABUZA

I ----- (full Name)
CEO/Accounting Officer of

MERAFONG CITY LOCAL MUNICIPALITY

----- hereby declare that I have read, approved and
authorized this Employment Equity Plan.

20th

SEPTEMBER

2023

Signed on this -----day of -----year-----

CARLETONVILLE

At place: -----

Chief Executive Officer /Accounting Officer