

EMPLOYMENT EQUITY PLAN 2020– 2025

## INTRODUCTION

In compliance with the Employment Equity Act 55 of 1998 Chapter III of Section 20 (1): “A designated employer must prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer’s workforce.” Mkhambathini Municipality is deemed to be a designated employer.

Mkhambathini Municipality is committed to achieve equity in the workplace by promoting equal opportunity and fair treatment in employment. Its aim is to eliminate all unfair discrimination and implement affirmative action measures to redress the disadvantages in employment experienced by designated groups and to ensure their equitable representation throughout the workforce.

Employment Equity Plan (EEP) is at the core of Mkhambathini Municipality’s commitment to implement employment equity as well as affirmative action in all occupational categories and levels of its workforce.

## DURATION OF THE PLAN

The duration of this Plan is for five (5) years starting from 2020 until 2025.

## FIVE YEAR OBJECTIVES

The objective of this EEP is to transform equity engineering to a non-racial society. By 2025, EEP engineering will be in a position to achieve equity in the workplace by:

* Promoting equal opportunities and elimination of unfair discrimination.
* Implementing affirmative action measures to redress the disadvantages in employment experienced by previous disadvantage group.
* Retaining and developing people from the designated groups.
* Implementing appropriate training strategies, succession plans and EE measures.
* Accommodating disabled.

## IMPLEMENTATION

* + 1. The implementation of the EEP and ensuring that the Plan is properly followed through lies with the municipality. The Plan is an internal “working document” and should be used as such.

## ASSIGNED MANAGER

* + 1. The “Director: Corporate Services” is the assigned manager in terms of section 24 of the Act.
    2. The responsibilities of the assigned manager are to implement and monitor the EEP. The employer must take reasonable steps to ensure that the assigned manager perform his functions and should provide him with the authority or mandate and means (“budget, resources”).

## BACKGROUND OF THE MKHAMBATHINI MUNICIPALITY

The Mkhambathini Local Municipality (KZ226) is a category B Municipality that falls under UMgungundlovu District Municipality (DC22).

Mkhambathini Local Municipality is located between two major provincial urban centers (Pietermaritzburg and Durban), along the southeastern boundary of UMgungundlovu District and ad joins to Richmond and Msunduzi Local Municipalities to the West, Mshwathi Local Municipality to the North and Durban Metro to the East. The Mkhambathini Municipality was established in terms of Section 155 (1) (b) of the Constitution of the Republic of South Africa following the 2000 governmental elections.

The geographical area of the Municipality is 914 square kilometers. According to the Statistics South Africa’s website (www .statssa.gov - 2011 census), within Mkhambathini municipal boundaries there is a population of approximately 63 142. The community comprises mainly of isiZulu, English and Afrikaans speaking people.

Mkhambathini Municipality’s economy is primarily composed of the agriculture and manufacturing sectors, and it is characterized by more labor-intensive than capital- intensive economic activities. Commercial farming, particularly large-scale sugar cane cultivation, minates the landscape. Manufacturing activities, including agri-processing and light industrial firms, cluster around Camperdown (which serves as the administrative Centre for the Municipality), while the relocation of the sugar mill from Illovo to Eston has provided another Centre of manufacturing in the municipality. There are several tourism attractions in the area, which are based upon the wildlife and the natural beauty of the landscape. While not yet fully exploited, the area’s natural assets provide an important opportunity f or f future tourism development in the area.

## SITUATIONAL ANALYSIS

* 1. Sources of information

The EEP has drawn on a number of sources to guide the strategies and activities set out in the Plan. These include:

* Payroll
* Analysis of employee statistics

The Municipality will take further steps in establishing suitable data collection and analysis for monitoring and evaluating the effectiveness of the Employment Equity Plan.

## PROFILE OF WORKFORCE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Occupational Level** | **Male** | | | | **Female** | | | | **Foreign National** | | **PWD** | | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** | **Male** | **Female** |
| Top Management | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Senior Management | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| Professionally Qualified and Experienced Specialist & Mid-  Management | 5 | 0 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 |
| Skilled Technical and academically qualified workers, junior management, supervisors, foremen and superintendent | 12 | 0 | 1 | 0 | 16 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 30 |
| Semi-skilled and discretionary decision making | 17 | 0 | 0 | 0 | 19 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 37 |
| Unskilled and defined decision making | 24 | 0 | 0 | 0 | 18 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 42 |
| Disabled | 0 |  | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Total Permanent | 60 | 0 | 1 | 0 | 61 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 125 |
| Temporal Employees | 19 | 0 | 0 | 0 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 35 |
| Grand Total | 79 | 0 | 1 | 0 | 76 | 0 | 2 | 0 | 0 | 0 | 1 | 1 | 160 |

5.3 **Employees with disabilities only** in each of the following occupational levels: Note: A=Africans, C=Coloureds, I=Indians and W=Whites

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Occupational Levels** | **Male** | | | | **Female** | | | | **Foreign Nationals** | | **Total** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** | **Male** | **Female** |
| Top management | 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 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Semi-skilled and  discretionary decision making | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Unskilled and defined decision making | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL PERMANENT** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Temporary employees | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| **GRAND TOTAL** | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |

## EMPLOYEE PROFILE BY RACE AND GENDER

|  |  |
| --- | --- |
|  | **LOCAL POPULATION** |
| **BLACK** | 157 |
| **WHITE** | 0 |
| **INDIANS / ASIAN** | 3 |
| **COLOURED** | 0 |
| **FEMALE** | 79 |
| **MALES** | 81 |

* 1. **STATISTICS SOUTH AFRICA REPORT FOR MKHAMBATHINI KZN226 2015 (As per**

**Census 2011)**

|  |  |
| --- | --- |
|  | **LOCAL POPULATION** |
| **BLACK** | 59858 (94.8%) |
| **WHITE** | 2336 (3.7%) |
| **INDIANS / ASIAN** | 1263 (1.0%) |
| **COLOURED** | 189 (0.3%) |
| **FEMALE** | 32897 (52.1%) |
| **MALES** | 30245 (47.9%) |

## WORKFORCE

|  |  |
| --- | --- |
|  | **LOCAL POPULATION** |
| **Employed** | 13.444 |
| **Unemployed** | 4.913 |
| **Work Seeker** | 3.171 |
| **Not Economically Active** | 18.546 |

1. **GOALS FOR EMPLOYMENT EQUITY**
   1. The broad goal of the Municipality is to achieve the kind of municipal service set out in Chapter 10 section 195(1)(i) of the Constitution, that is, a municipality that is broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness and the need to redress the imbalances of the past to achieve broad representation.
   2. The numerical goals to be achieved by the Municipality by the end of 2025 are shown in the table below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |  |  | 1 |  |  | 1 |
| Skilled technical and academically qualified workers, junior management, supervisors, foremen, and  superintendents |  |  |  |  |  | 1 |  |  |  |  | 1 |
| Semi-skilled and discretionary decision  making |  | 1 |  |  |  |  |  | 1 |  |  | 2 |
| Unskilled and defined decision making |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL PERMANENT** |  | 1 |  |  |  | 1 |  | 2 |  |  | 4 |
| Temporary employees |  |  |  |  |  |  |  |  |  |  |  |
| **GRAND TOTAL** |  | 2 |  |  |  | 2 |  | 4 |  |  | 8 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Positive measure** | **Accountability** | **Timeframe for Measurement** | **Progress Indicator** |
|  |  |  |  |  |
| **To eliminate barriers to entry to the Municipality by designated groups and disable candidates.** | * Review all job descriptions to eliminate qualification requirements that are not relevant to the job. * Advertise vacancies in papers and other forums to which designated groups and candidates living with disability have access. | Manager Corporate Services | Quarterly | Number of applications received from designated and disable groups for an advertisement. |
| **To introduce Affirmative**  **Action measures** | * Introduce differential advertising requirements according to level of post. * Advertise all vacancies with Affirmative Action requirement * Train officials and Councillors in new recruitment procedures, to be accredited to serve on selection panels | Manager Corporate Services | Annually | Number of vacancies filled  by designated |
| **in selection and** |  |  | groups |
| **appointment of** |  |  |  |
| **employees** |  |  |  |
| **Recruitment** |  |  |  |
| **To deal** | * Introduce policies and procedures on sexual harassment and racial harassment * Enforce swift disciplinary action against all transgressors | Manager | Quarterly | Number of |
| **effectively with** | Corporate |  | employees who |
| **sexual** | Services |  | attended training |
| **harassment,** |  |  |  |
| **racial** |  |  |  |
| **harassment and** |  |  |  |
| **verbal abuse** |  |  |  |
| **Education and** | * Conduct workshops on employment equity awareness * Actively promoting and encouraging participation by employees in information   sessions re: gender issues, persons with disabilities etc | Manager | Ongoing | Number of |
| **Awareness** | Corporate |  | employees who |
|  | Services |  | attended and |
|  |  |  | participated in |
|  |  |  | the workshop |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Senior Management Involvement** | Inclusion of Employment Equity objectives in managers goals and operational plans as part of their human resource management accountability | Municipal Manager | Annually | Number of managers held accountable according to established objective |
| **Communication of the**  **Mkhambathini’s Council’s commitment to employment equity principles** | * Communicate to all employees the Council’s commitment. * Make Equity Plan available to all employees | Municipal Manager | Annually | Number of employees who accessed the plan. |
| **Employment policy, practices and procedures** | Conduct systems review every year of the plan | Manager Corporate Services | Annually | Review completed, results show no bias. |
| **Promote a culture that values diversity in the workplace** | * Conduct survey to identify stereotyping, perceptions and other attitudes that might lead to unfair discrimination * Implement diversity management programme. | Municipal Manager | Quarterly | Run a Survey where employees will feel free to voice their concerns. |
| **To introduce career management practices** | * Develop career management programme that gives priority to African women and African men in the lower occupational levels * Identify employees from designated groups who can be fast tracked for promotion | Manager Corporate Services | Ongoing | Number of designated employees who have progressed in the organisation |

1. **ROLES AND RESPONSIBILITIES**

The roles and responsibilities with regard to the Employment Equity Plan are outlined below:

## COUNCIL

* + Formally approves the plan.
* Monitors implementation.
* Ensures the development and implementation of the plan.
* Provides leadership by demonstrating personal commitment and support for the plan.
* Puts in place institutional mechanisms for effective and efficient implementation.
* Assigns responsibility and resources.
* Ensures integration of the plan into the municipality’s strategic plan and operational plans.
* Ensures that objectives and targets are met.

## ASSIGNED SENIOR MANAGER (DIRECTOR: CORPORATE SERVICES)

* Responsible for monitoring and implementing the plan.
* Chairs the EE Consultative Forum.
* Ensures that aspects relating to barriers and positive measures are implemented.
* Ensures that appropriate records are kept.
* Ensures that training and development aspects of the plan are implemented.
* Ensure effective communication on implementation of the plan.

# EE/LLF CONSULTATIVE FORUM

* Assist the Council in monitoring progress with implementation of the plan.
* Advise the Council on matters relating to the implementation, blockages and corrective action to be taken.
* Provide information and advice to and obtain feedback from officials about the Plan.
* Review progress, assist in the preparation of the annual report to the Department of Labour and the revision of the Plan.

# MANAGERS

* Responsible for implementing the plan within their respective components.
* Provide leadership by demonstrating personal commitment and support for the plan.

# EMPLOYEES

* + Make their views and concerns known to managers.
* Contribute actively to the achieving the goals of the Municipality and the transformation process.
* Participate actively in the implementation of the Employment Equity Plan.
* Non-tolerance of discriminatory behavior and other behavior that undermine the achievement of the Employment Equity Plan.

## DEFINITION OF THE TERM S UNDER OCCUPATI ONAL CATEGORI ES

### Legislators, Senior Officials and Managers:

This group includes occupations w hose main tasks consist of determining and formulating policy and strategic planning, or planning, directing and coordinating the policies and activities of the organization in the private and public sectors, determining and formulating laws and directing and controlling the functions of the organization. It includes: the chief executive officer; president; vice-president; chief operating officers; general managers and divisional heads; managers who provide the direction of a critical technical f unction; post master; superintendent; dean and school principal, etc.

### Professionals

This group includes occupations whose main tasks require a high level of professional know ledge and experience in the fields of physical and life sciences, or social sciences and humanities. The main tasks consist of increasing the existing stock of know ledge, applying scientific and artistic concepts and theories to the solution of problems, and teaching about the foregoing in a systematic manner. It includes: engineers (civil, mechanical, chemical, electrical, petroleum, nuclear, aerospace, etc.); architects; lawyers; biologists; geologists; psychologists; accountants; physicists; system analysts; assayers; valuators; tow n and traffic planners, etc.

### Technician and Associate Professionals

This group includes occupations w hose in tasks require technical know ledge and experience in one or more fields of the physical and life sciences, or the social sciences and humanities. The main tasks consist of carrying out technical work connected with the application of concepts and operational methods in the above- mentioned fields and in teaching at certain educational levels. It includes: computer programmers; nurses; physio – and occupational therapists; draftsmen/w omen; musicians; actors; photographers; illustrating artists; product designers; radio and television announcers; translators and interpreters; writers and editors; specialized inspectors and testers of electronic, electrical, mechanical, etc products; vocational instructors; technicians (medical, engineering, architectural, dental, physical science, life science, library, etc); pilots; brokers; designers; quality inspectors, etc.

### Clerks

This group includes occupations whose main tasks require the know ledge and experience necessary to organize, store, compute and retrieve information. The main tasks consist of performing secretarial duties, operating word processors and other off ice machines, recording and computing numerical data, and performing a number of customer orientated clerical duties, mostly in connection with mail difficulty, in which the activities are predominantly non`- manual, It includes: bookkeepers; tellers; cashiers; collectors (bills and accounts); messengers and off ice helpers; off ice machine operators; mail clerks; typists; telephone operators; electronic data processing equipment operators; clerk (production, shipping and receiving stock, scheduling, ticket, freight, library, reception, travel, hotel personnel, statistical, general off ice); secretarial, etc.

### Service and Sales Workers

This group includes occupations w hose main tasks require the know ledge and experience necessary to provide personal and protective services and to sell goods in shops or markets. The main tasks consist of providing services related to travel, housekeeping, catering, Personal care, protection or individuals and property, an d maintaining law and order, or selling goods in shops or markets.It includes: attendants (hospital and other institutions, including nurse’ aides and orderlies); barbers; bartenders; guides; food and beverage serving

occupations; conductors; f ire-fighters; police officers; advertising agents; real estate agents; sales workers and sales clerks; shop attendants; stock brokers; insurance brokers; travel agents; sales people of technical and business services, etc.

### Skills Agricultural and Fishery Workers

This group includes occupations w hose main tasks require the know ledge and experience necessary to produce f arm, forestry and fishery products. The main tasks consist of growing crops, breeding and hunting animals, catching or cultivating fish, conserving and working forests, and selling agricultural and fishery products to purchasers. It includes: farmers; growers; planters; viticulturists; winemakers; skilled horticultural workers; green keepers; skilled fishermen/w omen, etc.

### Craft and Related Trades

This group includes occupations w hose main tasks require the know ledge and experience of skilled trades and handicrafts, which among other things, involve and understanding of materials and tools to be used, as well as all stages of the production process, including the characteristics and the intended use of the final product. They are frequently journeymen /women who have received an extensive period of training. The main tasks consist of extracting raw materials, constructing buildings and other structures and ma kin g various products, as w ell as handicraft goods. It includes: miners; quarries; stoneworkers; bricklayers; stonemasons; carpenters; shop fitters; plasterers; plumbers; electricians; painters; mechanics; glass-makers; locksmiths; sheet metal workers, etc.

### Plant and Machine Operators and Assemblers

This group includes occupations w hose main tasks require the know ledge and experience necessary to operate and monitor large-scale and of ten highly auto mated industrial machinery and equipment. The main tasks consist of operating and monitoring of mining, processing, and production machinery and equipment, as well as driving vehicles and driving and operating mobile plan t; or assembling products from components. It includes: truck and tractor drivers; bus drivers; paving, surf acing and related occupations; roofers; photographic processors; sound and video recording equipment operators; those in apprenticeship training; textile workers; production machine workers, etc.

### Elementary Occupations

This group is occupations which require relatively low /elementary levels of know ledge and experience necessary to perform mostly simple and routine tasks, involving the use of hand held tools and in some cases considerable physical effort, and with few exceptions, limited personal initiative and judgment. The main tasks consist of selling goods in streets, door keeping and property watching, as w ell as cleaning, washing, pressing and working as laborers in the fields of mining, agriculture and fishing, construction and manufacturing. It includes: new s and other vendors; garage attendants; car washers and greasers; gardeners; f arm laborers; unskilled railway track workers; laborers performing lifting, digging, mixing, loading and puling operations; garbage collectors etc

**MKHAMBATHINI MUNICIPALITY EMPLOYMENT EQUITY PLAN**