



Bergrivier Municipality

This employment equity plan is drawn up in compliance with the Employment Equity Act, Act 55 of 1998 (as amended) and Employment Equity Regulations No. 6124 & 6125. This plan covers a 5-year period, from 1 September 2025 to 31 August 2030

EMPLOYMENT EQUITY PLAN 2025 - 2030

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

EMPLOYMENT EQUITY PLAN 2025 - 2030

SECTION A: EMPLOYER DETAILS & INSTRUCTIONS

Title	Details
Province	Western Cape
Bargaining Council	South African Local Government
Industry/Sector	Public Administration & Defence, Compulsory Social Security
Seta classification	Local Government, Water & Related
Postal code	7320
Physical address	13 Church Street, Piketberg
National or Provincial EAP	Provincial
Postal address	PO Box 60, Piketberg
City/Town	Piketberg
DTI registration name	Bergrivier Municipality
Trade name	Bergrivier Municipality
PAYE/SARS number	7890701792
EE reference number	17716
Telephone number	022 – 913 6000
UIF reference number	00969544
DTI registration number	-----

Details of CEO/Accounting Officer

Title	Description
Email address	mm@bergmun.org.za
Name and surname	Adv H Linde
Telephone number	022 -913 6000

Details of Employment Equity Senior Manager

Title	Description
Email address	rheederw@bergmun.org.za
Name and Surname	AW Rheeder
Telephone Number	022-913 6000

Type of Business

Title	Type of business
Business type	Local Government

Information about the Organisation

Title	Description
Is your organisation an organ of State or designated in terms of a collective agreement?	Yes
Is your organisation part of a group / holding company? If yes, please provide the name.	No
Deleted Number of employees in your organisation. (NB: Employers with 1 to 49 employees are designated if they are an organ of state or if they are appointed as a designated employer by collective agreement to comply with Chapter 3 of the EEA)	150 or more
Date on which this EE Analysis was finalised.	14 July 2025

1. DURATION OF THE PLAN

The duration of the Plan is five years commencing on **1 September 2025 to 31 August 2030**.

2. OBJECTIVE 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		OBJECTIVES
Year 1	01 September 2025- 31 August 2026	<ul style="list-style-type: none"> • Compliance to the Employment Equity Act The management of Bergrivier Municipality recognizes its obligations in terms of the Employment Equity Act and understands that the primary purpose of the legislation is to advance transformation through setting of time specific targets for achieving equity in all the occupational levels. • A demographically representative workforce <ul style="list-style-type: none"> - Maintain and monitor monthly workforce profile. - Identify numerical targets. - Recruitment, selection and appointments made in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP). • EE reporting and communication <ul style="list-style-type: none"> - Annual reporting on employment equity progress within the municipality. - Monthly report to Corporate Services Standing Committee on the number of people in different categories from employment equity groups employed in the municipality. - Quarterly report to LLF Committee on the number of people in different categories from employment equity groups employed in the municipality.
Year 2	01 September 2026- 31 August 2027	<ul style="list-style-type: none"> • A demographically representative workforce <ul style="list-style-type: none"> - Maintain and monitor monthly workforce profile. - Identify numerical targets. - Recruitment, selection and appointments made in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP). • EE reporting and communication <ul style="list-style-type: none"> - Annual reporting on employment equity progress within the municipality. - Monthly report to Corporate Services Standing Committee on the number of people in different categories from employment equity groups employed in the municipality. - Quarterly report to LLF Committee on the number of people in different categories from employment equity groups employed in the municipality. • Remove employment barriers that restrict designated employees <ul style="list-style-type: none"> - On-going analysis of HR policies and practices to identify possible barriers in the workplace and revise policies to eliminate such barriers.

EMPLOYMENT EQUITY PLAN 2025 - 2030

TIMEFRAMES		OBJECTIVES
Year 3	01 September 2027-31 August 2028	<ul style="list-style-type: none"> • A demographically representative workforce <ul style="list-style-type: none"> - Maintain and monitor monthly workforce profile. - Identify numerical targets. - Recruitment, selection and appointments made in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP). • EE reporting and communication <ul style="list-style-type: none"> - Annual reporting on employment equity progress within the municipality. - Monthly report to Corporate Services Standing Committee on the number of people in different categories from employment equity groups employed in the municipality. - Quarterly report to LLF Committee on the number of people in different categories from employment equity groups employed in the municipality. • Remove employment barriers that restrict designated employees <ul style="list-style-type: none"> - On-going analysis of HR policies and practices to identify possible barriers in the workplace and revise policies to eliminate such barriers.
Year 4	01 September 2028-31 August 2029	<ul style="list-style-type: none"> • A demographically representative workforce <ul style="list-style-type: none"> - Maintain and monitor monthly workforce profile. - Identify numerical targets. - Recruitment, selection and appointments made in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP). • EE reporting and communication <ul style="list-style-type: none"> - Annual reporting on employment equity progress within the municipality. - Monthly report to Corporate Services Standing Committee on the number of people in different categories from employment equity groups employed in the municipality. - Quarterly report to LLF Committee on the number of people in different categories from employment equity groups employed in the municipality. • Remove employment barriers that restrict designated employees <ul style="list-style-type: none"> - On-going analysis of HR policies and practices to identify possible barriers in the workplace and revise policies to eliminate such barriers.

EMPLOYMENT EQUITY PLAN 2025 - 2030

TIMEFRAMES		OBJECTIVES
Year 5	01 September 2029- 31 August 2030	<ul style="list-style-type: none"> • A demographically representative workforce <ul style="list-style-type: none"> - Maintain and monitor monthly workforce profile. - Identify numerical targets. - Recruitment, selection and appointments made in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP). • EE reporting and communication <ul style="list-style-type: none"> - Annual reporting on employment equity progress within the municipality. - Monthly report to Corporate Services Standing Committee on the number of people in different categories from employment equity groups employed in the municipality. - Quarterly report to LLF Committee on the number of people in different categories from employment equity groups employed in the municipality. • Remove employment barriers that restrict designated employees <ul style="list-style-type: none"> - On-going analysis of HR policies and practices to identify possible barriers in the workplace and revise policies to eliminate such barriers.

3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

To conduct an analysis of policies, procedures and/or practice, barriers are identified and proposed affirmative action measures established to respond to such barriers. Please note that the information below serves as a baseline to inform the 'Barriers and Affirmative Action measures (non-numerical goals) in the Employment Equity Plan (EE Plan).

Categories	Barriers and affirmative action measures				Proposed Affirmative Action Measures (Please provide narration)
	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)	
	Policy	Procedure	Practice		
Recruitment			✓	<p>The pool of suitable qualified and experienced candidates from designated groups is limited in some cases. People with disabilities rarely apply for advertised posts.</p> <p>The coloured population group is the majority population group in Bergvriër, thus they are over-represented on various skill levels.</p>	<p>Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category</p> <p>A policy on recruitment has been adopted which provides for the internal and external recruitment of suitable candidates from designated groups. Includes transparent recruitment strategies such as appropriate and unbiased selection criteria and selection panels.</p> <p>The recruitment process is informed by the employer's employment equity plan, including the recommended affirmative action provisions.</p> <p>A concerted effort will further be made to increase the level of interest of potential candidates from designated groups in applying for vacancies.</p> <p>All advertisements contain the following phrases:</p> <p><i>Women and persons with disabilities are encouraged to apply.</i></p> <p><i>The Municipality is an equal opportunity employer and respect the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.</i></p>

EMPLOYMENT EQUITY PLAN 2025 - 2030

Categories	Barriers and affirmative action measures			Proposed Affirmative Action Measures (Please provide narration)		
	Barriers (Please provide narration)					
	Tick (✓) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice	Policy	Procedure		Practice	
Advertising positions				✓	<p>Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)</p> <p>Few suitably qualified candidates from designated groups as well as people with disabilities apply for advertised posts.</p> <p>Regulations on the remuneration / upper limits of Senior Managers.</p>	<p>Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category</p> <p>All advertisements contain the following phrases: Women and persons with disabilities are encouraged to apply.</p> <p>The Municipality is an equal opportunity employer and respect the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.</p> <p>Advertisements are also placed on Bergvliet Municipality's website and notice boards.</p>
Selection criteria	✓				<p>The minimum competency levels stipulated by the Municipal Finance Management Act, 2003 (Act 56 of 2003) and the Municipal Regulations on Minimum Competency Levels as proclaimed on 15 June 2007 for all Accounting Officers, Chief Financial Officers, Senior Managers, Other Financial Officers and Supply Chain Management Officials limit the pool of applicants who can apply for such positions.</p> <p>The pool of suitable qualified and experienced candidates from designated groups is limited in some cases.</p>	<p>The increased use of competency-based recruitment and selection methods, whereby the candidate's potential and the ability to perform the job plays an increasingly prominent role.</p> <p>To apply section 20(3)(c) of the Employment Equity Act which prescribes that an employee, within a reasonable time, can obtain the relevant experience and qualifications.</p>

EMPLOYMENT EQUITY PLAN 2025 - 2030

Barriers and affirmative action measures					
Categories	Where barriers exist			Barriers (Please provide narration)	Proposed Affirmative Action Measures (Please provide narration)
	Policy	Procedure	Practice		
Appointments			✓	<p>The appointment of people with disabilities remains a shortcoming with only one person with a disability employed in Bergvriër Municipality as of 1 June 2025.</p> <p>In some cases, appointments cannot be made to support EE targets, as the applications from the pool of suitable qualified and experienced candidates from designated groups are limited.</p>	<p>All advertisements contain the following phrases: <i>Women and persons with disabilities are encouraged to apply.</i> <i>The Municipality is an equal opportunity employer and respect the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.</i> Management must ensure, where possible, that appointments are made in line with the EE-targets to achieve a balance between operational requirements and promotion of representativity.</p> <p>In the process of re-evaluating all positions in the municipality.</p>
Job classification and grading				None – Posts are classified and graded on job content. The job evaluation policy was revised and approved on 15/04/2025.	
Remuneration and benefits	✓			<p>Remuneration and benefits are determined through negotiation in the South African Local Government Bargaining Council.</p> <p>Limited flexibility and scope for setting higher salaries to attract and retain designated employees.</p>	<p>Remuneration and Allowances policy was developed and approved on 22/10/2024.</p> <p>Municipality should develop a Reward & Recognition Policy that will ensure the retention of existing employees, especially employees from designated groups and those with scarce skills.</p>
Terms & conditions of employment				None – Terms and conditions of employment are determined through negotiation in the South African Local Government Bargaining Council	

EMPLOYMENT EQUITY ANALYSIS 2025 - 2030

Barriers and affirmative action measures					
Categories	Where barriers exist			Barriers (Please provide narration)	Proposed Affirmative Action Measures (Please provide narration)
	Policy	Procedure	Practice		
Work environment and facilities			✓	Not all the buildings of the municipality are accessible to people with physical disabilities. Bergvriër Municipality finalised an audit of its physical work environment in 2018, and the audit focused specifically on health and safety legal compliance aspects. A project plan was compiled to track the finalisation of identified gaps.	The relevant Directorates must make provision in their budget to address shortcomings identified by the audit.
Training and development				None	Bergvriër Municipality recognises the obligations placed on it by the Skills Development Act of 1998 to train and develop employees. Employees attend structured training programmes. These programmes include: <ul style="list-style-type: none">• Bursaries for employees;• Job-related training;• Training in management and supervisory skills;• Learnerships;• Skills programmes; and• Adult Basic Education and Training (ABET).
Performance and evaluation			✓	The municipality has an approved policy and electronic performance management system. The system is cascaded to down to all employees.	Municipal Manager and Directors must ensure that the performance of all employees is evaluated. Municipality should develop a Reward & Recognition Policy that will ensure the retention of existing employees, especially employees from designated groups and those with scarce skills.
Succession and experience planning				None – Currently assist with bursaries for employees.	Bursary Policy was approved on 16/02/2023.

EMPLOYMENT EQUITY ANALYSIS 2025 - 2030

Barriers and affirmative action measures						
Categories	Where barriers exist			Barriers (Please provide narration)	Proposed Affirmative Action Measures (Please provide narration)	
	Policy	Procedure	Practice			
Disciplinary measures		✓		Supervisors and managers do not take full ownership of discipline within their respective sections/departments.	Disciplinary Policy developed and approved on 13/08/2024. SOP for disciplinary procedures was approved on 11/09/2024.	
Retention of designated groups			✓	<p>Due to the lack of opportunities available in Bergvriër Municipality, because of the low staff turnover in mid-management and senior positions, employees and those from the designated group tend to look elsewhere for advancement.</p> <p>It is difficult to retain employees through higher salary offers as salary scales are fixed on job grading on the TASK Job Evaluation System and the regulations on the remuneration / upper limits of Senior Managers</p>	Outcome-based training to accelerate the advancement of designated groups within Bergvriër Municipality. The municipality has an approved Talent Management & Retention Policy to help address the problem.	
Corporate culture			✓	None		
Office administration				<p>The buildings of Bergvriër Municipality are not disable friendly yet, specifically with reference to employees.</p> <p>Bergvriër Municipality finalised an audit of its physical work environment in 2018, and the audit focused specifically on health and safety legal compliance aspects. A project plan was compiled to track the finalisation of identified gaps.</p>	<p>Although the buildings of Bergvriër Municipality are not wheelchair friendly, specifically with reference to employees, there are still many other disabilities that can be accommodated within the facilities of the municipality.</p> <p>The relevant Directorates must make provision in their budget to address shortcomings regarding shortcomings identified by the audit.</p>	

EMPLOYMENT EQUITY ANALYSIS 2025 - 2030

Barriers and affirmative action measures					
Categories	Where barriers exist			Barriers (Please provide narration)	Proposed Affirmative Action Measures (Please provide narration)
	Policy	Procedure	Practice		
Harassment				None – The employer takes its duty to proactively protect the employees from harassment by colleagues or any other person who has dealings with the company and to inform and educate them about this issue. The dignity of all employees is respected in the workplace and the grievance procedures to follow by a complainant is clearly outlined in the Main Collective Agreement.	Grievances and complaints are handled in a confidential manner and counselling, treatment and support are made available for complainants.
HIV/AIDS prevention and wellness programmes				None – Quarterly workshops and employee wellness programs are held.	
Assigned senior manager(s) to manage EE implementation				None – the Municipal Manager and Directors manage Employment Equity implementation.	
Budget allocation in support of employment equity goals				None	
Time off for employment equity consultative committee to meet				None	Part of LLF. The LLF meets once every two months.

4. 5-YEAR SECTOR NUMERICAL TARGETS AND NUMERICAL GOALS

Employers must set their own targets for the two bottom occupational levels (i.e. semi-skilled and unskilled). Employers will have to make a full analysis to set targets for these two levels before populating the table below.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS	
Description	First Public Administration and Defence; Compulsory Social Security
1. Top Management	
Female	41.9%
Male	49.8%
Total	91.7%
2. Senior Management	
Female	46.1%
Male	49.8%
Total	95.9%
3. Professionally Qualified & Middle Management	
Female	46.1%
Male	49.8%
Total	95.9%
4. Skilled Technical	
Female	46.1%
Male	49.8%
Total	95.9%
5. Semi-Skilled	
Female	47.10%
Male	52.90%
Total	100.00%
6. Unskilled	
Female	47.10%
Male	52.90%
Total	100.00%
7. Disability only	
All	3%

5. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

5.1 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: **30 JUNE 2025:**

Occupational levels per gender and race									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	3	0	1	0	0	0	1	5
Top Management %	0.0%	60.0%	0.0%	20.0%	0.0%	0.0%	0.0%	20.0%	100.0%
Senior Management	0	2	0	5	0	1	0	1	9
Senior Management %	0.0%	22.2%	0.0%	55.6%	0.0%	11.1%	0.0%	11.1%	100.0%
Professionally Qualified / Mid Management	2	8	0	3	0	2	0	1	16
Professionally Qualified / Mid Management %	12.5%	50.0%	0.0%	18.8%	0.0%	12.5%	0.0%	6.3%	100.0%
Skilled Tech/Junior	4	47	0	11	4	27	0	7	100
Skilled Tech/Junior %	4.0%	47.0%	0.0%	11.0%	4.0%	27.0%	0.0%	7.0%	100.0%
Semi-Skilled	16	132	0	4	3	57	0	8	220
Semi-Skilled %	7.3%	60.0%	0.0%	1.8%	1.4%	25.9%	0.0%	3.6%	100.0%
Unskilled	5	44	0	0	3	33	0	1	86
Unskilled %	5.8%	51.2%	0.0%	0.0%	3.5%	38.4%	0.0%	1.2%	100.0%
TOTAL PERMANENT	27	236	0	24	10	120	0	19	436
TOTAL PERMANENT %	6.2%	54.1%	0.0%	5.5%	2.3%	27.5%	0.0%	4.4%	100.0%
TEMPORARY	0	4	0	0	0	4	0	0	8
TEMPORARY %	0.0%	50.0%	0.0%	0.0%	0.0%	50.0%	0.0%	0.0%	100.0%
GRAND TOTAL	27	240	0	24	10	124	0	19	444
GRAND TOTAL %	6.1%	54.1%	0.0%	5.4%	2.3%	27.9%	0.0%	4.3%	100.0%

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

5.2 SNAPSHOT OF EMPLOYEES WITH DISABILITIES ONLY

Occupational levels per gender and race for disabled people									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Skilled Tech/Junior	0	0	0	0	0	0	0	0	0
Skilled Tech/Junior %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Semi-Skilled	0	0	0	0	0	0	0	0	0
Semi-Skilled %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Unskilled	0	1	0	0	0	0	0	0	1
Unskilled %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TOTAL PERMANENT	0	1	0	0	0	0	0	0	1
TOTAL PERMANENT %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
TEMPORARY	0	0	0	0	0	0	0	0	0
TEMPORARY %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%
GRAND TOTAL	0	1	0	0	0	0	0	0	1
GRAND TOTAL %	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

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

5.3 5-YEAR SECTOR NUMERICAL TARGETS, NUMERICAL GOALS AND ANNUAL TARGETS

5-year Sector Numerical targets and 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 employees with disabilities, and the other covering employees with disabilities **ONLY**.

Start Date: **01 September 2025**

End Date: **31 August 2030**

Numerical goals and 5-year Sector Targets									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	1	1	0	1	1	1	0	0	5
Top Management %	20%	20%	0%	20%	20%	20%	0%	0%	100%
Senior Management	3	3	0	0	2	2	0	1	11
Senior Management %	27%	27%	0%	0%	18%	18%	0%	10%	100%
Professionally Qualified / Mid Management	4	4	0	2	3	3	0	1	17
Professionally Qualified / Mid Management %	24%	24%	0%	11%	18%	18%	0%	5%	100%
Skilled Tech/Junior	32	32	1	5	27	26	1	8	132
Skilled Tech/Junior %	25%	24%	1%	3%	21%	20%	1%	6%	100%
Semi-Skilled	64	63	2	20	58	56	2	17	282
Semi-Skilled %	22%	22%	1%	7%	21%	20%	1%	6%	100%
Unskilled	26	32	1	8	24	23	1	7	116
Unskilled %	22%	22%	1%	7%	21%	20%	1%	6%	100%
TOTAL PERMANENT	130	129	4	36	115	111	4	34	563
TOTAL PERMANENT %	23%	23%	1%	6%	20%	20%	1%	6%	100%
TEMPORARY	22	22	0	7	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	7,20%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	152	151	4	42	135	130	4	40	659
GRAND TOTAL %	23%	23%	1%	6%	20%	20%	1%	6%	100%

Table 3: Numerical goals and 5-year Sector Targets for all employees, including employees with disabilities

5.4 5-YEAR NUMERICAL GOALS AND TARGETS OF EMPLOYEES WITH DISABILITIES ONLY

Occupational levels per gender and race for disabled people									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0	0	0	0	0	0	0	0	0
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	1	0	0	1	0	0	0	3
Skilled Tech/Junior %	33,33%	33,33%	0,00%	0,00%	33,33%	0,00%	0,00%	0,00%	100,00%
Semi-Skilled	1	1	0	1	1	2	0	1	7
Semi-Skilled %	14,29%	14,29%	0,00%	14,29%	14,29%	28,57%	0,00%	14,29%	100,00%
Unskilled	0	1	0	0	1	1	0	0	3
Unskilled %	0,00%	33,33%	0,00%	0,00%	33,33%	33,33%	0,00%	0,00%	100,00%
TOTAL PERMANENT	2	3	0	1	3	3	0	1	13
TOTAL PERMANENT %	15,38%	23,08%	0,00%	7,69%	23,08%	23,08%	0,00%	7,69%	100,00%
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	3	4	0	1	3	4	0	1	16
GRAND TOTAL %	18,75%	25,00%	0,00%	6,25%	18,75%	25,00%	0,00%	6,25%	100,00%

Table 4: Numerical goal and targets for employees with disabilities ONLY

5.5 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 employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 1

Start Date: 01 September 2025

End Date: 31 August 2026

Numerical goals and 5-year Sector Targets									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	3	0	1	0	0	0	1	5
Top Management %	0%	60%	0%	0%	0%	0%	0%	20%	100%
Senior Management	1	2	0	5	1	1	0	1	11
Senior Management %	9.09%	18.18%	0%	45.46%	9.09%	9.09%	0%	9.09%	100%
Professionaly Qualified / Mid Management	3	8	0	3	0	2	0	1	17
Professionaly Qualified / Mid Management %	17.65%	47.06%	0%	17.65%	0%	11.76%	0%	5.88%	100%
Skilled Tech/Junior	12	47	0	11	12	27	0	7	116
Skilled Tech/Junior %	10.35%	40.52%	0%	9.48%	10.35%	23.27%	0%	6.03%	100%
Semi-Skilled	26	132	0	7	7	57	0	12	241
Semi-Skilled %	10.79%	54.77%	0%	2.90%	2.91%	23.65%	0%	4.98%	100%
Unskilled	7	45	0	1	5	35	0	2	95
Unskilled %	7.37%	47.37%	0%	1.05%	5.26%	36.84%	0%	2.11%	100%
TOTAL PERMANENT	49	237	0	28	25	122	0	24	485
TOTAL PERMANENT %	10.10%	48.87%	0%	5.77%	5.16%	25.15%	0%	4.95%	100%
TEMPORARY	22	22	0	7	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	7,20%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	71	259	0	35	45	141	0	30	581
GRAND TOTAL %	12.22%	44.58%	0%	6.02%	7.75%	24.27%	0%	5.16%	100%

Table 5: Numerical targets for all employees, including employees with disabilities

5.6 NUMERICAL TARGETS OF EMPLOYEES WITH DISABILITIES ONLY**Numerical targets: Year 1**Start Date: **01 September 2025**End Date: **31 August 2026**

Occupational levels per gender and race for disabled people									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	0	0	0	0	0	0	0	1
Skilled Tech/Junior %	100,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00 %
Semi-Skilled	0	1	0	0	1	0	0	0	2
Semi-Skilled %	0,00%	50,00%	0,00%	0,00%	50,00%	0,00%	0,00%	0,00%	100,00 %
Unskilled	0	1	0	0	0	0	0	0	1
Unskilled %	0,00%	100,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00 %
TOTAL PERMANENT	1	2	0	0	1	0	0	0	4
TOTAL PERMANENT %	25,00%	50,00%	0,00%	0,00%	25,00%	0,00%	0,00%	0,00%	100,00 %
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	2	3	0	0	1	1	0	0	7
GRAND TOTAL %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%

Table 6: Numerical targets for employees with disabilities ONLY

5.7 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 employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 2

Start Date: **01 September 2026**

End Date: **31 August 2027**

Numerical Targets									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	3	0	1	0	0	0	1	5
Top Management %	0%	60%	0%	0%	0%	0%	0%	20%	100%
Senior Management	1	2	0	5	1	1	0	1	11
Senior Management %	9.09%	18.18%	0%	45.46%	9.09%	9.09%	0%	9.09%	100%
Professionally Qualified / Mid Management	3	8	0	3	0	2	0	1	17
Professionally Qualified / Mid Management %	17.65%	47.06%	0%	17.65%	0%	11.76%	0%	5.88%	100%
Skilled Tech/Junior	15	45	1	11	14	25	0	7	118
Skilled Tech/Junior %	12.71%	38.14%	0.85%	9.32%	11.86%	21.19%	0%	5.93%	100%
Semi-Skilled	32	128	0	9	16	54	0	12	251
Semi-Skilled %	12.75%	51%	0%	3.59%	6.37%	21.51%	0%	4.78%	100%
Unskilled	10	45	0	2	8	35	0	3	103
Unskilled %	9.71%	43.69%	0%	1.94%	7.77%	33.98%	0%	2.91%	100%
TOTAL PERMANENT	61	231	1	31	39	117	0	25	505
TOTAL PERMANENT %	12.08%	45.74%	0.20%	6.14%	7.72%	23.17%	0%	4.95%	100%
TEMPORARY	22	22	0	7	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	7,20%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	83	253	1	38	59	136	0	31	601
GRAND TOTAL %	13.81%	42.09%	0.17%	6.32%	9.82%	22.63%	0%	5.16%	100%

Table 7: Numerical targets including employees with disabilities

5.8 NUMERICAL TARGETS OF EMPLOYEES WITH DISABILITIES ONLY**Numerical targets: Year 2**Start Date: **01 September 2026**End Date: **31 August 2027**

Numerical targets of employees with disabilities									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	1	0	0	0	0	0	0	2
Skilled Tech/Junior %	50,00%	50,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00%
Semi-Skilled	1	1	0	0	1	0	0	0	3
Semi-Skilled %	33,33%	33,33%	0,00%	0,00%	33,33%	0,00%	0,00%	0,00%	100,00%
Unskilled	0	1	0	0	0	0	0	0	1
Unskilled %	0,00%	100,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00%
TOTAL PERMANENT	2	3	0	0	1	0	0	0	6
TOTAL PERMANENT %	33,33%	50,00%	0,00%	0,00%	16,67%	0,00%	0,00%	0,00%	100,00%
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	3	4	0	0	1	1	0	0	9
GRAND TOTAL %	33,33%	44,44%	0,00%	0,00%	11,11%	11,11%	0,00%	0,00%	100,00%

Table 8: Numerical targets for employees with disabilities ONLY

5.9 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 employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 3

Start Date: **01 September 2027**

End Date: **31 August 2028**

Numerical targets									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	3	0	1	0	0	0	1	5
Top Management %	0%	60%	0%	0%	0%	0%	0%	20%	100%
Senior Management	1	2	0	5	1	1	0	1	11
Senior Management %	9.09%	18.18%	0%	45.46%	9.09%	9.09%	0%	9.09%	100%
Professionally Qualified / Mid Management	3	8	0	3	0	2	0	1	17
Professionally Qualified / Mid Management %	17.65%	47.06%	0%	17.65%	0%	11.76%	0%	5.88%	100%
Skilled Tech/Junior	19	45	1	10	16	25	0	6	122
Skilled Tech/Junior %	15,57%	36,89%	0,82%	8,20%	13,11%	20,49%	0,00%	4,92%	100,00%
Semi-Skilled	38	126	1	11	24	51	0	12	263
Semi-Skilled %	14,45%	47,91%	0,38%	4,18%	9,13%	19,39%	0,00%	4,56%	100,00%
Unskilled	13	45	0	3	11	35	0	5	112
Unskilled %	11,61%	40,18%	0,00%	2,68%	9,82%	31,25%	0,00%	4,46%	100,00%
TOTAL PERMANENT	74	229	2	33	52	114	0	26	530
TOTAL PERMANENT %	13,96%	43,21%	0,38%	6,23%	9,81%	21,51%	0,00%	4,91%	100,00%
TEMPORARY	22	22	0	7	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	7,20%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	96	251	2	40	72	133	0	32	626
GRAND TOTAL %	15,34%	40,10%	0,32%	6,39%	11,50%	21,25%	0,00%	5,11%	100,00%

Table 9: Numerical targets for all employees, including employees with disabilities

5.10 NUMERICAL TARGETS OF EMPLOYEES WITH DISABILITIES ONLY**Numerical targets: Year 3**Start Date: **01 September 2027**End Date: **31 August 2028**

Numerical targets for employees with disabilities									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0	0	0	0	0	0	0	0	0
Senior Management	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	1	0	0	0	0	0	0	2
Skilled Tech/Junior %	50,00%	50,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00%
Semi-Skilled	1	1	0	0	1	1	0	0	4
Semi-Skilled %	25,00%	25,00%	0,00%	0,00%	25,00%	25,00%	0,00%	0,00%	100,00%
Unskilled	0	1	0	0		0	0	0	1
Unskilled %	0,00%	100,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	100,00%
TOTAL PERMANENT	2	3	0	0	1	1	0	0	7
TOTAL PERMANENT %	28,57%	42,86%	0,00%	0,00%	14,29%	14,29%	0,00%	0,00%	100,00%
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	3	4	0	0	1	2	0	0	10
GRAND TOTAL %	30,00%	40,00%	0,00%	0,00%	10,00%	20,00%	0,00%	0,00%	100,00%

Table 10: Numerical targets for employees with disabilities ONLY

5.11 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 employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 4

Start Date: **01 September 2028**

End Date: **31 August 2029**

Numerical targets									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	3	0	1	0	0	0	1	5
Top Management %	0%	60%	0%	0%	0%	0%	0%	20%	100%
Senior Management	1	2	0	5	1	1	0	1	11
Senior Management %	9.09%	18.18%	0%	45.46%	9.09%	9.09%	0%	9.09%	100%
Professionally Qualified / Mid Management	3	8	0	3	0	2	0	1	17
Professionally Qualified / Mid Management %	17.65%	47.06%	0%	17.65%	0%	11.76%	0%	5.88%	100%
Skilled Tech/Junior	22	45	1	10	18	25	0	6	127
Skilled Tech/Junior %	17,32%	35,43%	0,79%	7,87%	14,17%	19,69%	0,00%	4,72%	100,00%
Semi-Skilled	44	120	1	13	34	47	1	12	272
Semi-Skilled %	16,18%	44,12%	0,37%	4,78%	12,50%	17,28%	0,37%	4,41%	100,00%
Unskilled	16	43	0	4	15	32	0	6	116
Unskilled %	13,79%	37,07%	0,00%	3,45%	12,93%	27,59%	0,00%	5,17%	100,00%
TOTAL PERMANENT	86	221	2	36	68	107	1	27	548
TOTAL PERMANENT %	15,69%	40,33%	0,36%	6,57%	12,41%	19,53%	0,18%	4,93%	100,00%
TEMPORARY	22	22	0	7	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	7,20%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	108	243	2	43	88	126	1	33	644
GRAND TOTAL %	16,77%	37,73%	0,31%	6,68%	13,66%	19,57%	0,16%	5,12%	100,00%

Table 11: Numerical targets for all employees, including employees with disabilities

5.12 NUMERICAL TARGETS OF EMPLOYEES WITH DISABILITIES ONLY**Numerical targets: Year 4****Start Date: 01 September 2028****End Date: 31 August 2029**

Numerical targets for employees with disabilities									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionaly Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionaly Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	1	0	0	1	0	0	0	3
Skilled Tech/Junior %	33,33%	33,33%	0,00%	0,00%	33,33%	0,00%	0,00%	0,00%	100,00%
Semi-Skilled	1	1	0	1	1	1	0	0	5
Semi-Skilled %	20,00%	20,00%	0,00%	20,00%	20,00%	20,00%	0,00%	0,00%	100,00%
Unskilled	0	1	0	0	0	1	0	0	2
Unskilled %	0,00%	50,00%	0,00%	0,00%	0,00%	50,00%	0,00%	0,00%	100,00%
TOTAL PERMANENT	2	3	0	1	2	2	0	0	10
TOTAL PERMANENT %	20,00%	30,00%	0,00%	10,00%	20,00%	20,00%	0,00%	0,00%	100,00%
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	3	4	0	1	2	3	0	0	13
GRAND TOTAL %	23,08%	30,77%	0,00%	7,69%	15,38%	23,08%	0,00%	0,00%	100,00%

Table 12: Numerical targets for employees with disabilities ONLY

5.13 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 employees with disabilities, and the other only covers employees with disabilities **ONLY**.

Numerical targets: Year 5

Start Date: **01 September 2029**

End Date: **31 August 2030**

Numerical targets								
Occupational Level	Male African	Male Coloured	Male Indian	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	1	1	0	1	1	0	0	5
Top Management %	20%	20%	0%	20%	20%	0%	0%	100%
Senior Management	3	3	0	2	2	0	1	11
Senior Management %	27%	27%	0%	18%	18%	0%	10%	100%
Professionaly Qualified / Mid Management	4	4	0	3	3	0	1	17
Professionaly Qualified / Mid Management %	24%	24%	0%	18%	18%	0%	5%	100%
Skilled Tech/Junior	32	32	1	27	26	1	8	132
Skilled Tech/Junior %	25%	24%	1%	21%	20%	1%	6%	100%
Semi-Skilled	64	63	2	58	56	2	17	282
Semi-Skilled %	22%	22%	1%	21%	20%	1%	6%	100%
Unskilled	26	32	1	24	23	1	7	116
Unskilled %	22%	22%	1%	21%	20%	1%	6%	100%
TOTAL PERMANENT	130	129	4	115	111	4	34	563
TOTAL PERMANENT %	23%	23%	1%	20%	20%	1%	6%	100%
TEMPORARY	22	22	0	20	19	0	6	96
TEMPORARY %	22,50%	22,40%	0,80%	20,70%	19,80%	0,60%	6,00%	100%
GRAND TOTAL	152	151	4	135	130	4	40	659
GRAND TOTAL %	23%	23%	1%	20%	20%	1%	6%	100%

Table 13: Numerical targets for all employees, including employees with disabilities

5.14 NUMERICAL TARGETS OF EMPLOYEES WITH DISABILITIES ONLY

Numerical targets: Year 5

Start Date: 01 September 2029

End Date: 31 August 2030

Numerical targets for employees with disabilities									
Occupational Level	Male African	Male Coloured	Male Indian	Male White	Female African	Female Coloured	Female Indian	Female White	Total
Top Management	0	0	0	0	0	0	0	0	0
Top Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Senior Management	0	0	0	0	0	0	0	0	0
Senior Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Professionally Qualified / Mid Management	0	0	0	0	0	0	0	0	0
Professionally Qualified / Mid Management %	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%
Skilled Tech/Junior	1	1	0	0	1	0	0	0	3
Skilled Tech/Junior %	33,33%	33,33%	0,00%	0,00%	33,33%	0,00%	0,00%	0,00%	100,00%
Semi-Skilled	1	1	0	1	1	2	0	1	7
Semi-Skilled %	14,29%	14,29%	0,00%	14,29 %	14,29%	28,57%	0,00%	14,29%	100,00%
Unskilled	0	1	0	0	1	1	0	0	3
Unskilled %	0,00%	33,33%	0,00%	0,00%	33,33%	33,33%	0,00%	0,00%	100,00%
TOTAL PERMANENT	2	3	0	1	3	3	0	1	13
TOTAL PERMANENT %	15,38%	23,08%	0,00%	7,69%	23,08%	23,08%	0,00%	7,69%	100,00%
TEMPORARY	1	1	0	0	0	1	0	0	3
TEMPORARY %	33,33%	33,33%	0,00%	0,00%	0,00%	33,33%	0,00%	0,00%	100%
GRAND TOTAL	3	4	0	1	3	4	0	1	16
GRAND TOTAL %	18,75%	25,00%	0,00%	6,25%	18,75%	25,00%	0,00%	6,25%	100,00%

Table 14: Numerical targets for employees with disabilities ONLY

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 the Senior Manager has been appointed to deal with employment equity in the municipality. Ensure implementation of the EE plan. Monitoring and evaluation of the plan Provide leadership and demonstrate personal commitment to the implementation of the affirmative action measures and the achievement of a representative workforce. Ensure compliance as specified in the Employment Equity Act. Consideration of EE deviations.	Ongoing
Assigned Equity Manager (Manager Human Resource Services)	Monitor the implementation of the EE Plan. Monitor the recruitment and selection process in terms of the numerical goals and targets of the municipality. Monitor the presentively trend of the workforce.	Ongoing
Directors (Senior Managers)	Compliance with Employment Equity Act & Regulations. Ensure the EE Plan is fully implemented and adhered to in the respective directorates. Monitor the recruitment and selection process in their directorates in terms of set numerical targets of the municipality. Report EE matters to the Municipal Manager.	Ongoing
Managers	Implementation of the Employment Equity Plan, Policy and guidelines in their respective departments Report EE matters to the relevant Director.	Ongoing
Department Human Resource Services	Provide monthly, quarterly and annual reports to relevant stakeholders. Provide the necessary support and guidance to the assigned Employment Equity Manager. Provide strategic support and advice to the relevant departments. Updating and maintenance of employment equity plan.	Monthly, quarterly, annually and ongoing
Local Labour Forum	Consultation between employer and labour. Review the monthly EE statistics for significant upward or downward trends in the recruitment of staff and workforce presentively. Monitor the implementation of the plan.	Quarterly
Department of Labour	Monitor submission of EE report to Department of Labour (EEA2 & EEA4)	Annually

7. DISPUTE RESOLUTION MECHANISMS

Any dispute that arises from the interpretation and application of this Employment Equity Plan shall be dealt with in terms of the grievance and dispute procedure as well as the disciplinary code applicable to the Bergrivier Municipality. The Municipal Manager, as the custodian of the Employment Equity Plan, shall seek to resolve any disputes that may arise during the implementation of the plan.

8. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

The Employment Equity Act, Act 55 of 1998 as amended, stipulates in Section 24(1):

"Every designated employer must-

- a) Assign one or more senior managers to take responsibility for monitoring and implementing an employment equity plan;*
- b) Provide the managers with authority and means to perform their functions; and*
- c) Take reasonable steps to ensure that the managers perform their functions.*

"The assignment of responsibility to a manager in terms of subsection (1) does not relieve the designated employer of any duties imposed by this Act or any other law."

An Employment Equity Manager (Manager: Human Resources Services) has been appointed and reports directly to the Director: Corporate Services. The Employment Equity Manager has been delegated the responsibility for overseeing the implementation of the Employment Equity processes.

The Municipal Manager is the custodian of the Employment Equity Plan. The roles and the responsibility of the Municipal Manager as custodian of this Plan include:

- a) Accountability to the South African Government and key stakeholders;
- b) Monitoring progress and reviewing compliance in terms of the Employment Equity Policy and Plan;
Providing strategic support with regards to the implementation of all strategies that enable Employment Equity;
- c) Identifying internal and external opportunities (current and anticipated) of the Municipality to contribute to equity measures
- d) Assisting with budgetary needs and requirements in terms of equity measures
- e) Demonstrating commitment by ensuring that Employment Equity remains part of the strategic agenda of the Municipality.
- f)

Each Director and Line Manager will however be responsible for implementing the Employment Equity Plan, Policy and guidelines in their own areas of responsibility.

The following people are assigned to take responsibility for monitoring and implementing the employment equity plan:

- Director Corporate Services
- Director Community Services
- Director Financial Services
- Director Technical Services
- Manager Human Resource Services
- Manager Administration & Legal Support Services
- Manager Planning & Development
- Manager Civil Engineering Services
- Manager Electrical Engineering Services
- Manager Project Management & Building Control
- Manager Expenditure & SCM
- Manager: Financial Management & Reporting
- Manager Revenue Management
- Manager Community Facilities
- Manager Strategic Services

SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

I **HANLIE LINDE** (Full name) Chief Accounting Officer/Accounting Officer of

(Organisation) **BERGRIVIER MUNICIPALITY**

Hereby declare that I have read, approved and authorised this Employment Equity Plan

Signed on this **26 AUGUST 2025**

At place: **PIKETBERG**

A handwritten signature in dark ink, appearing to read 'Hanlie Linde', is written over a horizontal line.

Chief Executive Officer / Accounting Officer