

KING SABATA DALINDYEBO MUNICIPALITY



EMPLOYMENT EQUITY PLAN: 01 NOVEMBER 2019 – 31 OCTOBER 2024

Trade Name	:	King Sabata Dalindyebo Municipality
DTI Reg Name	:	EC 157
PAYE/SARS No	:	7910725730
EE Ref No	:	528276
Industry/Sector	:	Local Government
Province	:	Eastern Cape
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DURATION OF THE PLAN

The plan is from the 1st of November 2019 to the 31st October 2024.

1. **OBJECTIVES OF THE EMPLOYMENT EQUITY PLAN**

TIMEFRAMES		OBJECTIVES
YEAR 1	01 November 2019 – 31 October 2020	<ul style="list-style-type: none"> i. Audit Recruitment, Selection & Appointment Policies and other policies, practices and procedures to check if there are no barriers. ii. Summary of the Employment Equity Act displayed in strategic places ; iii. To ensure that employment equity plan and employment equity report are published in the municipality website and are accessible to employees. iv. To ensure advertisements and job descriptions are fairly written – no group of people is excluded. v. Cascade Performance Management System to Middle Management level.
YEAR 2	01 November 2020 – 31 October 2021	<ul style="list-style-type: none"> i. To conduct an assessment of the municipality’s buildings to determine gaps in accommodating people with disability; ii. To implement unemployed learnership programmes, Internships and Work Integrated Learning to serve as recruitment pools for future vacancies; iii. Facilitate the implementation of Disability Disclosure Campaign, visiting all municipality satellite offices in Mthatha and Mqanduli. iv. Distribute EEA1 forms to employees.

		<ul style="list-style-type: none"> v. Conduct skills audit on a yearly basis to be able to develop a workplace skills plan that addresses skills gaps in the municipality aligned with the EE targets.
YEAR 3	01 November 2021 – 31 October 2022	<ul style="list-style-type: none"> i. Facilitate the implementation of Disability Disclosure Campaign, visiting all municipality satellite offices in Mthatha and Mqanduli. ii. Implement diversity and disability in the Workplace sessions for Management and all employees. iii. Revise, update and communicate relevant policies and procedures, including employment equity and other HR policies. iv. To facilitate and co-ordinate installation of elevator in Munitata Building liaising with Technical Services and Finance Departments.
YEAR 4	01 November 2022 – 31 October 2023	<ul style="list-style-type: none"> ➤ To conduct skills development roadshow to motivate employees with no matric to register for matric, to have at least 30 registered and studying towards completing matric; ➤ To conduct skills programmes for EPWP employees so that they could be marketable and employable; ➤ Performance Management awareness for lower levels (Unskilled & Semi-skilled)
YEAR 5	01 November 2023 – 31 October 2024	<ul style="list-style-type: none"> ❖ To develop policies, procedures and practices that eliminate any form of direct or indirect unfair harassment in the workplace, including any acts or threats that interfere with the performance at work of any individual or group on account of race, gender, sex, pregnancy, marital status, family responsibility, ethnic or social origin, HIV/Aids status, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language or birth.

2. **BARRIERS AND AFFIRMATIVE ACTION MEASURES**

A S19 analysis was conducted, involving consultation with the Employment Equity Committee, to identify any barriers or unfair discrimination which may adversely affect designated groups. The following employment barriers were identified:

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
				BARRIERS	AFFIRMATIVE ACTION MEASURES	TIME-FRAMES		RESPONSIBILITY
	POLICY	PROCEDURES	PRACTICE			START DATE	END DATE	
Recruitment procedures			√	Currently there are no EE targets and goals tabled for filling various vacant positions when recruiting	Ensure recruitment is carried out with reference to stated EE goals and targets in the approved EE Plan.	01 November 2019	31 October 2024	Director: Corporate Services (EE Manager)

Advertising positions		√		Advertisement not specifying the targeted groups to apply for positions	Advertisements to clearly indicate EE criteria and prerogative of the employer to appoint according to EE Plan as strategic objective.	1 st November 2019	31 October 2024	Director: Corporate Services (EE Manager)
Selection criteria			√	Consideration is based on academic qualifications only,	The affirmative action measure should be implemented in line with Section 20(3) a-d, (4) – (6) of the Employment Equity Act.	01 November 2019	31 December 2021	Director: Corporate Services (EE Manager)
Appointments			√	Consideration is based on academic qualifications only,	The affirmative action measure should be implemented in line with Section 20(3) a-d, (4) – (6) of the Employment Equity Act.	01 November 2019	31 December 2021	Director: Corporate Services (EE Manager)

Job classification and grading	√			Job Evaluation was benchmarked in municipalities of similar size	Immediately after finalizing the process of reviewing structure, job evaluation to be conducted.	01 March 2020	31 December 2020	Director: Corporate Services (EE Manager)
Remuneration and benefits								
Terms and conditions of employment			√	Flexi hours are not considered for employees	A clause should be included in the policy on flexi hours especially for employees who go beyond the call of duty	01 November 2019	31 October 2020	Director: Corporate Services (EE Manager)
Work environment and facilities		√		Building inaccessible to people with disabilities.	<ul style="list-style-type: none"> • Consult with a Structural Engineer to check on the possibilities of installing an elevator in the building • A report with an analysis of the current 	01 November 2019	31 December 2021	Director: Corporate Services (EE Manager)

					facilities and ergonomic gaps should be developed			
Training and development	√			Workplace Skills Plan is developed to meet the needs of the municipality and individual employees but it is not linked to the Employment Equity Targets	Develop a WSP that is a driving force in achieving the EE targets and goals.	01 May 2020	30 April 2024	Director: Corporate Services (EE Manager)
Performance and evaluation	√			Performance Management System is only implemented for Senior Managers	PMS to be cascaded down to all levels in order to address areas where employees are performing below the expected levels.	01 July 2019	31 December 2021	Director: Corporate Services (EE Manager)
Succession & experience planning	√			A policy is available in the municipality but it has	Develop a succession planning strategy	01 November 2019	31 October 2024	Director: Corporate

				never been implemented.				Services (EE Manager)
Disciplinary measures			√	Consistency needs to be practiced by Line Managers and Supervisors on similar offenses.	Labour Relations to conduct continuous road shows for all employees including Managers and Supervisors.	01 November 2019	31 October 2024	Director: Corporate Services (EE Manager)
Retention and designated groups			√	Retention Policy is not implemented in the municipality.	Promote mentoring and coaching for new and current staff, especially designated staff Create conducive culture both in terms of culture and resources	01 November 2019	31 October 2024	Director: Corporate Services (EE Manager)
Corporate culture	√			There is no consequence management applying to management	Provide training to all Managers on Consequence	01 November 2019	31 October 2024	Director: Corporate Services (EE Manager)

				and PMS has not yet been cascaded down to all levels of employees and as such the municipality is not achieving maximum performance from employees	Management and PMS. Prioritization of implementation of performance management system.			
Reasonable accommodation	√			A clear policy needs to be developed for employees that need reasonable accommodation.	A procedure manual needs to be developed when an employee gets injured on duty or when a new employee joins the municipality on the steps to be followed to ensure the employee gets reasonable accommodation.	01 November 2019	31 October 2024	Director: Corporate Services (EE Manager)

HIV & AIDS prevention and wellness programmes								
Assigned senior manager(s) to manage EE implementation								
Budget allocation in support of employment equity goals			√	No budget allocation for EE currently	A vote needs to be created specifically for Employment Equity activities and be allocated budget	1 st July 2020	31 st July 2020	Director: Corporate Services (EE Manager)
Time off for employment equity consultative committee to meet								

4. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

Workforce profile information as tabulated below is a snapshot of the workforce as at 01 November 2019, which is used to conduct an analysis of the workforce and, at the same time, serve as baseline information for the setting of numerical goals and targets.

4.1 SNAPSHOT OF THE CURRENT WORKFORCE PROFILE

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

Workforce profile snapshot date: 01 November 2019

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

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	01	0	0	0	0	0	0	0	0	0	01
Senior management	05	1	0	0	01	0	0	0	0	0	07
Professionally qualified and experienced specialists and mid-management	84	0	01	01	67	01	0	0	0	0	154
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	01	0	0	70	03	1	0	0	0	187
Semi-skilled and discretionary decision making	223	0	0	0	164	01	0	0	0	0	388
Unskilled and defined decision making	237	0	0	0	240	0	0	0	0	0	477
TOTAL PERMANENT	662	02	01	01	542	05	01	0	0	0	1214
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	662	02	01	01	542	05	01	0	0	0	1214

Table 2: Snapshot for workforce profile for employees 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	0	0	0	0	0	0	0	0
Semi-skilled and discretionary decision making	0	0	0	0	1	0	0	0	0	0	1
Unskilled and defined decision making	1	0	0	0	2	0	0	0	0	0	3
TOTAL PERMANENT	1	0	0	0	3	0	0	0	0	0	4
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	1	0	0	0	3	0	0	0	0	0	4

4.2 NUMERICAL GOALS

Numerical goals must include the entire workforce profile, and **NOT** the difference that is project 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: 1st November 2019 End date: 31st October 2024

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	01	0	0	0	0	0	0	0	0	0	1
Senior management	2	1	0	1	2	1	1	0	0	0	08
Professionally qualified and experienced specialists and mid-management	84	11	1	2	97	9	1	5	0	0	210
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	10	3	6	116	9	2	5	0	0	263
Semi-skilled and discretionary decision making	223	21	7	13	227	17	4	9	0	0	521
Unskilled and defined decision making	237	23	7	2	240	19	4	6	0	0	538
TOTAL PERMANENT	659	66	18	24	682	55	12	25	0	0	1541
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	659	66	18	24	682	55	12	25	0	0	1541

The numerical goals for employees 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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	3	1	0	0	0	0	7
Semi-skilled and discretionary decision making	5	1	0	0	7	0	0	0	0	0	13
Unskilled and defined decision /;making	5	1	0	0	7	0	0	0	0	0	13
TOTAL PERMANENT	13	2	0	0	17	2	0	0	0	0	35
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	13	2	0	0	17	2	0	0	0	0	35

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 target: Year 1			
Start date:	1 st November 2019	End date:	31 st October 2020

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	01	0	0	0	0	0	0	0	0	0	1
Senior management	3	1	0	0	2	1	0	0	0	0	7
Professionally qualified and experienced specialists and mid-management	84	3	2	2	67	1	1	2	0	0	162
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	2	1	1	70	2	1	1	0	0	190
Semi-skilled and discretionary decision making	223	4	2	3	164	2	1	1	0	0	400
Unskilled and defined decision making	237	4	1	1	240	4	1	1	0	0	489
TOTAL PERMANENT	660	14	7	7	543	10	4	5	0	0	1249
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	660	14	7	7	543	10	4	5	0	0	1249

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	1	1			1	1	0	0	0	0	4
Semi-skilled and discretionary decision making	1	1	0	0	1	1	0	0	0	0	4
Unskilled and defined decision making	1	1	0	0	1	1	0	0	0	0	4
TOTAL PERMANENT	3	3	0	0	3	3	0	0	0	0	12
Temporary employees											
RAND TOTAL	3	3	0	0	3	3	0	0	0	0	12

Numerical targets: Year 2

Start date:

1st November 2020

End date:

31 October 2021

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	1	0	0	0	0	0	1
Senior management	3	1			2	1		1	0	0	8
Professionally qualified and experienced specialists and mid-management	84	3	2	2	67	1	1	2	0	0	162
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	3	1	1	70	3	1	1	0	0	192
Semi-skilled and discretionary decision making	223	6	2	3	164	7	1	1	0	0	407
Unskilled and defined decision making	237	4	1	1	240	4	1	1	0	0	489
TOTAL PERMANENT	659	17	6	7	544	16	4	6	0	0	1267
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	659	17	6	7	544	16	4	6	0	0	1267

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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	0	0	1	1	0	0	0	0	3
Semi-skilled and discretionary decision making	2	1	0	0	2	0	0	0	0	0	5
Unskilled and defined decision making	2	1	0	0	2	0	0	0	0	0	5
TOTAL PERMANENT	5	2	0	0	6	2	0	0	0	0	15
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	5	2	0	0	6	2	0	0	0	0	15

Numerical targets: Year 3

Start date:

1st November 2021

End date:

31 October 2022

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	1	0	0	0	0	0	1
Senior management	3	1			2	1		1	0	0	8
Professionally qualified and experienced specialists and mid-management	84	3	2	2	73	3	1	2	0	0	170
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	3	1	1	70	3	1	1	0	0	192
Semi-skilled and discretionary decision making	223	6	2	3	164	7	1	1	0	0	407
Unskilled and defined decision making	237	4	1	1	240	4	1	1	0	0	489
TOTAL PERMANENT	659	17	6	7	550	20	4	6	0	0	1275
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	659	17	6	7	550	20	4	6	0	0	1275

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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	1	0	0	0	1	1	0	0	0	0	3
Semi-skilled and discretionary decision making	2	1	0	0	2	0	0	0	0	0	5
Unskilled and defined decision making	3	1	0	0	4	0	0	0	0	0	8
TOTAL PERMANENT	6	2	0	0	8	2	0	0	0	0	18
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	6	2	0	0	8	2	0	0	0	0	18

Numerical targets: Year 4

Start date:

1st November 2022

End date:

31 October 2023

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	1	0	0	0	0	0	1
Senior management	3	1			2	1		1	0	0	8

Professionally qualified and experienced specialists and mid-management	89	3	2	2	80	3	1	2	0	0	182
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	132	3	1	1	97	3	1	1	0	0	239
Semi-skilled and discretionary decision making	223	6	2	3	164	7	1	1	0	0	407
Unskilled and defined decision making	237	4	1	1	240	4	1	1	0	0	489
TOTAL PERMANENT	684	17	6	7	584	20	4	6	0	0	1328
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	684	17	6	7	584	20	4	6	0	0	1328

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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	3	1	0	0	0	0	7
Semi-skilled and discretionary decision making	2	1	0	0	3	0	0	0	0	0	9
Unskilled and defined decision making	5	1	0	0	4	0	0	0	0	0	10
TOTAL PERMANENT	10	2	0	0	10	2	0	0	0	0	24
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	10	2	0	0	10	2	0	0	0	0	24

Numerical targets: Year 5

Start date: 1st November 2023 **End date:** 31 October 2024

Numerical targets, **including** people with disabilities

Occupational Levels	Male	Female	Foreign Nationals	Total
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	A	C	I	W	A	C	I	W	Male	Female	
Top management	01	0	0	0	0	0	0	0	0	0	1
Senior management	2	1	0	1	2	1	1	0	0	0	08
Professionally qualified and experienced specialists and mid-management	84	11	1	2	97	9	1	5	0	0	210
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	112	10	3	6	116	9	2	5	0	0	263
Semi-skilled and discretionary decision making	223	21	7	13	227	17	4	9	0	0	521
Unskilled and defined decision making	237	23	7	2	240	19	4	6	0	0	538
TOTAL PERMANENT	659	66	18	24	682	55	12	25	0	0	1541
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	659	66	18	24	682	55	12	25	0	0	1541

Numerical Targets for people with disabilities Only

Occupational Levels	Male	Female	Foreign Nationals	Total
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	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	1	0	0	0	0	0	1
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0	0	0	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	0	0	0	3	1	0	0	0	0	7
Semi-skilled and discretionary decision making	5	1	0	0	7	0	0	0	0	0	13
Unskilled and defined decision making	5	1	0	0	7	0	0	0	0	0	13
TOTAL PERMANENT	13	2	0	0	17	2	0	0	0	0	35
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	13	2	0	0	17	2	0	0	0	0	35

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

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STAKEHOLDER	ROLES/RESPONSIBILITIES	FREQUENCY
Municipal Manager	<ul style="list-style-type: none"> To ensure that Senior Manager has been appointed to deal with employment equity in the municipality 	Yearly
Municipal Manager	<ul style="list-style-type: none"> To ensure that the Employment Equity Plan is adopted by the Council 	Yearly
Director: Corporate Services	<ul style="list-style-type: none"> To ensure effective communication to all stakeholders on issues relating to employment equity 	Quarterly
Director: Corporate Services	<ul style="list-style-type: none"> To submit quarterly and annual reports on equity goals 	Quarterly, yearly
Employment Equity Forum	Conduct workforce analysis, identify barriers and identify gaps	Yearly
Employment Equity Forum	Set Numerical Goals and Targets	Yearly

Employment Equity Forum	<ul style="list-style-type: none"> ▪ Review employment equity targets in accordance with staff movement and the statistics thereof. 	Yearly
Director: Corporate Services	<ul style="list-style-type: none"> • To facilitate sitting of Employment Equity Forum meetings in order to ensure that set goals and objectives are achieved. 	quarterly
Employment Equity Committee	Analyse Employment Equity reports and input before their submission to Department of Employment and Labour	Yearly
Director: Corporate Services	<ul style="list-style-type: none"> ▪ To submit Employment Equity reports to Department of Employment and Labour 	Yearly
Employment Equity Committee	<ul style="list-style-type: none"> ▪ Prepare subsequent equity plan before the end of the current employment equity term 	31 October 2024
		quarterly

Director: Corporate Services	<ul style="list-style-type: none"> To ensure that in Recruitment processes employment equity targets are met 	
Director: Corporate Services	<ul style="list-style-type: none"> To incorporate equity targets in the workplace skills plan (WSP) in order to achieve employment equity goals 	yearly
Director: Corporate Services	<ul style="list-style-type: none"> To ensure that poster and reports to prominent places in the workplace to inform employees about the equity 	Ongoing
Municipal Manager	<ul style="list-style-type: none"> Ensure timeously that all employment equity legislation amendments are effected or reflected in the plan and are implemented as stipulated 	As and when required

6. **DISPUTE RESOLUTION MECHANISMS**

The procedure about the implementation and interpretation of the plan, in terms of the S20(2)(g) of the Act is set out below:-

- 6.1 Any employee having a grievance or dispute arising out of the implementation of the Employment Equity Plan should lodge such a grievance / dispute through the normal grievance / dispute procedure of the municipality.
- 6.2 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.
- 6.3 The Employment Equity Manager shall convene a special EE Forum meeting to discuss the grievance or dispute in an endeavour to facilitate a settlement.
- 6.4 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 meetings to try and resolve the dispute. The parties may also agree on an external party to assist with resolving the dispute through conciliation, mediation or by providing expert opinion;
- 6.5 Should the parties fail to resolve or settle the dispute, at the meeting or meetings envisaged in clause 6.4 above, either party may resort to the relevant dispute provisions of the Labour Relations Act or the Employment Equity Act.
- 6.6 The outlined processes above should be completed within 30 days.

7. SENIOR MANAGERS ASSIGNED TO MENTOR AND IMPLEMENT THE PLAN

The municipality has assigned one Senior Manager, Director: Corporate Services, to monitor and implement the Employment Equity Plan. The Director Corporate Services has been appointed to be an Employment Equity Manager for the duration of the Employment Equity Plan which is from 01 November 2019 to 31 October 2024;

MUNICIPAL MANAGER

I, Ngamela Pakade, Municipal Manager of King Sabata Dalindyebo Municipality hereby declare that I have read, approved and authorized this EE plan.

Signed at Mthatha on this.....day ofyear.....

At place:

.....
MUNICIPAL MANAGER