

October | 2024



Bergvriër Municipality

This employment equity plan is drawn up in compliance with the Employment Equity Act, Act 55 of 1998. This plan covers a 5-year period, from 1 October 2024 to 30 September 2029

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1. INTRODUCTION

In terms of the Employment Equity Act No. 55 of 1998, Bergvriër Local Municipality is required to prepare and submit an Employment Equity Plan.

The development of an Employment Equity Plan is a legislative obligation under the Employment Equity Act. The Plan provides a significant framework for the achievement of equity across the municipality; it provides a guide for departments for the inclusion of equity and access strategies as an integral part of their strategic planning.

There is therefore a legal requirement to develop a new employment equity plan that will guide employment equity within the municipality for the next five (5) years. Therefore – despite previous employment equity plans having been submitted by the municipality – this Employment Equity Plan is intended to supersede and replace such previous plans.

The municipality is strongly committed to the achievement of employment equity and equal opportunity for all employees. The municipality is actively working towards creating and maintaining a fair and equitable working environment, free from all forms of discrimination and harassment. The municipality is also proud of its diverse population of employees, and a major priority is to promote a workplace culture of inclusivity, in which cultural diversity is respected and valued.

The Employment Equity Plan sets the strategic direction of the municipality's overall employment equity programmes and supports the municipality's commitment to equal justice for all. It focuses on four main areas:

1. The integration of employment equity within policy, planning and management systems;
2. Ensuring employment practices do not discriminate against employees or potential employees;
3. Promoting employment equity and workforce diversity; and
4. Ensuring a work environment that is free from racial harassment.

As a socially responsible employer in the Western Cape province, the Municipality acknowledges its role and responsibilities in the furtherance of the aims and principles contained in the Act and this Employment Equity Plan has therefore been prepared in adherence to and in terms of the requirements set out in section 20 (1) of the Act.

We are therefore of the opinion that the drafting and approval of this EE Plan has been as inclusive and transparent as possible, and we commit ourselves to the monitoring, enforcement and furtherance of the objectives set out herein. The municipality also recognizes that diversity and employment equity are key business imperatives that will enable the municipality to build on its

reputation as a local municipality of excellence. Employment equity for employees is fundamental to the achievement of excellence and quality in all areas of the municipality's operations.

2. DEFINITIONS

Unless the context otherwise indicates:

"Basic Conditions of Employment Act"	means the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended;
"Black people"	is a generic term which means Africans, Coloureds and Indians ;
"Code of good practice"	means a document issued by the Minister in terms of section 54, intended to provide employers with information that may assist them in implementing the Employment Equity Act, 1998 (55 of 1998)
"Collective agreement"	means a written agreement concerning terms and conditions of employment or any other matter of mutual interest concluded in the SALGBC
"Commission"	means the Commission for Employment Equity, established by section 28 of the Employment Equity Act, 1998 (55 of 1998);
"Constitution"	means the Constitution of the Republic of South Africa
"Designated employer"	means: (a) a person who employs 50 or more employees; (b) a person who employs fewer than 50 employees but has a total annual turnover that is equal to or above the applicable annual turnover of a small business in terms of the Schedule 4 of this Act; (c) a municipality, as referred to in Chapter 7 of the Constitution; (d) an organ of state as defined in section 239 of the Constitution, but excluding local spheres of government, the National Defence Force, the National Intelligence Agency and the South African Secret Service; and

- (e) an employer bound by collective agreement in terms of section 23 or 31 of the Labour Relations Act, which appoints it as a designated employer in terms of this Act, to the extent provided for in the agreement.

"Designated groups"

means black people, women and people with disabilities who are natural persons, and:

- citizens of the Republic of South Africa by birth or descent, or
- citizens of the Republic of South Africa by naturalisation before the commencement date of the Constitution of the Republic of South Africa Act of 1993, or
- became citizens of the Republic of South Africa after the commencement date of the Constitution of the Republic of South Africa act of 1993, but who, were it not for Apartheid policy that had been in place prior to that date, would have been entitled to acquire citizenship by naturalisation prior to do date.

"Dismissal"

has the meaning assigned to it in section 186 of the Labour Relations Act;

"Dispute"

includes an alleged dispute;

"Employee"

means any person other than an independent contractor who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and in any manner assists in carrying on or conducting the business of an employer,

"Employment Equity Act"

means the Employment Equity Act, 1998 (55 of 1998)

"Employment policy or practice"

includes, but is not limited to--

- (a) recruitment procedures, advertising and selection criteria;
- (b) appointments and the appointment process;
- (c) job classification and grading;
- (d) remuneration, employment benefits and terms and conditions of employment;
- (e) job assignments;
- (f) the working environment and facilities;

- (g) training and development;
- (h) performance evaluation systems;
- (i) promotion;
- (j) transfer;
- (k) demotion;
- (l) disciplinary measures other than dismissal; and
- (m) dismissal.

"Family responsibility"

means the responsibility of employees in relation to their spouse or partner, their dependent children or other members of their immediate family who need their care or support;

"HIV"

means the Human Immunodeficiency Virus;

"Labour Relations Act"

means the Labour Relations Act, 1995 (Act No. 66 of 1995);

"Medical testing"

includes any test, question, inquiry or other means designed to ascertain, or which has the effect of enabling the employer to ascertain, whether an employee has any medical condition;

"Non-designated groups"

means groups that do not fit into above-mentioned definition of designated groups, by implication non-disabled white males and non-South African Citizens;

"People with disabilities"

means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment;

"Pregnancy"

includes intended pregnancy, termination of pregnancy and any medical circumstances related to pregnancy;

"Reasonable accommodation"

means any modification or adjustment to a job or to the working environment that will enable a person from a designated group to have access to or participate or advance in employment;

"Remuneration"

means any payment in money or in kind, or both in money and in kind, made or owing to any person in

return for that person working for any other person, including the State; and

"Suitably qualified person"

means a person who may be qualified for a job because of any one or any combination of that person's formal qualifications, prior learning, relevant experience, capacity to acquire within a reasonable period the ability to do the job.

3. DURATION OF THE PLAN

The duration of a Plan is five years commencing on **1 October 2024 to 30 September 2029**.

4. OBJECTIVES 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 October 2024 - 30 September 2025	<ul style="list-style-type: none"> • Compliance to the Employment Equity Act <ul style="list-style-type: none"> - 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 done 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.

		<ul style="list-style-type: none"> - 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 October 2025 - 30 September 2026	<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 done 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 3	01 October 2026 - 30 September 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 done in line with targets set out in the EE Plan. - Implementation of Succession Planning Policy. - Submission of annual Workplace Skills Plan (WSP).

		<ul style="list-style-type: none"> • 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.
<p>YEAR 4</p>	<p>01 October 2027 - 30 September 2028</p>	<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 done 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.

<p>YEAR 5</p>	<p>01 October 2028 - 30 September 2029</p>	<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 done 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.
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5. BARRIERS AND AFFIRMATIVE ACTION MEASURES (policies, procedures and/or practice)

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).

BARRIERS AND AFFIRMATIVE ACTION MEASURES				
CATEGORIES	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>PROPOSED AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (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. 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: Women and persons with disabilities are encouraged to apply.</p> <p>The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.</p>

BARRIERS AND AFFIRMATIVE ACTION MEASURES				
CATEGORIES	WHERE BARRIERS EXIST			PROPOSED AFFIRMATIVE ACTION MEASURES
	POLICY	PROCEDURE	PRACTICE	
Advertising positions			√	<p>All advertisements contain the following phrases:</p> <p>Women and persons with disabilities are encouraged to apply.</p> <p>The Municipality is an equal opportunity employer and respects 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 Bergrivier Municipality's website and notice boards.</p>
Selection criteria	√			<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>All employees who must comply with the minimum competency levels as well as the next reporting level are trained.</p>
				<p>Few suitably qualified candidates from designated groups as well as people with disabilities apply for advertised posts.</p>
				<p>The minimum competency levels as 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 limits the pool of applicants who can apply for such positions.</p>

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES					
	WHERE BARRIERS EXIST			BARRIERS	PROPOSED AFFIRMATIVE ACTION MEASURES	
	POLICY	PROCEDURE	PRACTICE			
Appointments			√	The appointment of people with disabilities remains a shortcoming with only one person with a disability employed in Bergvriewer Municipality as of 30 June 2024.	All advertisements contain the following phrase: Women and persons with disabilities are encouraged to apply. Management must ensure, where possible, that appointments are made in line with the set EE-targets to achieve balance between operational requirements and promotion of representativity.	
Job classification and grading				None – Posts are classified and graded on job content. Job evaluation policy was revised and approved on 21/11/2023.		
Remuneration and benefits	√			Remuneration and benefits are determined through negotiation in the South African Local Government Bargaining Council.	Remuneration and Allowances policy was developed and the draft policy must be presented to the LLF.	
Terms & conditions of employment				None – Terms and conditions of employment are determined through negotiation in the South African Local Government Bargaining Council		

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				PROPOSED AFFIRMATIVE ACTION MEASURES
	WHERE BARRIERS EXIST			BARRIERS	
	POLICY	PROCEDURE	PRACTICE		
Work environment and facilities			√	<p>Not all the buildings of the municipality are accessible to people with physical disabilities. Bergrivier 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>The relevant Directorates must make provision in their budget to address shortcomings identified by the audit.</p>

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES			
	WHERE BARRIERS EXIST			PROPOSED AFFIRMATIVE ACTION MEASURES
	POLICY	PROCEDURE	PRACTICE	
Training and development				<p>Bergviver Municipality recognises the obligations placed on it by the Skills Development Act of 1998 to train and develop employees. Employees attends structured training programmes. These programmes include:</p> <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			√	<p>None</p> <p>The municipality have an approved policy and electronic performance management system. The system is cascaded to down to all employees. The performance of all employees must be assessed, but the implementation of the system remains a challenge.</p> <p>Municipal Manager and Directors must ensure that the performance of all employees is evaluated.</p>
Succession & experience planning				<p>None – Currently assist with bursaries for employees.</p>

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES			
	WHERE BARRIERS EXIST			PROPOSED AFFIRMATIVE ACTION MEASURES
	POLICY	PROCEDURE	PRACTICE	
Disciplinary measures		√		Supervisors and managers do not take full ownership of discipline within their respective sections/departments. Development of Disciplinary Policy and SOP.
Retention of designated groups			√	Due to the lack of opportunities available in Bergrivier 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. Outcome-based training to accelerate the advancement of designated groups within Bergrivier Municipality. The municipality have an approved Talent Management & Retention Policy to help address the problem.
Corporate culture				It is difficult to retain employees through higher salary offers as salary scales are fixed on job grading on the TASK Job Evaluation System. None

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES			
	WHERE BARRIERS EXIST			PROPOSED AFFIRMATIVE ACTION MEASURES
	POLICY	PROCEDURE	PRACTICE	
Office accommodation			√	<p>Although the buildings of Bergrivier 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>
HIV&AIDS prevention and wellness programmes				<p>None – Quarterly workshops and employee wellness programs are held.</p>
Assigned senior manager(s) to manage EE implementation				<p>None – the Municipal Manager and Directors manage Employment Equity implementation.</p>

CATEGORIES	BARRIERS AND AFFIRMATIVE ACTION MEASURES				
	WHERE BARRIERS EXIST			BARRIERS	PROPOSED AFFIRMATIVE ACTION MEASURES
	POLICY	PROCEDURE	PRACTICE		
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.

6. WORKFORCE PROFILE

6.1 Demographic Profile of the workplace

During the planning stages, several demographic characteristics emerged that were considered in drafting reasonable targets for this Plan.

The national and provincial demographics of the Economically Active population (EAP) are illustrated in the table below.

Economically Active Population (EAP)							
Male				Female			
		RSA	WC			RSA	WC
AM	African Male	43.37%	23.04%	AF	African Female	37.54%	19.21%
CM	Coloured Male	4.69%	23.31%	CF	Coloured Female	4.23%	20.55%
IM	Indian Male	1.60%	0.67%	IF	Indian Female	0.89%	0.25%
WM	White Male	4.17%	6.92%	WF	White Female	3.51%	6.06%

Table 1: Profile of the EAP by race and gender

The table below sets out the demographics of the Western Cape compared to the National demographics and is based on information (as available during the drafting of this Plan) of the “economically active population¹” as provided by StatsSA. *Stassa can only provide the economic active population for national and provincial and not on a district or local level anymore. The stats used for the West Coast and Bergrivier is the same stats as for used for the previous 5-year cycle, as all the 2022 Census data is not released by StatsSA and the quarterly Labour Force Survey do not make provision anymore for the economic active population per district or municipality.*

	South Africa	Western Cape	West Coast	Bergrivier
Black	80.91%	42.24%	15,40%	10,96%
Coloured	8.92%	43.86%	65,90%	72.83%
Asian	2.48%	0.92%	0.50%	0,39%
White	7.69%	12.98%	18,20%	15.82%

Table 2: Demographic Profile

Considering the data provided by the Department of Labour and Statistics South Africa the municipality needs to analyse its workforce and determine realistic numerical goals that may be achieved during the term of the plan.

¹ Refers to people between the ages of 15 and 65

6.2 Snapshot of the Current Workforce Profile

The objective of the analysis of the workforce profile is to compare the internal representation of the designated groups with the external demographics of the area from which the employer normally recruits employees. This requires that the internal and external representation levels of designated groups be determined to evaluate whether under-representation exists in the employer's workforce and to serve as a target for the achievement of numerical goals for each occupational level. The workforce profile of the municipality in the various occupational levels as on 30 June 2024 is set out in the table below:

Occupational Levels	Gender & Race								Total
	Male				Female				
	A	C	I	W	A	C	I	W	
Top management	0	3	0	1	0	0	0	1	5
Senior management	0	3	0	6	0	0	0	3	12
Professionally qualified and experienced specialists and mid-management	2	11	0	5	0	1	0	2	21
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	3	58	0	12	3	46	0	12	134
Semi-skilled and discretionary decision making	12	106	0	3	3	36	0	4	164
Unskilled and defined decision making	4	36	0	0	3	29	0	1	73
TOTAL PERMANENT	21	217	0	27	9	112	0	23	409
Temporary employees	0	7	0	0	0	11	0	0	18
GRAND TOTAL	21	224	0	27	9	123	0	23	427

Table 3: Current workforce profile

6.3 Proposed workforce profile by September 2029

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
EAP WEST COAST ²	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
WFP June 2024 ³	5.13%	53.06%	0.00%	6.60%	2.20%	27.38%	0.00%	5.62%	100%
Actual WFP JUN 2024 (A)	21	217	0	27	9	112	0	23	409
Target WFP (B)	40	149	1	43	23	121	1	31	409
EE Differential (B-A)	19	-68	1	16	14	9	1	8	0
Goals Oct 2024	21	217	0	27	9	112	0	23	409
Goals Oct 2025	24	206	0	30	11	114	0	24	409
Goals Oct 2026	27	195	0	33	13	116	0	25	409
Goals Oct 2027	31	181	0	36	15	118	1	27	409
Goals Oct 2028	35	167	0	39	18	120	1	29	409
Goals Oct 2029	40	149	1	43	23	121	1	31	409
WFP OCT 2029	40	149	1	43	23	121	1	31	409
Targets 2029	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%

Table 4: Proposed workforce profile by September 2029

The following were derived from the workforce analysis, upon consulting the EAP:

- The analysis shows that at present Coloured Males and Females are collectively the main beneficiaries of employment in the organisation.
- Coloured Males are presently over-represented by 16.62% in the municipality.
- African Males are under-represented by 4.77%, White Males are under-represented by 3.90%, African Females are under-represented by 3.30% and White Females are under-represented by 2.08%.
- Coloured Males and Coloured Females are in the majority in the semi-skilled and unskilled levels.
- African Males are not represented at the "Top Management and Senior Management" level.
- White males and females are not represented at the "Unskilled and defined decision making" level.
- People with Disability (PWD) are not represented at all occupational levels.

The municipality currently employ only one disabled person. The municipality will have to make a concerted effort to recruit disabled persons for employment.

² Economic Active Profile - Quarterly Labour Force Survey published by Statistics South Africa – 20 March 2019

³ Bergvliet Municipality Workforce Profile

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	0	0	0	0	0	0	0
Unskilled and defined decision making	0	1	0	0	0	0	0	0	0	0	1
TOTAL PERMANENT	0	0	0	0	0	0	0	0	0	0	0
Temporary employees	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTAL	0	1	0	0	0	0	0	0	0	0	1

Table 5: Current workforce profile for people with disabilities only

6.4 Racial Distribution

At present, section 42 of the Employment Equity Act states that in determining whether a designated employer is implementing Employment Equity in compliance with this Act, the Director-General of Labour must take into account all other factors mentioned in section 42, which includes the "demographic profile of the national and regional economically active population" and the "pool of suitably qualified people from designated groups from which the employer may reasonably be expected to promote or appoint employees".

	South Africa	Western Cape	West Coast	Bergvrievier
Black	80.91%	42.24%	15.40%	10.96%
Coloured	8.92%	43.86%	65.90%	72.83%
Asian	2.48%	0.92%	0.50%	0.39%
White	7.69%	12.98%	18.20%	15.82%

Table 5: Racial Distribution

The below graph shows the racial distribution in South Africa compared to the Western Cape, West Coast District and Bergrivier.

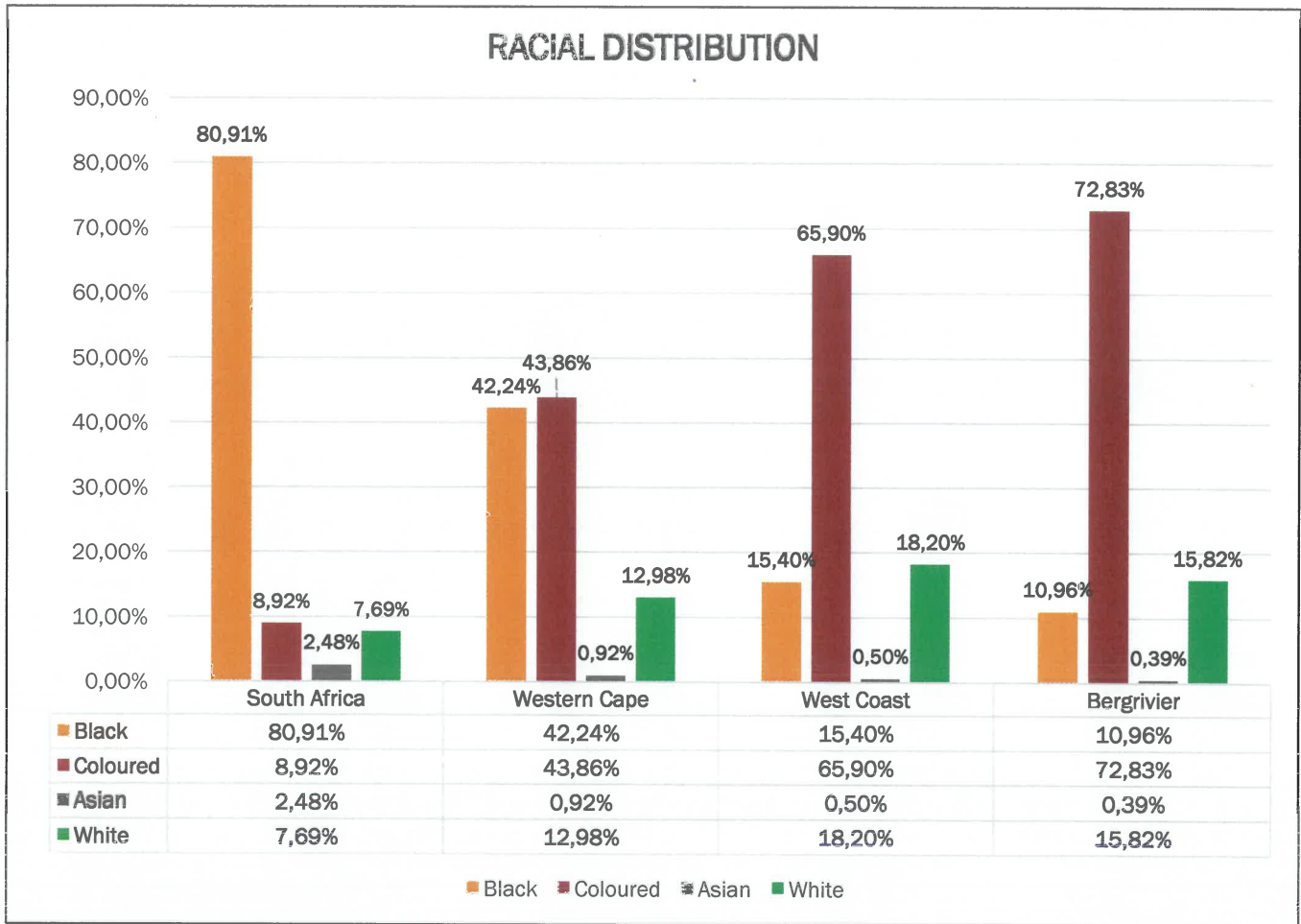


Figure 1: Racial distribution

The municipality needs to recruit designated employees in each of the occupational levels to ensure a representative workforce as envisaged by the Act.

6.5 Gender Profile

It is evident from the graph below, that women of all races are severely under-represented in various positions and occupational levels.

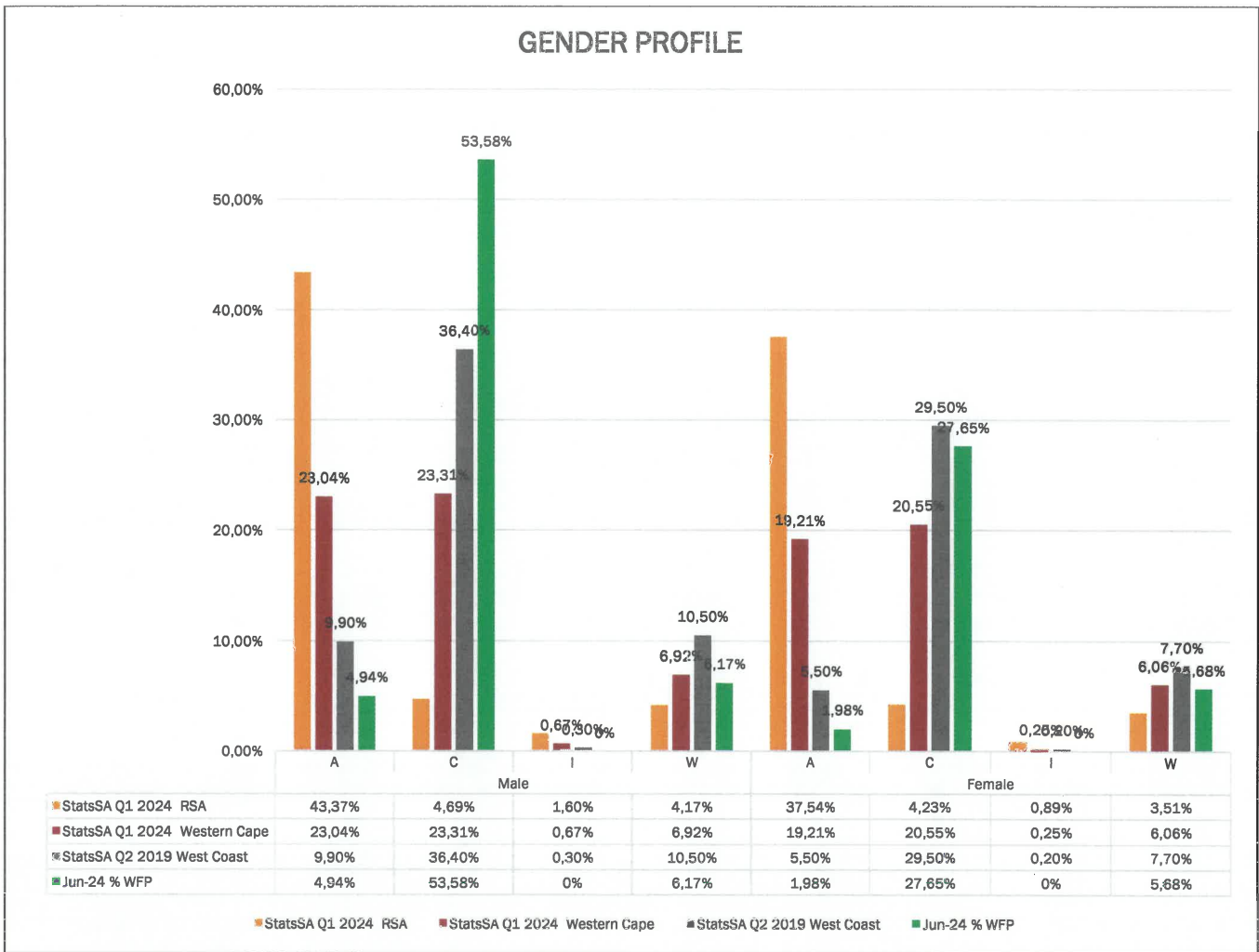


Figure 2: Gender Profile

Of the 38 positions in the first three occupational levels, female employees occupy only seven of those positions. The biggest challenge for the municipality is the gender imbalances that still exist within the workforce.

In all occupational levels the men outnumber female employees. Out of a total workforce of 409 only 144 are female.

The municipality must take affirmative action measures to recruit women for jobs where they have been previously excluded such as management positions, other semi-skilled (clerical positions) and on all management levels. Both sexes should have equal access to all training opportunities and employment equity programmes should require a demonstration by the municipality that such access has been provided.

6.6 Age Distribution

The age distribution of employees is particularly important for the employer in the workforce analysis.

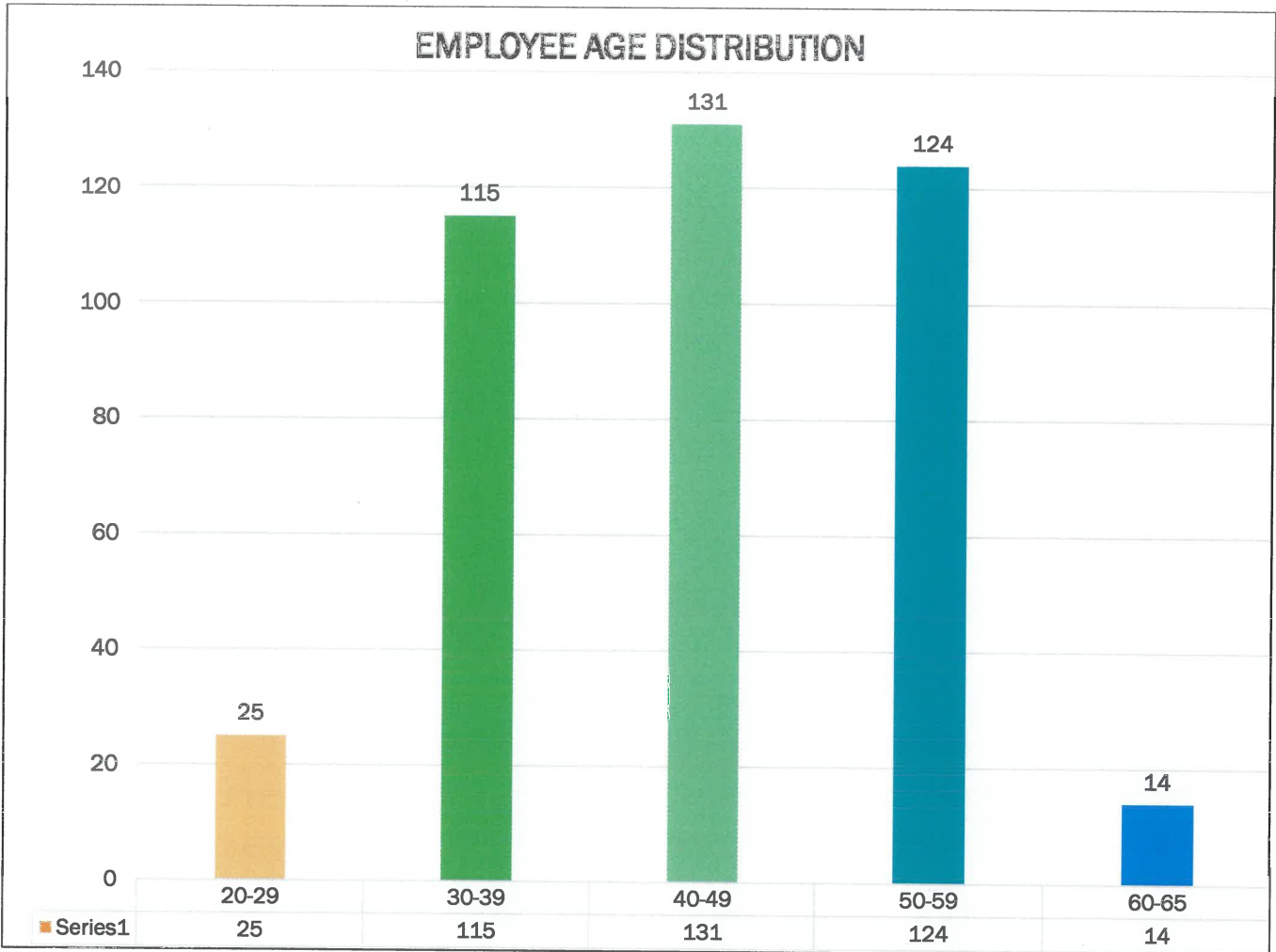


Figure 3: Bergvriev employee age distribution

Considering the annual turnover of $\pm 5\%$ and the age distribution it can be expected that in the next 5 years at least 16 employees will reach normal retirement age. A total of 54 employees have already reached early retirement age (55 years). The following is a breakdown of the fifty-four (54) employees who already reached early retirement age (55 years) and the sixteen (16) employees who will reach retirement age and can be used to achieve some of the targets:

AGE	55	56	57	58	59	60	61	62	63	64
NO.	9	13	12	4	2	4	5	3	2	0

Table 6: Age analysis

7. NUMERICAL GOALS AND TARGETS

The source data for all workforce profiles is derived from Bergrivier Municipality's Human Resources System – PAYDAY:

- Annual numerical goals are set for each occupational level and category separately for the periods 2024/2025 to 2028/2029.
- The final targets are also set for each occupational level and category separately for the period 2024 to 2029.
- The actual work force profiles as on 30 June 2024 were used as the basis for this EEP.

7.1 Numerical Goals

The broad goal of the municipality is to achieve a workforce profile that is broadly representative of the Western Cape people by the end of September 2029.

During the Local Labour Forum held on 27 March 2014, it was decided that the employment equity plan be revised to reflect the demographics of the West Coast District instead of the Western Cape. The reason for this change is that the municipality normally recruits from this region. The Western Cape statistics are included only as a benchmark. The most recent West Coast District EAP available was obtained from StatsSA.

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
EAP WEST COAST ⁴	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
WFP June 2024 ⁵	5.13%	53.06%	0.00%	6.60%	2.20%	27.38%	0.00%	5.62%	100%
Actual WFP JUN 2024 (A)	21	217	0	27	9	112	0	23	409
Target WFP (B)	40	149	1	43	23	121	1	31	409
EE Differential (B-A)	19	-68	1	16	14	9	1	8	0
Goals Oct 2024	21	217	0	27	9	112	0	23	409
Goals Oct 2025	24	206	0	30	11	114	0	24	409
Goals Oct 2026	27	195	0	33	13	116	0	25	409
Goals Oct 2027	31	181	0	36	15	118	1	27	409
Goals Oct 2028	35	167	0	39	18	120	1	29	409
Goals Oct 2029	40	149	1	43	23	121	1	31	409
WFP OCT 2029	40	149	1	43	23	121	1	31	409
Targets 2029	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%

Table 7: Proposed workforce profile by September 2029

⁴ Economic Active Profile - Quarterly Labour Force Survey published by Statistics South Africa – 20 March 2019

⁵ Bergrivier Municipality Workforce Profile

Remarks and Calculations:

1. All %'s are rounded to two decimals.
2. The numerical goals 2024/2025 reflect the actual employee profile and numbers as at end June 2024.
3. Calculations
 - Step 1: Calculate Numeric targets for 2029 - The EAP % of the total permanent workforce. (i.e. $9.90\% * 463 = 46$)
 - Step 2: Calculate the EE Annual Differential (EEAD): The numerical targets for October 2029 minus the workforce total for the given culture/gender group, divided by the term of the EEP (5 years).
 - Step 3: Calculate the numeric annual goals for each culture /gender group - > 1st term: Take workforce for the given culture/gender group and add numeric EEAD. > 2nd and subsequent annual goals: Take annual goal (per culture/gender group) for previous term and add the applicable numeric EEAD for each term separately.
4. EEAD Application

Should the EEAD reflect a negative value, then the annual work force must be decreased by the negative value. Should the EEAD reflect a positive value, then the annual work force must be increased by the positive value.

7.2 Disability

Again, similarly to the reasons why the municipality may find it difficult to employ female employees in physical demanding jobs, so too would the municipality find it difficult to employ persons with disabilities in these jobs. There are also other considerations, such as legal requirements for drivers, which will unfortunately exclude many persons with disabilities to be employed as drivers.

However – this does not mean that the municipality can totally ignore persons with disabilities. There are still a considerable number of positions (such as administrative-, general- and other technical positions), which are ideally suited for persons with disabilities.

The municipality will have to identify all positions which might be suitable for persons with disabilities (i.e. administrative positions) and which kind of disabilities would limit, restrict or legally deny a person with a disability from which positions (and the reasons for such limitations or restrictions).

This trend is the same as experienced in the public service. Government has set a target of 2%⁶ representation of disabled people in the public service that should have been achieved by 2005. This target was later extended to 2010 and thereafter to 2015 due to lack of reasonable progress in this area.

⁶ Assessment on Disability Equity in the Public Service January 2008

Male	Female	Total
5	3	8

Table 8: Proposed workforce profile for people with disabilities only

All advertisements of Bergrivier Municipality contain the following phrases:

"Women and persons with disabilities are encouraged to apply.

The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets."

Advertisements are also placed on Bergrivier Municipality's website and notice boards.

7.3 Numerical Targets

7.3.1 Top Management

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top Management									
Current Profile	0.00%	60.00%	0.00%	20.00%	0.00%	0.00%	0.00%	20.00%	100%
EAP WEST COAST	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024 (A)	0	3	0	1	0	0	0	1	5
Desired Representation (B)	0	2	0	1	0	1	0	1	5
EE Plan Term Differential (B-A)	0	-1	0	0	0	1	0	0	0
Goals Oct 2024	0	3	0	1	0	0	0	1	5
Goals Oct 2025	0	3	0	1	0	0	0	1	5
Goals Oct 2026	0	3	0	1	0	0	0	1	5
Goals Oct 2027	0	2	0	1	0	1	0	1	5
Goals Oct 2028	0	2	0	1	0	1	0	1	5
Goals Oct 2029	0	2	0	1	0	1	0	1	5
OL Target 2029	0.00%	40.00%	0.00%	20.00%	0.00%	20.00%	0.00%	20.00%	100%

7.3.2 Senior Management

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Senior Management									
Current Profile	0.00%	25.00%	0.00%	50.00%	0.00%	0.00%	0.00%	25.00%	100%
EAP WEST COAST	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024 (A)	0	3	0	6	0	0	0	3	12
Desired Representation (B)	1	4	0	1	1	4	0	1	12
EE Plan Term Differential (B-A)	1	1	0	-5	1	4	0	-2	0
Goals Oct 2024	0	3	0	6	0	0	0	3	12
Goals Oct 2025	1	3	0	5	0	0	0	3	12
Goals Oct 2026	1	4	0	4	0	1	0	2	12
Goals Oct 2027	1	4	0	3	1	2	0	1	12
Goals Oct 2028	1	4	0	2	1	3	0	1	12
Goals Oct 2029	1	4	0	1	1	4	0	1	12
OL Target 2029	8.33%	33.33%	0.00%	8.33%	8.33%	33.33%	0.00%	8.33%	100.00%

7.3.3 Professionally qualified and experienced specialists and mid-management

Occupational Levels	Male				Female				
	A	C	I	W	A	C	I	W	Total
Professionally qualified and experienced specialists and mid-management									
Current Profile	9.52%	52.38%	0.00%	23.81%	0.00%	4.76%	0.00%	9.52%	100%
EAP WEST COAST	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024 (A)	2	11	0	5	0	1	0	2	21
Desired Representation (B)	2	8	0	2	1	6	0	2	21
EE Plan Term Differential (B-A)	0	-3	0	-3	1	5	0	0	0
Goals Oct 2024	2	11	0	5	0	1	0	2	21
Goals Oct 2025	2	10	0	5	0	2	0	2	21
Goals Oct 2026	2	10	0	4	0	3	0	2	21
Goals Oct 2027	2	9	0	4	0	4	0	2	21
Goals Oct 2028	2	8	0	3	1	5	0	2	21
Goals Oct 2029	2	8	0	2	1	6	0	2	21
OL Target 2029	9.52%	38.10%	0.00%	9.52%	4.76%	28.57%	0.00%	9.52%	100.00%

7.3.4 Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Current Profile	2.24%	43.28%	0.00%	8.96%	2.24%	34.33%	0.00%	8.96%	100%
EAP WEST COAST[1]	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024 (A)	3	58	0	12	3	46	0	12	134
Desired Representation (B)	13	49	0	14	8	40	0	10	134
EE Plan Term Differential (B-A)	10	-9	0	2	5	-6	0	-2	0
Goals Oct 2024	3	58	0	12	3	46	0	12	134
Goals Oct 2025	5	56	0	13	3	45	0	12	134
Goals Oct 2026	7	55	0	13	4	44	0	11	134
Goals Oct 2027	9	52	0	14	5	43	0	11	134
Goals Oct 2028	11	51	0	14	6	41	0	11	134
Goals Oct 2029	13	49	0	14	8	40	0	10	134
OL Target 2029	9.70%	36.57%	0.00%	10.45%	5.97%	29.85%	0.00%	7.46%	100.00%

7.3.5 Semi-skilled and discretionary decision making

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Semi-skilled and discretionary decision making									
Current Profile	7.32%	64.63%	0.00%	1.83%	1.83%	21.95%	0.00%	2.44%	100%
EAP WEST COAST[1]	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024	12	106	0	3	3	36	0	4	164
Desired Representation	16	60	1	17	9	48	0	13	164
EE Plan Term Differential (B-A)	4	-46	1	14	6	12	0	9	0
Goals Oct 2024	12	106	0	3	3	36	0	4	164
Goals Oct 2025	13	97	0	6	4	38	0	6	164
Goals Oct 2026	14	88	0	9	5	40	0	8	164
Goals Oct 2027	14	79	1	11	7	43	0	9	164
Goals Oct 2028	15	70	1	13	8	46	0	11	164
Goals Oct 2029	16	60	1	17	9	48	0	13	164
OL Target 2029	9.76%	36.59%	0.61%	10.37%	5.49%	29.27%	0.00%	7.93%	100.00%

7.3.6 Unskilled and defined decision making

Occupational Levels	Male				Female				
	A	C	I	W	A	C	I	W	Total
Unskilled and defined decision making									
Current Profile	5.48%	49.32%	0.00%	0.00%	4.11%	39.73%	0.00%	1.37%	100%
EAP WEST COAST[1]	9.90%	36.40%	0.30%	10.50%	5.50%	29.50%	0.20%	7.70%	100%
Actual WFP Jun 2024	4	36	0	0	3	29	0	1	73
Desired Representation	7	27	0	7	4	22	0	6	73
EE Plan Term Differential (B-A)	3	-9	0	7	1	-7	0	5	0
Goals Oct 2024	4	36	0	0	3	29	0	1	73
Goals Oct 2025	5	34	0	2	3	27	0	2	73
Goals Oct 2026	6	32	0	4	3	25	0	3	73
Goals Oct 2027	6	30	0	5	4	24	0	4	73
Goals Oct 2028	7	29	0	6	4	22	0	5	73
Goals Oct 2029	7	27	0	7	4	22	0	6	73
OL Target 2029	9.59%	36.99%	0.00%	9.59%	5.48%	30.14%	0.00%	8.22%	100.00%

If the municipality achieves the goals set in the table above in September 2029 the racial profile of the municipality will be as follows compared to that of the Western Cape, West Coast District and the status (June 2024):

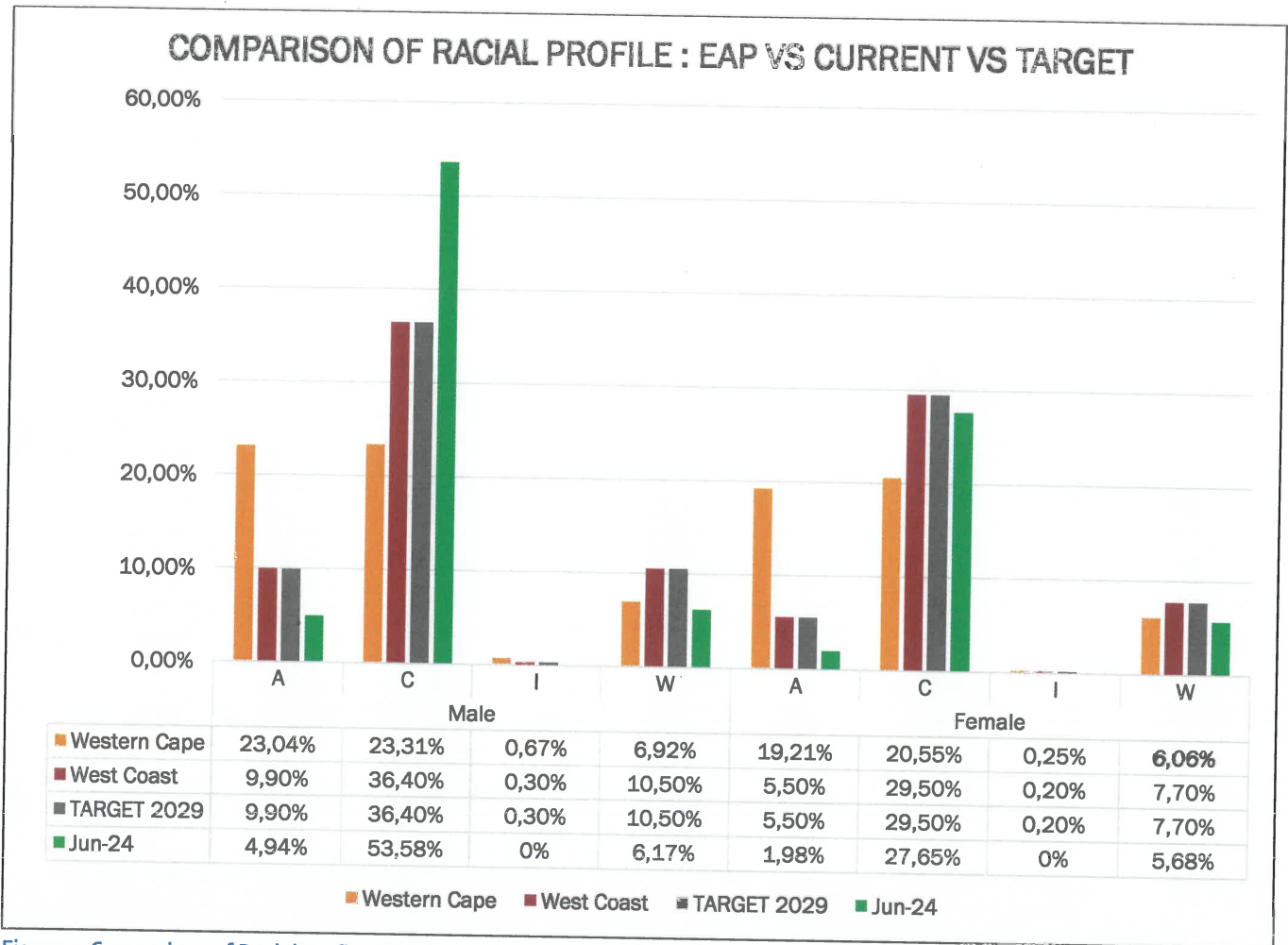


Figure 4: Comparison of Racial Profile: EAP, Target and Current

If the municipality achieves the goals set in the table above in September 2029 the gender profile of the municipality will be as reflected below:

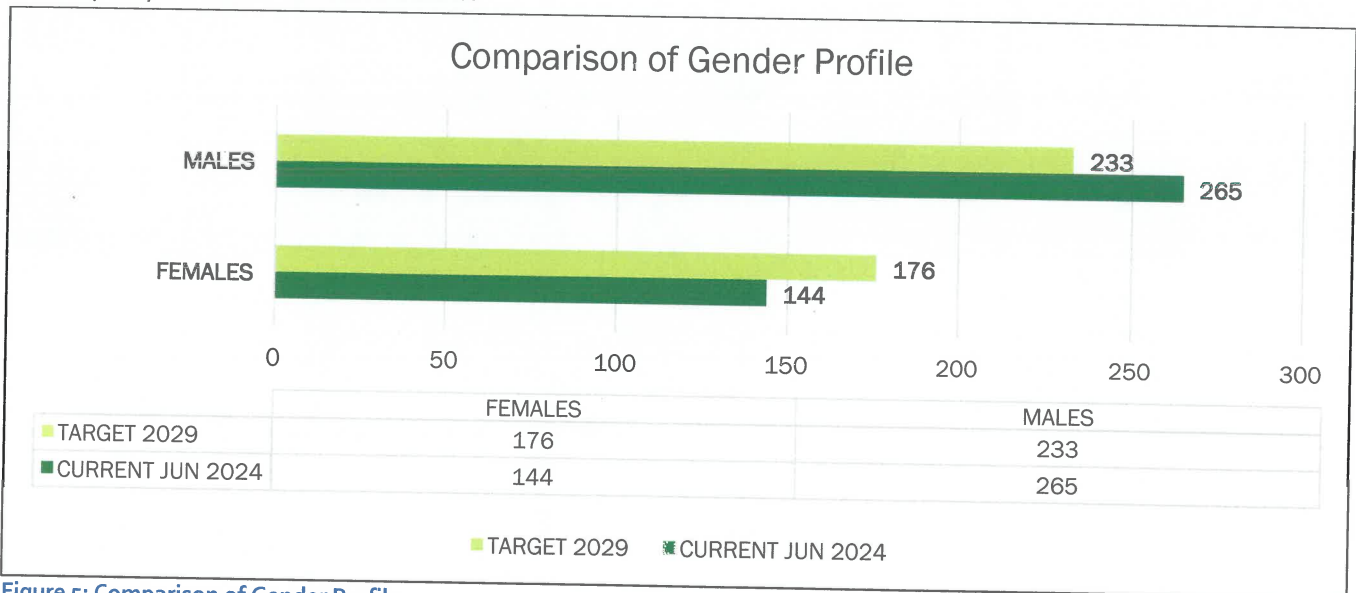





Figure 5: Comparison of Gender Profile

8. CONSENSUS

The representative unions as well as the management structures of Bergvrievier Municipality were involved in the consultation process surrounding the numerical analysis, the review of employment systems and policies and the drafting of the Employment Equity Plan. A high degree of consensus was achieved, and the various parties made several meaningful contributions to the consultation process.

9. APPROVAL OF PLAN

This Employment Equity Plan for the period 1 October 2024 to 30 September 2029 was accepted by the Local Labour Forum on 26 September 2024 and approved by the Executive Mayoral Committee on 22 October 2024 (BKNo27/10/2024).

SIGNATORIES		
		
Ald RM van Rooy Name	Executive Mayor Designation	29/10/2024 Date
		
Adv H Linde Name	Municipal Manager Designation	25/10/2024 Date
		
Ald M Wessels Name	Chairperson of LLF Designation	29/10/2024 Date