



dpwrt

Department:
Public Works; Roads and Transport
North West Provincial Government
Republic of South Africa

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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

ROUTE FORM

SUBJECT: REQUEST TO APPROVE THE DEPARTMENTAL EMPLOYMENT EQUITY PLAN


SIGNATURE

MS. N.V. MATLAPENG
DEPUTY DIRECTOR: HRP

07/09/2011
DATE

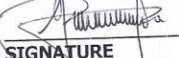
RECOMMENDED/NOT RECOMMENDED


SIGNATURE

(MS N.V. MATLAPENG)
MR. P.J. MOREMEDI
DIRECTOR: HRM (Acting)

07/09/2011
DATE

RECOMMENDED/NOT RECOMMENDED


SIGNATURE

MS. M.N.G. MFIKWE
C D: CORPORATE SERVICES

07/09/2011
DATE

APPROVED/NOT APPROVED


SIGNATURE

MR S. H. MBANJWA
ACTING HEAD OF DEPARTMENT

20/09/2011
DATE



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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

ENQUIRIES: B.L. NKOPO
Tel. No.: 018 3872087

TO : ACTING HEAD OF DEPARTMENT

FROM : CHIEF DIRECTOR – CORPORATE SERVICES

DATE : 07 SEPTEMBER 2011

**SUBJECT : REQUEST TO APPROVE THE REVIEWED DEPARTMENTAL
EMPLOYMENT EQUITY PLAN**

1. BACKGROUND

- 1.1.** Department of Public Works, Roads and Transport is one of the designated employer according to the Employment Equity Act 55 of 1998.
- 1.2.** This Employment Equity Plan is the second plan during the current term. The initial plan approved in 10 January 2010 was developed during the department's re-configuration process. Thus, there is a need to review/update it annually in terms of the confirmed workforce.

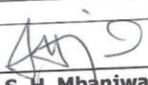
2. RECOMMENDATIONS

- 2.1. It is hereby requested that the Acting Head of Department approves the attached revised Employment Equity Plan (Page 20).


Ms. N.M.G. Mfikwe
CD – Corporate Services

07/09/2011
Date

Approved/Not approved


Mr. S. H. Mbanjwa
Acting Head of Department

20/09/2011
Date

DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT
EMPLOYMENT EQUITY PLAN FOR THE
PERIOD: 2011-2014

1. INTRODUCTION

1.1 OBJECTIVE

The Department of Public Works, Roads and Transport commits itself to the realisation of the employment equity goals as envisaged in the Employment Equity Act, to eliminate unfair discrimination and to implement Affirmative Action measures in order to achieve a workplace that reflects the human diversity in the North West Province and broader society. The objective of the Plan creates a balance between achieving compliance and increased performance through embracing the spirit of equity.

This Employment Equity Plan is the second plan during the current term. The initial plan approved in 10 January 2010 was developed during the department's re-configuration process. Thus, there is a need to review/update it in terms of the confirmed workforce.

1.2 ASSIGNMENT OF RESPONSIBILITY

The office assigned with Employment Equity responsibility in the Department of Public Works, Roads and Transport, in terms of Section 24 of the Employment Equity (EE) Act, is the Directorate Human Resource Management, under the Chief Directorate Corporate Services.

The responsibility for implementation of the Plan, which includes specific Numerical Goals and related Affirmative Action Measures (non-numerical goals) vests in Senior Management (The Head of Department; Chief Directors and Directors) and all Line Managers including Districts. The Chief Directorate: Corporate Services through the Directorate: Human Resource Management provides the necessary support in ensuring successful Employment Equity implementation process. The Directorate is also responsible for ensuring that all statutory obligations in terms of the EE Act are fulfilled.

Although the specific responsibility of the employment equity has been assigned as outlined, the Head of the Department is fully responsible for the EE obligations as mandated by the Act. Performance Agreements of Senior Managers incorporates employment equity obligations.

The Departmental Employment Equity Committee plays a central role in Employment Equity consultations, monitoring and review.

Information on employment equity will be published in the departmental newsletter and Intranet. Issues pertaining to the implementation of the Employment Equity Act will form part of the Induction Training module.

Quarterly meetings of the EE Committee will be held for the duration of the plan to fulfill the requirements of Section 25 (2) of the Act and to deal with equity related matters. Quarterly reports will be availed to Executive/Senior Management through the Chief Director: Corporate Services to review progress and in preparation for annual reporting to the Department of Labour.

2. COMMUNICATION STRATEGY

The Department undertakes to comply with its obligations in terms of Section 25 (1) thus this Employment Equity Plan is to be made accessible to all employees as well as displaying it at strategic points. Information on employment equity will be published in the departmental newsletter and Intranet. Issues pertaining to the implementation of the Employment Equity Act will form part of the Induction Training module.

Quarterly meetings of the EE Committee will be held for the duration of the plan to fulfill the requirements of Section 25 (2) of the Act and to deal with equity related matters. Quarterly reports will be availed to Executive/Senior Management through the Chief Director: Corporate Services to review progress and in preparation for annual reporting to the Department of Labour.

3. CONSULTATION WITH STAKEHOLDERS

- 3.1** Senior Managers including employees and the Employment Equity Committee were consulted during the review/alignment process.
- 3.2** The approved revised/aligned Employment Equity Plan will serve as a mandate to continuously consult other levels of management, employees and other stakeholders as specified in section 16 of the Employment Equity Act.

4. MEASURES TO BE CONSISTENTLY IMPLEMENTED TO ERADICATE EMPLOYMENT BARRIERS FOR THE DURATION OF THIS PLAN: (Section 20 (2) (b) of the EE Act)

All employment practices and human resource processes shall be regularly aligned with employment equity requirements and objectives.

- 4.1 The Executing Authority and her/his delegated authority that are responsible for the approval of appointments should promote, uphold and respect equity principles and targets as outlined in this plan in order to address under-representation as reflected in the workforce profile.
- 4.2 In an attempt to reach as many potential applicants as possible, advertisements will be posted on, amongst others, all notice boards, intranet and the use of e-mail. The Office on the status of people with disabilities in the Office of the Premier will also be contacted to target people with disabilities.
- 4.3 For Districts, the Deputy Directors-HRM in the districts will ensure that the advertisements are placed where they are accessible to all employees.
- 4.4 The presence of the Union representative in the interviews to monitor the process will be maintained.
- 4.5 Shortlisting/selection criteria shall be based on the inherent requirements of the job as reflected in the advertisement. Shortlisting will be conducted by a representative panel and the same panel will be maintained to a larger extent for the purpose of conducting interviews.
- 4.6 The Department will do everything possible to create an affirming work environment for all employees that is free from harassment and unfair discrimination.
- 4.7 Job descriptions will be developed for all posts for the purpose of role clarification and the promotion of equal pay for work of equal value.
- 4.8 The Department recognises that capacity building is critical for the broader implementation of employment equity and will assign a training budget with action plans to further internal and external training initiatives, including induction and orientation programs for all new appointees.
- 4.9 The services of Employee Assistance Program to deal with attitudinal/behavioural problems as well as counselling programs for employees with HIV/AIDS shall be made accessible to all employees

5. PERCEIVED DISCRIMINATORY PRACTICES AND SUGGESTED SOLUTIONS

5.1 PERCEIVED DISCRIMINATORY PRACTICES	SUGGESTED SOLUTIONS
1. Gender discrimination	<p>Consider more women on technical field and men for cleaning section.</p> <p>Eliminate all forms of harassment that is based on gender.</p> <p>All employees to be trained on sexual harassment policy and diversity management.</p>
2. Language discrimination	<p>Use of language to be balanced and translation is needed to enhance understanding and buy in (e.g. Braille, sign language etc.)</p> <p>Develop simplified and user-friendly versions of policies that can be easily adapted to departmental environment.</p>
3. Race/ethnic discrimination	<p>Employees should be trained on diversity management.</p>
4. Disability discrimination	<p>Improve access to facilities to accommodate people with disabilities.</p> <p>Brail is needed for people who are visually impaired.</p> <p>The number of sign language interpreters who are well trained in this field to be increased.</p>
5. Cultural discrimination	<p>All employees to be trained in diversity management. This can be in the form of capacity building or awareness workshop.</p>
6. Health discrimination (HIV and AIDS, epilepsy etc.)	<p>All employees to be trained or workshopped on how to live with people who are HIV positive, epileptic and living</p>

	with other diseases.
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5.2. POLICIES AND PRACTICES

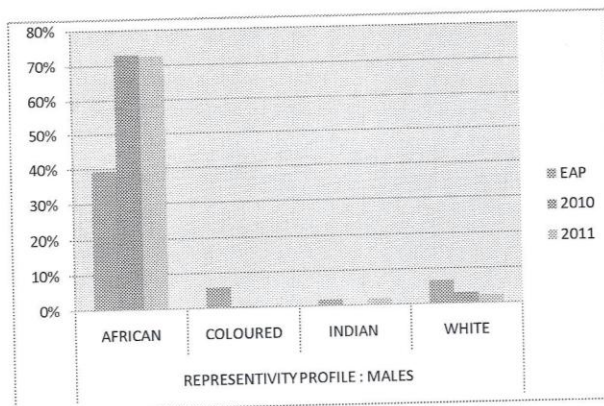
Recruitment and Selection policy, Retention of scarce and critical skills policy and other Departmental policies were reviewed during the alignment process to make them compliant with the provision of the EE Act. This however is considered to be an on-going process. Undesirable practices identified will be eliminated as soon as practically possible.

The department will through training, engender a respect for diversity based on equal dignity and respect for all people.

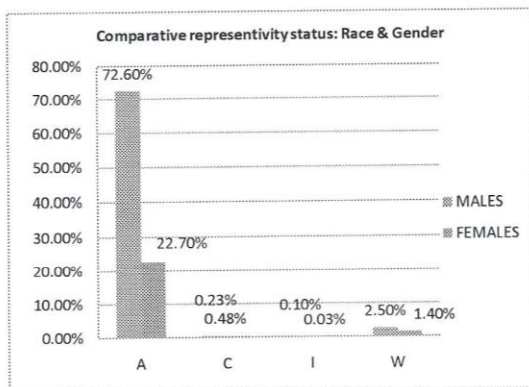
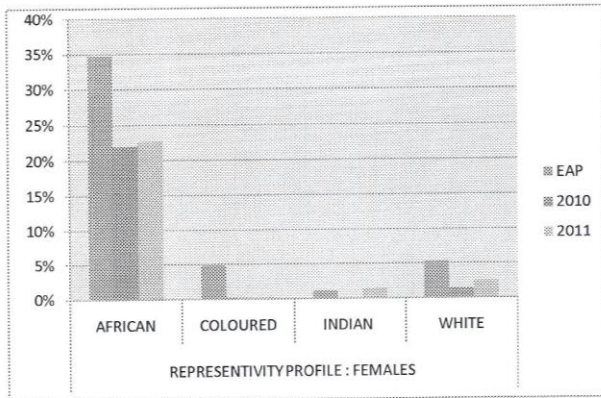
6.1. THE FOLLOWING TABLES DEPICT THE NATIONAL STATISTICS ON ECONOMICALLY ACTIVE POPULATION:

6.1.1 National demographics of employable population

National Demographics employable	A	C	I	W		A	C	I	W	Total
	34,7%	4,9%	1,1%	5,3%	46%	39,4 %	5,9%	1,9%	6,8%	54%



EAP = Economically Active Population



The department has used the 2008 National demographics of Economic Active Population (EAP in this reporting term to determine the numerical goals and targets that must be pursued in order to achieve the required level of representivity of designated groups in the workforce of the department.

As can be seen from the profiles above, the male population for the African race group is over-represented, while the Female profiles for all race groups, are generally under-represented. This also seems to be the case across all job levels and categories.

Numerical goals have been set in an attempt to rectify this situation to enable a more equitable representation across all levels and categories for race and gender groups. This then also implies that more males for other race groups (except Africans) need to be employed in the other levels and categories.

6.1.2. NATIONAL TARGETS

Salary Level	Female					Male				
	A	C	I	W	Total	A	C	I	W	Total
National Targets	50% of workforce					50% of workforce				
Achieved Departmental targets	22,7%	0,23%	0,03%	1,4 %	24%	72,6 %	0,48 %	0,1 %	2,5 %	76%
Difference	+12%	+4,7%	+1,07 %	+3,9 %	+22 %	33,2 %	+ 5,42 %	+1,8 %	+4,3 %	-22%
4 Year goal	423	165	38	137		1170	191	63	151	
Annual Targets towards 4 Year goal	106	41	9	34		292	48	16	38	
District/T	21	8	2	7		-58	9	3	8	

6.2. The following tables depict the departmental workforce profile:

6.2.1 Departmental current profile in respect of Salary Levels, Race and Gender:

SL	FEMALE					MALE					GRAND TOTAL	Vacancies
	A	C	I	W	Total	A	C	I	W	Total		
1	12				12	10				10	22	19
2	219	2		1	222	827	5		5	837	1059	533
3	88			2	90	654	4		9	667	757	253
4	66	0			66	259	1		13	273	339	176
5	47			3	50	199	1		9	209	259	155
6	92			15	107	198			6	204	311	163
7	86	2		10	98	137	3		22	162	260	152
8	99	0		7	106	131	2	2	10	145	251	125
9	54	1		5	60	48			0	48	108	61
10	2				2	34			7	41	43	25
11	14	1	1	1	17	25	1	1	3	30	47	22
12	11	1		3	15	17		1	3	21	36	8
13	7	1		1	9	14	0		1	15	24	4
14	4				4	3				3	7	0
15									0		0	1
GRAND TOTAL	801	8	1	48	858	2556	17	4	88	2665	3523	1697

6.2.2. WORKFORCE PROFILE PER DISTRICT:

i. HEAD OFFICE WORKFORCE PROFILE (As a District)

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		GRAND TOTAL
	F	M	F	M	F	M	F	M	
1	1								1
2	73	79							152
3	39	36							75
4	23	25							48
5	25	32					1	1	59
6	39	36					0		75
7	44	29	1		1				75
8	65	37		1			1		104
9	41	32	1				1		75
10	2	8						1	11
11	7	17	0					1	25
12	9	13				1	3	1	27
13	6	10	0	0			1		17
14	4	3							7
15									
TOTAL	378	357	2	1	1	1	7	4	751

ii. **NGAKA MODIRI MOLEMA WORKFORCE PROFILE**

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		GRAND TOTAL
	F	M	F	M	F	M	F	M	
1									
2	57	278							335
3	20	200		2				1	223
4	13	68						6	87
5	5	76						4	85
6	19	82					2		103
7	13	51					1	2	67
8	13	34						2	49
9	4	3							7
10		7						1	8
11	3	1						1	5
12	1	3							4
13	1	1							2
TOTAL	149	804	0	2			3	17	975

iii. DR KENNETH KAUNDA WORKFORCE PROFILE

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		GRAND TOTAL
	F	M	F	M	F	M	F	M	
1									
2	26	111	2	5			1	4	149
3	9	148	0	2			2	6	167
4	4	40	0	1				4	49
5	5	18	0	0			1	2	26
6	5	13		1			9	5	33
7	7	5		1			6	14	33
8	3	8					6	6	23
9	2	3					2	0	7
10	0	3						2	5
11	2	1	1	1	1		1		7
12		1	1						2
13		1	1						2
14									
TOTAL	63	352	5	11	1		28	43	503

1V. DR RUTH SEGOMOTSI MOMPATI WORKFORCE PROFILE

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		GRAND TOTAL
	F	M	F	M	F	M	F	M	
1	6	8							14
2	22	171							193
3	7	113		0			0	2	122
4	7	64	0	1				1	73
5	5	44		1				1	51
6	16	28					1	1	46
7	9	23	1	1			2	1	37
8	6	25				1		0	32
9	4	5					1	0	10
10		7						3	10
11		3							3
12	1							1	2
13		1							1
TOTAL	83	492	1	3		1	4	10	594

V. BOJANALA WORKFORCE PROFILE

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		GRAND TOTAL
	F	M	F	M	F	M	F	M	
1	5	2							7
2	40	189						1	230
3	13	157							170
4	19	62						2	83
5	7	29					1	1	38
6	13	39					3	0	55
7	13	29					1	5	48
8	12	27			1			2	42
9	2	5					1		8
10		9							9
11	2	3						1	6
12								1	1
13		1						1	2
TOTAL	126	552			1		6	14	699

6.2.3. Disability representivity (Employed personnel)

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		TOTAL
	F	M	F	M	F	M	F	M	
2	1	4							5
3	1	5		1				1	8
4	0	1							1
5		2							2
6	1	2							3
7	0	5						1	6
8		3							3
9		1							1
10		1							1
TOTAL	3	24		1				2	30

Total staff complement: 3523 disability required target: 2% = 70
 % achieved on disability: 0, 9%% = 32 difference (Gap) : 1, 1% = 38

6.2.4. Employed Technical Staff

SL	FEMALE				MALE				GRAND TOTAL
	A	C	I	W	A	C	I	W	
2	53	1			674	4		5	737
3	5				431	4		7	447
4	6				48	1		8	63
5	16			1	138	1		15	171
6	11				156	1		3	171
7					91			21	112
8	3			2	96			8	109
9	4				7			0	11
10	0				32			6	38
11	2				1				3
12					6		1	3	10
13	2				3				5
14	1				1				2
15									
GRAND TOTAL	109	2		3	1696	11	1	76	1897

6.2.5. Senior Management Service (SL 13-15)

Males : 20 (63%) (+13%) Females: 12 (37%) Gap=5 (-18%) Disability: 0
Gap = 2%

Note: Males are more than 50% required by 13% and females are less by 13% to make up 50% as required.

The revised National EE targets for women in Senior Management level is 50% by 31 March 2009.

The current (March 2011) SMS status in the Department:

SL	FEMALE				MALE				Total	Vacant Posts
	A	C	I	W	A	C	I	W		
13	7	1	--	1	12	--	--	1	22	4
14	4	--	--	--	3	--	--	--	7	
15										1
Grand Total	11	1	0	1	16	0	0	1	29	5

6.2.6. RACE AND GENDER WORKFORCE PROFILE IN TERMS OF OCCUPATIONAL LEVELS

OCCUPATIONAL LEVEL	AFRICAN		COLOURED		INDIA N		WHITE		GRAND TOTAL	VACANCIES
	F	M	F	M	F	M	F	M		
TOP MANAGEMENT(14-15)	4	3	0	0	0	0	0	0	7	1
SENIOR MANAGEMENT (13)	7	14	1		0	0	1	1	24	3
PROFESSIONALLY QUALIFIED AND EXPERIENCED SPECIALISTS AND MID-MANAGEMENT (11-12)	25	42	2	1	1	2	4	6	83	32
SKILLED TECHNICAL AND ACADEMICALLY QUALIFIED WORKERS-JUNIOR MANAGEMENT-SUPERVISORS- AND FOREMEN- AND SUPERINTENDENTS (6-10)	333	548	3	5		2	37	45	976	519
SEMI-SKILLED AND DISCRETIONARY DECISION MAKING (3-5)	201	1112	0	11	0	0	5	31	1360	555
UNSKILLED AND DEFINED DECISION MAKING (1-2)	231	837	2	5	0	0	1	5	1081	557
GRAND TOTAL	801	2556	8	22	1	4	51	88	3531	1667

6.2.7. From the currently existing vacancies (if the position remains unchanged), Employment Equity Numerical Goals for the next four (4) years will be as follows:

SL	FEMALE				MALE				TOTAL	Total Vacancies
	A	C	I	W	A	C	I	W		
1										
2	137	54	12	45		62	20	48	378	552
3	63	25	6	20		29	9	22	174	253
4	44	17	4	14		20	7	16	122	176
5	39	15	3	13		17	6	14	107	155
6	41	16	4	13		18	6	15	113	163
7	38	15	3	12		17	6	14	105	152
8	31	12	3	10		14	5	11	86	125
9	22	8	2	7		10	3	8	60	86
10										
11	8	3	1	3		1	1	3	20	30
12										
13			2				1	1	4	4
14										0
15						1			1	1
TOTAL	423	165	38	137		191	63	151	1170	1697

6.2.8. Departmental desired (projected) employment equity numerical targets

Milestones for the 2011/2012

SL	FEMALE				MALE				TOTAL
	A	C	I	W	A	C	I	W	
1									
2	34	13	3	10		16	4	12	92
3	16	6	2	5		7	2	6	44
4	11	5	1	4		5	2	3	31
5	10	4		4		4	1	4	27
6	9	3	1	3		4	1	3	24
7	10	4	1	3		4	1	4	27
8	8	3		2		4	2	3	22
9	6	2		2		3	1	2	16
10									
11	2	1		1			1	1	6
12									
13			1				1		2
14									
15						1			1
TOTAL	106	41	9	34		48	16	38	292

6.2.9. Departmental Desired (projected) employment equity numerical goals for People with Disability for four years

SALARY LEVEL	AFRICAN		COLOURED		INDIAN		WHITE		TOTAL
	F	M	F	M	F	M	F	M	
2				2					2
3	1	1	2	1					5
4		3	2						5
5	1	2		1					4
6	2	2					1	1	6
7	2	2	1					1	6
8	2	2		2					6
9	2	1					1	1	5
10									
11	1								1
12									
13							1		1
TOTAL	11	13	5	6			3	3	41

6. PRINCIPLES TO BE ADHERED TO IN ORDER TO ACHIEVE THE STATED GOALS /TARGETS

- No person shall be appointed to a position unless he/she is suitably qualified for the job as defined in the Act.
- Suitably qualified people from the most under-represented groups shall be given preferential consideration in the filling of posts.
- Where more than one person is being considered for a post, the person from the category within the groups which is most under-represented within that occupational level of the organisation's workforce shall be preferred.
- Where the application of clause (c) above does not provide a clear solution in choosing between persons, merit shall be applied as the overriding criteria in making the appointment.

- (e) The Department will at no stage create an absolute barrier to the prospective continued employment or advancement of people who are not from the designated groups.

7. DURATION OF THE PLAN [Section 20 (2) (e) of the Employment Equity Act]

The duration of this plan is for four years (effective from 01 April 2011 to 31 March (2014), reviewed annually.

8. INTERNAL DISPUTE PROCEDURES [(Section 20 (2) (g) of the Employment Equity Act]

Any disputes about the interpretation or implementation of this plan will be dealt with in terms of existing dispute procedures.

9. MONITORING AND IMPLEMENTATION [(Section 20 (2) (f) of the Employment Equity Act]

This plan commits senior managers to the programme of monitoring and evaluating the Employment Equity Plan and its implementation over the next four years.

Progress report on the implementation of Employment Equity will be provided on a quarterly basis to the Departmental Management Committee (DMC) and the Employment Equity Committee, including annual reporting to Department of Labour.

APPROVED/NOT APPROVED



ACTING HEAD OF DEPARTMENT


20/09/2011

DATE