



EE PLAN (SECTION 20)

PLEASE READ THIS FIRST	SECTION A: EMPLOYER DETAILS & INSTRUCTIONS	
PURPOSE OF THIS FORM 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	Trade name	OVERBERG DISTRICT MUNICIPALITY
	DTI registration name	OVERBERG DISTRICT MUNICIPALITY
	DTI registration number	
	PAYE/SARS number	7310701885
	UIF reference number	U310701885
	EE reference number	793031
	National or Provincial EAP	WESTERN CAPE
	Industry/Sector	PUBLIC ADMINISTRATION & DEFENCE, COMPULSORY SOCIAL SECURITY
	Seta classification	Local Government
	Bargaining Council	South African Council
	Telephone number	0284251157
	Postal address	Private Bag x 12
	Postal code	7280
	City/Town	Bredasdorp
	Province	Western Cape
	Physical address	26 Long Street
	Postal code	7280
	City/Town	Bredasdorp
	Province	Western Cape
	Name and surname	RG Bosman
	Telephone number	0284251157
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	Telephone number	
	Email address	
☐ Private Sector ☐ National Government ☒ Local Government ☐ Non-profit Organisation	☐ State Owned Enterprise ☐ Provincial Government ☐ Educational Institution	
Information about the organization (Please mark with an X)		
Is your organisation an organ of State or designated in terms of a collective agreement?	YES	NO x
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)	EMPLOYEES	x
	1 to 49	
	50 to 149	x
	150 or more	
Is your organisation part of a group / holding company?	YES	NO x
If yes, please provide the name.		
Date on which this EE Analysis was finalised.	31/08/2025	

IMPORTANT INFORMATION

- a) A designated employer must comply to Sections 16 and 17 of the Employment Equity Act, as amended, by consulting with employees when conducting an EE Analysis, preparing an EE Plan and reporting annually to the Department of Employment and Labour.
- b) Section 20 requires that a designated employer prepares and implements an Employment Equity Plan.
- c) The employer must consult and attempt to reach consensus on the development of the EE Plan (EEA13) by taking the following into account-
 - (i) Analysis report (EEA12).
 - (ii) National or Provincial Economically Active Population (EAP)
 - (iii) Determining the duration of the EE Plan.
 - (iv) Determining the annual objectives of the EE Plan.
 - (v) Corrective measures/ Affirmative Action measures formulated, including goals and targets.
 - (vi) Time frames established.
 - (vii) Determine the monitoring procedures of the implementation of the EE Plan.
 - (viii) Determine the internal procedures to resolve any dispute about the implementation of the EE Plan.
 - (ix) Resources identified and allocated for the implementation of the EE Plan, including senior managers responsible for monitoring the implementation of the EE Plan.
 - (x) The EE Plan must be communicated to all employees.
- d) Barriers and Affirmative Action Measures must be aligned with those indicated in the audit analysis (EEA12) and meet the following requirements:
 - Include time-frames in order to track progress in the implementation of these AA Measures;
 - These time-frames should be within the duration of the EE Plan in terms of day, month and year (dd/mm/yyyy); and
 - Include the designations of responsible persons in the workforce to monitor the implementation of these AA Measures.
- e) Designated employers must prepare and implement an EE Plan (EEA13) that outlines annual targets, which are in line with relevant 5-year sector targets regulated in terms of Section 15A of the Employment Equity Act as amended for the four-upper occupational levels (i.e. Top Management, Senior Management, Professionally Qualified and Skilled Technical).
- f) Employers who become designated during the 5-year sector target period regulated in terms of Section 15A of the Employment Equity Act as amended must prepare an EE Plan with annual targets for the remainder of the period.
- g) Numerical goals and targets in the EE plan must include the entire workforce profile for that occupational level in terms of population group and gender, and NOT the difference between the current workforce profile and the projected workforce profile the employer seeks to achieve.
- h) The objectives to be achieved for each year of the plan should meet the SMART principle as follows: Specific; measurable; attainable; relevant and time bound.
- i) "Temporary employees" are those employees employed for less than three months.
- j) Guidelines on occupational levels are provided in the EEA9 form of these regulations.

N.B It is advisable that at least 6 months before the expiry of the EE Plan a designated employer should prepare a subsequent EE Plan (Successive EE Plan as required by Section 23).

1. DURATION OF THE PLAN

The affirmative action measures, numerical goals and the annual targets in this EE Plan must be aligned to the sector targets (i.e. the 5-year sector target) set in terms of Section 15A of the Employment Equity Act, as amended. The specific start and end dates for the duration of this Employment Equity Plan (EE Plan) is contained below.

01/09/2025

to

31/08/2030

Start date: (dd / mm / yyyy)

End date: (dd / mm / yyyy)

2. OBJECTIVES FOR EACH YEAR OF THE PLAN

The relevant Economically Active Population (EAP) and the 5-year sector targets set in terms of Section 15A of the Employment Equity Act, as amended, have been used to address the under-representation of the suitably qualified individuals from the designated groups in this EE Plan.

The objectives for each year of the plan outlined below are specific, measurable, attainable, relevant and time bound.

TIMEFRAMES		OBJECTIVES
YEAR 1	1 September 2025- 31 August 2026	- Implementation of succession planning – those employees that have been identified who are close to retirement. - Source outside funds to address development and training gaps. - Roll-out general staff awareness regarding Employment Equity at the HR Roadshows. - Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis
YEAR 2	1 September 2026- 31 August 2027	- Targeted development of staff that have potential to move from one level to the other. - Roll-out general staff awareness regarding Employment Equity at the HR Roadshows. - Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis
YEAR 3	1 September 2027- 31 August 2028	- Roll-out general staff awareness regarding Employment Equity at the HR Roadshows. - Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis
YEAR 4	1 September 2028- 31 August 2029	- Roll-out general staff awareness regarding Employment Equity at the HR Roadshows. - Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis
YEAR 5	1 September 2029- 31 August 2030	- Roll-out general staff awareness regarding Employment Equity at the HR Roadshows - Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis

3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

The barriers and Affirmative Action Measures identified in the EE analysis conducted must be included in the EE Plan. These measures must include time-frames to track progress in the implementation of the AA Measures. The time-frames must have specific dates and be within the duration of the EE Plan (no "ongoing" permitted). The designations of responsible persons to monitor the implementation of these AA Measures must be specified.

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Recruitment	✓	✓	✓	Limited pool of competent candidates, specifically African, from the designated groups that reside in the immediate area.	The Municipality is in process of implementing succession planning. Employees are already identified who are close to retirement.	01/09/2025	31/08/2026	HR

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Advertising positions	✓	✓	✓	None	None			
Selection criteria	✓	✓	✓	There are ongoing challenges that municipalities face in implementing the Municipal Staff Regulations (MSR), particularly regarding the required competencies.	Challenges with competencies will be addressed with SALGA and COGTA on an ongoing basis.	01/09/2025	31/08/2030	SALGA and COGTA

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Appointments	✓	✓	✓	The Human Resources Department is responsible for ensuring that employment equity targets are reached and to inform the Municipal Manager should the recommendation of the Recruitment and Selection Committee be to deviate.	The Human Resources Department must ensure that all appointments are aligned with the Employment Equity Policy.	01/09/2025	31/08/2030	HR
Job classification and grading	✓	✓	✓	None	None			

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Remuneration and benefits	✓	✓	✓	None	None			
Terms & conditions of employment	✓	✓	✓	None	None			
Work environment and facilities	✓	✓	✓	None	None			

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Performance and evaluation	✓	✓	✓	None	None			
Succession & experience planning	✓	✓	✓	Challenges to appoint suitable candidates in senior positions. There is a shortage of under-presented candidates within the Senior Manage level.	Training and development in departments should be created to address these gaps.	01/09/2025	31/08/2026	Senior Manager: HR

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Disciplinary measures	✓	✓	✓	Due to other work commitments of Managers and Supervisors it becomes a challenge to assist with Disciplinary hearings/ cases	The Municipality should request assistance from SALGA. Regular HR Roadshow should be done to create awareness amongst employees.	01/09/2026	31/08/2027	SDF/HR
Retention of designated groups	✓	✓	✓	Low staff turnover and is supported by a dedicated and long-serving workforce.	The Municipality must ensure competitive benefits and remuneration are	01/09/2025	31/08/2030	Top Management/HR

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
						offered to all employees.		
Corporate culture	✓	✓	✓	None	None			
Reasonable accommodation	✓	✓	✓	None	None			
Harassment	✓	✓	✓	Harassment is still a significant issue within the municipality.	Regular HR Roadshow should be done to create awareness amongst employees.	01/09/2025	31/08/2030	HR Practitioner: OH&S, Labour Relations and EAP
HIV&AIDS prevention and wellness programmes	✓	✓	✓	None	None			
Assigned senior manager(s) to manage EE implementation	✓	✓	✓	None	None			

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)	AFFIRMATIVE ACTION MEASURES (PLEASE PROVIDE NARRATION) (Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)	TIME FRAME		RESPONSIBILITY (Designation)
	POLICY	PROCEDURE	PRACTICE			START DATE	END DATE	
Budget allocation in support of employment equity goals	✓	✓	✓	None	None			
Time off for employment equity consultative committee to meet	✓	✓	✓	None	None			

4. 5-YEAR SECTOR NUMERICAL TARGETS AND NUMERICAL GOALS

Employers must populate the table below using the regulated 5-year sector targets including the numerical goals for the semi-skilled and unskilled level.

5-YEAR SECTOR TARGETS AND NUMERICAL GOALS FOR SEMI-SKILLED AND UNSKILLED LEVEL (2025-2030)		
OCCUPATIONAL LEVELS AND DISABILITY	GENDER	DESIGNATED GROUPS SECTOR TARGET %
TOP MANAGEMENT	Male	49.80%
	Female	41.90%
	TOTAL	91.70%
SENIOR MANAGEMENT	Male	49.80%
	Female	46.10%
	TOTAL	95.90%
PROFESSIONALLY QUALIFIED	Male	49.80%
	Female	46.10%
	TOTAL	95.90%
SKILLED TECHNICAL	Male	49.80%
	Female	46.10%
	TOTAL	95.90%
		EMPLOYER'S NUMERICAL GOAL
SEMI-SKILLED	Male	45.83%
	Female	47.22%
	TOTAL	93.05%
UNSKILLED	Male	45.22%
	Female	47.83%
	TOTAL	93.05%
5-YEAR NUMERICAL TARGET FOR EMPLOYEES WITH DISABILITIES		
5-Year Sector Target for Employees with disabilities (%)		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 01 / 08 / 2025
DD / MM / YYYY

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

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	3	0	0	0	1	0	0	0	0	4
	%	0%	75%	0%	0%	0%	25%	0%	0%	0%	0%	100%
Senior management	value	0	1	0	5	1	2	0	1	0	0	10
	%	0%	10%	0%	50%	10%	20%	0%	10%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	2	0	4	1	2	0	1	0	0	10
	%	0%	20%	0%	40%	10%	20%	0%	10%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	11	35	0	11	10	20	0	3	0	0	90
	%	12%	38%	0%	12%	11%	22%	0%	4%	0%	0%	100%
Semi-skilled and discretionary decision making	value	57	46	0	12	14	19	0	3	0	0	151
	%	38%	30%	0%	8%	9%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	24	41	0	6	22	27	0	2	0	0	122
	%	20%	34%	0%	5%	18%	22%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	92	128	0	38	48	71	0	10	0	0	387
	%	24%	33%	0%	10%	12%	18%	0%	3%	0%	0%	100%
Temporary employees	value	11	41	0	4	17	16	0	1	0	0	90
	%	12.22%	45.56%	0%	4.44%	18.89%	18.39%	0%	0.21%	0%	0%	100%
GRAND TOTAL	value	103	169	0	42	65	87	0	11	0	0	477
	%	21.59%	35.43%	0%	8.81%	13.63%	18.24%	0%	2.31%	0%	0%	100%

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	value	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Professionally qualified and experienced specialists and mid-management	value	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	0	0	0	1	0	0	3
	%	100%	66.67%	100%	100%	100%	100%	100%	33.33%	100%	100%	100%
Semi-skilled and discretionary decision making	value	0	0	0	0	0	0	0	0	0	0	0
	%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	33.33%	100%	100%	33.33%	100%	33.33%	100%	100%	100%	100%	100%
TOTAL PERMANENT	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	100%	0.51%	100%	0.25%	100%	0.25%	100%	100%	1.81%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	100%	0.51%	100%	0.25%	100%	0.25%	100%	100%	1.81%

5.2 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 / 09 / 2025
DD / MM / YYYY

End date: 31 / 08 / 2030
DD / MM / YYYY

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

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	1	1	0	0	1	1	0	0	0	0	4
	%	25%	25%	0%	0%	25%	25%	0%	0%	0%	0%	100%
Senior management	value	3	2	0	1	2	2	0	1	0	0	11
	%	27%	18%	0%	9%	18%	18%	0%	9%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	3	2	0	1	3	2	0	0	0	0	11
	%	27%	18%	0%	9%	27%	18%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	15	34	0	4	17	24	0	5	0	0	99
	%	15%	34%	0%	4%	17%	24%	0%	5%	0%	0%	100%
Semi-skilled and discretionary decision making	value	61	49	0	12	18	21	0	4	0	0	165
	%	37%	30%	0%	7%	11%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	29	41	0	6	20	25	0	2	0	0	126
	%	23%	33%	0%	5%	16%	20%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	112	129	0	24	64	75	0	12	0	0	416
	%	26.92%	31.01%	0%	5.77%	15.38%	18.03%	0	2.88%	0%	0%	100%
Temporary employees	value	28	41	0	7	19	22	0	3	0	0	120
	%	23.33%	34.17%	0%	5.83%	15.83%	22.68%	0%	0.56%	0%	0%	100%
GRAND TOTAL	value	140	170	0	31	83	97	0	15	0	0	536
	%	26.12%	31.72%	0%	5.78%	15.49%	18.10%	0%	2.80%	0%	0%	100%

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

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	0	0	0	1	0	0	3
	%	0%	66.67%	0%	0%	0%	0%	0%	33.33%	0%	0%	100%
Semi-skilled and discretionary decision making	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	33.33%	0%	0%	33.33%	0%	33.33%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	0%	0.51%	0%	0.25%	0%	0.25%	0%	0%	1.81%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	0%	0.51%	0%	0.25%	0%	0.25%	0%	0%	1.81%

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

Numerical targets: Year 1

Start date: 01 / 09 / 2025
DD / MM / YYYY

End date: 31 / 08 / 2026
DD / MM / YYYY

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

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	3	0	0	0	1	0	0	0	0	4
	%	0%	75%	0%	0%	0%	25%	0%	0%	0%	0%	100%
Senior management	value	0	1	0	5	2	2	0	1	0	0	11
	%	0%	9%	0%	45%	18%	18%	0%	9%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	1	2	0	4	1	2	0	0	0	0	10
	%	10%	20%	0%	40%	10%	20%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	14	36	0	10	12	22	0	4	0	0	98
	%	14%	37%	0%	10%	12%	22%	0%	4%	0%	0%	100%
Semi-skilled and discretionary decision making	value	60	48	0	12	15	21	0	3	0	0	159
	%	38%	30%	0%	8%	9%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	28	41	0	6	22	25	0	2	0	0	124
	%	23%	33%	0%	5%	18%	20%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	103	131	0	37	52	73	0	10	0	0	406
	%	25.37%	32.27%	0%	9.11%	12.81%	17.98%	0%	2.46%	0%	0%	100%
Temporary employees	value	18	41	0	4	17	16	0	1	0	0	97
	%	18.56%	42.27%	0%	4.12%	17.53%	17.98%	0%	0.20%	0%	0%	100%
GRAND TOTAL	value	121	172	0	41	69	89	0	11	0	0	503
	%	24.06%	34.19%	0%	8.15%	13.72%	17.69%	0%	2.19%	0%	0%	100%

Table 6: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	0	0	0	1	0	0	3
	%	0%	66.67%	0%	0%	0%	0%	0%	33.33%	0%	0%	100%
Semi-skilled and discretionary decision making	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	33.33%	0%	0%	33.33%	0%	33.33%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	0%	0.51%	0%	0.25%	0%	0.25%	0%	0%	1.81%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	1	2	0	2	0	1	0	1	0	0	7
	%	0.25%	0.51%	0%	0.51%	0%	0.25%	0%	0.25%	0%	0%	1.81%

Numerical targets: Year 2Start date: 01 / 09 / 2026
DD / MM / YYYYEnd date: 31 / 08 / 2027
DD / MM / YYYY**Table 7: Numerical targets, including employees with disabilities**

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	3	0	0	0	1	0	0	0	0	4
	%	0%	75%	0%	0%	0%	25%	0%	0%	0%	0%	100%
Senior management	value	1	1	0	4	2	2	0	1	0	0	11
	%	9%	9%	0%	36%	18%	18%	0%	9%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	1	2	0	4	1	2	0	0	0	0	10
	%	10%	20%	0%	40%	10%	20%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	14	35	0	9	13	23	0	4	0	0	98
	%	14%	36%	0%	9%	13%	23%	0%	4%	0%	0%	100%
Semi-skilled and discretionary decision making	value	60	48	0	12	17	21	0	3	0	0	161
	%	37%	30%	0%	7%	11%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	29	41	0	6	23	25	0	2	0	0	126
	%	23%	33%	0%	5%	18%	20%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	105	130	0	35	56	74	0	10	0	0	410
	%	25.61%	31.71%	0%	8.54%	13.66%	18.05%	0%	2.44%	0%	0%	100%
Temporary employees	value	23	41	0	4	17	16	0	1	0	0	102
	%	22.55%	40.20%	0%	3.92%	16.67%	17.78%	0%	0.20%	0%	0%	100%
GRAND TOTAL	value	128	171	0	39	73	90	0	11	0	0	512
	%	25%	33.40%	0%	7.62%	14.26%	17.58%	0%	2.15%	0%	0%	100%

Table 8: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	0	0	0	1	0	0	0	0	0	1
	%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	0	0	0	1	0	0	3
	%	0%	66.67%	0%	0%	0%	0%	0%	33.33%	0%	0%	100%
Semi-skilled and discretionary decision making	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	25%	0%	0%	25%	0%	25%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	1	2	0	2	1	1	0	1	0	0	8
	%	0.26%	0.52%	0%	0.52%	0.26%	0.26%	0%	0.26%	0%	0%	2.07%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	1	2	0	2	2	1	0	1	0	0	8
	%	0.26%	0.52%	0%	0.52%	0.26%	0.26%	0%	0.26%	0%	0%	2.07%

Numerical targets: Year 3Start date: 01 / 09 / 2027
DD / MM / YYYYEnd date: 31 / 08 / 2028
DD / MM / YYYY**Table 9: Numerical targets, including employees with disabilities**

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	3	0	0	0	1	0	0	0	0	4
	%	0%	75%	0%	0%	0%	25%	0%	0%	0%	0%	100%
Senior management	value	1	2	0	3	2	2	0	1	0	0	11
	%	9%	18%	0%	27%	18%	18%	0%	9%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	2	2	0	3	2	2	0	0	0	0	11
	%	18%	18%	0%	27%	18%	18%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	14	34	0	8	14	23	0	4	0	0	97
	%	14%	35%	0%	8%	14%	24%	0%	4%	0%	0%	100%
Semi-skilled and discretionary decision making	value	61	49	0	12	17	21	0	3	0	0	164
	%	37%	30%	0%	7%	10%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	29	41	0	6	23	25	0	2	0	0	126
	%	23%	33%	0%	5%	18%	20%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	107	131	0	32	59	74	0	10	0	0	413
	%	25.91%	31.72%	0%	7.75%	14.29%	17.92%	0%	2.42%	0%	0%	100%
Temporary employees	value	23	41	0	4	19	22	0	2	0	0	111
	%	20.72%	36.94%	0%	3.60%	17.12%	22.92%	0%	0.38%	0%	0%	100%
GRAND TOTAL	value	130	172	0	36	78	96	0	12	0	0	524
	%	24.81%	32.82	0%	6.87%	14.89%	18.32%	0%	2.29%	0%	0%	100%

Table 10: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	0	0	0	0	1	0	0	0	0	0	1
	%	0%	0%	0%	0%	100%	0%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	1	0	0	1	0	0	4
	%	0%	50%	0%	0%	25%	0%	0%	25%	0%	0%	100%
Semi-skilled and discretionary decision making	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	33.33%	0%	0%	33.33%	0%	33.33%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	1	2	0	2	2	1	0	1	0	0	9
	%	0.26%	0.52%	0%	0.52%	0.52%	0.26%	0%	0.26%	0%	0%	2.33%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	1	2	0	2	2	1	0	1	0	0	9
	%	0.26%	0.52%	0%	0.52%	0.52%	0.26%	0%	0.26%	0%	0%	2.33%

Numerical targets: Year 4

Start date: 01 / 09 / 2028
DD / MM / YYYY

End date: 31 / 08 / 2029
DD / MM / YYYY

Table 11: Numerical targets, including employees with disabilities

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	2	0	0	1	1	0	0	0	0	4
	%	0%	50%	0%	0%	25%	25%	0%	0%	0%	0%	100%
Senior management	value	2	2	0	2	2	2	0	1	0	0	11
	%	18%	18%	0%	18%	18%	18%	0%	9%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	3	2	0	2	2	2	0	0	0	0	11
	%	27%	18%	0%	18%	18%	18%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	15	33	0	6	15	24	0	5	0	0	98
	%	15%	34%	0%	6%	15%	24%	0%	5%	0%	0%	100%
Semi-skilled and discretionary decision making	value	61	49	0	12	18	21	0	4	0	0	165
	%	37%	30%	0%	7%	11%	13%	0%	2%	0%	0%	100%
Unskilled and defined decision making	value	29	41	0	6	23	25	0	2	0	0	126
	%	23%	33%	0%	5%	18%	20%	0%	2%	0%	0%	100%
TOTAL PERMANENT	value	110	129	0	28	61	75	0	12	0	0	415
	%	26.51%	31.08%	0%	6.75%	14.70%	18.07%	0%	2.89%	0%	0%	100%
Temporary employees	value	28	41	0	4	19	22	0	2	0	0	116
	%	24.14%	35.34%	0%	3.45%	16.38%	22.68%	0%	0.38%	0%	0%	100%
GRAND TOTAL	value	138	170	0	32	80	97	0	14	0	0	531
	%	25.99%	32.02%	0%	6.03%	15.07%	18.27%	0%	2.64%	0%	0%	100%

Table 12: Numerical targets for employees with disabilities ONLY

Occupational Levels		Male				Female				Foreign Nationals		Total
		A	C	I	W	A	C	I	W	Male	Female	
Top management	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Senior management	value	0	0	0	1	0	0	0	0	0	0	1
	%	0%	0%	0%	100%	0%	0%	0%	0%	0%	0%	100%
Professionally qualified and experienced specialists and mid-management	value	1	0	0	0	1	0	0	0	0	0	2
	%	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	100%
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	value	0	2	0	0	1	0	0	1	0	0	4
	%	0%	50%	0%	0%	25%	0%	0%	25%	0%	0%	100%
Semi-skilled and discretionary decision making	value	0	1	0	0	0	1	0	0	0	0	2
	%	0%	50%	0%	0%	0%	50%	0%	0%	0%	0%	100%
Unskilled and defined decision making	value	1	0	0	1	0	1	0	0	0	0	3
	%	33.33%	0%	0%	33.33%	0%	33.33%	0%	0%	0%	0%	100%
TOTAL PERMANENT	value	2	3	0	2	2	2	0	1	0	0	12
	%	0.52%	0.78%	0%	0.52%	0.52%	0.52%	0%	0.26%	0%	0%	3.10%
Temporary employees	value	0	0	0	0	0	0	0	0	0	0	0
	%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
GRAND TOTAL	value	2	3	0	2	2	2	0	1	0	0	12
	%	0.52%	0.78%	0%	0.52%	0.52%	0.52%	0%	0.26%	0%	0%	3.10%

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
▪ EE COMMITTEE	▪ Review the progress of the plan on a quarterly basis. ▪ Raise any potential barriers to be addressed.	• Quarterly
▪ HR DEPARTMENT	▪ Appointments are aligned with Employment Equity Policy. ▪ Review quantitative progress. ▪ Address any potential barriers highlighted by the EEC.	• Quarterly/Ongoing
▪ SALGA and COGTA	▪ Ensure that challenges with competencies will be addressed on an ongoing basis.	• Ongoing

7. DISPUTE RESOLUTION MECHANISMS

A clear process to be followed to resolve disputes arising from the interpretation and implementation of the EE Plan, including the responsible persons and time-frames for each step to resolve the dispute.

8. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

9. ANY OTHER PRESCRIBED MATTER CAN BE INCLUDED.

SIGNATURE OF THE CHIEF EXECUTIVE OFFICER/ACCOUNTING OFFICER

The information contained in the EEA13 template must be authorised and verified by the Chief Executive Officer; or the Accounting Officer in the case of an employer falling under the Public Finance Management Act, 1999 (Act No. 1 of 1999) or the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

Chief Executive Officer/Accounting Officer	
I <u>RICHARD BOSMAN</u>	(full Name) CEO/Accounting Officer of
(Organisation)	
<u>OVERBERG DISTRICT MUNICIPALITY</u>	
hereby declare that I have read, approved and authorized this EE Plan.	
Signed on this <u>29TH</u>	day of <u>AUGUST</u> year <u>2025</u>
At place: <u>BREDAASBOOP</u>	
	
Chief Executive Officer /Accounting Officer	