



# **DISABILITY STRATEGY**

## **2020 - 2025**

# AREA FOCUS 1: MUNICIPAL TRANSFORMATION AND ORGANIZATIONAL DEVELOPMENT

Although the municipality has progressed to a certain level in terms of the required municipal transformation and organizational development, there are still certain key issues that require further attention in order to ensure that the municipality is transformed and the organization developed to include and embrace disabled people as an employer. These issues are related to the following categories:

- Disability Policy (Reasonable accommodation, Accessibility, Awareness etc.)
- Employment Equity
- Skills development

The following checklist should serve as basis for evaluation in order to pinpoint the exact challenges preventing progress in this focus area of the DFLG. The checklist includes the relevant recommendations.

No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1	Mainstreaming Disability issues in the workplace	1. Conducting in-depth analysis of planning processes and operations, identifying gaps in mainstreaming of disability components in municipality.	Garden Route DM Questionnaire (Completed in collaboration with DPLG and representatives from different departments of Garden Route DM)	July 2020	Executive Manager: Corporate Services (Focal Person)  Ass HR Manager (Responsible person)
		2.Revist Disability Policy	Approved Disability Policy	Dec 2020	HR Manager/Executive Manager: Corporate Services
		3.Integrate disability issues into IDP	IDP reflect disability indicators	July 2020	IDP Manager
		4.Define and include disability targets and indicators for mainstreaming purpose	Employment Equity Plan and Performance Agreements of Sec. 57	Dec 2020	Executive Mayor and Municipal Manager
		5.Allocate budget and other resources to disability component	Budget reflect line items for disability programming	Dec 2020	Executive Manager: Finances and Corporate Services

2.	Promoting representation of people with disabilities in workplace	6. Monitor and evaluate implementation of disability components in the IDP	SDBIP	Feb 2021	Performance Manager
		7. Facilitate inclusion of people with disabilities in IDP formations.	Participation of PWD in IDP Formations	Continuous	IDP Manager
		Promoting participation and representation of people with disabilities in municipal affairs	Develop and maintain a database of NGO's and DPO's in the municipal area • Invite these institutions to relevant committee meeting to ensure their inputs are obtained • Ensure that reasonable accommodation is provided for the disabled at these meetings	Continuous	IDP Manager/Executive Manager: Corporate Services
3.	Employment Equity	4% of staff component to be representative of the disabled	Analysis of current representation levels • Identification of gaps in terms of % and levels • Develop action plan in cooperation with HR section	Continuous	Employment Equity Manager/HR Manager/Executive Manager: Corporate Services
		EEA 1 forms for all employees	Complete EEA 1 for all employees	Continuous	HR Sect

4.	National Skills Development Strategy	Recruitment database for the disabled	Develop action plan in cooperation with HR directorate	Continuous	HR Sect
		Advertisements circulated to disability sector	Develop action plan in cooperation with HR directorate	Continuous	HR Sect
		4% of staff attending training included the municipal skills development plan to be representative of the disabled	Identify disabled workforce Identify suitable training programmes Include relevant training programmes in Skills Development Plan Monitor against 4% target	Continuous	HR Sect

## Focus Area 2: Basic service delivery

Although the municipality has progressed to a certain level in terms of providing the disabled community with access to basic and community services, there are still certain key issues that require further attention in order to ensure that the municipality sufficiently includes and embraces disabled people in this focus area. These issues are related to the following categories:

- IDP
- Indigent Policy
- Municipal Infrastructure Investment Policy and Strategy

The following checklist should serve as basis for evaluation in order to pinpoint the exact challenges preventing progress in this focus area of the DFLG. The checklist includes the relevant recommendations.

No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1.	Integrated Development Plan	Disabled community participation	Mobilise and facilitate participation in forums Ensure accessibility and reasonable accommodation at these forums	Annually	Executive Manager: Corporate Services (Focal Person) & IDP Manager
		Integrate disability components	Consider needs in terms of accessibility to basic and community services	Annually	IDP Manager
			• Disability specific projects to be identified, budgeted and implemented	Annually	All Executive Managers & IDP Manager
			• All non-disability specific projects to accommodate the disabled in terms of community involvement and accessibility	Annually	Executive Mayor and Municipal Manager
		Monitor and evaluate progress	Monitor implementation progress	Annually	Performance Manager
			Provide feedback to disabled community at forums on progress	Continuous	Executive Manager: Corporate Services & IDP Manager

	Indigent Policy	Accessibility to disabled community	<p>Perform research in order to set targets in terms of providing FBS to the disabled.</p> <p>Approach SASSA to obtain list of disability grants paid in municipal area to assist with research</p> <p>Distribute copy of policy to all NGO's and DPO's</p> <p>Distribute application forms to NGO's and DPO's</p> <p>Perform visits to assist the disabled in taking down applications</p> <p>Include disability disclosure section on application form</p> <p>Amend indigent database to reflect disabled consumer % of database</p>	Continuous	Executive Manager: Financial Services
	Municipal Infrastructure Investment Policy and Strategy	Accessibility to disabled community	<p>Consider the needs of the disabled in terms of basic services infrastructure e.g. alternative sanitation systems</p> <ul style="list-style-type: none"> <li>• Amend policy and strategy to incorporate the needs of the disabled</li> </ul>	Continuous	Managers: Roads and Community Services

## Focus Area 3: Local Development Plan

The municipality is currently performing well in terms of involving the disabled community local economic development initiatives. The municipality is in line with the requirements and timelines outlined in the DFLG. Although the Municipality is performing well the following checklist should serve as basis for continuous revision of performance against targets:

No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1.	Local Economic Plan	5% of LED programmes allocated to people with disabilities	Analyse local economic development initiatives and determine budget available <ul style="list-style-type: none"> <li>Analyse budget to determine the 5% target allocation</li> <li>Develop initiatives and strategies to facilitate the allocation of the 5% target</li> </ul>	Dec 2020	LED and Communications Manager and Executive Manager Corporate Services (Focal Person)
		Development of SMME's	Develop database of disabled entrepreneurs in the municipal area <ul style="list-style-type: none"> <li>Consider interventions with local and aspiring disabled business owners to provide specialised workshops or networking opportunities</li> <li>Develop training programmes to capacitate disabled entrepreneurs</li> </ul>	Continuous	LED and Communications Manager and Executive Manager Corporate Services (Focal Person)
	Supply Chain Management	SCM Regulations & PPPFA requires accommodation of the disabled		Continuous	Supply Chain Management & Chief Financial Officer

			<p><b>Ensure that the procurement policy allows special preference points for disabled service providers or service providers employing disabled staff</b></p> <ul style="list-style-type: none"> <li>• Set target in addition to the LED target</li> <li>• Ensure that disabled entrepreneurs listed on the LED database is aware of the preference point system in the procurement policy</li> <li>• Monitor the allocation of projects through the procurement policy to disabled entrepreneurs</li> <li>• Evaluate progress in terms of the actual vs. target and report to the MM</li> </ul>		
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## Focus Area 4: Municipal viability and financial management

The municipality is currently performing well in terms of municipal viability and financial management requirements. The municipality is in line with the requirements and timelines outlined in the DFLG. Although the Municipality is performing well the following checklist should serve as basis for continuous revision of performance against targets:



No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1.	Municipal viability and financial management	Funding mobilization	Sound Financial Audit Report	Continuous	<p>Chief Financial Officer &amp; Executive Manager Support Services (Focal Person)</p> <p>Chief Financial Officer &amp; Executive Manager Support Services (Focal Person)</p>

## Focus Area 5: Public participation and good governance

The municipality is currently performing well in terms of public participation and good governance requirements. The municipality is in line with the requirements and timelines outlined in the DFLG. Although the Municipality is performing well the following checklist should serve as basis for continuous revision of performance against targets:

No.	Measurable Objectives	Activities	Input and Indicators	Time Frame	Responsibility
1.	Promoting participation and representation of people with disabilities in municipal affairs	<p>Develop and maintain a database of NGO's and DPO's in the municipal area  Invite these institutions to relevant committee meeting to ensure their inputs are obtained  Ensure that reasonable accommodation is provided for the disabled at these meetings</p> <p>Ensuring transparency and accountability for disability inclusion</p>	Feedback from community and NGO's	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>	<p>IDP Manager/Executive Manager Corporate Services (Focal Person)</p> <p>IDP Manager/Executive Manager Corporate Services (Focal Person)</p> <p>IDP Manager/Executive Manager Corporate Services (Focal Person)</p> <p>IDP Manager/Executive Manager Corporate Services (Focal Person)</p>

## Focus Area 6: Monitoring and Evaluation

The municipality is currently performing well in terms of monitoring and evaluation requirements. The municipality is in line with the requirements and timelines outlined in the DFLG. Although the Municipality is performing well the following checklist should serve as basis for continuous revision of performance against targets:

No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1.	Monitoring of implementation of Disability Framework recommendations	<p>Develop a monitoring and evaluation system that measure both quantitative and qualitative progress</p> <ul style="list-style-type: none"><li>• Ensure that the system allows for evaluating the efficiency and effectiveness of budget expenditure</li><li>• Ensure that progress is frequently assessed and reported to the MM</li><li>• Ensure that stakeholders (DPO's and NGO's) participate in the monitoring and evaluation process</li></ul>	Sound Monthly and Quarterly Reports	Continuous	Performance Manager/Executive Manager Corporate Services (Focal Person)

## Focus Area 7: Integrating the three spheres of government

Although the municipality has progressed to a certain level in terms of linking with provincial and national departments with regards to mainstreaming initiatives, there are still certain key issues that require further attention in order to ensure that the municipality sufficiently includes and embraces disabled people in this focus area.

The following checklist should serve as basis for evaluation in order to pinpoint the exact challenges preventing progress in this focus area of the DFLG. The checklist includes the relevant recommendations.

No.	Measurable Objectives	Activities	Output and Indicators	Time Frame	Responsibility
1.	Integrate the three spheres of government	Linking to departmental and national initiatives in order to maximize the mainstreaming of disability rights	<p>Ensure that continuous communication with the following departments are established as they are mandated by the IPDS (Integrated Provincial Disability Strategy) to assist municipalities with certain initiatives</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department of Local Government and Housing</li> <li><input type="checkbox"/> Department of Finance, Economical Development and Tourism</li> <li><input type="checkbox"/> Department of Health</li> <li><input type="checkbox"/> Department of Social</li> </ul>	Continuous	Executive Mayor, Municipal Manager & Executive Manager Corporate Services (Focal Person)

			<b>Development</b> <input type="checkbox"/> <input type="checkbox"/> <b>Department of Culture and Sport</b> <input type="checkbox"/> <input type="checkbox"/> <b>Department of Transport &amp; Public Works</b>		
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## Focus Area 8: Overall result on the progress of mainstreaming the rights of people with disabilities

The municipality is in line with the requirements and timelines outlined by the DFLG. Although the Municipality is performing well the following checklist should serve as basis for the continuous mainstreaming of the rights of disabled people:

No.	Measurable Objectives	Activities	Input and Indicators	Time Frame	Responsibility
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1.	Disability Unit	Budget	The efficiency and effective utilisation of the budget is crucial. Continuous monitoring and evaluation of budget spend vs. goals achieved	Continuous	HR Manager/Executive Manager Corporate Services (Focal Person)/Executive Manager Financial Services
		Human Resources	The efficiency and effective utilisation of the dedicated staff members are crucial. Continuous monitoring and evaluation of performance vs. agreed action plan.	Continuous	HR Manager/Executive Manager Corporate Services (Focal Person)
		Cooperation from departments	Monthly assessment of progress vs. approved action plan	Continuous	HR Manager/Executive Manager Corporate Services (Focal Person)
		Feedback from	Frequent reporting to	Continuous	

		Council	Council on progress vs. approved action plan		HR Manager/Executive Manager Support Services (Focal Person)
	Municipal transformation and organisational development	Employment Equity and Skills Development targets	<p>Continuously gauge organisational performance against legislated targets via the relevant directorate</p> <p>Obtain frequent feedback from DPO's on municipal engagement regarding employment possibilities</p>	Continuous	HR Manager/Executive Manager Support Services (Focal Person)
		Accessibility	Frequent assessment possible accessibility challenges and action accordingly		

		<b>Awareness</b>	Continuous awareness sessions with staff and management to ensure it becomes culture and embedded in the organization		
		<b>Indigent database</b>		Continuous	Executive Manager Financial Services & Supply Chain Management
	<b>Basic service delivery and infrastructure</b>	<b>Municipal services</b>	Continuous assessment of disabled representation on indigent database	Continuous	Executive Manager : Roads Dept
		<b>Community services</b>	Continuous awareness sessions on municipal service delivery	Continuous	Executive Manager: Community Services
		<b>Business opportunities</b>	Promote and facilitate access to community services	Continuous	Executive Managers: Support Services & LED Unit



Local Economic Development	Procurement	Promote entrepreneurship and SMME's  Assist local businesses owned or managed by the disabled through providing preference in trade	Continuous	Executive Manager Financial Services & Supply Chain Management
	Skills development		Continuous	
	Budget	Develop capacity building program for entrepreneurs with disabilities	Continuous	
	Database	Determine budget needs and allocate as required Monitor and evaluate effectiveness and efficiency	Continuous	
Municipal viability and financial management	Communication			Communication Unit & Supply Chain Management
Public participation and good governance	Reasonable	Continuously update database		Communication Unit & IDP Section

	Integration of the three spheres of government	Accommodation	of NGO's and DPO's in the municipal area	Continuous	Communication Unit & IDP Section
		Communication	Ensure that proper communication channels between the sector and municipality are established		
			Provide reasonable accommodation to the sector when engaging with the municipality	Continuous	Executive Mayor, Municipal Manager, Communication Section
		Cooperation	Ensure that proper communication channels between provincial and national government departments are established		Executive Mayor, Municipal Manager, Communication Section
			Ensure that the municipality is linked to all programs coordinated on provincial and national level that could benefit persons with disabilities		

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