

MPUMALANGA PROVINCIAL GOVERNMENT

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Department of Public Works, Roads and Transport HUMAN RESOURCES PRACTICES & ADMINISTRATION

Litiko Letemisebenti Yemphakatsi,
Temigwaco Netekutfutsa

Departement van Openbare Werke, Paaie
en Vervoer

UmNyango wezemiSebenzi yomPhakathi,
zeeNdlela nezokuThutha

Enquiries: Pelky Makahane 013 766 6820

Procedure	:	Nomination Forms for Employment Equity Committee Members
Section	:	Section 2.2
Manual	:	Employment Equity Committee Manual

Nomination of Employee Employment Equity Representatives

Department of Public Works, Roads and Transport recognises that aside from its legal obligations in terms of the Employment Equity Act, it is necessary to promote equality in the workforce, eliminate unfair discrimination in employment; and ensure the implementation of employment equity to redress the effects of discrimination; as well as achieve a diverse workforce broadly representative of our people. **Department of Public Works, Roads and Transport** further acknowledges that it has a legal duty to consult with its workforce and any representative trade union on the development, implementation and monitoring of its employment equity plan.

To this end, **Department of Public Works, Roads and Transport** has established an employment equity consultative forum, which will represent the interests of all sectors of its workforce and which will meet and consult on the implementation and monitoring of its employment equity plan in terms of the Act.

The consultative forum will be comprised of Districts Employment Equity committees Chairpersons and Employment Equity Manager and consisting in each region of the following representatives:-

- Employee Relations Manager
- Human Resource Managers
- Employee Representatives
- Other

Committees will be constituted in the following areas:-

- Gert Sibande
- Nkangala District
- Ehlanzeni
- Bohlabele
- Departmental Forum

Department of Public Works, Roads and Transport therefore requests that employees nominate one (1) representative from each _____ to represent their interests in the regional forums. From these nominations the Group Human Resources Manager will select one employee representative from each region to participate in the Regional Committees.

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Nomination Forms for Employment Equity Committee Members

Attached please find a nomination form which must be completed by no later than _____ 200_ and returned by facsimile to _____ on _____ .

Yours truly,

EMPLOYMENT EQUITY MANAGER

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Nomination of Employee Employment Equity Representatives

Employees who are interested in nominating or being nominated as Employee Employment Equity representatives must complete the following details and return the completed nomination form by facsimile on _____ to _____ by no later than _____.

Minimum criteria

Representatives must :-

- be permanent full-time employees of **Department of Public Works, Roads and Transport** with a minimum of one (1) year's completed service;
- have read the attached summary concerning the Employment Equity Act;
- possess a minimum of a matric certificate and be literate in English and at least one black language; and
- not be a member of management

Please motivate your nomination by completing the following details:-

Name : _____
Position : _____
Store : _____
Languages : _____
Educational Qualification : _____
Race : White African Indian Coloured
Sex : Male Female

Write a short motivation to support your nomination:- (use extra paper if necessary)

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Is your nomination supported by your work colleagues: Yes No

Signature _____ Date _____

Seconded by

Name: _____ Signature _____

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Letter of Intent - (Trade Union Representatives)

Dear Sir:

Subject: Employment Equity Consultative Forum

Department of Public Works, Roads and Transport recognises that aside from its legal obligations in terms of the Employment Equity Act, it is necessary to promote equality in the workforce, eliminate unfair discrimination in employment; and ensure the implementation of employment equity to redress the effects of discrimination; as well as achieve a diverse workforce broadly representative of our people; thereby promoting economic development and efficiency in the workforce. **Department of Public Works, Roads and Transport** further acknowledges that it has a legal duty to consult with its workforce and any representative trade union on the development, implementation and monitoring of its employment equity plan.

To this end, **Department of Public Works, Roads and Transport** has established an employment equity consultative forum, which will represent the interests of all sectors of its workforce and which will meet and consult on the implementation and monitoring of its employment equity plan in terms of the Act.

Department of Public Works, Roads and Transport therefore requests _____ - ("the Union") to nominate _____ (number) members of its Union to represent the Union in this forum.

Should the Union wish to meet with **Department of Public Works, Roads and Transport** to discuss the establishment of the consultative forum or its participation in such forum, prior to nominating any representatives, it is free to do so.

Your co-operation in this matter will be appreciated. The first meeting of the consultative forum shall be on _____ (date) at _____ (venue) commencing at _____ (time).

Yours truly,

EMPLOYMENT EQUITY MANAGER

Nomination by Trade Union:

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Nomination Forms for Employment Equity Committee Members

The _____ ("Trade Union") hereby nominates the following members of its trade union as representatives on the Employment Equity Consultative Forum:

Name	Workplace	Position
_____	_____	_____
_____	_____	_____
Alternate	_____	_____
_____	_____	_____

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