



**SEKHUKHUNE**  
District Municipality

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# **DRAFT GENDER POLICY**

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## 2. ACRONYMS AND ABBREVIATIONS

<b>COB</b>	<b>Community Based Organisation</b>
<b>CDW</b>	<b>Community Development Worker</b>
<b>CEDAW</b>	<b>Convention on the Elimination of All Forms of Discrimination Against Women</b>
<b>CGE</b>	<b>Commission for Gender Equality</b>
<b>CLRA</b>	<b>Communal Land Rights Act of 2004</b>
<b>CPF</b>	<b>Community Policing Forum</b>
<b>dplg</b>	<b>Department of Provincial Local Government</b>
<b>GAP</b>	<b>Gender Advocacy Programme</b>
<b>GBV</b>	<b>Gender Based Violence</b>
<b>GFP</b>	<b>Gender Focal Point</b>
<b>GMS</b>	<b>Gender Management System</b>
<b>IDP</b>	<b>Integrated Development Plan</b>
<b>KPI</b>	<b>Key Performance Indicator</b>
<b>LED</b>	<b>Local Economic Development</b>
<b>MDGs</b>	<b>Millennium Development Goals</b>
<b>MIS</b>	<b>Management Information System</b>
<b>NGO</b>	<b>Non-governmental organisation</b>
<b>OSW</b>	<b>Office on the Status of Women</b>
<b>SADC</b>	<b>South African Development Community</b>
<b>BPA</b>	<b>Beijing Platform of Action</b>
<b>AA</b>	<b>Affirmative Action</b>
<b>COB</b>	<b>Community Based Organisation</b>

### 3. DEFINITIONS

- ✓ **“Gender”** social roles allocated respectively to women and men in particular
- ✓ Societies and at particular time.
- ✓ **"Sex"** means description of people according to their biological and physical
- ✓ **Characteristics.** It is the biological differences between males and females.
- ✓ **“Sexual Orientation”** Sexual preferences
- ✓ **“Sexual Harassment”** means any unwanted sexual advances
- ✓ **“Municipality”** refers to Sekhukhune District Municipality
- ✓ **"Patriarchy"** means a social system of male domination that oppresses women through its social, political and economic institutions and is based on Beliefs of men’s superiority that gives them decision-making power.
- ✓ **“Gender Equality”** means the equal employment by men and women of socially value goods, opportunities, resources and rewards by identifying and
- ✓ removing underlying causes of discrimination to give men and women
- ✓ equal opportunities.
- ✓ **"Gender Equity"** means fair treatment to men and women whose human potential
- ✓ has to be developed to the full.
- ✓ **"Gender issues”** refers to important subjects of debate with regard to gender
- ✓ **“Gender Committee”** means a committee that will monitor and evaluate implementation of gender policies
- ✓ **"Parity"** . means equality with regard to status and numbers
- ✓ **“Victims”** means any person harmed as a result of gender/sexual discrimination
- ✓ **"Perpetrators"** means any person committing crime of gender/sexual discrimination
- ✓ **"Imbalances"** means disproportionate discrimination based on Sex
- ✓ **"Discriminatory Practices"** means any discriminatory practices based on sex.
- ✓ **"Hazardous conditions"** means life threatening and dangerous conditions
- ✓ **‘Employment Equity Act’** means Employment Equity Act of 1998
- ✓ **"Conditions of Services”** means the basic Conditions of Employment Act of 1997

- ✓ "**Constitution**" means the constitution of the Republic of South Africa of 1996
- ✓ "**Employer**" means Sekhukhune District Municipality
- ✓ "**None-employees**" means any person who is not in the employment of Sekhukhune District Municipality
- ✓ "**Employee**" means any person, excluding an Independent contractor,' permanently
- ✓ appointed by the Sekhukhune District Municipality and who receives, or is entitled to receive any remuneration
- ✓ "**Person**" means employees, non-employees and Councillors of Sekhukhune District Municipality'
- ✓ "**SDM.**" means Sekhukhune District Municipality
- ✓ "**Disaggregated data**" means statistical data that is collected, analysed and made
- ✓ available to reflect women's particular experiences in a particular society.
- ✓ "**Special Measures**" may include Affirmative Action and any related programmes to ensure women empowerment

#### 4. INTRODUCTION

The policy document outlines a framework for gender mainstreaming within Sekhukhune District Municipality. It takes into account the gender inequality with various forms of discriminations, which can be addressed by the district. The policy grounds itself in the Constitution, current gender theory, legislations and various international and regional instruments to which South Africa is a signatory. It advocates for the approach, which defines gender mainstreaming as a measure for gender equality as well as positive action to address gender relations and focus on the empowerment of woman as a historically disadvantaged group.

The policy framework provides for gender mainstreaming in the five priority areas of Local Government strategic agenda. These are:

- ✓ Municipal Transformation and Organisational Development
- ✓ Basic Service Delivery
- ✓ Local Economic Development
- ✓ Municipal Financial Viability & Management
- ✓ Good Governance & Public Participation

✓

The policy document further deals with Issues that relate to power relations between women & men: Gender Based Violence, and Gender & HIV/AIDS

It also seeks to create an environment for the district stakeholders to implement programmes aimed at achieving gender equality and women's empowerment. The policy responds to the constitutional imperative of substantive equality for all and the removal of all forms of unfair discrimination that prevent full participation of women. It applies to the district and its local municipalities. The historical exclusion and inequality of women with men, even within the same racial groups, has resulted in women having lower levels of employment, lower levels of income, lower levels of education and fewer chances of upward mobility. Women form a larger percentage of the District's poor. Thus fulfilling the obligation under the Millennium development Goals (MDGs) requires a commitment to address both gender equality and equity

## **5. PURPOSE AND OBJECTIVES OF THE POLICY**

The principle of gender equity entails identifying major gender issues affecting Sekhukhune District Municipality and setting out the goals and objectives for addressing these issues. It also entails establishing the institutional machinery and authority within the Municipality to ensure a continuing management capacity to recognize and address gender issues. This is an essential contribution towards the larger process of national transformation.

### **5.1. Purpose**

- 5.1.1 To make sure that there is Gender Equity between men and women
- 5.1.2 To redress the imbalances of the past in the Sekhukhune District Municipality by promoting the process of women advancement, development and empowerment in an ever changing society.
- 5.1.3 To ensure that the Municipality is committed and willing to address gender issues.
- 5.1.4 To eliminate all forms of harassment and gender discrimination.

### **5.2 Objectives**

#### **5.2.1 Internal Objectives**

- 5.2.1.1 Promote gender equity in recruitment, placement, promotion and conditions of service.
- 5.2.1.2 Eliminate all forms of gender discrimination from Municipality's regulations and administrative practices;
- 5.2.1.3 Ensure the elimination of all forms of sexual harassment within the workplace
- 5.2.1.4 Develop administrative rules and procedure to enable affirmative action to achieve gender parity employed in all occupational categories and personnel levels.
- 5.2.1.5 Positively encourage and enable recruitment of women into technical and Engineering fields within the Municipality.
- 5.2.1.6 Organize in-house training to fast track development to enable the promotion of women.
- 5.2.1.7 Provide flexible working hours to accommodate family commitments.
- 5.2.1.8 Provide a gender sensitive working environment and provide work place forums and various forms of in-house education, to promote increased gender awareness and sensitivity.
- 5.2.1.9 Ensure that the SDM budget is engendered

## **5.2.2 External Objectives**

- 5.2.2.1 Provide various forms of in-house training on gender relations.
- 5.2.2.2 Base all planning on gender-disaggregated data.
- 5.2.2.3 Pay special attention in all programmes to the needs of women who are amongst the poorest segment of the population and are heads of households or single parents.
- 5.2.2.4 Ensure adequate participation by women in the planning, operation and maintenance of service delivery systems.
- 5.2.2.5 Provide technical training to both women and men of the community in order to enable their participation in project planning and implementation.
- 5.2.2.6 Making sure that the budget for all programmes has been engendered.

## **6. AUTHORITY OF THE POLICY**

6.1 This policy is issued under the authority of the Executive Mayor as the Executive Authority and the Municipal Manager as the Accounting Officer for Sekhukhune District Municipality

## **7. LEGAL REQUIREMENTS**

7.1 The SDM in its endeavours acknowledges the used labour laws of the country, which includes

7.1.1 Constitution of the Republic of SA (Act No 108 of 1996)

7.1.2 Beijing Declaration and Platform for Action (1995)

7.1.3 Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) ratified by SA in 1995

7.1.4 United Nations Millennium Goals (MDGs) of halving poverty and employment by 2014

7.1.5 SADC Declaration on Gender Development and its Addendum on Violence against Women

7.1.6 Protocol to the African Charter on Human and People's rights on the Rights of Women in Africa (2003)

7.1.7 Reconstruction and development programme (1994)

7.1.8 Women Charter for effective Equality (1994)

7.1.9 Batho Pele White Paper on Transforming Public Service Delivery (1997)

7.1.10 The White Paper on Local Government (1998)

7.1.11 Local Government Municipal Structures Act (Act No 117 of 1998)

7.1.12 Employment Equity Act, 1999

7.1.13 Local Government Municipal Systems Act (Act No 32 of 2000)

7.1.14 South Africa's National Policy Framework for Women's Empowerment and Gender Equality 2002

7.1.15 Traditional Leadership and Governance Framework Act of 2003 (TLGFA)

7.1.16 The Communal Land Rights Act 2004 (CLRA)

## **8. SCOPE AND APPLICATION OF THE POLICY**

### **8.1 Scope of Application**

8.1.1 This policy applies to employees, non-employees and Councillors of SDM.

### **8.2 Application of the Code**

8.2.1 Although this code is intended to guide employers and employees of Sekhukhune District Municipality, the perpetrators and victims of gender discrimination may include:

- 8.2.1.1 Employers/Councillors
- 8.2.1.2 Managers
- 8.2.1.3 Directors
- 8.2.1.4 Supervisors
- 8.2.1.5 Employees
- 8.2.1.6 Job applicants
- 8.2.1.7 Clients
- 8.2.1.8 Suppliers
- 8.2.1.9 Contractors
- 8.2.1.10 Others having dealings with the SDM.

## **9. GUIDING PRINCIPLES**

### **9.1 Gender Equity**

9.1.1 This means affording women and men equal opportunities and benefits to develop their full potential and meet development needs. A commitment to substantive equality includes the realisation of equitable outcomes, differential treatment of women and men and of different groups of women (rural women, women with disabilities, young women). This includes affirmative action through policy, legislative and other measures.

### **9.2 Gender Equality**

9.2.1 Everyone is equal before the law and may not be discriminated against based on gender, sex, disability, age and marital status.

### **9.3 Human Rights**

9.3.1 Women's rights are human rights as enriched in the Bill of Rights.

### **9.4 Customary, Cultural & Religious practices are subject to right to equality**

9.4.1 All persons have the right to enjoy and practice their religious and cultural beliefs. However, these practices should not discriminate based on gender.

### **9.4 Empowerment of women**

9.5.1 Refers to the capacity of women to access economic resources and make decisions for improving their quality of life.

### **9.5 Entitlement to the right of integrity and security of person**

9.6.1 Women are entitled to the right to bodily and psychological integrity as enshrined in the constitution. This means women have the right to security



and to make decisions over their own bodies, including their reproductive rights.

## **10. POLICY PROVISION**

The policy framework provides for gender mainstreaming in 5 priority areas of local government strategic agenda which are as follows;

### **10.1 Municipal Transformation and Organisational Development**

#### **10.1.1 Leadership:**

10.1.1 To drive for the promotion and protection of gender equity and equality in order to meet the requirements of the constitution.

10.1.2 The leadership and senior staff will drive the transformation of gender stereotypes, culture and attitude in order to promote gender equality and gender justice.

#### **10.1.3 Policies:**

10.1.3.1 All policies and by-laws of the municipality need to consider the gendered implications of their effects (for instance gender sensitivity in service delivery i.e. facilities and programmes)

#### **10.1.4 Integrated Development Plan:**

10.1.2.1 All the programmes, service provision and procurement within the IDP should reflect gender sensitivity in its KPIs – both in terms of employment of women

#### **10.1.5 Communication**

10.1.5.1 All forms of communication should be gender sensitive and reflects the diversity of society and should not discriminate based on gender, disability, age, race, culture and religion.

#### **10.1.6 Representation**

10.1.6.1 The South African Development Commission (SADC) Heads of States have committed themselves to ensuring gender parity at all levels and in all areas of decision-making.

10.1.6.2 The Women in Local Government Conference of 2005 called for a statutory commitment to effect gender equality and 50/50 representation.

#### **10.1.7 Gender – responsive budgets**

10.1.7.1 Municipal budget must be gender responsive. A budget is gender responsive if it ensures:

- Resources are specifically allocated for the development of municipal policies and action plans.
- Gender is taken into account in all municipal budget allocation and expenditure.
- Budget reviews demonstrate that it has considered the differential impact of spending on women and men.
- Resources are allocated for overcoming the historical disadvantages faced by women.

#### **10.1.8 Commitment**

10.1.8.1 SDM municipality commits to the development and implementation of policies and processes that will contribute to the outcome of gender equity, gender equality and gender justice.

### **10.2 Basic Service Delivery**

- Gender specific processes and measures should become part of each IDP composition review as a matter of course.
- The set of gendered targets and indicators must be developed to measure progress and ensure that these are mainstreamed into IDP.

### **10.3 Local Economic Development**

#### **10.3.1 Municipal Indigent Policy**

- Poverty is the gender issue because women make up the majority of the poor.
- It is important to consider households headed by women and include them in the indigent register.
- In updating the register is important to note any changes around gender patterns and trends.

#### **10.3.2 Gender Equity**

- Procurement policy of the district must ensure that it has an element of gender equity. Women must get their share of municipal tenders.

- LED processes need to conform to gender equity in composition and that gender – specific voices are heard in planning and execution.
- The correct regulatory environment and direct municipal investments must do much for job creation.
- It is important to incorporate gender-disaggregated data in every IDP with an indication on the number of jobs created.
- Skill development programmes and initiatives must cater for both men and women.
- Local level tourism initiatives must target all areas of the municipality.

#### **10.4 Municipal Financial Viability & Management**

- Anti-corruption, measures and strategies to improve transparency and accountability in municipal service delivery are central to a good gender-mainstreaming programme.
- Integrating gender into performance management system through gendered indicators will accelerate gender mainstreaming.

#### **10.5 Good Governance & Public Participation**

Measures to be taken to ensure equal participation by women and men in the municipal processes, which include:

- Monitoring of municipal proceedings to ensure that women and men participate equally in meetings and decisions
- Promoting equal participation of women and men every structure at grass root level to make sure women's voices are heard.
- Ensuring that women and men constituents are consulted directly by councillors and ward committees, to ensure that their interests are represented.
- Establish gender forums on the ground and ensure that they have real influence where it matters, on policies and decisions at all levels and on all issues.

## **10. GENDER & HIV/AIDS**

- HIV/AIDS remain dominant in South Africa's development agenda. It impacts negatively on municipal services by increasing the demand for access and provision.
- Consider HIV/AIDS issues in municipal planning processes, programmes, implementation and building capacity to respond effectively to the epidemic.
- intersectional analysis is also important to direct approaches to more effective prevention and care strategies, through the collaborative relationship between important stakeholders.
- Global warming issues to be considered in municipal planning processes, programmes, as the most impact will be felt by vulnerable groups such as children, the elderly, people living with disability and expectant mothers/women.

## **12. GENDER GOALS**

### **12.1 EXTERNAL GENDER GOALS**

External gender policy refers to the Municipality's external responsibilities to the communities at large in promoting gender equality in all its activities. In the provision of all services, programmes and projects within the Sekhukhune District Municipality, the main goals are to:

- identify all relevant gender issues, such that all projects and programmes recognize and address issues of gender difference and inequality
- indemnify and take into account the different gender roles of women and men in community affected by services and programmes
- Ensure equal participation and involvement of women and men in decision — making on all projects undertaken by the Municipality.
- Put a priority focus on improving the material position and status of women who have borne and still continue to bear the brunt of past inequalities.

## **12.2 INTERNAL GENDER GOALS**

- Internal gender policy refers to the Municipality's responsibilities to increase the representation and affirm the value of women in the Municipality' employ.

Within the Sekhukhune District Municipality, the main Gender goals are to:

- Work towards gender parity at all levels of management and specialization.
- Introduce administrative procedures to ensure that there is no discrimination against women in recruitment, placement, promotions and conditions of service and;
- Introduce all necessary measures and facilities to provide for the different biological and gender role of both men and women.

## **13. GENDER ISSUES**

In dealing with gender issues, it is important to compare the systems that lead to gender discrimination;

- Sexism uses people's biological make-up to establish and maintain unequal power relations between men and women,
  - Racism uses people's racial origins.
  - Apartheid s a system of racial domination
  - Patriarchy is a system of male domination.
  - There are a lot of similarities between racism and patriarchy as systems, the former favours whites the latter favours males.
  - In both systems, discrimination becomes part of the attitudes of the oppressor and the oppressed.
  - Black South African women were not only oppressed as blacks, they were oppressed as women and as workers.
  - As a social group, women do not have the same experiences due to their geographical location (rural/urban) and opportunities in education, most are illiterate.
  - Women with disabilities tend to be marginalised in mainstreaming activities despite the variations and in addition to some of them.
- Gender Issues that pertain to SDM, are the following:

## **13.1 Internal Issues and External Issues**

### **13.1.1 Gender issues affecting the employees**

- Gender discrimination in recruitment, placement and promotions
- Conditions of service which take insufficient account of the
- Special needs of women arising from their biological and gender roles.
- Sexual Harassment of employees
- Non-availability of child—care facilities for employees
- Men are still the decision-makers, even on issues affecting women.

### **13.1.2 Gender issues affecting non-employees**

- Inaccessibility to resources by women e.g. water, clinics, Libraries, etc.
- Economic Development that is not geared towards women Upliftment e.g. allocation of tenders should give preference to women
- Inaccessibility of information about latest legislation and bills e.g. Domestic Violence, Maintenance Act, etc.
- Time for meetings is made to suit man's needs.

## **14. INSTITUTIONAL STRUCTURES, ROLES AND RESPONSIBILITIES**

### **14.1 Composition of the Gender Committee**

The Committee will consist of the following partners

- MMC responsible for gender
- Special programme officer responsible for people living with disabilities
- Union representatives
- District Gender Coordinator( special programme officer responsible for gender)
- Women representatives — from local municipalities

### **14.2 Gender desk and Responsibilities**

The main functions of the Gender desk will be:

- In co-operation with local municipalities, draw up a strategic plan which will provide the framework for implementation of the gender policy
- Ensure that attention to gender issues is mainstreamed within all the Sekhukhune District Municipality activities and services.

- Ensure that action on gender equality is an integral component of all aspects of transformation process.
- Coordinate the work of all local municipalities for the comprehensive implementation of the gender policy.
- Monitor and evaluate progress in gender policy implementation.
- Collaborate with the Office of the Status of Women, to ensure that the Sekhukhune District Municipality' gender policy implementation contributes towards coordinated national efforts for women improved welfare and increased empowerment:
- Coordinate and facilitate the Municipality's gender training, for increased understanding of gender issues and improved implementation of the gender policy
- Produce periodic reports on Municipality's progress in implementing all aspects of the gender policy.

## **15. COMMUNICATION. MONITORING AND EVALUATION**

### **15.1 Communication**

The SDM. Shall build an information centre on gender issues so that all people can be made aware of gender issues through:

- SDM newsletter, notice boards, workshops, and various forms of media.
- Building a database on gender issues so that all people can have access to it.
- Produce information in a way that is appropriate and accessible to all.
- Facilitate training and gender awareness sessions. Gender may be built into programmes such as diversity training:

### **15.2 Monitoring and Evaluation**

- The Gender Committee will be responsible for the monitoring and evaluation of the Gender Policy and programmes of the SDM.
- Regular surveys involving external partners should be conducted on monitoring and evaluation of the progress.

- Quarterly reports on qualitative and quantitative indicators for assessing change and effectiveness shall be submitted to the Mayoral Committee.

## **16. DISPUTE PROCEDURE**

The Gender discrimination complaints shall be reported to the Gender Coordinator who should refer them to the Gender Desk. All matters, which could not be finalised by the Gender Desk, will be referred to the Gender Committee.

### **16.2 Reporting by non-employees**

In cases where there is a complain about Gender discrimination in the Municipality, the complainant can:

- Report to the Gender Coordinator
- Report to the Chief Whip or any member of the Mayoral Committee who should take the matter to the Gender coordinator

### **16.3 Reporting by Councillors**

16.3.1 Any Councillor who is a complainant of Gender Discrimination can report the matter to:

- The Chief Whip
- Any member of the Mayoral Committee
- Any Councillor serving on the Gender Committee
- Municipal Manager

### **16.4 Reporting by employees**

16.4.1 An employee who is a complainant of Gender Discrimination can report the matter to:

- His/her immediate supervisor who should inform the Gender Coordinator

## **17. GRIEVANCE PROCEDURE**

The existing grievance procedure applicable to SDM will deal with any disputes. Any dispute which arises in the interpretation of the policy will be dealt with at the Bargaining Council.



## **18. MONITORING AND EVALUATION**

Monitoring and Evaluation are critical in ascertaining on regular basis how a project is progressing. Monitoring involves checking to ensure that resources are reaching targeted people and that project activities are running smoothly.

Evaluation involves the assessment of how project components have worked and what could be done to improve them. In incorporating gender and governance issues in monitoring and evaluation, the following activities should be pursued:

- Enforcing regular reporting from implementing structures about project activities
- Assessing the effectiveness of project activities. The extent to which project resources reach intended targets.

### **18.1 Evaluating different aspects of project activities to ascertain outcomes related to:**

- Capacity building to improve planning implementation and targeting of intended beneficiaries.
- Social mobilisation to get access to information by women, poor people and other segments of local communities.
- Creation of interface to bring key stakeholders together to pursue project activities.
- Publishing best practices in the district magazine.
- Useful tools for monitoring and evaluation are gender checklists and gender sensitive attendance register for impact assessment of women and men.

### **18.2 Performance Indicators**

That the District Gender Policy Framework is adopted and implemented and that the District and Local Gender Forums are constituted and trained.

### **18.3 Performance Indicators for the District**

- Number of Local Municipalities in the District with gender policy including sexual harassment policy and action plan with guidelines

- Number of local municipalities with adopted policy and action plan
- Number of local municipalities with capacity building programme
- Number of local municipalities with an allocated budget for programmes.

## **19.PERFORMANCE OBJECTIVES FOR THE DISTRICT**

It is recommended that the process of writing policies and action plans begin with the District and be cascaded to local municipalities. In this case, this policy framework shall be deemed successful if it can achieve the following:

- 50% of local municipalities have written a gender policy and action plan within a year.
- 80% coverage within two years
- 100% within three years.

## **20. GENERIC INDICATORS**

The specific performance indicators and mechanisms are proposed for determining the effectiveness of the structure in the district. The proposed indicators are as follows:

- Development of municipal gender action plan
- Identification of gender related targets in municipal operations and in the IDP.
- Training of staff in gender awareness, gender analysis, gender planning and mainstreaming.
- Develop policies and programmes that address gender issues internally and externally
- Clear coordination and communication network between all key structures of the district gender management system.

## 20.1 Skills required and outputs towards achieving gender equity

<b>Programme Areas</b>	<b>Skill required</b>	<b>Outputs</b>
<b>Policy</b>	Gender Based Analysis Policy Formulation Programme Design	Gender Sensitive Programme Clear Policies Plans of Actions
<b>Gender Mainstreaming</b>	Statistical Analysis Gender Based Analysis Training Skills Research Skills Planning	Disaggregated Data Integration of gender into day to day activities of departments Clear gender planning programmes
<b>Coordination and Planning</b>	Strategy Planning Communication Skills Quantitative & Qualitative Evaluation Skills Coordination Skills	Management information systems Clear gender planning programmes
<b>Advocacy</b>	Social & Economic Skills Research / Analytical Skills Planning Training Monitoring & Evaluation	Common understanding of gender and need for transformation
<b>Liaison Networking</b>	Communication Grasp of stakeholders interests Organisational Skills Report Writing	Clear communication with NGO's and other departments and institutions
<b>Capacity Building</b>	Management Skills Training Facilitation Skills Analytical Skills Insight into social situation	Training modules Sharing of Best Practices Skilled cadre and gender people General Awareness of Government Officials about the goals, objectives and strategies of the gender programmes
<b>Implementation</b>	The capacity to act	That a policy moves off paper and begins

		to make a real difference to real people.

## 20.2 Generic Indicators

- Development of the Action Plan
- Identification of gender related targets in municipal operations in the IDP
- Training of staff in gender awareness, gender analysis, gender planning and mainstreaming
- Clear coordination and communication network between all key structures of the municipality
- Existence of clear monitoring and evaluation tools
- Gender sensitive indicators for all programmes and projects in the IDP.

## 20.3 Short term Indicators

### 20.3.1 Capacity Building

- Gender Sensitive Staff & Recruitment
- The existence of appropriate guidelines for recruitment panels indicating the desired gender balance
- The existence of appropriate guidelines for gender awareness training for those responsible for recruitment and selection.

### 20.3.2 Gender Sensitive Workplace Practices

- The effectiveness of guidelines for reporting and disciplining cases of sexual harassment
- The existence of effective internal structures established to deal with gender based discrimination and sexual harassment

### 20.3.3 Women Increased Access to management and Leadership

- Increased proportion of women managers in senior positions ( a 50/50 male – to – male ratio is desirable)
- Equal representation of women and men in all public participation meetings, forums, committees and gatherings of the municipality.

#### **20.3.4 Transformation in Programme**

- The number and equality of sector related gender analysis training programmes in place and number of professionals staff who have undergone the training.
- The extent to which sector based gender disaggregated data are being used effectively in programme design.
- To extent technical support and guidelines provided for gender responsive reviews of sector programmes.

#### **20.3.5 Transformation in the Allocation of Resources**

- The level of human and financial resource allocated to programmes to advance women's empowerment and gender equality
- Specifically identify gender based expenditure
- Equal employment opportunity expenditure by departments/municipalities on their employees (e.g. training for women managers)
- Gender mainstreaming of budget allocations and expenditure (for example allocations to support rural women entrepreneurs)

#### **20.3.6 Data Collecting and Utilisation**

- Production and utilisation of gender disaggregated data and statistics
- Gender disaggregated data and statistics reviewed and updated regularly for use in programme development, planning and implementation
- Adequate human and financial capacity for the collection, analysis dissemination of gender related statistics.

### **20.4 Long term Indicators**

#### **20.4.1 Increased representability in employment**

- Increased number of women, especially at professional and managerial levels
- Established effective affirmative action programmes in line with the provisions of the Constitution, Employment Equity Act and the White Paper on Affirmative Action in the Public Service.

- 30% of new recruits to the middle and senior management echelons should be women in line with the White Paper on Affirmative Action in the Public Service

#### **20.4.2 Economic Empowerment of women**

- Increased participation of women in local economic development programmes  
Skills development for increasing women's employability
- Implementation of innovative programmes/projects to create jobs

#### **20.4.3 Access to basic services**

- Improved access to water and sanitation, electricity and communication services for women.

#### **20.4.4 Access to productive resources**

- Improved access to education, training services and facilities, housing, health care, land and security for women.

#### **20.4.5 Participation in political and decision making structures**

- Percentage of women chairing municipal portfolio committees
- Number of women councillors in the municipality
- Number of women managers in the municipality
- Effective participation of women in ward committees
- Effective participation of women in the IDP processes.

#### **20.4.6 Protection from violence**

- Localise the 365 Days of Action to end violence.

Plan key areas for action:

- Prevention
- Awareness Campaigns
- Response
- Support
- Coordination
- Children & Vulnerable Group

## **21. ESTABLISHMENT OF DISTRICT GENDER FORUM**

### **21.1 Objectives of the district gender forum**

- To create an environment that acknowledges social aspects such as gender division of labour, stereotypes, prejudices and assumptions about women.
- To make recommendations for the adoption and implementation of Gender policy and Strategies to address inequalities and or discrimination resulting from these aspects.

### **21.2 Composition of the committee**

- The District Gender Forum shall be composed of all representatives from different internal departments, Governments departments, Civil Society.
- This would be comprised of representatives (chairperson & secretary) of local forums, representative from women caucus, District and local Gender Coordinators and departmental gender focal points.
- The Councillor responsible for Special Focus will be the Chairperson
- The Committee shall elect among themselves one member to be a Deputy Chairperson.
- Gender Coordinator will serve as Secretariat of the Forum.

### **21.3 The role of the forum**

- Routine assessment and production of reports on gender status quo.
- Facilitate gender sensitive training for women and men to promote non-discriminatory working relationships and respect for diversity in work and management styles.

- Facilitate the establishment of men's forum.
- Raising awareness among employers and employees on existing legislation that protects their human rights
- Contributing to the development of programmes that address inequality and discrimination, e.g. sexual harassment, HIV/AIDS etc.
- Carrying out surveys to establish impact of municipal policy on men and women.
- Facilitate of activities to observe and celebrate national and international events.
- Coordinate awareness raising events on issues affecting women, people with disability, sexual harassments, HIV& AIDS.
- Facilitate dialogues on issues of concern raised by women, men & employees, internally and externally.
- Acknowledge Women's professional achievements.
- Facilitate dialogues on issues of concern raised by women, men internally & externally.
- Disseminate information on topical gender topical issues relevant to the employees and community.
- Continuous monitoring and review pf policies and programmes as needs and demands change.

#### 21.4 Meetings

- The meetings will be held on quarterly basis.
- The Secretariat shall take the minutes in every meeting.
- A quorum to proceed with the meeting shall be half the members plus the chairperson.
- If the Forum members are unable to attend a meeting they are required to notify the secretary at least a day before the scheduled meeting.
- The secretary shall notify members about the meeting date a week in advance.



## **21.5 Term of Office**

- The term of office for the District Gender Forum shall be equivalent to that of Sekhukhune District Municipal council.

## **22. COMMENCEMENT DATE**

22.1 Commencement date for this policy shall be upon approval by Sekhukhune district municipal council.

## **23. POLICY REVIEW**

23.1 The policy will need to be reviewed periodically for improvement. Where it is concluded that it is not achieving the desired results, a policy review process along the same lines as the policy development process shall be undertaken and changes\ amendment made during the policy review session should be recorded. However, where it is deemed to be not necessary to review the policy, evidence leading to such decision should be recorded. The policy will be reviewed after every 3 years and will remain in force until and unless it has been withdrawn and amended by Sekhukhune district municipal council.

## **24. ENQUIRIES**

24.1 Enquiries should be directed to Special Programme Unit in the Office of the Executive Mayor, Sekhukhune District Municipality.

# **ANNEXTURE A**

## **A CHECKLIST FOR A GENDER-SENSITIVE MUNICIPALITY**

- ✓ Does the Municipality consist of at least 30% Women?
- ✓ Do all political parties take responsibility for ensuring that at least 30% of their Councillors are women?
- ✓ Are women equitably represented in Executive positions of council such as Mayoral Committee, Chairperson of sub-committees etc.?
- ✓ Does the Municipality have an Affirmative Action policy and programme which actively promotes women's representation on at all levels, including management and throughout all departments in the Administration?
- ✓ Does the Affirmative Action policy and programme identify women as a key target group?

- ✓ Does the municipality have a policy on internal career pathing for its employees, particularly women, to support their upward mobility within the institution?
- ✓ Do job descriptions include a reference to employees responsibility for gender transformation, particularly for those who are tasked with driving this process?
- ✓ Has Council adopted a Gender Policy, which states its commitment to the promotion of gender equality?
- ✓ Has Council adopted a Sexual Harassment Policy with specified disciplinary and appeal mechanisms?
- ✓ Has information about relevant Council policies, such as a Gender Policy or Sexual Harassment been disseminated to all employees and to the community?
- ✓ Does the municipality allocate a reasonable percentage of its training budget to knowledge and skills training for women (for example, ABET or technical skills training)?
- ✓ Does the municipality organise Diversity Training and Gender Sensitivity Training for all Councillors and employees?
- ✓ Does the municipality have a detailed profile of the community, with relevant figures such as employment and income further desegregated on the basis of race and gender?
- ✓ Do municipal planners receive training in gender analysis and gender planning?
- ✓ Does the municipality ensure that targeted (gendered) planning and service provision takes place?
- ✓ Do key Performance Indicators enable the municipality to assess how service delivery impacts on men and women from different backgrounds in the community?
- ✓ Has the municipality adopted targeted community participation strategies to facilitate the involvement of marginalised groups, particularly women, in community decision making?
- ✓ In organising community meetings does the Council ensure that the meeting venues are accessible, and that transport is provided to protect safety of women?

- ✓ Does Council ensure that women are equitably represented on community structures?
- ✓ Does Council's Local Economic Development Programme target women entrepreneurs as key beneficiaries?