

STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE: STRATEGY & SYSTEMS

DIRECTORATE: STRATEGIC MANAGEMENT & PLANNING

SOP Title

DISABILITY MAINSTREAMING

SOP Number:

SOP 01/2026

PURPOSE:

To detail the process followed for mainstreaming of disability plans and frameworks of the Department.

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SCOPE:

Provide mainstream support to Departmental staff and municipalities through the establishment of DRAC and conducting awareness campaigns as well as inputting in departmental policies.

RESPONSIBILITY:

- Director responsible for Strategic Management and Planning
- Director Strategic Management and Planning responsible for review of all reports and recommendation of memoranda.

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PROCEDURE:

No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1.	Conduct Awareness Sessions	Draft the memo and invitation letters for conducting awareness sessions.	Admin Officer	Within a week	Draft memo Draft invitation letters	Within a Quarter
		Request approval of memo and invitation letters by HOD.	Chief Director	Within a week	Memo Invitation letters Emails	
		Issue the approved invitation letters to DSCs and Municipalities for the attention of Municipal Managers and District Directors.	Admin Officer	Seven working days	Approved Memo Invitation letters notices	
		Prepare presentations for the awareness sessions.	Admin Officer Assistant Director	Within a day	Presentation	
		Conduct awareness session	Assistant Director	One day	Presentation Infrastructure audit report with recommendations	

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		Globalize information about commemorative months to Departmental staff	OTP and COGTA	Within the planned month	Notices Posters	
2.	Provision of the Reasonable Accommodation (RA)	Distribute disclosure forms	Assistant Director	One day	EEA1 Form	Within a Quarter
		Receive disclosure forms from employees	Assistant Director	One day	Signed EEA1 Form	
		Consult employees individually with their immediate supervisors	Deputy Director Assistant Director	One day	Agenda	
		Invite various stakeholders (HRA, Wellness together with the immediate supervisor and employee)	Admin Officer Assistant Director	One day	Approved invitation letters	
		Draft a reasonable accommodation process report	Admin Officer Assistant Director	Within a week	Report	
		Facilitate the approval of the report.	Admin Officer	One day	Report	
		Implement reasonable accommodation for the employee	Deputy Director Assistant Director Immediate Supervisor of the employee Deputy Director: HRA	Within a week	Attendance registers Reports Minutes of the meeting	

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			Deputy Director: Employee Health and Wellness			
		Provide training for the immediate colleagues	Assistant Director	One day	Presentation Attendance register	
		Monitoring and evaluation process of the RA	Director Deputy Director Assistant Director	Within the quarter	Evaluation Report.	
3.	Provisions of Departmental Employment Equality Target	Draft a list of the disability disclosures confirmed	Assistant Director	One day	List of EEA1 forms	Within a Quarter
		Provide update to HRD on the number of disability disclosures	Deputy Director Assistant Director	One day	List of EEA1 forms	
4.	Resuscitation of Disability Forum	Draft a memo and action plan for the Departmental Disability Forum.	Admin Officer Assistant Director	One day	Memo Action plan	Within a Quarter

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		Submit the memo for the approval	Admin Officer	One day	Memo Action plan	
		Facilitate the appointment of the members and the endorsement of the structure.	Director Deputy Director Assistant Director Admin Officer	Within a week	Agenda Attendance register Minutes	
		The executive is elected from the forum and signed appointment letters by the HOD are issued.	HOD Director Deputy Director Assistant Director Admin Officer	Within a week	Agenda Attendance register Minutes Appointment letters	

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REVIEW AND REVISION:

The SOP will be reviewed as and when there are changes to the Government systems and related legislation

CONTINGENCIES:

Task Name	Risk Description	Probability (H/M/L)	Impact (H / M / L)	Control Description	Consulted party
Non implementation of the recommendations	Non-compliance to the GEYODI Framework	M	M	Provision support and constant monitoring the implementation of the recommendations	District Directors Head of Department Municipal Manager

REFERENCES:

TYPE OF REFERENCE	REFERENCE
POLICY	<ul style="list-style-type: none"> THE GENDER RESPONSIVE PLANNING BUDGETING MONITORING EVALUATION AND AUDITING FRAMEWORK (GRPBMEAF)

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TYPE OF REFERENCE	REFERENCE
POLICY	WHITE PAPER ON RIGHTS OF PEOPLE WITH DISABILITIES
POLICY	PROVISION OF REASONABLE ACCOMMODATION AND ASSISTIVE DEVICES

DEFINITIONS

<p><u>Acronyms:</u></p> <p>RA: Reasonable Accommodation</p> <p>GEYODI: Gender, Youth, Disability</p> <p>HOD: Head of Department</p> <p>HRD: Human Resource Development</p> <p>HRA: Human Resource Administration</p> <p>OTP: Office of the Premier</p> <p>DRAC: Disability and Reasonable Accommodation Committee</p>
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ATTACHMENTS: <Attach any documents used in support of the SOP, e.g. flowcharts & work instructions>

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HISTORY OF CHANGE: <State in sufficient detail what changes were made what parts of the SOP were effected & when the changes become effective>

CERTIFICATION OF DUE PROCESS:

Prepared by: N.NKONYA
Name


Signature



24/04/2026
Date

Certified by: W.V. GALLI
Name


Signature

24/04/2026
Date

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Approval of SOP:	  Delegated Authority 20/05/2026 Date				
Approval date		Commencement date		Review date	
REVISION HISTORY					
Revision Ref No.	Approved/ Rescinded	Date	Authority	Resolution Number or Minutes Reference	