

**EMAKHAZENI LOCAL MUNICIPALITY**



**Expanded Public Works Programme Policy**

**EPWP PHASE III**



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## ACRONYMS AND DEFINITION OF TERMS

<b>DPW</b>	:	National Department of Public Works
<b>DSC</b>	:	District Steering Committee
<b>ED</b>	:	Executive Director of the Municipality is a Senior Municipal Manager
<b>EPWP</b>	:	Expanded Public Works Programme
<b>Environment &amp; Culture Sector</b>	:	The sector aims to build South Africa's natural, social and cultural heritage, and in so doing dynamically uses this heritage to create both medium and long-term work and social benefits through sustainable land-based live hoods, waste management, tourism and creative industries, parks and beautification, coastal management and sustainable energy.
<b>Full-time Equivalents:</b>	:	Refers to one person's year of employment. One person year is equivalent to 230 per days of work. Person years of employment equals total number of person days of employment created for targeted labour during the year divided 230. For task rated workers, tasks complete d should be used as a proxy for 8 hours of work per day
<b>HOD Forum</b>	:	Public Works Head of Department Forum (IDP) Integrated Development Plan
<b>Incentive grant</b>	:	Incentive paid to public bodies to incentivize employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs. Infrastructure sector. The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
<b>LED</b>	:	Local Economic Development
<b>MMC</b>	:	Member of the Mayoral Committee
<b>MM</b>	:	Municipal Manager
<b>MUNICIPALITY</b>	:	Emakhazeni Local Municipality
<b>NCC</b>	:	National Coordinating Committee
<b>NSC</b>	:	National Sector Committee
<b>Non-State Sector</b>	:	The sector aims to foster partnership between non-profit organizations (NPOs), communities and government to create opportunities through sociallyconstructive activities for a large number of individuals within local communities.
<b>PSC</b>	:	Provincial Steering Committee
<b>PSCC</b>	:	Provincial Social Coordinating Committee
<b>Social Sector</b>	:	The sector aims to drive a sphere of social policy dedicated to human development and improving quality of life in the areas on education, health and welfare
<b>Work Opportunity</b>	:	Paid work for an individual on an EPWP project for any period of time. The same person can be employed on different projects and

each period of employment will be counted as a work opportunity.

## 1. Vision

"A developmental local municipality striving to accelerate provision of quality services to the satisfaction of our communities"

## 2. Mission

"Emakhazeni Local Municipality exists to improve the quality of life of its citizens by providing accelerated services and creation of conducive environment for economic growth through good governance, innovation and integrated planning."

The municipality will use the following techniques to realize the municipality's vision

- To have the Executive Mayor and the Municipal Manager championing EPWP in the Municipality.
- Establish EPWP Forum within the Municipality sitting every month.
- Report Municipal created work opportunities across all sectors on monthly bases to the EPWP Reporting System.

## 3. Background

According to Stats SA (2016 Community Survey – CS) 1, Emakhazeni population increased from 47 216 in 2011 to 48 149 people in 2016-3.3 % of total population of Nkangala in 2016. Population grew by 933 between 2011 & 2016- and recorded a population growth rate per annum of 0.4 % per annum between 2011 & 2016-economic growth rate per annum was slightly faster than the population growth rate . The population number for 2030 is estimated at more or less 50 900 people given the historic population growth per annum future pressure on infrastructure and service delivery.

The number of households increased from 13 722 in 2011 to 14 633 households in 2016- represents 3.5% of Nkangala's number of households. Youth (15-34years) population grew by 1.6% pa between 2011% 2016 - forms 39.6% of the total population. The share of the male population in 2016 was 51.3% and females 48.7%.

According to the 2016 CS ,the population in Emakhazeni aged 20 + that completed grade 12, increased from 10 450 in 2011 to 2016\_- an increase of 2.0% pa.

Emakhazeni grade 12 pass rate improved from 74.8% in 2011 to 87.0% in 2015- the highest pass rate among the municipal areas in Mpumalanga. The area also achieved the 5<sup>th</sup> highest admission rate to university/degree studies in 2015, which was recorded at 29.5%. The challenge is to accommodate the education young people in the area. The unemployment rate of Emakhazeni from 25.9% in 2011 to 23.8% in 2015.

In 2015, Emakhazeni unemployment rate was the 7<sup>th</sup> lowest among all the municipal areas of Mpumalanga. In 2015, unemployment rate for females 29.2% and that of males 19.9%. Youth unemployment rate according to the Census figures 45.1%- challenge with especially very high youth unemployment rate of female. The largest employing industries in Emakhazeni are trade, community services and private house holds- more than 50% of total employment. The share of population in Emakhazeni below Stats SA 's lower- bound poverty line decreased/ improve marginally to 27.8% in 2015.

Lower- bound poverty line =R575 per capita per month. In 2015, Emakhazeni share of population below the lower-bound poverty line was the 5<sup>th</sup> lowest\_(favorable) among the municipal areas. The number of people below the bound poverty line increased slightly to 13 240 in 2015. According to the 2016 CS of Stat SA, the so -called poverty headcount of Emakhazeni increased from 6.4% in 8.7% in 2016, whilst the poverty intensity increased from 41.3% to 43.1%.

Unequal distribution of income in Emakhazeni if measured by the share of income by the poorest 40% of household- deteriorated from 9.2% in 2011 to 8.8% in 2015.

### 3.1. **Challenges affecting Municipalities to delivery on EPWP objectives and targets**

Most public bodies implementing EPWP faces similar challenges. The most common challenges includes amongst others the:

- Commitment of political and administrative leadership.
- Capacity in terms of designing projects labor- intensively.
- Capacity in terms of reporting.
- Dedicated coordination capacity within the municipality.
- Low incentive draw- down.
- Achievements of longer duration of work opportunities and FTE targets

## 4. **EPWP Municipal Policy Objectives**

The purpose of this Policy document is to provide a framework within which the municipality and its departments implement the EPWP. This policy documents is aimed to provide an enable environment for the municipality to increase the implementation of EPWP , through the re-orientation of the line budget function and channeling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP. Through this policy the municipality is aimed to achieve objectives:

- To have EPWP as an approved delivery strategy for projects implements, employment creation and skills development ;by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
- To inform all Departments and Units within municipality on how functions should contribute towards achieving the EPWP objectives; To entrench the EPWP methodology within the IDP;
- To develop skills within communities through on-the-job and /or accredited training of workers and thereby developing sustainable capacity within communities;
- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMME's development initiatives;
- Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employments opportunity per unit of expenditure to maximize the percentage of the municipal's annual total budget spent and retained within Olocal manufacturers, suppliers and service provides.

## 5. Legal framework

The development of this policy is guided by the following legislative and policy prescripts:

- The Constitution of South Africa (Act No. 108 of 1996)
- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA,1994)
- Municipal Finance Management Act (MFMA,2003)
- Division of Revenue Act (DORA,2006)
- The Basic Conditions of Employment Act (BCEA,1997)
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP II logical Framework
- Ministerial Determination.
- Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework,(2012)
- National Development Plan 2011

- New Growth Path 2010
- Council policies
- Youth employment accord, 2013
- Skills development accord, 2013
- Green economy accord, 2013
- EPWP protocol agreement for Phase III
- Integrated Incentive Grant framework, 2015
- EPWP recruitment guidelines, 2017.

## 6. Overview of EPWP

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating work opportunities. The Programme is implemented by all sphere of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. The Programme is co-ordinated by the National Department of Public Works (DPW), as mandated by Cabinet.

The programme is not implemented in isolation with other Government strategic initiatives, the New Growth Path (NGP) outlines Key drivers, such as targeting more labour-absorbing activities across the main economic sectors; and substantial public investment in infrastructure both to create employment directly, in construction, operation and maintenance as well as the production of inputs, and indirectly by improving efficiency across the economy. EPWP work opportunities are all linked to the NGP Job drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) target.

The National Development Plan Vision 2030 through the Diagonal Report identified nine main challenges facing South Africa, amongst others are: *two few people work and the quality of education available to the majority is poor*. The persistently high rate of unemployment in South Africa (23%) is one of the most pressing socio-economic challenges facing government. High youth *unemployment* in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance.

No single policy offers the solution; what is needed is a sustained period of accelerated and inclusive economic growth and a comprehensive set of short-term policy reforms and initiatives that encompass increasing demand for labour, improving education and skills, and labour market interventions that improve the employability of young people. Expanded Public Work Programme is one of those short-term initiatives by Government aimed to create work opportunities for the marginalized women, youth and people with disabilities.

The incentives grant was introduced during the second phase of the Programme with the aim to reinforce and reward public bodies that implement labour intensive methods and utilized their existing budget allocations effectively to increase the labour content of service delivery; also to encourage public bodies meet their EPWP targets and rapidly expand job creation.

## **7. EPWP Phase III Universal Principles**

The Principles form the basis for deciding whether a project or programme is part of the EPWP and may be reported as such. Through compliance with principles such as the Ministerial Determination, social protection outcomes of EPWP are enhanced and a minimum level of income transfer is ensured. The following principles will be monitored closely during implementation of EPWP Phase III:

- Workers will be recruited through a fair and transparent process.
- Adherence to the minimum wage to comply with the Ministerial Determination as revised from time to time.
- The work output of each EPWP project should contribute to enhancing public goods or community services.
- Compliance with minimum labour-intensity appropriate to sector.

These Principles form the basis for deciding whether a project or programme is part of the EPWP and may be reported as such. Through compliance with principles such as the Ministerial Determination, social protection outcomes of EPWP are enhanced and a minimum level of income transfer is ensured.

## **8. Convergence and contributing to sustainable livelihoods**

### **8.1.1. Concept of Sustainable Livelihoods**

In Phase III, the role of EPWP in contributing to sustainable livelihoods – and sustainable development - has been foregrounded. The concept of sustainable development is used in many different ways. The term first took the stage at a 1987 meeting of the UN World Commission on Environment and Development, where it was defined as follows: ‘Development that meets the needs of the present without compromising the ability of future generations to meet their needs.’ Further illustration of Sustainable livelihoods: ‘People are at the centre of sustainable development and, in this regard, Rio+20 promised to strive for a world that is just, equitable and inclusive, and committed to work together to promote sustained and inclusive economic growth,



social development and environmental protection and thereby to benefit all, in particular the children of the world, youth and future generations of the world without distinction of any kind

Sustainable development requires a balance between social, economic and environmental needs and is about striving for a world that is just, equitable and inclusive. Central to the concept is the importance of human development goals and of social protection – along with environmental protection. But the concept of sustainable development takes into account that markets may not - on their own - be able to offer all members of society a sustainable livelihood – or access to human development. So the concept of sustainable development poses a challenge to societies to identify the mix of instruments – public and private – required to achieve a world that is ‘just, equitable and inclusive’. While the core purpose of PEPs is to contribute to sustainable livelihoods for participants by enabling them to work and to earn a decent wage from such work, PEPs contribute to a wider set of development impacts also.

#### 8.1.2. Concept of Convergence

As the EPWP keeps growing both in terms of overall scale and the number of sub-programmes, to avoid duplication and overlaps the Municipality will strengthen collaboration and synergy with other public bodies be it National or Provincial sphere of government including State owned Enterprises. Improve complementarity and convergence, whereby programmes rather collaborate with each other and build on each other’s strengths in order to increase their overall impact. This will be achieved through the concept called Convergence as introduced with the approval of EPWP Phase III.

By contrast, the Community Works Programme (CWP) is an area-based programme, with a permanent footprint in a given community once a site has been established. The task of its implementing agencies is to consult with local communities to develop a menu of work that can absorb labour on an ongoing basis at local level. This typically leads to a multi-sectoral menu of work that overlaps in some respects with the types of work undertaken in the sectoral programmes. Although not area-based, the programme supporting Non-profit Organisations (NPOs) is also multi-sectoral, also leading to certain areas of overlaps.

An Important agenda for Phase III is to strengthen overall impact of EPWP by building greater synergy and convergence between programmes, to ensure complementarily without any of the programmes losing their own identity or focus, but with the whole adding up to more than the sum of parts. The main opportunities for convergence between existing EPWP programmes lies in the overlap between work outputs in the sectoral programmes and the multi-sectoral programmes, in particular with CWP as an area-based programme. The starting point is to recognize that these different strengths are taken into equation. Sectoral approaches entail more specialization, while the area-based approach of CWP allows for greater spatial targeting of marginal areas and provides a platform for more integrated approaches at the local level.

Increased collaboration and synergy can enhance development impacts in the following format:

- Within each of the sector programmes, significant levels of expertise and technical competence exists, that the CWP could draw-on to strengthen the quality of outputs of its work in that sector.
- Agreement on norms and standards; and best-practices for particular types of work that are delivered by different programmes will enhance the quality of outcomes.
- The CWP's contribution to the delivery of particular sectoral outputs expands the reach and impacts of such sectors.
- CWP can undertake work that complements and supports the main outputs of the sectoral programmes in ways that deepen their impacts.
- Where NPO programmes have a sectoral orientation, links to the sectoral programmes are important; where they are operating in areas where the CWP exists, there is scope for partnerships and synergy to increase local outreach and impact.

Greater collaboration creates opportunities for learning and the dissemination of the practices and new ideas.

## **9. Recruitment, project design and selection**

### **9.1. Project Identification**

EPWP (labour intensive) projects are identified by communities through councillors in their respective wards and ELM administrative task teams. Projects are then integrated and documented within the district municipal IDP.

## **9.2. Project Design**

Projects that are feasible to be delivered using labour intensive methods are identified as indicated above. Emakhazeni Local Municipality has taken a resolution that all projects to be implemented should where possible use labour intensive methods. Certain specific clauses relating to the use of labour intensive methods should be incorporated into tender/contract documents under special condition of contracts, specifications, schedule of quantities (for Infrastructure Sector, this is outlined in the Guidelines for Implementation of Labour Intensive Infrastructure Projects under EPWP), Where possible locally produced resources, including human resources are used during the implementation of all EPWP projects.

## **9.3. Targets Group**

In line with the EPWP Phase III and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55 per cent; women 55 per cent and people living with disabilities is 2 per cent. The designated target for youth increased from 40 per cent in EPWP Phase II to 55% in EPWP Phase III. All the Municipal projects will strive to meet and where possible exceed these targets.

## **9.4. Recruitment of Beneficiaries**

The recruitment of Beneficiaries should be driven by the Municipality in the following format

- I. The municipality may also make use of open adverts to source beneficiaries.

EPWP beneficiaries must be:

- South Africa citizens with a valid bar-coded ID.
- Residents of designated area where project is being implemented.
- Person from indigent households.
- Households with no income and priority given to one individual per household.

## **10. Conditions of Employment**

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code Practice for EPWP hereto annexed as **ANNEXURE 1** of the policy.

Ensure full compliance with labour legislation such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Disease Act (COIDA), and Occupation Health and Safety Act (OHSA).

## 11. EPWP Sectors

EPWP sectors initiatives to be implemented by the municipality are as follows:

Infrastructure Sector	Environment and Culture Sector	Social Sector	Non-state sector
<ul style="list-style-type: none"> <li>▪ Sanitation</li> <li>▪ Roads and Stormwater</li> <li>▪ Electrification</li> <li>▪ Operation and Maintenance</li> <li>▪ Waste Treatment Works</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sustainable Landbased Livelihoods</li> <li>▪ Waste Management</li> <li>▪ Tourism and Creative Industries</li> <li>▪ Parks and Beautification</li> <li>▪ Sustainable Energy</li> </ul>	<ul style="list-style-type: none"> <li>▪ Home Based Care</li> <li>▪ HIV &amp; AIDS Awareness</li> <li>▪ Pesticide Awareness</li> <li>▪ Early Childhood Development</li> </ul>	<p>It cuts across all sectors but implemented by NGO, NPO funded by Dept of Public Works.</p>

## 12. EPWP Cross-cutting programmes

### 12.1. Training

Phase 3 training is to enhance skills and entrepreneurial capacity of participants; enhance the participants' future employability, opportunity to access further education/vocational training and/or to establish and manage their own enterprises. To improve training and its outcomes, the Municipality will:

Prioritise accredited project based training including skills programme, artisan development interventions and Learnership.

Set aside budget for training to augment the limited external funds

Report all training interventions and submit ID copies on the EPWP system irrespective of whether internal or external funded.

In line with the Cabinet Approval for the EPWP Phase III proposal, the Municipality will further mainstream the implementation of the programme through having a dedicated capacity to monitor the implementation and reporting of the programme and improve convergence within the Municipality.

## **12.2. Enterprise Development/ Local Economic Development**

This refers to any form of intervention aimed to develop small business including cooperatives, through business development support services and access to market in the form of Leadership and targeted procurement.

The municipality will capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programme and SMME's development initiatives. It will also maximise the percentage of the annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.

## **12.3. Communication and Branding**

The municipality will ensure that all the projects are branded; profiled and comply to EPWP Corporate Identity Manual as provided by NDPW. On annual bases, the municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works. The municipality will ensure that all projects are branded visible, as specified.

## **13. EPWP Incentives**

The Municipal Manager will sign the Incentive Agreement with the National Department of Public Works in which the municipality agrees to receive and utilise the EPWP Incentive Grant on the basis of the stipulations, requirements, conditions and obligations assigned to the agreement. By signing the Incentive Grant Agreement, the municipality confirms its willingness to receive the grant as well as its undertaking to put in place measures to abide by the requirements of the progress reporting, audit and disbursement procedures.

Eligibility criteria:

- (a) Continuous Reporting; and
- (b) Using of incentive to create even more jobs

EPWP champions are to work closely with CFO to trace all incentive amounts for accountability and distribution to projects that are creating work opportunities.

In line with the Division of Revenue Act, the Municipality will submit the following reports in relation to Incentive Grants:

Expenditure report: This report is submitted monthly, ten (10) days after month-end (this report must be submitted even when there is no expenditure in that month and/or the grant is exhausted).

Quarterly non-financial report: This report must be submitted within thirty (30) days after the end of each quarter on impact of the incentive grant received as far as job and asset creation or services rendered are concerned.

Annual non-financial reports: This report must be submitted within a period of two (2) months after the end of the financial year on impact of the incentive grant received as far as job and asset creation or services rendered are concerned.

#### **14. Supply Chain Managements and finance processes**

The Office of the Chief Financial Officer, Supply Chain Management Section shall ensure that the tender documents for any project incorporate the matters of expanded public works programme.

The Office of the Chief Financial Officer shall ensure that all labour intensive projects service providers provide necessary information for jobs created in order for Council to register and report such projects in the system. The service provider shall provide the personnel information pertaining to;

Name and surname of the employee

Identification number (South African ID)

Gender

Level of education

Whether person has disability or not

Start and completion date in the project etc.

Provide photo's / pictures of the projects: prior the implementation, during the implementation and when project is complete.

All contracted service providers to submit the following documents for the purpose of 'EPWP' reporting: Contract of employment, clearly certified ID copies, Attendance register and monthly payment register.

The Municipal Supply Chain Management Policy must have a clause which states

that no invoice will be processed unless the labour report of the service provider is submitted as required by the Council in terms EPWP Phase 3 approach Guidelines.

During the tender processes, the appointment of the employees by the Service Providers in all projects must be in compliance with the EPWP guidelines. The tender document must include the EPWP phase 3 requirements, such as submission of the Project Profiles, signing of the contract , provision of attendance registers and provision of certified ID copies All service providers appointed by Council for goods and services shall be entitled to pay the stipend as determined by Council for all EPWP projects.

The office of the General Manager Infrastructure Department should ensure that all appointed Service providers for infrastructure projects must be branded orange in the form of projects' sign boards and the workers uniform;

All departmental heads must ensure that all projects are reported to the office of the Senior Manager, EPWP Division through the submission of the Simplified form with project critical information so that council will be able to register and report all projects implemented and they form part of their performance agreement.

## **15. Institutional arrangement**

EPWP cuts across all the Departments and Units of the Municipality. Each Departments will make a systematic effort to target the unskilled and unemployed and develop a plan to utilize their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

### **15.1 Roles and Responsibilities**

#### **15.1.1 Political Champion: The Executive Mayor**

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and The Executive Mayor ,The Executive Mayor will provide leadership and direction on the implementation of the EPWP in the municipality. The Executive

Mayor will appoint a member of the Mayoral Committee (MMC) to champion and lead the EPWP in the Municipality. The appointed MMC will also ensure that EPWP is aligned with IDPs and key policies and Programmes of the municipality.

The role of the Executive in co-ordination of EPWP:

1. Provide leadership and direction on the implementation of the EPWP within the Municipality;
2. Ensure that the Municipality meets the targets specified in the Annexure to this Protocol;
3. Appoint a member of the Mayoral Committee to coordinate and lead the EPWP within the Municipality;
4. Appoint members of the Mayoral Committee to be responsible for promoting the EPWP in the infrastructure, social, environmental and non-state sectors; also to champion enterprise development;
5. Ensure that a dedicated capacity (human and institutional) is established within the municipality to implement, monitor and report the progress in line with EPWP requirements for reporting;
6. Ensure the effective coordination and monitor the implementation of the EPWP within the Municipality;
7. Mobilise departments within the Municipality to meet the targets specified in the Annexure to this Protocol;
8. Ensure that the Municipal departments incorporates EPWP targets into their programme plans;
9. Ensure that the EPWP is incorporated in the infrastructure plan and development plan of the Municipality;
10. Ensure that the Municipal's EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality;
11. Report on implementation of the EPWP by the Municipality and progress in contributing to the overall achievements of the EPWP targets in the Mayor's speeches at key strategic platforms such as PPECC, Provincial Steering Committee meetings; and EPWP District Forum meetings;
12. Ensure that all the EPWP Projects are branded and compliant to the EPWP Corporate Identity Manual;
13. Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee;
14. Promote the training of EPWP beneficiaries participating and the Programme and ensure that a percentage from project budget is set-aside for training;
15. Ensure that EPWP policies are developed and endorsed by the municipality and provide an annual (31 July) progress report to the Minister of public Works on the implementation of this policy;
16. Ensure that the EPWP is a standing agenda item at meetings of the Municipal Executive Committee (Council); and
17. Ensure that the Municipality complies with the requirements for disbursing the EPWP incentive grant in particularly ensure that Municipality cannot draw down any portion



of the EPWP incentive grant from the Provincial revenue fund, unless in accordance with the terms of a disbursement letter provided by the Department.

**15.1.2 Administrative Champion: The Municipal Manager**

By default the Municipal Manager (MM) is the administrative champion of ‘EPWP’, however should the need arise, he/she will appoint a Senior Manager and/or delegate functions of the overall coordination of EPWP to a particular Unit and ensure that all Senior Manager have EPWP as an item in their performance contracts/agreements. The appointed/delegated Senior Manager will ensure that the EPWP is incorporate in the development plan of the Municipality and also ensure that the Municipal departments incorporate EPWP FTE target into their programme plans.

The appointed /delegated Senior Manager will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilize departments within the Municipality to meet their targets.

**16. Sector Classifications**

Various Departments and Units are grouped into EPWP sectors to be implemented by the municipality and in accordance with their core business as depicted in the Figure below to lead and coordinate sector activities within the municipality.

Table

<b>INFRASTRUCTURE SECTOR</b>	<b>ENVIRONMENT AND CULTURE SECTOR</b>	<b>SOCIAL SECTOR</b>
Technical Services Departments	Waste Management Department	Community Safety Department
PMU	Local Economic Department	Department of Health
Planning and Development Department	Parks and recreation Arts and culture	Social Development Department

**17. Overall Coordination**

The Municipality will form the EPWP Steering Committee to be responsible for the strategic direction and coordination of EPWP. The Steering Committee will be chaired by the appointed/delegated Senior Manager. This Committee is constituted as follows:

- Municipal EPWP Champion
- EPWP Projects Coordinator
- EPWP Data capturers

- EPWP Human Resource Coordinator
- Departmental EPWP representative
- Heads of division/sections
- Grants reconciliation official from Budget and Treasury Office
- Local sector department EPWP champion
- Local CWP Champion
- Regional 'EPWP' officers.

**The EPWP Local Steering Committee will be responsible for:**

- Coordinate EPWP programmes
- Provide necessary support
- Provide training programmes to all internal stakeholders
- Ensure that all reports are provided on time as required by the National Department of Public Works
- Identify and implement expansion areas to increase job creation
- Facilitate the development of business plans for new programmes.
- Ensure the allocation of EPWP incentive grant and report on financial status.
- Ensure that the incentive agreement for integrated EPWP incentive grant to

Council is adhered to.

- Producing quarterly 'EPWP' progress reports to council across all sectors.

The Committee shall meet every month preferably on the first Friday of the month. The management Plan includes the outputs of the planning associated with each of the sectors to form a consistent and coherent document. Without a Management Plan control is impossible. The Management Plan is used to:

- Guide the execution of the EPWP, including project selection;
- Documents EPWP related decisions and assumptions ;
- Define Sector reviews;
- Facilitate communication among stakeholders; and
- Provide a baseline for progress measurement and programme control.

The overall monitoring ,evaluation and reporting of the adopted Programme Performance Indicators; and Reporting to the Council rest with Administrative Champion.

**18. Support from Provinces and National**

National- supportive role i.e within the region  
 National (H/O) - called in time to time through the Province offices,  
 Provincial Department of Public Works,  
 Provincial sector lead Departments,  
 Provincial or Regional Independents Development Trust,

District EPWP champion.

### **19. Programme Performance indicators (PPIs)**

The municipality must set targets for each financial year for the job opportunities the municipality wish to create for the targeted groups.

#### **Focused Reporting**

EPWP Phase 3 put in place increasing emphasis not just on reaching work opportunity targets, but also pays greater attention to the quality of the services that are provided and the new assets created. In order to achieve this objective the Municipal reporting will include:

**Work opportunities created** – these are traditional numbers of work opportunities that have been reported through the programme.

Opportunity to work provided to targeted individuals for any period of time. Quality of WO is measured by duration and level of income and regularity of employment.

**Assets created** – using the identified unit of measure (e.g. hectares of land cleared, kilometres of road constructed, etc.) given by the EPWP relevant sector to report the asset created.

**Service rendered/delivered** – reporting of service rendered and its impact is critical for EPWP Phase III. The Municipality will also provide the report on the service rendered and the impact to participants and beneficiaries.

#### **Person – days of Employment**

The number of person- days of employment created during the period under review. This is calculated by aggregating the duration of each job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.

#### **Project Budgets**

The total expenditure aggregated for all EPWP projects inclusive of all the sector, infrastructure, environment and social.

#### **Person- Training Days**

The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.

#### **Demographics**

In line with the EPWP Phase 3 and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55 per cent; women 55 per cent and people with

disabilities is 2 per cent. The designated target for youth increased from 40 per cent in EPWP Phase 2 to 55% in EPWP Phase 3. All the Municipal projects will strive to meet and where possible exceed these targets.

### **Expenditure Retained within Local Communities**

The amount of the budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers is recorded for a given period. The expenditure injected into the community through wages being paid to communities. Consider the percentage of projects expenditure that was paid in wages.

### **Project Daily Rates**

Where applicable rates for the same or similar tasks will have to be inform for the municipality's area of jurisdiction.

Task and time rates will have to comply with the terms of the Ministerial Determination.

To ensure compliance with the general requirements of the EPWP and specific requirements of any of the conditional grants such as the MIG, the departments will have to record, monitor, evaluate and report in the PPIs in a standard and uniform manner.

## **20. Funding mechanisms**

Funding will not be limited to MIG and Incentive Grant. The Municipality will also have a budget to augment the incentive grant received from national government to fund EPWP programmes being implemented each financial year.

## **21. IDP**

All planned and implemented projects of the organisation must be included in the municipal IDP.

## **22. Reporting**

The Municipality will adhere to the EPWP Monitoring & Evaluation reporting process by ensuring the following:

- Reporting of the data at the project level using templates provided.
- Verify if the information/data is correct
- Capture the project data on the EPWP Reporting System on a monthly basis.
- Correct all the non-compliant projects within a week after the Data Dump and analysis report has received.

### **EPWP PHASE 3 Targets**

The new targets for the municipality for the entire EPWP Phase 3 for the period (2014/15-2018/19) are outlined below and broken down per annum. The Municipality will ensure that the work opportunity targets and Full-Time Equivalent are met and all the EPWP sectors are implemented within the Municipality.

*Table of targets here:*

<b>Financial Year</b>	<b>Work opportunities (WOs)</b>	<b>Full Time Equivalents ( FTEs)</b>
<b>2014/15</b>		
<b>2015/16</b>		
<b>2016/17</b>		
<b>2017/18</b>		
<b>2018/19</b>		
<b>Total</b>		

### **23. Compliance (endorsement and submission of Policy)**

Only Executive Mayor through the council can endorse this policy before it becomes official document for implementation. The amendment to the EPWP Municipal is endorsed by the Council and all Departments and Units of the Municipality including entities shall comply with the Policy and its amendments.

### **Monitoring of the Policy**

The appointed Municipal EPWP Champion will provide a quarterly report to the Council on the implementation and monitoring of this Policy.

### **24. Review of the Policy**

The policy will be reviewed as and when required.

**LIST OF ANNEXURES**

**Ann A – Ministerial Determination**

**Ann B – Code of Good Practice**

**Ann C – Protocol Agreement**

**Ann D – COIDA (Implementation Manuel)**

**Ann E – EPWP integrated Incentive grant manual 2014/15**

**Ann F – Council Resolutions**

**Ann G – EPWP recruitment guidelines of 2018**