

CENTRAL KAROO DISTRICT MUNICIPALITY

**APPROVED**

EXPANDED PUBLIC WORKS PROGRAMME  
(EPWP) POLICY

## **TABLE OF CONTENTS**

### **1. Introduction**

#### **1.1. Overview of EPWP**

#### **1.2. Legal and Policy Framework**

#### **1.3. Problem Statement**

##### **1.3.1 Challenges Affecting Municipalities to Deliver on EPWP Objectives**

#### **1.4. EPWP Policy Objectives**

#### **1.5. EPWP Sectors**

#### **1.6. Overview of EPWP Sector Programmes**

##### **1.6.1. Environment and Culture Sector**

##### **1.6.2. Social Sector**

##### **1.6.3. Infrastructure Sector**

##### **1.6.4. Non-state (Economic) Sector**

##### **1.6.5. Cross Cutting Support Programme**

### **2. Vision**

### **3. Mission**

## **4. EPWP MUNICIPAL COORDINATION STRUCTURE**

## **5. EPWP INSTITUTIONAL ARRANGEMENTS**

### **5.1. Roles and Responsibilities**

#### **5.1.1. Political Champion**

#### **5.1.2. Administrative Champion**

## **6. OVERALL COORDINATION**

## **7. COMMUNICATION AND BRANDING**

## **8. PROJECT IDENTIFICATION, DESIGN AND SELECTION OF BENEFICIARIES**

### **8.1. Project Identification**

### **8.2. Project Design**

### **8.3. Target Groups and Beneficiaries Recruitment**

## **9. CONDITION OF EMPLOYMENT**

## **10. EPWP INCENTIVE**

## **11. SUPPLY CHAIN MANAGEMENT (SCM) PROCESS**

## **12. SUPPORT FROM PROVINCE AND NATIONAL**

## **13. EPWP TARGETS**

## **14. FUNDING MECHANISM**

## **15. REPORTING PROCESS**

## **16. ENDORSEMENT OF THE POLICY**

## **17. REVIEW OF THE POLICY**

## **1. INTRODUCTION**

### **1.1. Overview of EPWP**

The Expanded Public Works Programme (EPWP) is a South African Government initiated programme aimed at creating 4.5 million work opportunities by

2014. The programme is implemented by all spheres of government, across four (4) defined sectors, namely: the Infrastructure, Social, non-state and Environment and Culture Sectors. The programme is coordinated by the National Department of Public Works (NDPW), as mandated by cabinet.

The National Development Plan (NDP) Vision 2030 through the Diagnostic Report identified nine main challenges facing South Africa, amongst others are: too few people work and the quality of education available to the majority is poor. High youth unemployment means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits our economic growth and development.

No single policy offers the solution: We need a sustained period of accelerated and inclusive economic growth and a set of short term and long term policy reforms and initiatives. EPWP is one of those short term initiatives by government aimed to create work opportunities for the marginalized: they are Women, Youth and People with Disabilities.

The incentive 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 utilize their existing budget allocations effectively to increase the labour content of service delivery.

## **1.2. Legal and Policy Framework**

The development of this policy is based on the following legislative and policy prescripts:

- The Constitution of the Republic of South Africa
- The Public Finance Management Act (Act No 1 of 1999)
- The Public Service Act (Act No 147 of 1999)
- The Local Government: Municipal Finance Management Act (Act No 56 of 2003)
- The Division of Revenue Act (Act No 5 of 2012)
- The Local Government: Municipal Systems Act (Act No 32 of 2000)
- The Basic Conditions of Employment Act (Act No 75 of 1997)
- The Skills Development Act (Act No 97 of 1998)
- The EPWP Phase II: Consolidated Programme Overview, 2009



- The Ministerial Determination and the Code of Good Practice for EPWP
- The EPWP Institutional Arrangement Framework 2012
- The National Development Plan (NDP) 2011
- The New Growth Path (NGP) 2010

### 1.3. Problem Statement

The introduction of the significant changes in the EPWP Phase II requires the intensification of EPWP coordination and implementation by all spheres of government. More than 30% of the overall EPWP Phase II targets have to be contributed by the local sphere of government as presented in the table below:

Table 1: Contribution by sphere of government

Years	Local	Provincial	National	Non-State	Totals
2009/2010	182 607	347,325	100.068	20,000	550,000
2010/2011	208,032	281,720	104248	48,000	642,000
2011/2012	267,920	370,420	133,660	96,000	868,000
2012/2013	349,129	501,283	183,588	176,000	1,210,000
2013/2014	440,721	659,286	249,994	300,000	1,650,000
<b>TOTALS</b>	<b>1,448,409</b>	<b>2,060,034</b>	<b>771,557</b>	<b>640,000</b>	<b>4,920,000</b>

#### 1.3.1. Challenges Affecting Municipalities to Deliver on EPWP Objectives and Targets

Most public bodies implementing EPWP face similar challenges. The most common challenges include amongst others:

- Commitment of Political and Administrative leadership
- Capacity in terms of designing projects labour intensively
- Capacity in terms of reporting
- Dedicated coordination capacity within the municipality
- Achievement of longer duration work opportunities and FTE Targets
- Late or no reporting by service providers and project managers on EPWP projects

- Budget constraints on social sector projects
- No induction to contractors and beneficiaries

#### **1.4. EPWP Policy Objectives**

The purpose of this policy objective is to provide a framework for the coordination and implementation of EPWP within the CKDM. This policy document is aimed at providing an enabling environment for the CKDM wherein which more EPWP projects can be implemented by adhering to the government directives. Through this policy the CKD Municipality is aimed at achieving the following objectives:

- To have the EPWP as an approved delivery strategy for project coordination and implementation, employment creation and skills development.
- To inform all departments within the CKD municipality on how their functions should contribute towards achieving the EPWP objectives.
- To entrench the EPWP methodology within the IDP by acknowledging the EPWP in the IDP.
- To develop sustainable capacity within the community by providing on the job and/or other accredited training to the EPWP employees.
- To capacitate SMMEs and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate learnership programmes and SMME development initiatives.
- To re-engineer the planning, design and implementation of projects in order to maximize greater employment opportunities per unit of expenditure.
- To maximize the percentage of the CKD municipal annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers; and
- To ensure coordination, development and integration across all sectors.

## 1.5. EPWP Sectors

The CKD municipality is determined, in line with the directive from government, to deliver the EPWP across the following sectors:

- **The Infrastructure Sector:** increasing the labour intensity of government funded infrastructure projects.
- **The Environment and Culture Sector:** Creating work opportunities in public environmental projects.
- **The Social Sector:** Creating work opportunities in the public social programmes.
- **The Non-State Sector:** Contribution by NGOs, NPOs and CBOs to the overall government objective of jobs creation by providing support to the delivery of the non-state sector through measures such as facilitating and mobilizing NGOs.

## 1.6. Overview of EPWP Sector Programmes

### 1.6.1. Environment and Culture Sector Programmes

The aim of the sector is to build South Africa's natural, social and cultural heritage, and in so doing, to dynamically use this heritage to create work and social benefits such as:

- ❖ Sustainable land based livelihoods (Greening and Working for Water)
- ❖ Waste Management (Working on Waste and Food for Waste)
- ❖ Tourism and Creative Industries (Working for Tourism)
- ❖ Parks and Beautification (People and Parks, Cemetery maintenance)
- ❖ Sustainable Energy (Working for Energy)

### 1.6.2. Social Sector Programmes

The objective of this sector is to contribute to the overall government objective of improving the delivery of health services, Early Childhood Development (ECD), community crime prevention, school nutrition, and other social development oriented services through programmes such as:



- Community Safety Programmes (crime reporting, crowd control, school patrol, disaster emergency response, firefighting and community safety officials)
- Home Based Community Care( HBCC Services ,TB,HIV and AIDS)
- Early Childhood Development(ECD, Homework services, literacy programmes, Peer education, Social issues awareness and Career guidance)
- Sport and Recreation (Life guards, Sports academy, Seasonal employment: Nature Reserves)
- Social Services (Domestic violence, Rape counseling and Support, Child labour,Suicide counseling, Abuse counseling and Support, Substance Abuse)
- Graduate Development Programmes (Updating indigent register and Debt collection)

### **1.6.3. Infrastructure Sector Programmes**

The Infrastructure sector aims to promote the use of labour intensive methods in the construction and maintenance of public infrastructure, through:

- Road construction and maintenance
- General construction and maintenance (construction of buildings,dams,reservoirs and their maintenance)
- Storm water programmes (Storm water drainage systems)
- Water and sanitation projects
- National Youth Services (aimed at developing and training youth between the age 18 and 35 on artisan trades in the built environment)
- Vukuphile Programmes (Learnerships aimed at training and developing contractors supervisors in labour intensive methods of construction)
- All infrastructure related programmes

### **1.6.4. Non-State Sector Programmes**



The objective of this sector is to create an avenue where NPOs can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities.

#### **1.6.5. Cross cutting Support Programmes**

**Training Support:** The municipality shall strive to access various funding options for training, including the National Skills Fund (NSF) and the training for municipal officials in labour intensive work methods to ensure that municipal projects are designed and implemented in a labour intensive manner. Training can either be accredited or non-accredited.

**Enterprise Development:** The CKD municipality shall capacitate SMMEs and contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills

## **2. VISION**

“By 2030 and beyond the CKD municipality is largely recognized as a district where all of its labour force is employable and skilled with work opportunities available to all”

Underpinned by the 7-point delivery agenda as identified in the Integrated Development Plan, namely:

- Poverty Reduction, Job Creation, Rural and Economic Development
- Financial Sustainability
- Spatial Development and Built Environment
- Integrated Human Settlement
- Affordable and Safe Public Transport
- Environmental Management
- Social and Community Services

This delivery agenda support the objectives of the EPWP as outlined in paragraph 1.4 above.

### **3. MISSION**

The municipality to do everything in its power to achieve the above EPWP vision, through

- ✓ Implementing the delivery agenda
- ✓ Ensure political and administrative support for the EPWP programme
- ✓ To strengthen the functioning of the district EPWP Forum
- ✓ To ensure all departments understand and are fully in support of the EPWP Programme
- ✓ To mobilize and educate all key stakeholders and community around the EPWP
- ✓ To have the EPWP as part of the performance agreements or contracts between the municipal manager and directors.

### **4. EPWP MUNICIPAL COORDINATION STRUCTURE**

The coordination structure for the coordination and implementation of the EPWP is informed by the EPWP Institutional Arrangement Framework from the National Department of Public Works

### **5. EPWP INSTITUTIONAL ARRANGEMENTS**

EPWP cuts across all the departments and units of the municipality. Each department must take 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.

#### **5.1. ROLES AND RESPONSIBILITIES**

##### **5.1.1. Political Champion: The Executive Mayor**

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed between the Minister of Public Works and the Executive Mayor, The Executive Mayor shall:

- Provide leadership and direction on the implementation of the EPWP in the municipality
- Shall appoint councilors to champion and lead each EPWP sector namely: Infrastructure, Social, Non-State and Environment and Culture in the municipality.

The appointed councilors shall also ensure that the EPWP is aligned with the IDP and other key policies and programmes of the municipality.

#### **5.1.2. Administrative Champion: The Municipal Manager (MM)**

The MM shall either appoint a director or delegate the overall coordination of the EPWP to a particular unit. This could be done by means of a shared services model with another municipality. The MM must also ensure that all the directors have the EPWP as an item on their performance contracts/agreements. The appointed director or unit shall ensure that the EPWP is incorporated in the development plan of the municipality and must also ensure that the departments incorporate the EPWP FTE targets into their program plans.

The delegated/appointed director or unit shall ensure the effective coordination as well as the monitoring and implementation of the EPWP within the municipality. The appointed director or unit will assist and mobilize departments within the municipality to meet their EPWP targets.

### **6. OVERALL COORDINATION**

The municipality must establish an EPWP steering committee that will be responsible for the strategic direction and coordination of the EPWP.

The steering committee shall be chaired by the appointed/delegated director or unit manager. The steering committee shall be constituted as follows:

- Social Sector coordinator/champion



- Environment and Culture coordinator/champion
- Champions from departments
- A representative from the Directorate: Corporate Services

The EPWP steering committee shall be responsible for :

- The overall coordination of the EPWP
- Regular annual reviews of the EPWP policy
- Setting up overall EPWP targets for the municipality
- The creation of an enabling environment for the successful implementation of the EPWP
- The compilation of EPWP management plan.

The management plan includes the outputs for each sector and shall be used:

- To guide the execution of the EPWP
- For project selection
- To document EPWP related decisions
- To facilitate communication among stakeholders; and
- To provide a baseline for progress measurement

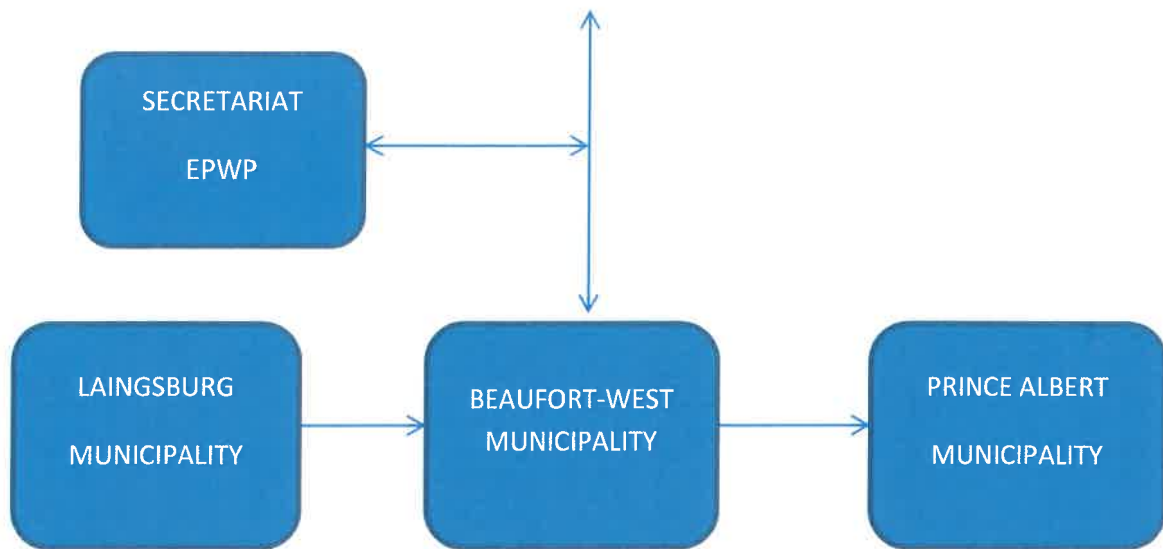
## **7. COMMUNICATION AND BRANDING**

The municipality must ensure that all projects are branded, profiled and comply with the EPWP Corporate Identity Manual as provided by NDPW

The municipality must communicate PWP projects to all stakeholders using different communication strategies, depending on the affordability of the communication medium (ie Public consultations, constituency meetings Roadshows, Workshops and/or media eg Radio)

## **CENTRAL KAROO EPWP DISTRICT FORUM STRUCTURE**

DISTRICT  
CHAIRPERSON



### **Roles and responsibilities of the Central Karoo District EPWP Forum**

- Champion, monitor and evaluate the progress of the EPWP in the District across all sectors
- Identify constraints to the implementation of the EPWP and consider and adopt possible solutions
- Liase with other Government departments and stakeholders in district
- Linking EPWP training to exit strategies aligned to growth areas as identified through the LED and IDP
- Develop District progress report for the Provincial Steering committee
- Municipality to supervise and assist their respective data capturers with:
  - Collecting of relevant project information for capturing
  - Reporting of all projects into the EPWP reporting systems and update progress quarterly
  - Reporting to the Central Karoo District EPWP Forum on the implementation of the EPWP projects and progress on meeting EPWP targets
- Attend the relevant EPWP Sector Sub Working Group Meetings

- Facilitate the LIC NQF Level 5 or 7 training when applicable
- Identify and submit training needs for beneficiaries on the projects

## **8. PROJECT IDENTIFICATION, DESIGN AND SELECTION OF BENEFICIARIES**

### **8.1. Project Identification**

Suitable projects shall be identified by various municipal departments using EPWP Sectors Guidelines.

### **8.2. Project Design**

EPWP sectors guidelines shall also be used at the initial projects design phase to ensure that the projects optimize the use of labour intensive methods. Specific clauses related to the use of labour intensive methods must be incorporated into the tender/contract documents under special conditions of tenders/contracts, specification and schedule of quantities.

### **8.3. Target groups and beneficiaries Recruitment**

The municipality must prioritize the EPWP target groups during the recruitment of beneficiaries: Women (55%), Youth (40%) and Persons with Disabilities (2%).

NB: Recruitment must be done in accordance to the municipality's "Temporary Work Opportunities Employment Policy".

EPWP beneficiaries must be:

- ✓ South African citizens with a valid bar coded ID
- ✓ Resident of the designated area where the project is being implemented
- ✓ Persons from indigent households
- ✓ Households with no income-priority must be given to one individual per such household

## **9. CONDITIONS OF EMPLOYMENT**



EPWP beneficiaries should be employed under the conditions of employment as stipulated in the Ministerial Determination and Code of good Practice for the EPWP. The municipality must ensure that its projects fully comply with all labour legislation such as the Unemployment Insurance Fund Act (Act No 63 of 2001) the Compensation for Injuries Deceases Act (COIDA) and the Occupational Health and Safety Act (Act No 130 of 1993).

## **10. EPWP INCENTIVES**

The municipal manager shall sign the incentive agreement with the National Department of Public Works in which the municipality agrees to receive and utilize 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.

## **11. SCM PROCESS**

The legislation and policies governing the municipal sector procurement must be adhered to in the implementation of EPWP within the municipality. The Municipal Finance Management Act (Act No 56 of 2003) and the CKDM Procurement (SCM) policies must apply unless where the National Treasury has granted the permission to deviate from the prescribed SCM processes.

## **12. SUPPORT FROM THE PROVINCE AND NATIONAL**

- National – supportive role (i.e. within the region)
- National (Head Office) - called in from time to time through the Provincial Office.

### **13. EPWP TARGETS FOR THE CENTRAL KAROO DISTRICT**

As per the terms of the Protocol Agreement the Central Karoo District Municipality needs to achieve EPWP Phase II Targets over the next five years.

### **14. PROGRAMME PERFORMANCE INDICATORS**

The performance of the municipality with regards to the implementation of the EPWP must be measured by the following indicators:

#### **14.1. Work Opportunities (WO) Created**

Is an opportunity to work provided to a targeted individual for a period of time. The quality of WO is measured by the duration, the level of income and regularity of employment.

#### **14.2. Person – Days of Employment**

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

#### **14.3. Project Budgets**

Is the total expenditure aggregated for all EPWP projects inclusive of all the Sectors: Infrastructure, Social and Environment and Culture?

#### **14.4. Person Training Days**

This is the total number of training opportunities aggregated as expressed in the equivalent number of person training days.

#### **14.5. Demographics**

This is the number of job opportunities created for women, the Youth and People with Disabilities expressed as a ratio of the total number of work opportunities created for any given period, for each of the sectors.

#### **14.6. Expenditure Retained within Local Communities**

This relates to the amount of budget spent and retained within local communities through the procurement of goods and services from local manufacturers, suppliers and service providers during a given period. This includes the expenditure injected within the community through wages being paid to communities.

## **15. FUNDING MECHANISMS**

The EPWP Incentive Grant, the Municipality's own budget as well as the funding from Provincial and National Departments e. g MIG, shall be used in the implementation of EPWP projects within the municipality.

## **16. REPORTING PROCESS**

The municipality must adhere to the EPWP M&E reporting process by ensuring the following:

- Reporting of the data at the project level using provided templates.
- Verifying that the information is correct
- Capturing the project data on the EPWP Reporting System monthly
- Reporting on a monthly, quarterly, mid-year and yearly basis.

## **17. ENDORSEMENT OF THE POLICY**

The EPWP policy must be endorsed by the council after all the pre-requisites have been fulfilled, namely:

- First draft
- Discussion at management level
- Tabling of the discussion document to MAYCO
- Tabling of a second draft document a special council meeting
- Notify and/or advertise for public and stakeholders meetings
- Development of the third draft and submission to MAYCO
- Tabling of final document for approval by council



## **18. REVIEW OF THE POLICY**

The policy must be tabled for reviewing annually in line with the budget and the IDP processes.