



UMZIMVUBU

— LOCAL MUNICIPALITY —

**Umzimbubu Local Municipality
Expanded Public Works
Programme
Policy**

JULY 2021



EXPANDED PUBLIC WORKS PROGRAMME

Contents

1. Background	4
2. Purpose	5
3. Vision	5
4. Mission	5
5. Legal Framework	5
6. List of Abbreviations	7
7. Glossary Of Terms / Definitions	8
8. Institutional arrangement	9
9. Proposed EPWP Structure	10
10. Roles and Responsibilities	10
10.1 Political Champion: The Executive/Mayor	10
10.2 Administrative Champion: The Municipal Manager	11
10.3 Executive Director: Coordinating Unit	11
10.4 Unit Heads	12
10.5 Chief Financial Officer (CFO)	12
10.6 Supply Chain Management (SCM)	12
11. EPWP Sectors	<u>12</u> 43
12. Overall Co-ordination	13
12.1 The EPWP Steering Committee will be responsible for:	<u>13</u> 44
12.2 The Management Plan	14
13. EPWP Phase 4 Targets	15
14. EPWP Phase 4 Principles	17
14.1 Targets Groups	<u>17</u> 48
15. Competence of Stakeholders	18
16. Project Identification	18
17. Coordination	<u>18</u> 49
18. Project Design	19



19.	Supply Chain Management (SCM) processes.....	19
20.	Recruitment of Beneficiaries	<u>19</u> <u>20</u>
21.	Wage Rate.....	20
22.	Conditions of Employment	20
23.	EPWP Integrated Grant	20
24.	Branding	21
25.	Training.....	21
26.	Enterprise Development.....	<u>21</u> <u>22</u>
27.	Reporting	22
28.	Compliance (Endorsement and submission of EPWP Policy)	<u>23</u> <u>22</u>
29.	Review of the Policy.....	<u>23</u> <u>22</u>



1. Background

The Expanded Public Works Programme (EPWP) is one of Government's short to medium term programmes aimed at alleviating and reducing unemployment. Former President Thabo Mbeki formally announced the Expanded Public Works Programme in his State of the Nation Address in February 2003 and Cabinet adopted it in November 2003. EPWP has gone through three phases of the programme since then.

The third phase of the EPWP was approved by Cabinet in November 2013 with the target of creating 6 million Work Opportunities. We are currently in the fourth phase of EPWP which was approved by cabinet with a target of creating 5 million Work Opportunities. Phase 4 commenced in April 2019 and will end in March 2024.

EPWP is a National programme covering all spheres of government and state-owned enterprises. The programme involves re-orientating line function budgets so that government expenditure results in more Work Opportunities, particularly for unskilled labour, youth and the vulnerable groups. The EPWP projects are therefore funded through the normal budgetary process, through the budget of line function Provincial Departments as well as Metro, Districts Municipalities and Local Municipalities.

Opportunities for implementing EPWP have been identified in the infrastructure, environment, social and economic sectors. In the Infrastructure sector the emphasis is on creating additional Work Opportunities through the introduction of labour-intensive construction methods. This involves the use of an appropriate mix of labour and machines. Preference is always placed on labour where it is technically feasible and without compromising on the quality of the product.

All Public Bodies involved in infrastructure provision, social and other sectors are expected to contribute to the programme. As part of this initiative, the national government has through the 2004 Division of Revenue Act (DORA), placed additional conditions on the Provincial Infrastructural Grant and the Municipal Infrastructural Grant. These conditions require the Municipality to use EPWP guidelines for identification, design and construction for all projects financed through MIG and Capital Expenditure.



EXPANDED PUBLIC WORKS PROGRAMME

2. Purpose

The purpose of this Policy is to institute a sustainable Expanded Public Works Programme (EPWP) within the Umzimvubu Municipality as provided in the EPWP national framework. The fundamental objectives of this policy are to provide a framework for the implementation of EPWP within the Municipality and to:

- Inform all Departments and Units within the Municipality on how its functions should contribute towards the EPWP;
- Establish EPWP as an approved socio-economic developmental and poverty alleviation programme with sustainable exit strategies that maximise SMME development, employment creation and skills development;
- Entrench the EPWP methodology within the Integrated Development Plan (IDP) – a methodology that expands the current service delivery of goods and services to ensure shared economic growth;
- Ensure developmental integration across all sectors and re-engineer how project and programmes are planned, designed and implemented within the existing Municipal operational and capital budgets, to maximise greater employment opportunities per unit of expenditure;
- Introduce appropriate clauses and specifications to align Tender Documents with Labour-Intensive Construction methods coupled with training.

3. Vision

To create a safe and healthy Municipality by responding to the challenges of poverty and joblessness affecting all communities within the jurisdiction by engaging the Expanded Public Works Programme to create Work Opportunities.

4. Mission

The Municipality, through EPWP, aims to create Work Opportunities by adopting labour-intensive methods to reduce poverty.

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);
- Public Service Act (PSA, 1994);



EXPANDED PUBLIC WORKS PROGRAMME

- Municipal Finance Management Act (MFMA, 2003);
- The Division of Revenue Act (DORA, 2006);
- The Municipal Systems Act (Systems Act, 2000);
- The Basic Conditions of Employment Act (BCEA, 1997);
- The Skills Development Act;
- EPWP Cabinet Memo of 2003;
- EPWP Log Frame;
- Ministerial Determination and the Code of Good Practice for employment conditions of work for Expanded Public Works Programme;
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (Draft 2012);
- Other relevant municipal policies.



EXPANDED PUBLIC WORKS PROGRAMME

6. List of Abbreviations

CAPEX	Capital Expenditure
CETA	Construction Education and Training Authority
CI	Corporate Identity
COIDA	Compensation of Injuries and Diseases Act
DoL	Department of Labour
DORA	Division of Revenue Act
DPW	Department of Public Works
ED	Enterprise Development
EPWP	Expanded Public Works Programme
IDP	Integrated Development Plan
KPI	Key Performance Indicators
MEC	Member of the Executive Committee
MFMA	Municipal Finance Management Act
MINMEC	Minister and Members of Executive Committee of Public Works
MM	Municipal Manager
MMC	Member of the Mayoral Committee
NCC	National Coordination Committee
NSC	National Steering Committee
OHSA	Occupation Health and Safety Act
PFMA	Public Finance Management Act
PSC	Project Steering Committee
SAQA	South African Qualifications Authority
SC	Steering Committee
SCM	Supply Chain Management
SETA	Sector Education and Training Authority
SMME	Small Micro to Medium Enterprises
UIF	Unemployment Insurance Fund



7. Glossary Of Terms / Definitions

Administrative Champion: An official responsible for advocating and providing leadership and administrative support to EPWP in the Municipality, and represents his or her directorate or department in the EPWP Steering Committee.

By hand: It refers to the use of tools, which are manually operated and powered.

Capital Expenditure (CAPEX): Expenditure used to create new assets or to increase the capacity of existing assets beyond their original design capacity or service potential. CAPEX increases the value of an asset.

Cash flow: The stream of costs and / or benefits over time resulting from a project investment or ownership of an asset

COIDA: Means the Compensation for Occupational Injuries and Diseases Act no. 130 of 1993 and amendments.

Community Liaison Officer (CLO): The CLO is a member of the targeted community. The CLO is selected by the Project Steering Committee (PSC) and is subsequently contracted by the contractor to provide social facilitation services. The CLO will be the link between the community and the project.

Demographic Characteristics of Workers: The number of workers that fall within the following categories must be recorded:

- Youth (16 –35 years of age)
- Women
- People with disabilities

EPWP - The Expanded Public Works Programme: The Expanded Public Works Programme (EPWP) is a nation-wide Government programme aiming at drawing significant numbers of unemployed into productive work, so that they increase their capacity to earn an income through the provision of Labour-based Work Opportunities coupled with training.

EPWP Project: A project implemented using EPWP principles and guidelines.

EPWP Worker/Beneficiary: An unskilled or semi-skilled person working temporarily or on a contract basis on an EPWP designed project.

Full Time Equivalent (FTE's) employment: Full Time Equivalent means 230 person days of work (i.e. 365 days less 104 weekend days, less 10 public holidays and less 21 annual leave days but inclusive of paid sick leave created by an EPWP project or programme within a financial year. Full time equivalent is the same as person years of work. Measure of number of full years of employment (230 days of work per year) created through the work opportunities.

Key Performance Indicator (KPI): A qualitative or quantitative measure of a service or activity used to compare actual performance against a set standard or other target. In the



context of EPWP, the key performance indicators relate to worker demographics, project budget, training days, wages, social impact studies, etc.

Labour-intensive work methods: Labour-intensive work methods are the methods of construction involving a mix of machines and labour, where labour utilizing hand tools and light plant and the equipment, is preferred to the use of heavy machines, where technically and economically feasible. (Note: The normal emphasis on the cost effectiveness and quality of the asset must be retained)

Person-Days of Employment: The aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

Person-Days of Training: The number of Training Person-days is the number of people who attended training multiplied by the number of days of training. A distinction must be made between accredited and non-accredited training person-days.

Project Budget: The project budget is the price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project.

Project Wage: Minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Municipality. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP.

Project wage rate: Minimum Daily Wage Rate (whether task-rated or time rated) per individual project

Task-rated worker: Means a worker who is paid a fix rate for performing a task.

Time-rated worker: Means a worker who is paid on the basis of the length of the time worked.

Work Opportunity: Paid work created for an individual on any EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programme i.e. social sector projects, Learnerships. The same person can be employed on different projects and each period of employment will be counted as a job opportunity.

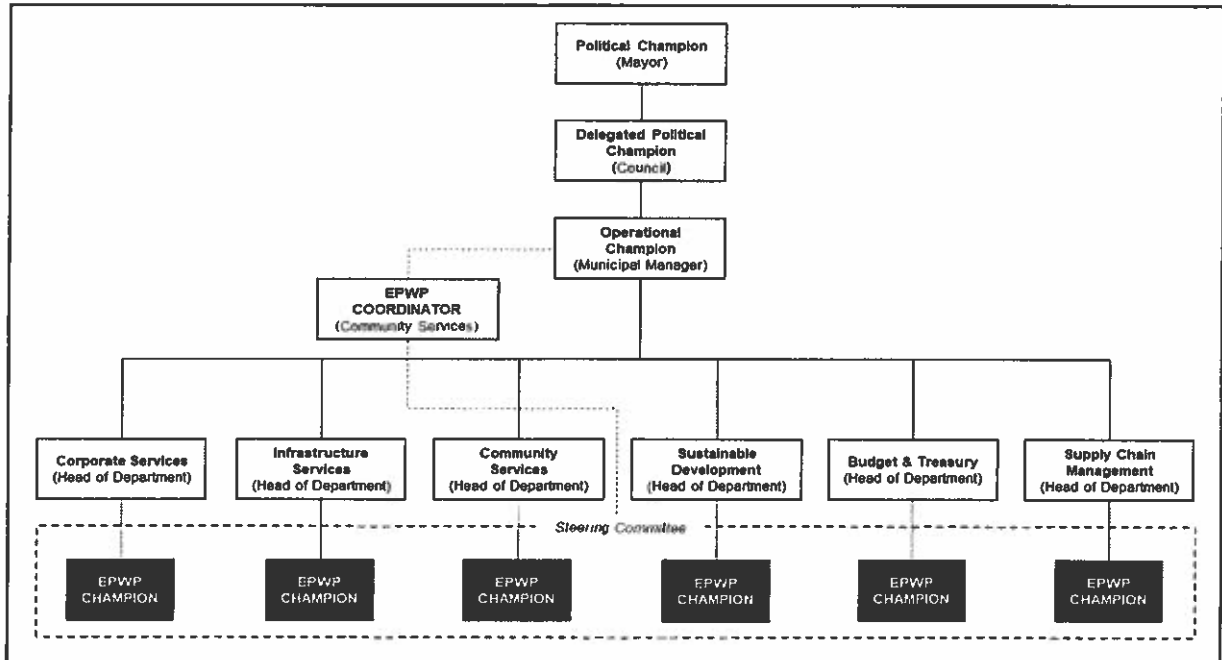
8. Institutional arrangement

- Umzimvubu Municipality will adopt a hierarchal structure as a Municipal EPWP coordinating body, consisting of the following levels.
- Political Champion (Mayor);
- Delegated Political Champion (Council Member);
- Administrative Champion (Municipal Manager);
- Steering Committee;
- Delegated EPWP Champion (Unit/Director/Manager);



- Data Capturers.

9. Proposed EPWP Structure



EPWP cuts across all the Departments and Units of the Municipality. Each Department 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. This will be undertaken 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 marginalized pool of unemployed people. Each department/unit will compile a Unit Plan (business plan) on how they will utilise funds to contribute to the Municipality's overall job creation targets (stipulated in the Protocol and Integrated Grant Agreements). This Unit Plan will feed into the broader Municipal Management Plan which will be aligned to the IDP and the EPWP Policy Document.

10. Roles and Responsibilities

10.1 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 Mayor/Executive Mayor, the Executive/Mayor will provide leadership and direction on the implementation of the EPWP in the Municipality. The appointed MMC/Portfolio Chairpersons will also ensure that EPWP is aligned with IDPs and key policies and programmes of the Municipality. The Mayor shall ensure that the EPWP

performance of the municipality is a standing item at key internal forums and shall account on the performance of the Municipality to the Member of Executive Committee (MEC) of the Department of Co-operative Governance and Traditional Affairs (Cogta) within the MINMEC.

10.2 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) will appoint the Executive/Director (ED) and/or delegate functions of the overall coordination of EPWP to a unit within the municipality and ensure that all the Executives/Directors have EPWP as an item in their performance contracts/agreements. Furthermore, the MM shall ensure that all EPWP personnel at the various levels of implementation have EPWP as a KPI in their scorecards and are held accountable. The Municipal Manager shall plan an active role in ensuring that stakeholders are accountable for their responsibilities regarding EPWP from project selection through to reporting. The Municipal Manager shall monitor EPWP performance across all units within the municipality and ensure that adequate consequence management is exercised where stakeholders do not execute duties in order to achieve the municipality's objectives.

10.3 Executive Director: Coordinating Unit

The Executive Director of the appointed unit, on behalf of the MM, will be responsible for creating an enabling environment for the implementation of EPWP within the municipality. This is to be done through integrated planning where EPWP targets are set by all units/departments for each of their respective projects and programmes using the municipality's various sources of funds culminating in an integrated EPWP development plan. This unit will:

- Support and coordinate the establishment of a suitable EPWP organogram for the municipality;
- Leads the establishment and functioning of an EPWP Steering Committee;
- Define, manage and monitor the EPWP Standard Operating Procedures which are required to implement EPWP within the municipality;
- Identify and facilitate the EPWP training needs of the various stakeholders in the Municipality;
- Ensure EPWP is a standing item on all municipal forums;
- Ensure that all department representative co-operate with the EPWP Champion;
- Monitor and report progress on relevant municipal forums;
- Monitor EPWP progress and report to the MM on progress;

- Facilitate the reporting of all EPWP projects and work opportunities onto the EPWP Reporting System;
- Coordinate EPWP legislative compliance through collation, approval and submission of relevant information on behalf of the municipality;
- Monitor the implementation of projects funded by the EPWP Integrated Grant as well as their implementation progress.

10.4 Unit Heads

The heads of each unit will be responsible for incorporating EPWP into the units' business plan through selecting, designing, procuring, implementing and monitoring projects in a manner which is conducive to EPWP. The divisional head is responsible for ensuring that all projects implemented by their units generate appropriate and valid portfolios of evidence and that such evidence is timeously submitted for reporting to the relevant stakeholders for capturing on the EPWP Reporting System.

10.5 Chief Financial Officer (CFO)

The CFO will be responsible for ensuring that budgets are allocated to projects in accordance with a business plan drawn up through planning processes. The CFO will be responsible for communicating spend on projects to the Coordinating Department on a monthly basis. The CFO, in collaboration with Head of the Coordinating Unit, will be responsible for ensuring compliance with financial reporting requirements of the Integrated Grant to the National Department of Public Works.

10.6 Supply Chain Management (SCM)

The head of SCM, in collaboration with the Head of the Coordinating Unit, will be responsible for ensuring that all procurement documents and procurement processes include EPWP in the workflow. The Head: Supply Chain management will be responsible for maintaining a proforma tender document which includes the requirements of EPWP and will ensure that all units utilise such proforma tender documents.

11. EPWP Sectors

The EPWP will be implemented through clustered groups called sectors. These sectors are led by specific units who will coordinate the sector departments and support EPWP



implementation, holding relevant units accountable for EPWP implementation and reporting. The EPWP sectors within the Municipality are listed in the figure below:



12. Overall Co-ordination

It is noted that the Expanded Public Works Programme is a cross-cutting initiative which may be implemented across all parts of the value chain process. It is vital that all stakeholders understand that the EPWP is not implemented as a stand-alone programme, but is rather incorporated within all job functions for implementation across all programmes. Thus, it is necessary that the EPWP Steering Committee comprise of strategic and operational staff across the Municipality.

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 Municipal Manager. This Committee is constituted as follows:

- A representative from the Corporate Service Unit/ Deputy Municipal Manager;
- Representative from each Department;
- Championing Unit (Community Services);
- Chief Financial Officer;
- Supply Chain Management;
- Chairperson of Community Services Portfolio Committee.

12.1 The EPWP Steering Committee will be responsible for:

- Overall coordination of EPWP related issues;
- Monitor and evaluate the progress of EPWP within the Department;

- Facilitate the reporting of EPWP indicators in both internal and external reporting systems;
- Support the inclusion of labour-intensive activities in planning processes;
- Report EPWP progress to relevant Municipal strategic platforms;
- Ensure that the EPWP implementation adheres to all relevant compliance requirements at all levels;
- Raise any EPWP planning, design, implementation and technical support issues related to EPWP project implementation;
- Create an enabling environment for EPWP communication within the Municipality;
- Share challenges, solutions, and best practices on EPWP implementation;
- Streamline coordination and ensure that role players work in a structured and proficient manner;
- Facilitate the streamlining of training and enterprise development according to Framework documents;
- Facilitate provision of technical support to the business units and ensure it is well coordinated and structured;
- Ensure that the business units comply with the EPWP Framework, policies and procedures; and
- Ensure that the instructions and mandates from the Head of Department and the Department's Executive Committee are communicated to all relevant managers and that these are supported and implemented;
- Regular reviews (annually) of the Municipality's EPWP policy;
- Development of new relevant policies and procedures;
- Monitoring of performance in relation to FTEs and WOs produced;
- Creating an enabling climate for the successful implementation of EPWP.

12.2 *The Management Plan*

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 severely compromised. The Management Plan is used to:

- Guide the execution of the EPWP, including project selection;
- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication amongst stakeholders;



- Provide a baseline for progress measurement and programme control;
- The overall monitoring, evaluation and reporting of the adopted Programme Performance Indicators (PPIs), and reporting to the Council.

13. EPWP Phase 4 Targets

The municipality will adopt the baseline targets set for Phase 4 by the National Department of Public Works. These targets will be included in the Protocol documents signed by the Premier as well the Executive mayor. The Municipality will develop a business plan including a project list which will aim to achieve these targets. The sum of the expected work opportunities for all projects on the annual business plan shall always exceed the targets stipulated in the baseline targets below.

EPWP Phase 4 Targets – National: Work Opportunities					
Year	Infrastructure	Environment and Culture	Social	Non-State	TOTAL
2019-2020	321,260	181,458	171,703	307 076	981,497
2020-2021	331, 072	185,838	174,204	293 376	984,490
2021-2022	340,114	189.588	175,253	305 017	1,009,972
2022-2023	348,819	193,260	176,474	305 016	1,023,569
2023-2024	358,503	197,103	178,120	305 016	1,038,742
TOTAL	1,699,768	947,247	875,754	1 515 501	5,038,271

EPWP Phase 4 Targets – National: Full Time Equivalents

Year	Infrastructure	Environment and Culture	Social	Non-State	TOTAL
2019-2020	114,069	78,807	115,462	148,185	456,523
2020-2021	117,785	80,814	117,353	148,115	464,067
2021-2022	121,277	82,576	118,193	156,622	478,668
2022-2023	124,687	84,445	119,149	156,622	484,903
2023-2024	128,452	86,421	120,347	156,622	491,842
TOTAL	606,269	413,63	590,504	766,167	2,376,003

EPWP Phase 4 Targets – Eastern Cape Provincial: Work Opportunities

Year	Infrastructure	Environment and Culture	Social	TOTAL
2019-2020	35 929	762	16 084	52 774
2020-2021	37 885	758	16 568	55 211
2021-2022	39 853	754	16 610	57 217
2022-2023	41 921	751	16 676	59 347
2023-2024	44 119	748	16 765	61 632
TOTAL	199 706	3 773	82 702	286 182

EPWP Phase 4 Targets – Eastern Cape Provincial: Full Time Equivalents

Year	Infrastructure	Environment and Culture	Social	TOTAL
2019-2020	15 524	312	9 626	25 462
2020-2021	16 390	310	9 943	26 643
2021-2022	17 272	307	9 968	27 547
2022-2023	18 202	305	10 007	28 514
2023-2024	19 189	307	10 061	29 557
TOTAL	86 577	1 541	49 604	137 723



EPWP Phase 4 Targets – Umzimvubu LM: Work Opportunities

Year	Infrastructure	Environment and Culture	Social	TOTAL
2019-2020	247	276	18	541
2020-2021	248	274	18	540
2021-2022	249	272	18	539
2022-2023	249	271	18	538
2023-2024	249	270	18	537
TOTAL	1243	1361	90	2694

EPWP Phase 4 Targets – Umzimvubu LM: Full Time Equivalents

Year	Infrastructure	Environment and Culture	Social	TOTAL
2019-2020	82	114	7	203
2020-2021	82	113	7	202
2021-2022	82	113	7	202
2022-2023	82	112	7	201
2023-2024	82	111	7	200
TOTAL	411	563	34	1008

14. EPWP Phase 4 Principles

- Strengthening the monitoring of the core EPWP principles to improve compliance to the EPWP guidelines.
- Expansion of the programme through replication and improvement in programmes across all sectors.
- Enhancing the EPWP coordination and institutional arrangements including the PEP-IMC.
- Strengthening impact evaluation of the EPWP and ensure greater transparency and accountability through the introduction of Social Audits.
- Strengthening partnerships with the private sector and TVET Colleges

14.1 Targets Groups

The EPWP target group is unemployed and unskilled persons. EPWP target groups will be aimed at employing.

- Women (60%),

- Youth (55%)
- Persons with disabilities (2%).

This will be attained by:

- Targeting vulnerable women in household during the recruitment procedures;
- Targeting unemployed youth and other child-headed households;
- Ensuring that the disabled are empowered with useful skills.

15. Competence of Stakeholders

The Municipality shall ensure that all relevant internal and contracted stakeholders, working with EPWP projects, will have the following minimum competency:

Personnel	NQF	Unit Standard Title	Skills Programme Description
Senior Management & Professionals	7	Develop & Promote Labour-Intensive Construction Strategies or Equivalent QCTO Qualifications	Skills Programme against this single unit standard or part qualification
Middle (Technical)	5	Manage Labour-Intensive Construction Projects or Equivalent QCTO Qualification	Skills Programme against this single unit standard or part qualification

16. Project Identification

All units shall include identify and include projects in their annual business plans which are amenable to optimised labour creation using labour-intensive methods where possible and based on their various budgets. The municipality advocates that at least 30% of unit budgets will be ring fenced for EPWP projects whilst EPWP principles shall be employed in all projects implemented by business units. Umzimvubu Municipality will ensure that all EPWP projects undertaken forms part and /or related to the IDP of the Municipality.

17. Coordination

The municipality shall collaborate with all public bodies implementing projects within the municipality's geographical boundaries to establish:

- A list of projects being implemented within the municipality's boundaries



EXPANDED PUBLIC WORKS PROGRAMME

- Collaborate efforts being implemented
- Synergies in efforts such as training and SMME development
- Uniform wage rates within the municipal boundaries
- A coordinated approach to EPWP implementation

18. Project Design

All designers will be mandated to optimise job creation through all activities through all projects implemented by the municipality where practicably possible. The design will optimize the use of locally available resources. Specific clauses related to the use of labour-intensive methods will be incorporated into tender/contract documents under 'Special condition of contracts', the Ministerial Determination and 'Schedule of quantities' (for the Infrastructure Sector, this is outlined in the Guidelines for Implementation of Labour-Intensive Infrastructure Projects under EPWP).

19. Supply Chain Management (SCM) processes

The legislations and policies governing public sector procurement will be adhered to in the implementation of EPWP within the Municipality. The Municipal Finance Management Act (MFMA, 2003) and the Municipal Procurement Policies will apply, unless where the National Treasury has granted the permission to deviate from the stipulated SCM processes. All tender processes shall be aligned to EPWP implementation. The municipality shall issue targets to designers for job creation depending on high level estimates derived from the Guidelines for Labour Intensive Construction.

20. Recruitment of Beneficiaries

The recruitment of beneficiaries will be driven by the Municipality, with support from the Community Structures, Ward Committees and the Mayor's Office through Mayoral Special Programmes to identify vulnerable members. Social Facilitation (rationale) and EPWP beneficiaries must meet the following criteria:

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

- The recruitment process must be fair and transparent as dictated by the National EPWP Recruitment Guidelines.

21. Wage Rate

The Municipality shall determine, in discussion with all other public bodies undertaking projects within the municipality's geographic coverage area, determine and set suitable EPWP wage rates for workers in the municipality, which is greater than the set EPWP minimum rate and less than the National gazetted minimum rate. The rate may also include consultation with the public on annual basis and shall be published in local news media.

22. Conditions of Employment

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. Full compliance with labour legislation such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA) will be adhered to. No person shall be employed on the programme for more than 2 years.

23. EPWP Integrated Grant

Taking the eligibility criteria into account, each unit will identify projects which are eligible to be funded through the Integrated Grant. This may be whole-funded or part-funded from any of the 3 EPWP sectors. Units shall submit their proposed projects to the coordinating unit who will table a list of projects ranked by suitability for implementation during the financial year. The list will be approved by the Municipal Manager who will sign the Incentive Agreement with the National Department of Public Works. The municipality shall monitor implementation of approved projects to ensure that the project meets legislative requirements.

The municipality appreciates the importance of the grant and commits to utilise the grant to introduce or strengthen best practice EPWP within the municipality. The municipality will therefore follow a structured process in order to identify suitable projects for use of the grant.

24. Branding

Umzimvubu Municipality will make reference to the EPWP Corporate Identity Manual (To ensure that all projects are branded and visible as per National and Provincial guidelines for EPWP branding.) Further to this, Umzimvubu Municipality will adopt a day where Management and Office staff will be encouraged to wear EPWP orange colours, to sensitize members of the public to the programmes.

25. Training

The municipality understands that training is a pivotal component of the EPWP. The Municipality will 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, with a distinction being made between the two in recording the training time. The municipality commits to implementing training through its projects through:

- Ensuring that programme managers are aware of their training responsibility;
- Ensuring that a portion of a project budget is allocated to funding the training where practically possible;
- Developing, implementing and monitoring an annual training strategy which applies a programme approach rather than a project approach;
- Balancing formal training with structured workplace learning;
- Selecting relevant training courses which will equip workers with skills that can be used to secure other employment opportunities;
- Identify possible career paths available to workers exiting the EPWP.

26. Enterprise Development

The Municipality, through EPWP Projects, will support the capacitation of SMMEs and emerging contractors, where practicably possible, within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate learnership programmes and SMME development initiatives. The Municipality shall 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.

27. Reporting

The municipality understands that measuring the progress of job creation is pivotal in understanding the success of initiatives. Whilst various reporting is undertaken for EPWP, the municipality understands the need for validated job creation indicators. As such, the municipality will recognize job creation statistics from the National EPWP Reporting System as the source of validated jobs created within the municipality. The municipality will use the reporting system as the source for job creation statistics, to be used in various reporting platforms. All stakeholders shall therefore be held accountable for generating, collating and capturing EPWP job creation information onto the database in accordance with the requirements stipulated by the National Department of Public Works.

In addition, there will be an annual report that will reflect: achievements, challenges and best practices for the reporting period as well as an outline of goals and activities for the following year.

28. Overview of EPWP Projects

The Programme is co-ordinated by the National Department of Public Works (DPW), with the Department of Co-operative Governance and Traditional Affairs (COGTA) acting as the facilitator, as mandated by Cabinet. The UmzimvubuRM Local Municipality is a contributor to the 6 million full-time equivalent jobs (FTEs) that are to be created by 2023-2024 and further the targets that are set out for the Municipality. The Programme will be implemented by all defined sectors, namely, Infrastructure, Social and Environment/Culture run by the various UmzimvubuRM Local Municipal operating units.

EPWP incentive has been introduced as part of Phase 4 of this programme to further enhance the creation of EPWP Full-Time Equivalent and work opportunities by Public Bodies (1 Full Time Equivalent = 230 Person days). This was after the realization that NDPW had limited authority in Phase 3 to make Public Bodies meet their targets;

The incentive is paid to eligible Public bodies that meet their thresholds and set targets;

The incentive is an additional source of funds for Public bodies implementing Projects under all sectors of EPWP.

29. Compliance (Endorsement and submission of EPWP Policy)

The Policy will be signed off through Council endorsement.

30. Review of the Policy

The Policy will be reviewed annually and as and when necessary.

APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the
27-05-2022


As per Council Resolution number ULMC: 091

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. H.M. Ngqasa

Speaker of the Council

