

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY

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GLOSSARY OF TERMS

Administrative Champion

An official responsible for advocating and providing leadership and administrative support to EPWP in the municipality and represents his/her directorate/department in the EPWP Steering Committee.

Capital Expenditure (CAPEX)

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

Demographic Characteristics of Workers

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

- Youth (18 –35 years of age)
- Women
- People with Disabilities

Eligible Public Bodies

Those Public Bodies to whom an indicative incentive grant amount has been allocated in terms of the Division of the Revenue Act.

EPWP Project

A project implemented using EPWP principles and guidelines.

Full Time Equivalent (FTE's) employment

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.

Impact on Unemployment

A degree to which unemployment as measured is reduced as a result of the implementation of EPWP.

Labour Intensive Work Methods

Labour-intensive Work Methods is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the project process to achieve the standard demanded by the specification; the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment-intensive methods.

Learnerships

A Learnership is structured learning combining classroom learning and on-the-job training. Learnerships are registered and accredited by a SETA.

Participating Public Bodies

Public bodies across National, Provincial and Local spheres of Government for whom a Full Time Equivalent work opportunities target has been set under the EPWP, in terms of the Implementation Protocol Agreement

Person Days of Employment

An aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

Political Champion

A dedicated political office bearer or councillor nominated by Council to be responsible for advocating, providing leadership, oversight and political support to EPWP in the municipality.

Project Budget

The project budget is the approved as appeared in the SDBIP.

Project Wage Rate

Minimum Daily Wage Rate (whether task-rated or time rated) per individual project.

Sector Coordinator

A Senior Manager or Director appointed by the Municipal Manager to lead and coordinate all the activities of a particular sector e.g. infrastructure.

EPWP Steering Committee

Body responsible for advocating and implementing EPWP in the municipality.

Training Person-Days

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.

Work Opportunities (WO)

Paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programmes 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.

ACRONYMS

CoGTADepartment of Cooperative Governance & Traditional Affairs

DOL Department of Labour

DPW Department of Public Works

DORA Division of Revenue Act

EPWPExpanded Public Works Programme

FTE Full Time Equivalent

IDP Integrated Development Plan

LICLabour Intensive Construction (Methods)

MIG Municipal Infrastructure Grant

MIS Management Information System

SCM Supply Chain Management (Procurement Policies)

SETA Sector Education & Training Authority

SMME Small Micro and ediumEnterprises

SMA Umzimvubu Municipal Area

1. INTRODUCTION AND BACKGROUND

The National EPWP framework provides that local government develop an EPWP policy that is embedded within the Integrated Development Plan. The policy is expected to promote EPWP principles and the re-structuring of local government activities to facilitate and create greater employment opportunities per unit of expenditure. It further provides that EPWP projects and programmes must be identified within each department, which can be implemented using labour-intensive or community based service delivery methods, with predetermined key deliverables over a given timeframe in the Infrastructure, Environment, Social & Non State Sectors. The EPWP infrastructure projects will be funded through the Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through DPLG. The Local Economic Development Division in the Umzimvubu Municipality will be responsible for coordinating and supporting the implementation of EPWP.

1.1 It further provides that EPWP programmes and projects must be identified within each department, which can be implemented using labour-intensive or community based service delivery methods, with predetermined key deliverables over a given timeframe in areas such as Infrastructure, Environment & Culture, Social and Non State Sectors in terms of the following legislative & policy framework:

- (a) The Constitution of the Republic of South Africa Act, 108 of 1996.
- (b) The Intergovernmental Relations Framework Act, 13 of 2005.
- (c) Local Government: Municipal Systems Act, 32 of 2000.
- (d) Local Government: Structures Act, 17 of 1998.
- (e) Local Government: Municipal Finance Management Act, 2003.
- (f) The Preferential Procurement Policy Framework Act, 5 of 2000.
- (g) The Provincial Growth and Development Strategy (2003).

- (h) Cape Winelands Growth and Development Strategy (CW-GDS).
- (i) Integrated Development Plan (IDP).
- (j) The Division of Revenue Act, 1 of 2001.
- (k) The Codes of Good Practice for Special Public Works programmes.
- (l) Ministerial Determination: Expanded Public Works Programme.
- (m) The State of the Nation Address (SONA), 2011 by President Jacob Zuma.
- (n) EPWP National Implementation Framework.

3. AIMS AND OBJECTIVES OF THE POLICY

2.1 The aim of this policy is to institute a sustainable Expanded Public Works Programme (EPWP) within the Umzimvubu Municipality as provided for in the EPWP National Framework. The fundamental objectives of the policy are to:

2.1.1 Inform all departments and Units within the Umzimvubu Municipality on how their

functions should contribute towards the EPWP.

2.1.2 Establish Umzimvubu's EPWP as an approved social economic developmental and poverty alleviation programme that promotes SMME development, employment creation and skills development.

2.1.3 Entrench the EPWP methodology within the IDP – a methodology that expands the current service delivery of goods and services to shared economic growth.

2.1.4 Ensure development integration across all sectors.

2.1.5 Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure (Add second generation compliance issues).

3. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME

3.1 The Expanded Public Works Programme is about the reorientation of line function budgets so that the expenditure by government results in increased employment opportunities and training, particularly for the unemployed and unskilled labour. The following main objectives of the programme, inter alia, to create an enabling environment to:

3.1.1 Create employment opportunities for the unemployed within local communities through the implementation of an EPWP implementation plan which collectively cuts

across the different sectors inter alia, the Infrastructure, Social, Environmental and Economic Sectors.

3.1.2 Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA & DoL courses, in properly structured learnerships programmes.

3.1.3 Of the total annual budget spent, maximizes the percentage retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufactures, suppliers and service providers.

3.1.4 Develop skills within communities through EPWP training, by accredited training providers aimed at the developing sustainable skills and capacity within communities.

3.1.5 Using clearly defined key performance indicators – monitor, evaluate and report all

EPWP initiatives, including those implemented using Provincial and National Government budgets.

4. PROVISIONS FOR THE IMPLEMENTATION OF THE EPWP

The Expanded Public Works Programme is divided in different sectors according to functions and the following four sectors have been developed

directed by the Department of Labour which is implemented by all three levels of Government i.e. Infrastructure, Environment & Culture, Social and the Non State Sectors. Each sector will develop and be responsible for implementing its individual sector plans and ensure EPWP compliance in terms of the respective national sector EPWP guidelines. The National EPWP guidelines cover procurement procedures, suggested interventions, required stakeholder skills, roles and responsibilities. The table below indicates the line departments of the Umzimvubu Municipality as per sector.

4.1 Departments by Sectors

Infrastructure Sector	Environment & Culture	Social Sector	Non State Sector
Infrastructure and Planning	Community Services, LED	Community Services	(NGO's, CBO's)
		Community Safety	
Supporting Departments	Budget and Treasury; Special Programmes and Communication and Corporate Services		

5. EPWP FUNDING

The Expanded Public Works Programme receive incentive grant funding from National or Provincial Government. The EPWP infrastructure projects are funded through the Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through CoGTA. As a municipality, line departments in all other sectors must allocate a portion of their normal budgets to service delivery projects that are identified as labour intensive and in line with EPWP principles.

6. INSTITUTIONAL ARRANGEMENTS

The institutional arrangement aims to facilitate the Inter-Governmental Relations and to promote cooperation and coordination internally and between the different stakeholders such as National, Provincial and Local Government in order to achieve the objectives of the EPWP.

Political Support

In line with the Municipal Protocol Agreement entered between the National Minister of Public Works, Mayor and Municipal Manager, the Mayor will have the following obligations:

7.1.1 Obligations of the Mayor

7.1.1.1 Provide leadership and direction on the implementation of the EPWP within the municipality.

7.1.1.2 Ensure that the Municipality meets the employment targets.

7.1.1.3 Assist and mobilise departments within the Municipality to meet the targets.

7.1.1.4 Ensure that EPWP is incorporated in the infrastructure plan and development of the Municipality.

7.1.1.5 Ensure that the Municipality departments incorporate EPWP FTE targets into their programme plans.

7.1.1.6 Ensure that the Municipal' EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality.

7.1.1.7 Report on implementation of the EPWP by the Municipality and progress in contributing to the EPWP Regional Steering Committee.

7.1.1.8 Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee.

7.1.1.9 Ensure that the EPWP is a standing report item Management Committee Meeting

7.2. Administrative Support

7.2.1. Umzimvubu Local Municipality EPWP Steering Committee

The EPWP Steering Committee will be responsible for the strategic direction of EPWP in the Umzimvubu Municipality.

EPWP Steering Committee must develop and adopt Term of Reference. The Special Programmes and Communication Department will act as the EPWP Administrative Champion in order to provide leadership, guidance and administrative support to the EPWP Implementation.

7.2.2. Role and Responsibilities

7.2.2.1 Budget and treasury, Citizen and Community Services, Infrastructure and Planning, Corporate services, Local Economic Development and Environmental Management, and Special programme respective nominees will be administrative EPWP Champions in their respective Departments.

7.2.2.2 Endorse EPWP projects for the whole municipality.

7.2.2.3 Will set targets and performance standards and budget allocation and ensure it is reflected in the IDP.

7.2.2.4 To guide and monitor the outputs of the EPWP Working Group.

7.2.2.5 To scrutinise the EPWP departmental implementations plans and revise annually.

7.2.2.6 To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.

7.2.2.7 To facilitate integrated implementation of all new EPWP /Sector initiatives.

7.2.2.8 To ensure the submission of progress reports to the DPW.

7.2.2.9 To ensure compliance all legislative and policy framework for

EPWP including

Ministerial Determination: Expanded Public Works Programme and Codes of Good Practices: Special Public Works Programme and provisions of the Basic Conditions of Employment Act and other applicable laws.

7.3.EPWP Implementation Group

The Implementation Group will consist of Managers, Heads, Project Managers and relevant staff members of relevant departments responsible for the implementation of EPWP in the Umzimvubu Municipality. The EPWP Implementation Group meetings will be held on a monthly basis and will be chaired by the HOD Special Programmes and Communication .

7.3.1. Roles and Responsibilities

- 7.3.1.1 Plan sector training and capacity building, this includes identification of training needs for each sector, linking training to projects.
- 7.3.1.2 The planning, design and packaging of EPWP compliant projects.
- 7.3.1.3 Compile EPWP sectors plans for submission and approval by the Steering Committee.
- 7.3.1.4 Assist the Steering Committee with the setting of targets and performance targets for EPWP.
- 7.3.1.5 EPWP project identification and budget allocation.
- 7.3.1.6 Regular reviews (twice a year).
- 7.3.1.7 Setting overall targets.
- 7.3.1.8 Creating an enabling environment for the successful implementation on the municipal's EPWP.
- 7.3.1.9 Project Managers/Implementers to provide project data or information for capturing by the Data Capturer.
- 7.3.1.10 Provide on time, accurate EPWP Monthly Project Report for each implemented project for capturing, updating and reporting on the Management Information.

7.3.1.16 Compiling of an EPWP Management Plan.

8.1.1. Recruitment of Beneficiaries

The recruitment of Beneficiaries shall be driven by the Municipality, with support from the Provincial Coordinating Department within the Province or the sector lead Department within the Province.

8.1.1.1. The Municipality shall develop a ward based unemployment database and/or indigent database, that may be used, respectively, as a basis for the recruitment of beneficiaries in this regard.

8.1.1.2 Notwithstanding clause 8.1.1.1 above, the Municipality may also use social facilitation (rationale) as another option.

8.1.1.2.1 Facilitate recruitment of community beneficiaries.

8.1.1.2.2 Open and transparent advertisement process

8.1.1.2.3 Briefing session with affected parties

8.1.1.2.4 Short listing and interviews

8.1.1.3.5 Recommendation.

EPWP beneficiaries must be:

- South African citizens with a valid bar-coded ID.
- Residents of designated area where project is being implemented.
- Persons from indigent households.
- Households with no income and priority given to one individual per household.
- Unemployed individuals
- Unskilled Individuals
- Women
- Youth (16 - 35)
- Disabled
- Adult men

Conditions of Employment

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP.

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

9. MONITORING AND EVALUATION

A consolidated EPWP report, monitoring progress of all sectors for the Municipality is required by the National Department of Public Works on a quarterly basis, to ensure that overall the Municipality is achieving the targeted outcomes of the programme. The National EPWP Unit requires that report on the following key performance indicators.

- Job Opportunities.
 - Person days of Employment.
 - Demographic targets (Women, Youth and People with Disabilities)
- Training days.
 - Project Budgets.
 - Project Wage Rates.

10. COMMENCEMENT OF THE POLICY

This policy will come into effect on the date of adoption by Council.

11. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY.

11.1. This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management.

11.2. Notwithstanding clause No. 11.1 the Municipal Manager may under Circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council.

12. AMENDMENT AND OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council after consultation with Management.

13. COMPLIANCE AND ENFORCEMENT

13.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

13.2 It will be the responsibility of all Managers, Supervisors, and Executive Committee and Council to enforce compliance with this policy.

