



EXPANDED PUBLIC WORKS PROGRAMME POLICY
JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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MUNICIPAL MANAGER


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EXPANDED PUBLIC WORKS PROGRAMME

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY - EPWP POLICY

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2. Definitions/ Glossary of Terms

TERM	DEFINITION
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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
EPWP Beneficiaries	An unskilled or semi-skilled person working temporarily or on a contract basis on an EPWP designed project.
EPWP Project	Deliberate attempt by public sector bodies and Non-Governmental Organizations to use expenditure on goods and services to create work opportunities within the four sectors (Infrastructure, Social, Environment & Culture and Non State) of EPWP for the unemployed on a temporary basis under the Code of Good Practice for EPWP. Training will be applied where it is a pre-requisite to perform the task.
EPWP Public Body	Refers to any organization defined by legislation as a government body; and for the purpose of this document refers to a Provincial Department; Municipality or Public Entity within the three (3) spheres of Government that must report on EPWP work opportunities created utilising their own budgets or funds allocated to them through the Division of Revenue Act annually.
Financial Year	Refers to Municipal Financial Year Cycle, i.e. July to June of the following year.
Full Time Equivalent (FTE)	Refers to one person's year of employment with the assumption that one person year is equivalent to 230 days of work. A FTE equals total number of person days of employment created for targeted labour during the year divided by 230. For task rated workers, tasks completed should be used as a proxy for 8hrs of work per day.
Key Performance Indicator (KPI)	A qualitative or quantitative measure of a service or activity used to compare actual performance against 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	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 technical and economically feasible. (Note: The normal emphasis on the cost effectiveness and quality of the asset must be retained)

Municipality	Any Local/ District Municipality established in terms of the Municipal Act 108 of 1993.
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 wage	Minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Project Steering Committee. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP. The minimum wage rate is adjusted annually in November, in line with inflation.
Reporting	A process communicating performance in terms of the required information by a public body the re
Targets	Targets are quantifiable levels of achievement for a specific activity within a specific time frame.
Task-rated worker	Means worker in which a worker is paid a fix rate for performing a task.
Technical Support	Assistance to be provided by the DRPW/NDPW technical teams to Provincial Departments and Municipalities in order to facilitate the implementation of projects reported as EPWP projects.
Time-rated worker	Means worker in which a worker is paid a fix rate for performing a task.
Work Opportunity	Paid work created for an individual on any EPWP project for any period of time.

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3. Abbreviations and Acronyms

TERM	DEFINITION
CIDB	Construction Industry Development Board
DF	District Forum
DRPW	Department of Roads and Public Works
ED	Executive Director
EPWP	Expanded Public Works Programme
JTGDF	John Taolo Gaetsewe District Forum
JTGDM	John Taolo Gaetsewe District Municipality
FTE	Full Time Equivalent
IDP	Integrated Development Plan
IDT	Independent Development Trust
LED	Local Economic Development
MIS	Management Information System.
MM	Municipal Manager
NDPW	National Department of Public Works
PEAP	Potentially Economically Active Population
PSCC	Provincial Sector Coordinating Committee

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4. John Taolo Gaetsewe District Municipality: Background

The John Taolo Gaetsewe District Municipality, formerly known as the Kgalagadi District, is situated in the north eastern quadrant of the Northern Cape Province and is bordered by the ZF Mgcawu and Francis Baard District Municipalities to the south and west; the North West Province (Dr. Ruth Segomotsi Mompati District Municipality) to the east and northeast; and Botswana to the northwest. Administratively, the JTGDM comprises three Local Municipalities of Gamagara, Ga-Segonyana, and Joe Morolong.

There are 186 settlements in the JTGDM area and only 10 of those settlements have been formalised. 176 are villages administered by the Traditional Authorities and are still required to be serviced by the respective local municipalities.

The 2016 Community survey indicates that the Municipality's population and household numbers totalled 242,264 and 72,310 respectively in 2016 and it is expected to rise to 267,725 and 88,979 respectively by 2021.

5. VISION

The Vision statement of the JT Gaetsewe District Municipality reflects its commitment to the ideal of an integrated, development-focused district, and is built on the following municipal elements:

- People development – Improved quality of living (Provision of basic services, improved levels of education and sustainable job opportunities, Lower unemployed and poverty levels, Skills development programmes, access to facilities and utilities and community participation.
- Economic positioning – Beneficiation of the natural resources, Advancement of the local economy to diversity from the high concentration on the primary sector to secondary and tertiary sectors, Advanced industrialization, established investments opportunities, skilled work force, firm management of economic drivers and finances, Township economy, Knowledge economy.
- Spatial Restructuring and Environmental – Proper implementation of planning tools, functional linkages, environmental protection, Spatial integration of existing settlements, Inclusive and equitable development, Climate change adaptation strategy, Protection of the Critical Biodiversity Areas (CBA), Balance between developments and the environment, Remote spatial and land use management.
- Infrastructure engineering and Service provision – Improved road network access and the maintenance thereof, improved bulk infrastructure and maintenance, migrate mining freight from road to rail transport.
- Institution and governance – Improve the IGR structures, frequent communication to communities on institutional and financial issues, Proper implementation of policies.

The vision of the John Taolo Gaetsewe District Municipality is:

"A global center of excellence for environmentally sustainable, innovative and competitive iron ore and manganese mining and steel beneficiation that anchors a diversified and inclusive economy with an empowered and prosperous local community."

6. MISSION

The mission statement of JTGDM reflects what the municipality will do in an ongoing manner to constantly striving towards achieving its vision. The mission of the John Taolo Gaetsewe District Municipality is:

"Accelerating the implementation of integrated development initiatives and providing support to local municipalities"

The Mission of the District Municipality in terms of the Expanded Public Works Programme (EPWP) is to:

- Ensure that all projects funded and implemented by the Municipality will be as labour intensive as possible in order to create as many work opportunities as possible;
- Striving that all work opportunities meeting the criteria/ requirements of EPWP will be reported on the national EPWP reporting system;
- Ensure that all EPWP projects implemented by the District Municipality comply with the Ministerial Determination for EPWP and Codes of Good Practice.

As a District Municipality, the District will provide leadership and guidance to its local municipalities in order to ensure that EPWP is at the centre of poverty alleviation and job creation strategies. As a result, this will assist the District to ensure that its local municipalities meet their individual EPWP Phase 4 targets.

7. Background: Social and Economic Profile of John Taolo Gaetsewe District Municipality

The key economic sectors in the district are mining, social services, agriculture, tourism, manufacturing, and

Construction. Mining is the largest employer followed by the agricultural sector (StatsSA 2011).

Mining

Mining is one of the key sectors that if exploited fully can be used to develop the economy of John

Taolo Gaetsewe District Municipality. Most of JTGDM's mines are concentrated around Hotazel (in Joe

Morolong local municipality) and Sishen (in the Gamagara Local Municipal area). The companies that operate these mines are Kumba Resources, BHP Billiton and Assmang. The minerals being mined in the District are iron ore and manganese

Agriculture

The rural land in the District is used extensively for cattle, sheep, goat and game farming. The area is well known for its good commercial hunting in winter. Agricultural opportunities include:

- Beef Cattle: Meat Processing
- Leather Tannery and processing of leather into products;
- Sheep farming; meat processing, wool, leather;
- Fresh produce market, storage and packaging facilities;
- Game farming: Commercial game hunting, meat processing, eco-tourism;
- New technologies and methods of production.

Tourism

The District holds potential as a viable tourism destination. Popular tourist attractions include:

The Eye: The biggest natural fountain in the Northern Hemisphere, proclaimed a national monument in 1992;

- *Wonderwerk Cave*: One of the longest-inhabited caves in the world, with *San* rock paintings in areas near its mouth;
- *Sishen Golf Club*: Khathu is the home to one of the most attractive golf courses in the Country;
- *Khai Apple Recreation Resort*: Situated in the Gamagara Municipality, the resort offers outstanding accommodation, camping and caravan facilities, fishing and horse riding;
- *Game Hunting*: Old limestone farmstead, a feature of the Kalahari landscape, has been converted into hunting lodges with excellent accommodation and game processing facilities.
- *Moffat Mission*: Established in 1820 by Scottish Missionary, Robert Moffat in Kuruman, the mission church was declared a national monument in 1993.

Unemployment Rate

The 2011 Census indicates that the District had an unemployment rate of 30% excluding the discouraged work-seekers which will increase the unemployment rate to 47% if it were to be added. Almost 41% District population receives no monthly income, and around 24% earn less than R400 a month. 2016 Community census further shows that 28 48 (39.4%) households had indicated that they run out of money to buy food.

Unemployment is one of the main reasons of poverty. The importance of employment in the reduction of poverty underpins the use of unemployment rate as a tool to gauge poverty. Thus, the unemployment rate has also been used as one of the indicators to measure poverty. The

table below illustrates employment status of the population aged between 15 and 64 within JTGDM and its local municipalities.

Poverty Levels

Poverty levels in the District area are high, due to the high levels of unemployment and increasing rates of illness (HIV/AIDS and TB).

A considerable majority of the district's population has no recordable income. This is extremely high and put extreme pressure on the Municipalities operating in the district. The result of such levels of unemployment is that communities cannot pay for basic services and that severe pressure is put on municipal resources due to demands for services to a poverty-stricken population.

The huge discrepancies between income levels in the district are also a matter of concern.

Literacy Rate

According to Stats SA: Census 2011, 18, 084 of persons aged 20 and above have no schooling at all and persons that have tertiary and post graduate qualifications were recorded at 10, 363.

In 2011, it was recorded that 23, 970 of the population have some primary education and 6, 351 completed. Furthermore, 39, 085 have some secondary education and 25, 407 have a Grade 12 qualification.

8. Problem Statement

The persistently high rate of unemployment in South Africa is one of the most pressing socio-economic challenges facing the Government and similarly John Taolo Gaetsewe District Municipality. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. Job creation and skills development as stated in the Integrated Development Plan (IDP) will remain key priorities for the District.

Cabinet has adopted EPWP as a primary vehicle for creation of work opportunities and has endorsed a conceptual framework which designates a specific role and targets for each municipality in terms of the Programme. To date the Municipality has given effect to the call by signing an Implementation Protocol with the Minister of Public Works to partner and co-operate in terms of EPWP. In order to mainstream the Programme through the Municipality, an EPWP policy is required to guide on the implementation of EPWP within the Municipality.

For EPWP to be effective, the Programme needs to be incorporated in all activities of the Municipality. This will require that every project as per the IDP to promote EPWP principles and re-structure project activities to facilitate and create greater employment opportunities per unit of expenditure, where possible.

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This policy is therefore prepared for the entire Municipality, with the intention to close the identified gaps and challenges on the implementation of EPWP, strengthen the existing interventions and introduce new ones.

Challenges facing the Municipality to implement and delivery on EPWP objectives and targets

The EPWP has been implemented at a small scale within the Municipality yet with commendable outcomes in terms of the involvement of local communities in delivering local assets, transfer of wages, the creation of sustainable livelihoods and a reduction of crime.

Although the Programme has been introduced at a small scale within the Municipality, it has the potential to grow and create more work opportunities for the unemployed youth and women. The following are the key challenges facing the Municipality that need to be addressed to optimally implement EPWP:

- Limited budget allocated to the District for project implementation;
- Capacity in terms of designing projects labour-intensively;
- Institutionalization of EPWP within the District;
- Capacity in terms of reporting;
- Dedicated EPWP coordination capacity within the Municipality; and
- Achievement of longer duration of work opportunities targets

9. EPWP Municipal Policy Objectives

The objective of this Policy document is to provide a framework within which the District and its departments implement the EPWP. This policy document is aimed at providing an enabling environment for the District to increase the implementation of EPWP, through the re-orientation of its line budgets and channelling a substantial amount of the overall annual budget allocation and human resources towards the implementation of EPWP. Through this policy the District aims to achieve the following:

a) Mainstreaming the implementation of the EPWP by:

- adopting the EPWP as an approved delivery strategy for project implementation by including EPWP guidelines and principles
- implement the Programme in all EPWP sectors;
- addressing under reporting on the EPWP;
- developing skills within communities through the provision of training, with the emphasis on accredited programmes;
- entrenching the EPWP methodology to all IDP projects, where applicable; and
- Re-engineering the planning, designing and implementing of projects in line with EPWP.

b) Institutionalising the Programme by:

- Guiding on the EPWP Governance Structures within the Municipality;
- clarifying the role of each Department in terms of EPWP;
- informing all Departments within the District on how their functions should contribute towards achieving the EPWP objectives; and
- securing ownership from all Departments to lead on the implementation of the EPWP, with the support from Project Management Unit within the Municipality.

c) Guiding the implementation of the Programme by:

- providing guidance on employment conditions, skills development and enterprise development;
- promoting the adaptation of supply chain and procurement policies in line with EPWP;
- maximising the percentage of the annual total budget spent and retained within local communities through employing and capacitating local labour and small businesses; and
- defining key performance indicators to monitor, evaluate and report all EPWP initiatives.

10. Legislative and Policy Frameworks

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

- The Constitution of South Africa (Act 108 of 1996);
- Municipal Finance Management Act (Act 56 of 2003);
- Division of Revenue Act (depending on the applicable year);
- The Municipal Systems Act (Act 32 of 2000);
- The Basic Conditions of Employment Act (Act 75 of 1997);
- Skills Development Act (Act 37 of 2008);
- 2003 Cabinet Memo which approves the implementation of EPWP;
- EPWP Phase 2: Consolidated Programme Overview, 2009;
- Ministerial Determination 4: Expanded Public Works Programme, No. 35310 Gazetted 4 May 2012;
- Code of Good Practice for employment and conditions of work for Expanded Public Works Programme, no 34032, gazetted 18 February 2011;
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012);

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11. Scope and Application of the Policy

The provisions of this Policy apply to all Departments, Municipal-Owned Entities, Agents or Contractors working or contracted to the District.

12. EPWP Institutional Arrangement

This refers to the overall coordination of EPWP and contextualises the governance structures and accountability within the Programme across all spheres of Government, as far as it impacts on the Municipality.

12.1 Political Leadership of the EPWP at National and Provincial Sphere

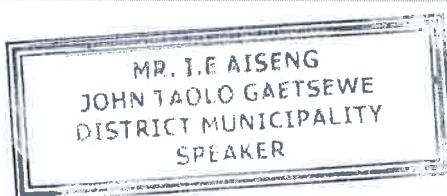
The Minister of Public Works has been mandated by Cabinet to champion the EPWP, and thereby is responsible to provide overall coordination and leadership on the policy, design and implementation of the EPWP. The Minister reports to Cabinet on progress in implementing the EPWP and achieving the EPWP targets and also mobilises resources and political support at National, Provincial and Local spheres.

At provincial level, the Premier provides leadership and direction on the implementation of the EPWP in the province. The Premier appoints a Member of the Executive Committee (MEC) to coordinate and lead the EPWP in the Province. MECs of Public Works, are mandated to promote EPWP, ensure effective coordination and participating of public bodies and monitor performance. MECs must also ensure that EPWP aligns with key economic policies and programmes of the provinces.

12.2 Technical Management of the EPWP

At a technical level, the following capacity has been created to coordinate and implement the Programme:

- The Minister of Public Works has mandated the Director-General of DPW to create an EPWP Branch that is responsible for the overall coordination of the Programme. The EPWP is headed by a Deputy Director-General. This branch has technical capacity across the sectors, training, monitoring and evaluation and small business development. The Branch develops policy, funding mechanisms, guidelines and provides monitoring and evaluation expertise. Capacity has been created at a regional level to ensure cooperation between the National and Provincial spheres in terms of EPWP and the transfer of knowledge with regard to the above mentioned areas of specialisation.
- The Northern Cape MEC for Roads and Public Works has mandated the Head of Department to create a Provincial EPWP Unit, which is responsible for the overall coordination and achievement of EPWP at a provincial level. This Unit is headed by a Chief Director. The Unit ensures that all public bodies in the Province participate in the EPWP,



manages EPWP sectoral coordination and facilitates monitoring and evaluation at a provincial level. Capacity has been created at a regional level within the province to ensure a sound inter-face between the national and local sphere.

12.3 Governance Structures under EPWP

Different structures and committees have been established nationally, provincially and locally to coordinate and monitor EPWP implementation at different spheres of Government. These include amongst others:

- National Coordinating Committee (NCC) brings together all key National sphere policymakers, all nine (9) EPWP Provincial Coordinating Departments, such as the Northern Cape Provincial Department of Roads and Public Works, and sector champions from the National Departments: of Social Development, Environmental Affairs, Transport and Cooperative Governance. This is the highest decision making body in the Programme, which meets on a quarterly basis. The resolutions from this Committee are presented to the Minister of Public Works, and in turn the Portfolio Committee of Public Works and the various Clusters of Government.
- National Sector Committee (NSC): Each sector has a NSC which is chaired by DPW, DSD and DEA for the infrastructure, social and environment and culture sectors respectively. The decisions of the NCC are shared with all Departments that form part of the NSC. The NSCs brings together all sector specific contributing Departments from National and Provincial sphere to discuss sector specific issues such as funding, reporting, the enabling environment where sector progress and challenges are discussed. These are the highest sector decision making structures. These Committees sit on a quarterly basis.
- Provincial Steering Committees (PSCs): is the coming together of the municipalities and departments in the province to account on the progress made in terms of job creation targets and challenges. Monitor and evaluate the implementation of EPWP in the province. The decisions of the NCC are shared with all Departments and municipalities that form part of the PSC within the Northern Cape. Best practises are shared with Public Bodies for replication. The PSC sit bi-monthly.
- Provincial Sector Coordinating Committees (PSCCs): These Committees lead and champion EPWP different Sector Programmes in the province and monitor the implementation of those programmes. The committees sit on a monthly basis.
- Regional Steering Committees (RSCs)/District Forum (DF): Coordinate all sectors at a district level. Consider expansion programmes to upscale job opportunities. Quarterly reports for each municipality are presented and discussed, best practise are also shared by public bodies.

The JTGDM has developed terms of reference and established District Infrastructure Forum in partnership with other sector departments and local municipalities. The responsibilities of the District Forum include amongst other things:

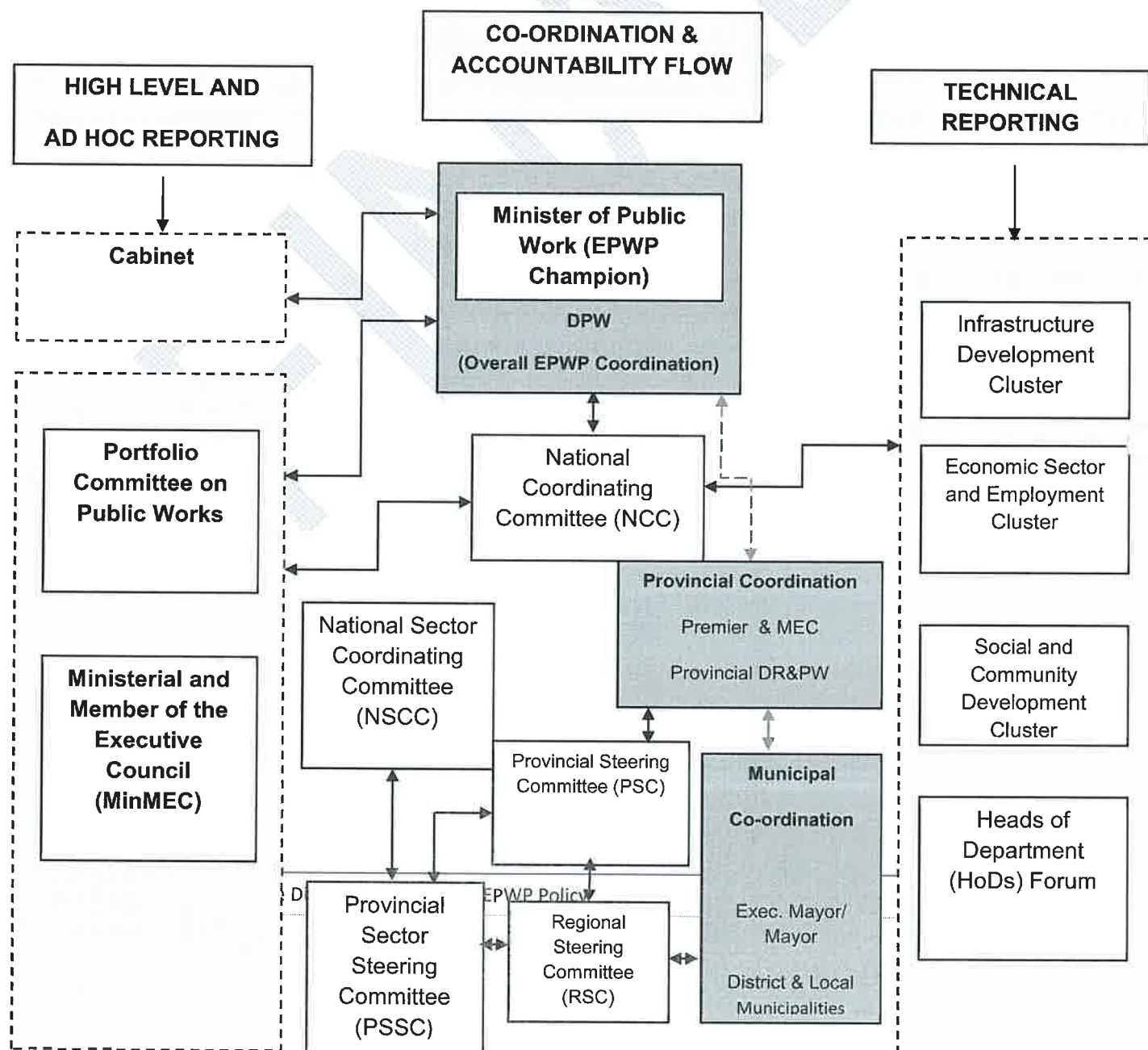
- Assist Local municipalities on reporting, regular review of their progress; support Municipalities in their jurisdiction to create an enabling climate for the successful implementation of EPWP.

The EPWP Coordinating structure is depicted in Figure 3 below:

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Figure 3. Overall Coordination of EPWP

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) CO-ORDINATION FLOW & REPORTING



12.4 EPWP Coordination within the John Taolo Gaetsewe District Municipality

EPWP cuts across all the Departments and Units of the District. Each Department must make a systematic effort to target the unskilled and unemployed and develop a plan to utilise 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. Figure 4 below outlines the overall coordination of EPWP within JTGDM.

12.5 Roles and Responsibilities

12.5.1 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 political leadership and direction in the implementation of the EPWP within the District. The Executive Mayor will appoint at least one (1) Member of the Mayoral Committee (MMC) to champion and lead the EPWP in the following Sectors in the District:

- Infrastructure Sector;
- Social and Non-State Sectors;
- Environment & Culture Sector

12.5.2 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) as the Administrative champion is responsible for the overall coordination of EPWP in the Municipality. This Municipal Policy provides for the following institutional arrangements within the Municipality. The MM must:

- Appoint the Director: Basic Services and Infrastructure to coordinate the Programme across all Departments;
- Appoint a coordinator for all EPWP sectors at least at the Director level;
- Ensure that all Directors of the Municipality have EPWP target and or compliance matters in their annual performance contracts/agreements;
- Ensure that EPWP is incorporated in the IDP of the Municipality;
- Ensure that the annual targets and performance against the previous year targets are discussed in the annual IDP Lekgotla; and
- Review and monitor on a monthly basis, the EPWP reporting at the Management Meeting.

12.5.3 Overall Coordinator of EPWP in JTGDM: Director Basic Services and Infrastructure

The appointed overall coordinator of EPWP within the Municipality will be responsible for:

- a) Establishing appropriate EPWP capacity within his/her Department. This capacity will:
 - provide an understanding of EPWP in the Municipality;



- provide a monthly reporting template which will capture EPWP work opportunities, FTEs and training;
 - consolidate the monthly reports submitted by the respective sector coordinators for the Management meeting;
 - crowd-in technical support from National and Provincial Departments for example, on the designing of contracts and monitoring implementation;
 - provide regular feedback on the performance of the municipality in terms of the Programme;
 - attend, represent the Municipality at the PSC and RSC and provide feedback to the Municipality;
 - attend EPWP Municipal Summit on an annual basis;
 - sample contract documents to ensure that labour-intensive principles are included in contracts;
 - provide standard EPWP clauses to be incorporated into tender documentation, which also include training requirements;
 - monitor that EPWP coordinators brand and profile EPWP projects; and
 - monitor the municipality's performance with regard to its performance on the incentive.
- b) Report on the EPWP performance at the Management meeting, on a monthly basis;
- c) Prepare EPWP relevant inputs into Mayoral and MM statements and speeches;
- d) Address implementation challenges across the sectors.
- e) Identify corrective measures, especially in terms of the Municipality not reaching its targets and compliance concerns

12.5.4 Sector Coordination and Departmental Responsibilities

As per 12.5.2 the MM appointed coordinator, Basic Services and Infrastructure Director for all sectors, namely

- Infrastructure Sector
- Environment and Culture Sector
- Social and Non-State Sectors

The appointed Sector Coordinator is responsible for:

- Designing EPWP relevant projects and incorporated EPWP principles into the contracts;
- Reporting monthly, as per the template provided by the Office of the Director: Basic Services and Infrastructure
- Ensuring that appointed contractor adheres to required EPWP specified conditions in the contracts;
- Liaising with the Sector Lead Departments Provincially and Nationally;
- Keeping abreast with sector specific developments;
- Liaising and representing the JTGDM on the relevant provincial EPWP Committees;
- Disseminating sector specific information to the dedicated EPWP Coordinator identified by each of the Departments.



- Sector Coordinator is also responsible for programmes design, implementation and reporting on EPWP System; and
- Monitor, evaluate and report on sector specific Key Performance Indicators (KPIs) to the Head of Department.

The Sector Coordinator will engage all Departments within the Municipality. The Departments are expected to contribute to sector specific objectives and targets by:

- Appointing dedicated EPWP “Co-ordinator”;
- Selecting suitable projects for inclusion in the JTGDM’s EPWP Implementation Plan;
- Participating in setting uniform task or daily rates for beneficiaries to be employed on labour intensive projects;
- Ensuring that the planning, design and contract administration of labour intensive works are carried out by consultants who have completed the necessary skills training;
- Monitoring and reporting on the implementation of EPWP projects;
- Ensuring that there is labour intensive component in all the projects and inclusion of EPWP conditions in all the projects that go on tender;
- Facilitating and arranging appropriate awareness campaigns among local communities to illustrate the benefits of labour-intensive methods in projects implementation;
- Ensuring that all the projects of their Departments are compliant to the Department of Labour’s legislations and the Ministerial Determination on Expanded Public Works Programme.

Department of Basic Services and Infrastructure will have the responsibility of implementing EPWP and hence the Departmental Head will have EPWP Targets in his/her Implementation Plans and Performance Contract, which will be cascaded down to officials working on EPWP Programmes in the department.

12.5.5 Integrated Infrastructure Forum

The Municipality will form the **Integrated Infrastructure Forum** to be responsible for, amongst others the strategic direction and coordination of EPWP. **Integrated Infrastructure Forum** is formed by: Head of Departments (Directors), Sector Coordinators and chaired by the Director: Basic Services and Infrastructure. This Committee is constituted as follows:

- Local Municipalities
- Provincial Departments
- National Departments
- Non Sector Departments

12.5.6 Responsibilities of the Integrated Infrastructure Forum

The responsibility of the Integrated Infrastructure forum is, amongst other, to:

- Coordinate the overall district-wide coordination of EPWP and related issues;
- Set EPWP targets for each department and Sectors;
- Create an enabling climate for the successful implementation of EPWP in JTGDM;



- Report to the Management Meeting;
- Monitor and Evaluate the Programme;
- Set Performance Standards

The Management Plan includes the outputs for each sector and will be used to:

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

13.1 The Environment and Culture Sector Programmes:

The aim of the Sector is to: 'Build South Africa's natural, social and cultural heritage, and in doing so, dynamically use this heritage to create both medium and long term work and social benefits.' Examples of projects in the Environment and Culture Sector include:

- Sustainable land based livelihoods (Greening, Working for Water & Wetlands etc.)
- Tourism and creative industries (Working for Tourism, etc.)
- Parks and beautification (People and Parks, Cemetery Maintenance, Community Parks, etc.)
- Coastal management (Working for the Coast)
- Sustainable energy (Working for Energy)

13.2 Social Sector programmes:

The objectives of the Sector is to contribute to the overall Government objectives of improving the delivery of health services, early childhood development, 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, floods Impact support and community safety officials)
- Home community based care (home community based care Services (TB, HIV/Aids) and pharmaceutical assistants,
- Early Childhood Development (early childhood development, homework services, literacy programs, peer education, social issues awareness and career guidance)
- Sports and recreation (life guards, sports academy, seasonal employment: holiday resorts and nature reserves)
- Social Services (domestic violence, rape counselling and support, child labour, suicide counselling, abuse counselling and support, substance abuse). Graduate development programmes (updating indigent register and debt collection).



13.3 Infrastructure Sector programmes:

The Infrastructure sector is aimed to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure. Infrastructure Sector Programmes includes:

- Road construction;
- General construction and maintenance (construction of buildings, dams, reservoirs etc. 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 of 18 and 35 years on artisan trades in the built environment);
- Vukuphile programmes (Learnership aimed at training and developing contractors and supervisors in labour-intensive methods of construction); and
- Large Projects (aimed at providing support to public bodies in the implementation of projects with a value of greater than R 30 million labour-intensively).

13.4 Non-State Sector:

The objectives of the Sector are to create an avenue where NPO's; NGOs; and CBOs can assist government in the overall Government objectives of job creation through socially constructive activities in their local communities. The Municipality will support the delivery of the Non-State Sector through measures such as facilitating and mobilising NPOs.

13.5 Cross-Cutting Support Programmes

EPWP programmes in the different Sectors will include the following:

13.5.1 Training:

This refers to capacity building and skills development of both officials and EPWP beneficiaries. Accredited training aligned to the National Qualifications Framework will be prioritised to enhance the placement of beneficiaries beyond the EPWP projects.

The training provided will depend on the type of projects implemented and may vary from learnerships, skills development programmes to artisan development programmes

The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF) and the training of municipal officials on Labour Intensive methods will be prioritised to ensure that the municipal projects are designed and implemented labour intensively. Municipal Funding will also be utilised to support training.

13.5.2 Enterprise 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 Learnership 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 Programmes and SMMEs 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.

13.5.3 Communication and Branding

The Municipality will ensure that all the projects are branded; profiled and comply to the EPWP Corporate Identity (CI) Manual as provided by NDPW.

13. Key Performance Indicators (KPIs)

The following KPIs are applicable to the implementation of all projects which form part of the EPWP:

- **Employment Opportunities**

The number of employment opportunities created with regards to FTEs, during the period under review.

- **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 of the 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 sectors, Infrastructure, Environment and Culture, Social and Non-State Sectors.

- **Person-Training Days**

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

- **Demographics**

The number of work 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 four sectors



- **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.

- **Project Task Rates**

Where applicable, rates for the same or similar tasks will have to be uniform for the JTGDM. Task and time rates must comply with the terms of the Ministerial Determination on EPWP.

- **EPWP Targets for the JTGDM**

In line with the Protocol Agreement between the Executive Mayor and the Minister of Public Works, the EPWP targets for John Taolo Gaetsewe District Municipality will be as per the Annual DORA allocations.

14. Training Requirements

15.1 Training of Beneficiaries

Training of beneficiaries will be provided through the project budget or through the National Skill Fund (NSF) from the Department of Higher Education and Training in partnership with the National Department of Public Works. Workers will be paid a daily allowance/stipend by the contractor (included in the project cost) whilst attending training.

15.2 Consultants and Contractors

To all consultants and Contractors implementing and managing Labour-Intensive projects for the Municipality, training on Labour-Intensive Methods (LIC) is mandatory.

15. Target Groups and Beneficiaries Recruitment

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries. Women (55%); youth (40%) and persons with disabilities (2%). By using sound Social Facilitation process, the Municipality will drive the beneficiaries' recruitment supported by the Provincial Coordinating Department and/or Sector Lead Department in the Province.

EPWP beneficiaries must be:

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



16. Conditions of Employment

EPWP beneficiaries will be employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. The Municipality will ensure that its projects fully comply with Labour Legislations such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA). Specific clauses addressing Labour Legislations compliance will be put in all EPWP Municipal contracts with service providers.

17. EPWP Incentives

The Municipal Manager on an annual basis will sign the Incentives 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.

18. 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.

19. Reporting Process

The Municipality will adhere to the EPWP Monitoring and Evaluation reporting processes by ensuring the following:

- Register the project on the EPWP Reporting System
- Recording of the data at the project level using templates provided by DRPW.
- 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 been received.
- Project files should be kept for auditing purposes

20. Review of the Policy

The policy will be reviewed annually or as and when required.



21. Endorsement of the Policy

This policy was endorsed by the John Taolo Gaetsewe District Council at a Council meeting dated:

Municipal Manager: John Taolo Gaetsewe District Municipality

Date:

FINAL



