

OVERBERG DISTRICT MUNICIPALITY

EXPANDED PUBLIC WORKS POLICY



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<i>Executive Mayor</i>	:..... <i>[Signature]</i>
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Overberg



District Municipality
Distriksmunisipaliteit
Umasipala Wesithili



MUNICIPAL POLICY ON THE EXPANDED PUBLIC WORKS PROGRAMME (EPWP)



**EXPANDED PUBLIC WORKS PROGRAMME
CONTRIBUTING TO A NATION AT WORK**

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BCEA	Basic Conditions of Employment Act
CBO	Community Based Organisation
COIDA	Compensation of Injuries and Diseases Act
DMA	District Management Area
DoRA	Division of Revenue Act
DPW	Department of Public Works
ECD	Early Childhood Development
EM	Executive Mayor
EPWP	Expanded Public Works Programme
FTE	Full-Time Equivalent
IDP	Integrated Development Planning
LED	Local Economic Development
LG SETA	Local Government Sector Education Training Authority
MFMA	Municipal Finance Management Act
MM	Municipal Manager
MMC	Member of Mayoral Committee
MSA	Municipal Systems Act
NDP	National Development Plan
NGO	Non-Governmental Organisation
NGP	New Growth Path
NPO	Non-Profit Organisation
ODM	Overberg District Municipality
OHASA	Occupational Health and Safety Act
SC	Steering Committee
SCM	Supply Chain Management
SDA	Skills Development Act
SMME	Small, Medium & Micro Enterprises
UIF	Unemployment Insurance Fund
WO	Work Opportunity

1. VISION

To have EPWP as a delivery strategy in the implementation of all municipal projects and to lead in the implementation of EPWP in the district by 2021 and beyond. For the new financial year of 2018/19 a target of 259 work opportunities was allocated to the Overberg District Municipality, However, for the new financial year 2018/19 the Overberg District Municipality plans to provide 684 work opportunities to the unemployed. This Vision is intended to compliment:

- a) Council's Vision: *"Overberg – the opportunity gateway to Africa through sustainable services"*
- b) Council's Strategic Goal: *To promote regional economic development by supporting initiatives in the district for the development of a sustainable district economy.*
- c) Provincial Strategic Goal 1: *Create opportunities for growth and jobs.*
- d) National Government Outcome no. 4: *Decent employment through inclusive economic growth; Output: Faster and sustainable inclusive growth; more labour-absorbing growth; strategy to reduce youth unemployment; implement EPWP.*

2. MISSION

- To have the Executive Mayor and the Municipal Manager championing EPWP in the Municipality. The Executive Mayor may delegate these powers and duties to the Municipal Manager, who may sub-delegate to Directors and other members of staff.
- For District EPWP Forum to function effectively and meet on a regular basis.

3. PURPOSE

The purpose of this Policy document is to provide a framework for the implementation of the Expanded Public Works Programme (EPWP) within Overberg District Municipality, which include the activities of all the departments and units. The policy framework seeks to address work opportunities for the unemployed using Operational expenditure, as well as the allocated Grant funding, in line with the directives of Government and Overberg District Municipality.

The Overberg District Municipality seeks to achieve the following objectives:

- To create short-term jobs for the unemployed within local communities through *inter alia* the implementation of labour-intensive infrastructure projects;
- To develop skills within communities through on-the-job and/or accredited training for EPWP workers and thereby developing sustainable capacity within communities;
- To capacitate local communities and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills program;
- To become an accredited training provider for specialist training in local government fire, rescue and disaster management industry;

- To create job opportunities and facilitate skills training in terms of Overberg District Municipality's short-, medium- and long-term resources management strategy; and
- To execute Overberg District Municipality's EPWP within sound environmental management practices.

4. OVERVIEW OF EPWP

The EPWP is a South African Government Programme initiated in 2003 by the National Cabinet as a Presidential Lead Programme. Phase I of the EPWP was concluded on 31 March 2009, followed by the implementation of Phase II between period 1 April 2009 and 31 March 2014. The EPWP Phase 3 Business Plan was endorsed by National Cabinet for implementation from 1 April 2014 – 31 March 2019. Phase 3 aims to create 6 million work opportunities over the five years and all spheres of government are required to re-orientate budgets and fiscal incentives to contribute to job creation. The Programme is implemented by all spheres of government, across four (4) defined sectors:

- **Infrastructure** – by increasing the labour intensity of public infrastructure projects;
- **Environment and Culture** – by creating work opportunities in public environmental programmes;
- **Social** – by creating work opportunities in public social programmes; and
- **Non-State** – contribution by NPOs, NGOs and CBOs to the overall Government objectives of job creation. Municipalities are expected to support the delivery of the non-state sector through measures such as facilitating and mobilising NPOs.

The Programme is co-ordinated by the National Department of Public Works (DPW), as mandated by Cabinet.

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

The National Development Plan (NDP) Vision 2030 through the Diagnostic Report identified nine (9) main challenges facing South Africa, amongst others are: *too few people work and the quality of education available to the majority are poor.* The persistently high rate of unemployment in South Africa is one of the most pressing socio-economic challenges facing government. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance.

No single policy offers the solution. What is needed is a sustained period of accelerated and inclusive economic growth and a comprehensive set of short- and long-term policy reforms and initiatives that encompass increasing demand for labour, improving education and skills, and labour market interventions that improve the employability of young people. Expanded Public

Works Programme is one of those short-term initiatives by Government aimed to create work opportunities for the marginalised: women, youth and the disabled.

5. CHALLENGES AFFECTING MUNICIPALITIES TO DELIVER ON EPWP OBJECTIVES AND TARGETS

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

- Commitment of political and administrative leadership.
- Capacity in terms of designing projects labour-intensively.
- Capacity in terms of reporting.
- Dedicated co-ordination capacity within municipalities.
- Low incentive draw-down.
- Achievement of longer duration of work opportunities and FTE targets.

6. EPWP MUNICIPAL POLICY OBJECTIVES

Through this Policy the Overberg District Municipality aims to achieve the following objectives:

- To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
- To inform all Departments/Units within the Municipality on how their functions should contribute towards achieving the EPWP objectives.
- To entrench the EPWP methodology within the IDP. EPWP is extensively acknowledged and projects identified in the District's 5-year IDP as well as IDP Reviews.
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities.
- To capacitate local communities and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills program.

7. LEGISLATIVE AND POLICY FRAMEWORK

The development of the EPWP Municipal Policy is guided by the following legislative and policy prescripts:

- **The Constitution of the Republic of South Africa, 1996:** Sets out a broad framework for local government. In accordance with this framework the objectives of local government:
 - To provide democratic and accountable government for local communities;
 - To ensure provision of services to the community in a sustainable manner for the benefit of present and future generations;
 - To promote social and economic development;
 - To promote a safe and healthy environment; and
 - Encourage the involvement of communities and community based organisations in the matters of local government.

- **Municipal Finance Management Act (MFMA), 2003:** In terms of the MFMA, funding is also available to build the capacity of municipalities to perform the functions assigned to them.
- **Municipal Systems Act (MSA), 2000:** The District has a distinct oversight role to play in terms of monitoring and ensuring implementation. The District is also to initiate, plan, lead and manage development. The Systems Act has resulted in the development of the Integrated Development Plan (IDP) as a key strategic planning document. The IDP guides and informs all planning and infrastructure development activities. The IDP is expressed as a rolling 5-year programme, and is linked to a 3-year multi-term budget.
- **Division of Revenue Bill (B2), 2018:** To provide for the equitable division of revenue raised Nationally among the National, Provincial and Local spheres of Government for the 2018/19 financial year.
- **Basic Conditions of Employment Act (BCEA), 1997:** The purpose of this Act is to advance economic development and social justice by fulfilling the primary objects of this Act which are, (a) to give effect to and regulate the right to fair labour practices conferred by section 23(1) of the Constitution and (b) to give effect to obligations incurred by the Republic as a member state of the International Labour Organisation.
- **Skills Development Act (SDA), 1998:** To provide an institutional framework to devise and implement national, sector and workplace strategies to develop and improve the skills of the South African workforce; to integrate those strategies within the National Qualifications Framework contemplated in the South African Qualifications Authority Act, 1995.
- **New Growth Path (NGP), 2010:** Outline Key Job Drivers. EPWP work opportunities are all linked to the NGP Key Job Drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) targets.
- **National Development Plan (NDP), 2011:** One of the main challenges highlighted in the Diagnostic Report, was that too few people work. The 2030 Vision includes creating 11 million more jobs by 2030.
- **Ministerial Determination and the Code of Good Practice for EPWP, 2012:** The Minister of Labour has in terms of Section 50 of the Basic Conditions of Employment Act, made a Ministerial Determination which establishes conditions of employment for employees in Special Public Works Programmes. Task-based and time-based payments to participants in the EPWP will be set in terms of this Ministerial Determination. The Code of Good Practice for employment conditions of work for Special Public Works Programmes does not impose any legal obligations in addition to those in the Basic Conditions of Employment Act. Its purpose is to give guidance to employers on key legal provisions in the Act. The Code provides guidelines for the protection of workers engaged in Special Public Works Programmes, taking into account the need for workers to have basic rights, the objectives of the programme and the resource implications for government. The Municipality and its entities should co-ordinate the determination of minimum wages to ensure that parity is achieved for the same or similar jobs within the Municipality's area of jurisdiction.

- **Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, 2012:** The EPWP is one of government's initiatives to bridge the gap between the growing economy and the large numbers of unskilled and unemployed people who have yet to fully enjoy the benefits of economic development. The EPWP involves creating temporary work opportunities for the unemployed, using public sector expenditure. It builds on existing best-practice government infrastructure and social programmes either by deepening their labour absorption or extending them.

8. SOCIO-ECONOMIC ANALYSIS: OVERBERG DISTRICT MUNICIPALITY

Geographically, the Overberg District Municipality (ODM) is situated in the south of the Western Cape and borders the Indian and Atlantic Oceans to the south, and Cape Town, Cape Winelands and Eden in the west, north and east.

The Overberg District Municipality is classified as a "Category C" Municipality, with the following "Category B" Municipalities in its area of jurisdiction:

- Cape Agulhas
- Overstrand
- Theewaterskloof
- Swellendam

As per StatsSA Census 2011 data, the Overberg Region in large comprises a population in excess of 258,176. However, as per Community Survey 2016 data, the Region comprises a population of 286,786 over an area of approximately 12,241km².

It is noted that the Municipal Economic Review and Outlook (MERO) 2017 provides a population figure of 291,605.

The Overberg District Municipality considers the following socio-economic factors by ensuring implementation and monitoring of its EPWP projects.

▪ No- and Low Income Households

The annual income for households living within the broader Overberg District is divided into three categories, i.e. the proportion of people that fall within the low-, middle- and high income brackets. Poor households fall under the low income bracket, which ranges from no income to just over R50 000 annually (R4 166 per month).

Income	Overberg District	Theewaterskloof	Overstrand	Cape Agulhas	Swellendam
No income	12.6	11.8	15.9	9.8	8.1
R1 - R6 327	2.2	2.0	2.9	1.4	1.4
R6 328 - R12 653	3.6	3.4	4.2	2.8	3.0
R12 654 - R25 306	14.6	17.3	12.4	12.9	14.5
R25 307 - R50 613	21.2	23.1	17.3	22.2	25.7

▪ People Living in Poverty

The poverty rate is the percentage of people living in households with an income less than the poverty income. The poverty income is defined as a minimum monthly income needed to sustain a household and varies according to household size.

% Poverty Headcount and Poverty Intensity, 2011 and 2016				
Municipality	Poverty Headcount		Poverty Intensity	
	2011	2016	2011	2016
Cape Agulhas	2.2	6.7	41.0	45.4
Overstrand	1.0	1.6	43.7	41.5
Theewaterskloof	2.8	3.6	42.9	45.7
Swellendam	3.4	0.8	42.4	42.5
Overberg District	3.7	2.6	42.2	40.3
Western Cape	3.6	2.7	42.6	40.1

Source: StatsSA Community Survey, 2016

Both the poverty headcount and poverty intensity decreased in the Overberg District between 2011 and 2016, with the district's headcount in 2016 (2.6%) slightly lower than the provincial average (2.7%). Poverty intensity levels increased in three areas, namely, Theewaterskloof, Cape Agulhas and Swellendam, while Overstrand has seen a decrease in poverty intensity levels.

▪ Literacy

Literacy is used as a concept to indicate a minimum education level attained. A simple definition of literacy is the ability to read and write. Since most learners start schooling at the age of 7 years, the literacy rate is calculated as the proportion of those 14 years and older who have successfully completed a minimum of 7 years of formal education. The following illustrates recent estimations of education levels of persons living within municipalities in the Overberg District (2016):

Municipality	Overberg District		Theewaterskloof		Overstrand		Cape Agulhas		Swellendam	
	Education Level (Number) 2016	% of the total adult population	Education Level (Number) 2016	% of the total adult population	Education Level (Number) 2016	% of the total adult population	Education Level (Number) 2016	% of the total adult population	Education Level (Number) 2016	% of the total adult population
No schooling	5 776	3.0	2 765	3.7	1 203	1.8	742	2.9	1 066	4.1
Some primary	25 446	13.0	11 101	14.7	5 716	8.4	3 530	13.8	5 098	19.4
Complete primary	13 121	6.7	6 201	8.2	2 992	4.4	2 026	7.9	1 903	7.2
Some secondary	77 792	39.8	31 772	42.2	26 916	39.3	9 706	37.9	9 398	35.8
Grade 12/ Std 10	47 835	24.5	16 926	22.5	18 901	27.6	6 238	24.3	5 771	22.0
Higher	25 641	13.1	6 534	8.7	12 681	18.5	3 388	13.2	3 039	11.6
Total	195 611	100	75 298	100	68 409	100	25 629	100	26 275	100

Source: Quantec/Urban-Econ calculations, 2016

▪ **Unemployment**

Municipality	2011	2012	2013	2014	2015	2016
Cape Agulhas	8.6	9.1	8.9	9.3	9.5	10.0
Overstrand	16.3	16.9	16.3	17.0	17.8	19.0
Theewaterskloof	10.0	10.8	10.9	11.3	11.5	11.9
Swellendam	8.0	8.5	8.3	8.5	8.6	8.9
Overberg District	11.4	12.1	12.0	12.4	12.8	13.5
Western Cape	16.4	17.0	16.7	17.2	17.8	18.7

The unemployment rate for the Overberg District was estimated to be 13.5% in 2016. This lower than the unemployment rate estimated for the Western Cape (18.7%) during the same period. Although the Overberg has shown an increase in employment opportunities, the unemployment rate has increased year-on-year since 2010, indicating that the number of employment seekers are increasing at a faster rate than the creation of unemployment opportunities in the District.

9. EPWP INSTITUTIONAL ARRANGEMENT

9.1 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 (EM), the EM shall provide leadership and direction on the implementation of the EPWP in the Municipality.

The EM shall appoint a Member of the Mayoral Committee (MMC) to champion and lead the EPWP in the Municipality. The appointed MMC shall also ensure that EPWP is aligned with the IDP and key policies and programmes of the Municipality.

It is noted that the EM may elect to delegate the above function to the Municipal Manager, who may sub-delegate to Directors and other members of staff.

9.2 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) shall appoint the Director and/or delegate functions of the overall co-ordination of EPWP to a particular Unit.

The appointed/delegated Director shall ensure that the EPWP is incorporated in the Integrated Development Plan (IDP) of the Overberg District Municipality and also ensure that the Municipal Departments incorporate EPWP FTE targets into their programme plans. The appointed/delegated Director shall ensure the effective co-ordination and monitor the implementation of EPWP within the Municipality, as well as assist and mobilise Departments to meet their targets.

EPWP cuts across all the Departments/Units of the Overberg District Municipality. Each Department will 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.

Here follows the planned EPWP programmes to be rolled out across the Overberg Region during the 2018/19 financial year.

Department	Project Name	Project Description	Local Municipal Areas	Work Opportunities	Budget
Municipal Health Services	Education Project	Health Education Project: health education awareness in communities of Cape Agulhas, Swellendam and Theewaterskloof areas	Cape Agulhas, Swellendam TWK	300	60,000
LED, Tourism, Resorts & EPWP	Events Project	Events Assistance: all regional events, e.g.	Cape Agulhas Swellendam TWK Overstrand	100	40,000
	Library Assistant	Assists with reading, writing, filling and research work in the Library	Napier	1	28 000
	Educational Development	Help with relaxation of guests and response activities supporting personnel with administration	Napier	1	28 000
	Soetmuisberg / Heuningberg Project	Assist with cleaning of maintenance work.	Cape Agulhas	2	56 000
Emergency Services	Abi Fire Fighters	Fire, Rescue & Disaster Management: regional assistance	Cape Agulhas Swellendam TWK Overstrand	20	540,000
	Safer Community Project		Cape Agulhas Swellendam TWK Overstrand	200	60,000
Environmental Management	Alien Vegetation Clearing Project	Clearing of Alien Vegetation Plants		20	80,000
Social Development	Bredasdorp Nutrition Project	Assist with Soup Kitchen and Education.	Cape Agulhas	20	100 000
	Peer Supporter Person with Disabilities		Hawston, Mount Pleasant, Kleinmond Zwelihle	20	130 000
				684	R1,122,000

10. OVERBERG DISTRICT EPWP CO-ORDINATING STRUCTURES

▪ EPWP Steering Committee

The Overberg District Municipality established an EPWP Steering Committee (SC) responsible for the strategic direction and co-ordination of EPWP. The SC is chaired by the appointed/delegated Director or any such sub-delegated person. This Committee is constituted as follows:

- Appointed/delegated Member of the Mayoral Committee (optional)
- The Municipal Manager (or his/her sub-delegate)
- Appointed/delegated Director (or his/her sub-delegate)
- Representatives from the LED, Tourism, Resorts and EPWP Unit
- A representative from the Human Resources Unit
- All EPWP Budget holders

The EPWP SC is responsible for:

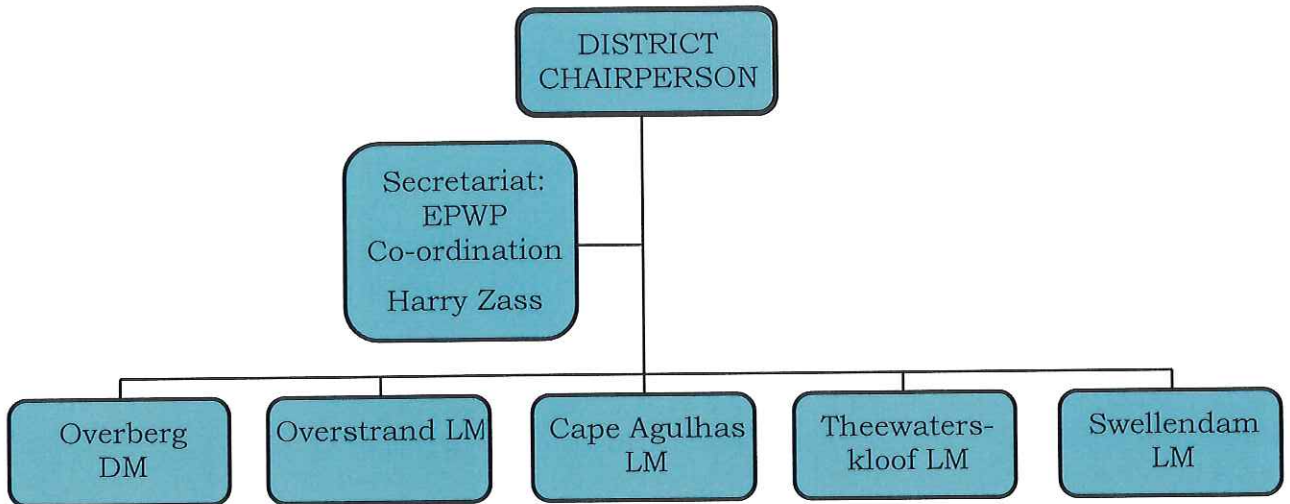
- Ensuring compliance with conditions and obligations of the EPWP Conditional Grant Agreement;
- Overall co-ordination of EPWP;
- Regular reviews of the EPWP Municipal Policy;
- Setting overall EPWP municipal targets;
- Ensuring transparency in the selection and recruitment of participants;
- Creating an enabling environment for the successful implementation of EPWP;
- Liaison with the Provincial, Regional and National EPWP Departments & Forums;
- Reporting to Council; and
- Compiling an EPWP Business Plan

The EPWP Management Plan is to include 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

▪ Overberg District EPWP Forum

An Overberg District EPWP Forum has been established and is fully functional, meeting on a bi-monthly basis. The Overberg District EPWP Forum illustrated.



Forum member details are included in the EPWP Municipal Sector District Plan.

Roles and responsibilities of the Overberg District EPWP Forum:

- Champion, monitor and evaluate the progress of the EPWP in the District across all sectors;
- Identify constraints to the implementation of the EPWP and consider possible solutions;
- Identify EPWP best practice examples;
- Any planning, design, implementation and technical support issues raised by a sector or Municipality;
- Liaison with other Government departments and stakeholders in the District;
- In consultation with Local Municipalities in the District, producing a District Plan to:
 - identify areas of expansion of EPWP approaches,
 - set targets for expansion,
 - describe how the expansion is to be achieved,
 - facilitate the meeting of common needs in the District, and
 - monitor implementation against the District Plan;
- Linking EPWP training to exit strategies – aligned to growth areas as identified through the LED Strategy and IDP;
- Producing District progress reports for the Provincial Steering Committee as directed;
- Appoint and/or co-opt additional members as and when required from National- and Provincial Departments operating within the District;
- Municipalities to supervise and assist their respective Data Capturers with:
 - collecting of relevant project information for capturing,
 - reporting of all projects into the EPWP reporting systems and update progress quarterly in accordance with the reporting requirements in the Conditional Grant Agreement, and

- reporting to the Overberg District EPWP Forum on the implementation of the EPWP projects and progress on meeting EPWP targets;
- Attend the relevant EPWP Sector Sub Working Group Meetings;
- Attend the Overberg District EPWP Forum Meetings;
- Do the LIC NQF Level 5 or 7 training if necessary/applicable; and
- Identify and submit training needs for participants on the projects.

11. EPWP SECTOR OVERVIEW

The objectives of the Programme and the day-to-day activities of the Programme to guide on which Sector the Programme belongs to:

11.1 Infrastructure Sector Programmes

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

- Road maintenance (done on Agency basis)
- General construction and maintenance (maintenance of buildings and resorts)
- All infrastructural related programmes

11.2 Environment & Culture Sector Programmes

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

- Sustainable land-based livelihoods (greening, working for water & wetlands, etc.)
- Waste management (working on waste, food for waste)
- Tourism and creative industries (working for tourism)
- Coastal management (working for the coast)

11.3 Social Sector Programmes

The objectives of the Social Sector is to contribute to the overall Government objectives of improving the delivery of health services, each childhood development, community crime prevention, school nutrition and other social development oriented services through programmes such as:

- Community safety programmes (fire and rescue services, disaster management services, floods impact support and community safety officials)
- Early Childhood Development (early childhood development, social issues awareness and career guidance)
- Sports and recreation (seasonal employment at holiday resorts)

11.4 Non-State Sector Programmes

The objectives of the Non-State Sector is to create an avenue where NPOs can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities.

11.5 Cross-Cutting Support Programmes

11.5.1 Training Support

The Overberg District Municipality will optimise on various funding pockets for training, including the LG SETA funds. The training of municipal officials as well as EPWP beneficiaries on labour intensive methods will be prioritised to ensure that the municipal projects are designed and implemented labour intensively.

11.5.2 Enterprise Development

The Overberg District Municipality will capacitate local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate programmes and development initiatives.

11.5.3 Communication and Branding

The Overberg District Municipality will ensure that all the projects are branded, profiled and comply to the EPWP Corporate Identity Manual as provided by NDPW. On an annual basis, the Municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works.

12. PROJECT IDENTIFICATION, TARGET GROUPS AND BENEFICIARY SELECTION

12.1 Project Identification

Suitable projects will be identified by the various Units within the Overberg District Municipality, using the EPWP Sectors Guideline. Guided by the relevant Head of the Unit, such identified project is to be tabled before the EPWP Steering Committee, captured in the Municipality's IDP and aligned with the Budget, captured onto the EPWP project database and regularly monitored and reported on to the Community Services Portfolio Committee.

12.2 Target Groups and Selection of Beneficiaries

The Overberg District Municipality will prioritise the EPWP target groups, i.e. women, youth and persons with disabilities, during the recruitment of beneficiaries.

By way of sound social facilitation processes, the Municipality will ensure drive the transparency recruitment of participants.

EPWP participants 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

Though participant recruitment and application procedures need to be fair, equitable, well-targeted, well-defined, simple and transparent, the Overberg District Municipality will further facilitate and promote the predominant objective of the EPWP initiative, which is to develop and provide unskilled and unemployed persons in its communities with the necessary skills in order for them to become employable. This would assist in addressing the high rate of unemployment. In instances where potential applicants lack the required skills, the Municipality will endeavour to provide such persons with the necessary training by way of on-the-job training, job shadowing and mentoring.

13. CONDITIONS OF EMPLOYMENT

EPWP participants will be employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. The Overberg District 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 Occupational Health and Safety Act (OHASA). Specific clauses addressing labour legislation compliance will be inserted in all EPWP Municipal contracts.

14. EPWP CONDITIONAL GRANT AND TARGETS

The Incentive Grant was introduced during the second phase of the Programme with the aim to reinforce and reward public bodies that implement labour intensive methods and utilise their existing budget allocations effectively to increase the labour content of service delivery; also to encourage public bodies to meet their EPWP targets and rapidly expand job creation. However, at the last EPWP Summit held in November 2011, various implementing bodies expressed their inability to meet targets and effectively implement EPWP due to financial constraints and requested funding to be made available in advance. Hence, the introduction of the new Conditional Grant which came into effect 1 April 2012.

The Municipal Manager will sign the Conditional Grant Agreement with the National Department of Public Works in which the Municipality agrees to receive and utilise the EPWP Conditional Grant on the basis of the stipulations, requirements, conditions and obligations assigned to the Agreement. By signing the Conditional Grant Agreement, the Overberg District 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.

The EPWP Conditional Grant will only be disbursed based on EPWP projects reflected in IDPs and which is included in the Project Business Plans. The Overberg District Municipality ensured inclusion in its 2018/19 IDP and submitted the EPWP Business Plan on 28 May 2018.

Here follows a breakdown of Conditional Grant funding allocated to the Overberg District, as per the 2018/19 DoRA, as well as targets to be achieved:

Municipality	DoRA Allocation	Targets	
		WOs	FTEs
Overberg District Municipality	R1,125,000	259	15
Cape Agulhas Municipality	R1,141,000	217	60
Overstrand Municipality	R1,926,000	477	116
Theewaterskloof Municipality	R1,451,000	502	129
Swellendam Municipality	R1,266,000	325	65
Total 2018/19 Allocation	R6,909,000	1780	385

15. SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES

The legislations and policies governing public sector procurement will be adhered to in the implementation of EPWP within the Overberg District Municipality. The Municipal Finance Management Act (MFMA), 2003 and the Municipal procurement policies will apply, unless National Treasury has granted permission to deviate from the stipulated SCM processes.

It is noted that the Overberg District Municipality recognises SCM as a strategic enabler for regional economic development and will be accessing its database of unemployed persons in the recruitment of EPWP participants.

16. PROVINCIAL AND NATIONAL SUPPORT

The National Department of Public Works will play a supportive role in respect of the District. The Provincial office will call on the National Office for assistance, as and when required.

17. PROGRAMME PERFORMANCE INDICATORS (PPIs)

The performance of Overberg District Municipality in the implementation of EPWP will be measured by National Public Works as per the following indicators:

17.1 Work Opportunities (WOs) Created

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

17.2 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 period under review.

17.3 Project Budgets

The total expenditure aggregated for all EPWP projects inclusive of all the Sectors, i.e. Infrastructure, Environment & Culture and Social.

17.4 Person-Training Days

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

17.5 Demographics

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period under review, for each of the Sectors.

17.6 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 that is recorded for a given period. The expenditure injected into the community through wages being paid to communities will also be measured. Consider the percentage of project expenditure that was paid in wages.

18. REPORTING PROCESS

The Overberg District Municipality will adhere to the EPWP Monitoring and Evaluation process by ensuring:

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

19. ENDORSEMENT OF THE POLICY

The Municipal Policy on the Expanded Public Works Programme (EPWP) is to be tabled to Community Services Portfolio Committee for consideration and recommended to Council for approval.

20. REVIEW OF THE POLICY

The Municipal Policy on the Extended Public Works Programme (EPWP) will be reviewed on an annual basis to align with the IDP process, Council's Strategic Goals, and grant allocations as per the DoRA.

EXTRACT FROM THE COUNCIL MINUTES HELD ON 18 JUNE 2018

Item A258. 18.06.2018

REVIEWED MUNICIPAL POLICY ON THE EXPANDED PUBLIC WORKS PROGRAMME

E Johnson: Manager: LED, Tourism, Resorts and EPWP

(Ref.: 6/38)

PURPOSE

To present to Council the annually reviewed Municipal Policy on the Expanded Public Works Programme (EPWP), adopted 28 September 2012.

BACKGROUND

One of the conditions of the EPWP Conditional Grant is for Municipalities to ensure a Policy on the EPWP is in place. The Policy document serves as a framework for the implementation of the EPWP within Overberg District Municipality.

PROGRESS

On 28 September 2012 Council approved the Municipal Policy on EPWP. Clause 20 of the approved Policy addresses the annual review of the Policy. Subsequent to Council approval, reviews were adopted on 9 September 2013, 31 October 2014, 21 September 2015 and 30 June 2017.

Attached is the reviewed Municipal Policy on the EPWP for consideration by Council. It is noted that amendments/additions have been highlighted in **red** and included as an additional/separate page.

LEGISLATIVE AND POLICY FRAMEWORK

The development of the Municipal Policy on the EPWP is guided by the following legislative and policy prescripts:

- The Constitution of the Republic of South Africa, 1996
- Municipal Finance Management Act (MFMA), 2003
- Division of Revenue Act (DoRA), 2006
- Basic Conditions of Employment Act (BCEA), 1997
- Skills Development Act (SDA), 1998
- National Development Plan (NDP), 2011
- Ministerial Determination and the Code of Good Practice for EPWP, 2012

FINANCIAL IMPLICATIONS

None

ATTACHMENT

- Reviewed Municipal Policy on the Expanded Public Works Programme (EPWP)

UNANIMOUSLY RESOLVED

- 1) Council adopted the reviewed Municipal Policy on the Expanded Public Works Programme (EPWP).