

CAPE AGULHAS MUNICIPALITY



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) POLICY

August 2015

Draft

GLOSSARY OF TERMS / DEFINITIONS

EPWP – THE EXPANDED PUBLIC WORKS PROGRAMME

The Expanded Public Works Programme (EPWP) is a nation-wide National Government programme to draw significant numbers of unemployed into productive work, accompanied by training, so that they increase their capacity to earn an income.

LABOUR-INTENSIVE PROJECTS

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

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;

JOB OPPORTUNITY

Paid work created for an individual on any EPWP project for any period of time.

DEMOGRAPHIC CHARACTERISTICS OF WORKERS

The number of workers that fall within the following categories:

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

1. STATEMENT OF PURPOSE

EPWP is a nationwide short and medium term government initiative aimed at alleviating poverty by utilising public sector budgets to draw significant numbers of the unemployed into productive work whilst enabling these workers to gain skills while they work.

The purpose of this policy document is to provide a framework for the implementation of the Expanded Public Works Programme (EPWP) within the Cape Agulhas Municipality (CAM), which includes the operations of the entire Municipal Directorate directly affected by the programme.

The thrust of this policy framework is to create work opportunities for the unemployed using the Cape Agulhas Municipality's expenditure in the short to medium term (about 3–5 years), in line with the government directive. It is also envisaged that the incentive will kick-in over this period and this will allow the Municipality to sustain the implementation of this programme over the long-term.

The Cape Agulhas Municipality, through its coordinating Directorate, will co-operate with other spheres of Government to ensure effective and compliance for a successful and impactful EPWP programme.

2. POLICY OBJECTIVES

EPWP projects and programmes must be identified, using labour-intensive methods with predetermined key deliverables over a given timeframe in the **environmental, social and economic sectors**. This is to be achieved by channeling funds of the Municipal annual budget allocation (capital projects, setting up a special vote to kick start the programme) towards implementation by;

- 2.1 Implementing **labour-intensive infrastructure projects** that can create short-term jobs for the unemployed within the local communities. Projects are to be identified in the Capital and Operational Budgets as negotiated with budget holders;
- 2.2 **Capacitating SMME's and emerging contractors** within the local communities by facilitating the **transfer of skills** (managerial, technical and financial) through an **appropriate Learnership Programmes**;
- 2.3 To engage area management/operational departments of the Cape Agulhas Municipality in identifying labour-intensive projects and recruitment of suitable people based on defined targets.

- 2.4 Entrench the EPWP methodology within the Municipality's Integrated Development Plan – a methodology that expands the current service delivery model of goods and services to ensure shared growth;
- 2.5 Ensure developmental integration across all sectors, re-engineer planning, design and implementation of projects / programmes within the existing Municipal operational and capital projects;
- 2.6 Establish the Cape Agulhas Municipal EPWP as an approved socio-economic developmental and poverty alleviation programme with sustainable exit strategies that maximises SMME development, employment creation and skills development.

3. LEGAL FRAMEWORK

3.1 The Constitution of the Republic of South Africa

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 are to:

- Provide democratic and accountable governance of local communities;
- E n s u r e the provision of services to the community in a suitable manner for the benefit of present and future generations;
- Promote social and economic development;
- Promote a safe and healthy environment; and
- E n c o u r a g e the involvement of communities and community based organisations in the matters of local government.

3.2 Integrated Development Planning

In addition to providing traditional services such as water and sanitation, Municipalities have an expanded role to play. The development role of Municipalities is described in the Local Government: Municipal System Act, 2000, (Act 32 of 2000) (Systems Act). The Systems Act provides for the development of the Integrated Development Plan (IDP) as a key strategic planning document.

EPWP's project co-ordination, reporting and drive and see to the inclusion of same in the Municipality's IDP, will be the responsibility of the, Strategic Services

3.3 Financial Support to Municipalities

The Division of Revenue Act (DORA) provides inter alia for the assisting of Municipalities by transferring funds to same for specific purposes. In terms of Section 21 of the Division of Revenue Act, the Minister of Finance has to publish the conditions associated with the funding allocations made to Municipalities. The Municipal Infrastructure Grant (MIG), which is a consolidated grant mechanism and approved by Cabinet on 05 March 2003, provides annually the bulk of the funds are to be allocated to Municipalities on the basis of a formula. The MIG as a conditional grant, is subject to a number of conditions, of which poverty alleviation is a condition associated with EPWP and that must be adhered to. One of the elements of the formula used to calculate the total allocation to Municipalities relates to past performance in implementing the EPWP. Successful implementation of the EPWP will thus impact positively on future MIG funding allocations for the Cape Agulhas Municipality.

3.4 Conditions of Employment

The Minister of Labour has in terms of Section 50 of the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) made a Ministerial Determination which establishes conditions of employment for employees in Expanded Public Works Programmes. Task-based and time-based payments to participants in the EPWP are set in terms of this Ministerial Determination. The Code of Good Practice for employment conditions of work for the Expanded Public Works Programmes, does not impose any legal obligations in addition to those in the Basic Conditions of Employment Act. The Code provides guidelines for the protection of workers engaged in Expanded 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 Cape Agulhas Municipality will determine the minimum wages to ensure parity is achieved for similar jobs within the Municipality's area.

3.5 Appointment of EPWP Beneficiaries

EPWP Beneficiaries will be appointed by the EPWP unit, from the EPWP Data base. All EPWP workers will be appointed on a rotation basis for a maximum period of 3 months. The EPWP data base is being administered and updated by the EPWP unit.

4. SECTORS IDENTIFIED FOR EMPLOYMENT OPPORTUNITIES

Though the Municipality has made significant contributions to the creation of employment opportunities through initiatives such as;

- Working for Water
- Cleaning projects
- Local Labour [LLPP]
- Township renewal projects
- Working for the coast
- Reservists – Protection Services

- [MIG] Municipal Infrastructure Grant
- Other Infrastructure Projects
- Housing

The following sectors are identified for employment opportunities:

- Infrastructure – Increase the labour-intensity of infrastructure projects;
- Environment and Culture – work opportunities in cleaning and arts;
- Social – opportunities in public social programmes; and
- Economic – developing SMME’s and emerging service providers.

5. CO-ORDINATION WITHIN THE MUNICIPALITY

- The EPWP cuts across all Directorates of the Municipality and said Directorates must make a systematic and conscious effort in utilising their budgets to achieve the intended impact.
- The EPWP will be co-ordinated and managed within the Directorate: Corporate Services, HR,section
- The EPWP must be a standing discussion item at Executive Management Team (EMT) and Top Management Team (TMT) meetings.
- Quarterly reports must be submitted to the Executive Mayor for consideration.

6. ORGANISATIONAL STRUCTURE

6.1 The programme will be co-ordinated and managed within the Directorate of Corporate Services. As such an EPWP unit can be established within the said Directorate.

6.2 The EPWP Unit will be responsible for:

- Municipality – wide co-ordination of EPWP related issues;
- Regularly review the policy to ensure that it is in line with relevant legislation and improvement in project delivery and to submit reports to Council in this regard;
- Setting EPWP targets in collaboration with all the Directorates;
- Creating and enabling environment for the successful implementation of the Municipal EPWP;
- Ensuring proper management and guidance for project selection and execution;
- Documenting EPWP related discussions and assumptions;
- Facilitating communication amongst stakeholders;
- Overall monitoring, evaluation and reporting of the programme; and
- Reporting to EMT and TMT.

6.3 EPWP Coordinator (as EPWP Driver) must;

- Liase with other directorates within the Municipality;
- Keep abreast with sector specific developments;
- Liase with and represent the Cape Agulhas Municipality on the relevant Provincial EPWP Co-ordinating Committees;
- Monitor, evaluate and report on progress and specific KPI's and
- Disseminate information internally as and when needed;
- Keep a record and provide information to a central database on emerging contractors and local labour in the Municipality.
- Monitor and report all other EPWP National Government Department Projects, e.g., Working for the Coast, Community Works Programme (CWP), Youth Working on Waste and all others

6.4 Directors will be responsible for:

- Ensuring that information on the extent and impact of the EPWP in the Municipality is communicated to all the stakeholders including ward councilors/committees;
- Create awareness amongst staff about the benefits of labour-intensive infrastructure projects;
- Timeously plan for the execution and implementation of programmes in line with achievable timeframes.

7 KEY PERFORMANCE INDICATORS [KPI]

The KPI's to be achieved in the implementation of the EPWP will be as follows:

7.1 Employment Opportunities

The number of employment opportunities created, irrespective of the duration of each job within the financial year.

7.2 Person – Days of Employment

The number of person – days of employment created during the said financial year.

7.3 Project Budgets

The total expenditure inclusive of EPWP projects and all the sectors i.e. infrastructure, social, environment and culture including economic.

7.4 Demographics and Municipal wide

The number of jobs created for women, youth and people with disability including equitable distribution within the Cape Agulhas main economic towns.

7.5 Emerging Suppliers / Contractors

The number of service providers trained, through appropriate learnerships and total monetary value of contracts awarded.

7.6 Expenditure Retained within Local Communities

The amount of the budget spent and retained within local communities through procurement of goods and services from local service providers for the said financial year.

7.7 Remuneration and Tasks

Payment of beneficiaries according to the defined minimum and maximum as stipulated by the fund. Rates will otherwise be determined based on signed MOA's.

Policy Section	EPWP Coordinator
Current update	29 September 2015
Previous Review	N/A
Approval by Council	29 September 2015