



Fezile Dabi
District Municipality

**EXPANDED PUBLIC WORKS
PROGRAMME POLICY**

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GLOSSARY OF TERMS

Administration Champion

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

Capital Expenditure (CAPEX)

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

Demographic Characteristics of Workers

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

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

Eligible Public Bodies

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

EPWP Project

A project implemented using EPWP principles and guidelines.

Full Time Equivalent (FTE's) employment

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

Impact on Unemployment

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

Labor Intensive Work Methods

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

Learnership

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

Participating Public Bodies

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

Person Days of Employment

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

Political Champion

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

Project Budget

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

Project Wage Rate

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

Sector Coordinator

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

EPWP Steering Committee

It is the body responsible for advocating and implementing EPWP in the municipality.

Training Person-Days

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

Work Opportunities (WO)

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

ACRONYMS

CoGTA	Department of Cooperative Governance & Traditional Affairs
DOT	Department of Labor
DPW	Department of Public Works
DORA	Division of Revenue Act
EPWP	Expanded Public Works Programme
FTE	Full Time Equivalent
IDP	Integrated Development Plan
LIC	Labor Intensive Construction (Methods)
MIG	Municipal Infrastructure Grant
MIS	Management Information System
SCM	Supply Chain Management (Procurement Policies)
SETA	Sector Education & Training Authority
FDDM	Fezile Dabi District Municipality

1. Vision

Strives to be a leading municipality in delivering effective, affordable and sustainable quality services to its communities.

1.2. Mission

- Promote proper planning and implementation for projects and programmes.
 - Setting standards
 - Being accountable
 - Communication
 - Capacity building of staff and communities
 - Having proper systems and processes
 - Ensuring a sustainable, affordable and effective service delivery

1.3. Overview of EPWP Project

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating 4.5 million work opportunities by 2014. The Programme is implemented by all spheres of government, across four (4) defined sectors, namely the Infrastructure, Social, Non-State and Environment and Culture sectors. 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 initiatives, 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 Job drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) targets.

The National Development Plan Vision 2030 through the Diagnostic Report identified nine main challenges facing South Africa, amongst others are: *too few people work and the quality of education available to the majority is poor*.

The persistently high rate of unemployment in South Africa (23.9%) 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-term 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 people with disabilities.

The incentives 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 meet their EPWP targets and rapidly expand job creation.

2. INTRODUCTION

The Environmental Health & Emergency Services (EH&ES) and Project Management and Public Works (PM&PW) directorates in the Fezile Dabi District Municipality will be responsible for coordinating and supporting the implementation of EPWP Project.

3. AIMS AND OBJECTIVES OF THE POLICY

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

- 3.1.1 Inform all departments and units within the Fezile Dabi District Municipality on how their functions should contribute towards the EPWP Project.
- 3.1.2 Establish Fezile Dabi District's EPWP Project as an approved poverty alleviation programme that promotes employment creation and skills development.
- 3.1.3 Entrench the EPWP Project methodology within the IDP – a methodology that expands the current service delivery of goods and services to shared economic growth.
- 3.1.4 Ensure development integration across all sectors.
- 3.1.5 Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure (add second generation compliance issues).

4. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME

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

- 4.1.1 Create employment opportunities for the unemployed within local communities through the implementation of an EPWP Project implementation plan which collectively cuts across the different sectors *inter alia*, the Infrastructure, Environmental and Social Sectors.
- 4.1.2 Of the total annual budget spent, maximizes the percentage retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufacturers, suppliers and service providers.
- 4.1.3 Using clearly defined key performance indicators – monitor, evaluate and report all EPWP Project initiatives, including those implemented using Provincial and National Government budgets.

5. LEGISLATIVE REQUIREMENTS

- The Constitution of the Republic of South Africa Act, 108 of 1996.
- The Intergovernmental Relations Framework Act, 13 of 2005.
- Local Government: Municipal Systems Act, 32 of 2000.
- Local Government: Structures Act, 17 of 1998.
- Local Government: Municipal Finance Management Act, 2003.
- The Preferential Procurement Policy Framework Act, 5 of 2000.
- The Provincial Growth and Development Strategy (2003).
- Integrated Development Plan (IDP).
- The Division of Revenue Act, 1 of 2001.
- The Codes of Good Practice for Special Public Works Programmes.
- Ministerial Determination: Expanded Public Works Programme.
- The State of the Nation Address (SONA), 2011 by President Jacob Zuma.
- EPWP National Implementation Framework.

6. PROVISIONS FOR THE IMPLEMENTATION OF THE COLOR CODED EPWP PROJECT

The Expanded Public Works Programme Project is divided in different sectors according to functions and the following four sectors have been developed and directed by the Department of Labor which is implemented by all three levels of Government i.e. Infrastructure, Environment and Culture, Social and the Non State Sectors. Each sector will develop and be responsible for implementing its individual sector plans and ensure EPWP Project compliance in terms of the respective national sector EPWP guidelines. The National EPWP guidelines cover procurement procedures, suggested interventions, required stakeholder skills, roles and responsibilities. The table below indicates the line departments of the Fezile Dabi District Municipality as per sector.

6.1 Departments by Sectors

Directorate	Department	Sector	Project
Environmental Health & Emergency Services	Environmental Management	Environment & Culture	Green
Environmental Health & Emergency Services	Municipal Health Services	Environment & Culture	Black
Environmental Health & Emergency Services	Fire & Rescue	Environment	Red
Environmental Health & Emergency Services and Project Management & Public Works	Disaster Management & Project Management	Infrastructure	Blue

7. EPWP PROJECT FUNDING

The EPWP Project infrastructure projects are funded through the Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through CoGTA. In municipalities, line departments in all other sectors must allocate a portion of their normal budgets to service delivery projects that are identified as labor intensive and in line with EPWP Project principles. Municipal capital budgets and operational budgets must reflect the identified EPWP projects, targeting five (5) years of the multi-year municipal budgets in incremental percentage.

8. INSTITUTIONAL ARRANGEMENTS

EPWP Project cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed as well as develop a plan to utilize 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 marginalized pool of unemployed people.

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

9.1. ROLES & RESPONSIBILITIES: EXECUTIVE MAYOR

9.1.1. Political Support

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

Obligations of the Executive Mayor

- 9.1.1.1.** Appoint a member of the Mayoral Committee to coordinate and lead the EPWP Project within the Municipality.
- 9.1.1.2.** Report on implementation of the EPWP Project by the Municipality and progress in contributing to the Province's EPWP Project in the Premier's annual speech at the opening of the Provincial Legislature.
- 9.1.1.3.** Ensure that the EPWP Project is a standing agenda item in meetings of the Municipal Executive Committee (Council)

9.2. ROLES & RESPONSIBILITIES: MUNICIPAL MANAGER

9.2.1. Administrative Support

Obligations of the Municipal Manager

- 9.2.1.1.** The Municipal Manager (MM) will appoint the Director and or delegate functions of the overall coordination of EPWP Project to a particular Unit.

- 9.2.1.2.** Provide leadership and direction on the implementation of the EPWP Project within the municipality.
- 9.2.1.3.** Ensure that the Municipality meets the employment targets.
- 9.2.1.4.** Assist and mobilize departments within the Municipality to meet the targets.
- 9.2.1.5.** Ensure that the Municipality departments incorporate EPWP Project FTE targets into their programme plans.
- 9.2.1.6.** Ensure that the Municipal' EPWP Project targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP Project within the Municipality.
- 9.2.1.7.** Ensure that the Municipality complies with the requirements for disbursing the EPWP Project incentive grant in particularly to ensure that the Municipality cannot draw down any portion of the EPWP Project incentive grant from the Provincial Revenue Fund, except in accordance with the terms of a disbursement letter provided by the Department.
- 9.2.1.8.** Ensure that all the relevant Directors have EPWP Project as an item in their performance contracts/agreements.
- 9.2.1.9.** The appointed/delegated Director will ensure that the EPWP Project is incorporated in the development plan of the Municipality.
- 9.2.1.10.** Ensure that the Municipal departments incorporate EPWP Project FTE targets into their programme plans.
- 9.2.1.11.** The appointed/delegated Director will ensure the effective coordination and monitor the implementation of EPWP Project within the Municipality.
- 9.2.1.12.** Assist and mobilize departments within the Municipality to meet their targets.

Executive Management Committee

- 9.2.1.13.** The Municipal Manager will appoint the Executive Management Committee which consists of the Senior Managers namely: CFO, Dir. LED, Dir. CSS and Dir. EH&ES of the Fezile Dabi District Municipality will act as the Expanded Public Works Programme Executive Management Steering Committee.

The Executive Management Steering Committee will:

- 9.2.1.14.** Oversee the EPWP Color Coded progress of the EPWP Project Steering Committee.
- 9.2.1.15.** Create an enabling environment for the successful implementation on the municipal's Color Coded EPWP Project.
- 9.2.1.16.** Enforce an effective monitoring and evaluation system for Color Coded EPWP Project in Fezile Dabi District Municipality, and approve regular reports to be submitted to National and Provincial Department of Public Works.

EPWP Project Steering Committee

- 9.2.1.17.** The EPWP Steering Committee will be responsible for the technical direction of EPWP Project in the Fezile Dabi District Municipality.

The EPWP Project Steering Committee will:

- 9.2.1.18.** Endorse EPWP projects for the whole municipality.
- 9.2.1.19.** Set targets and performance standards and budget allocation and ensure labour intensive methods are included in the specifications of tenders.
- 9.2.1.20.** Guide and monitor the outputs of the EPWP Working Group.
- 9.2.1.21.** Scrutinize the EPWP Project departmental implementations plans and revise annually.
- 9.2.1.22.** Ensure the ongoing achievement of the EPWP Project objectives across all departments and sectors.

- 9.2.1.23.** Ensure that information on the extent and impact of the EPWP Project is communicated to Council, Senior Management and relevant stakeholders.
- 9.2.1.24.** Enforce an effective monitoring and evaluation system for EPWP Project in the Fezile Dabi District Municipality, and approve regular reports to be submitted to the national EPWP Project unit.
- 9.2.1.25.** Ensure compliance all legislative and policy framework for EPWP Project including Ministerial Determination: Expanded Public Works Programme and Codes of Good Practices: Special Public Works Programme and Provisions of the Basic Condition of Employment Act and other applicable laws.
- 9.2.1.26.** Conduct Regular reviews (twice a year).

EPWP Working Group

The Implementation Group will consist of Managers, EPWP Coordinator, Project Coordinator and EPWP Support as Project Champions and relevant staff members of relevant departments responsible for the implementation of Color Coded EPWP Project in the Fezile Dabi District Municipality. The EPWP Working Group meeting will be held on a monthly basis and will be chaired by the Director EH&ES and PM&PW.

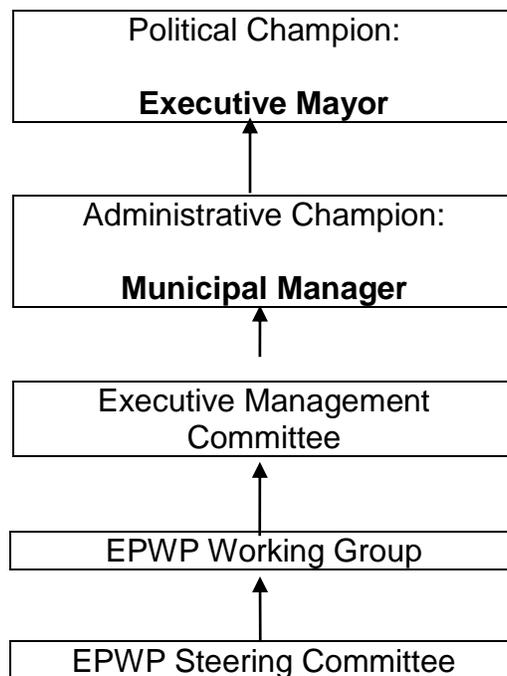
EPWP Working Group will:

- 9.2.1.27.** Coordinate and implement EPWP Project in the Fezile Dabi District Municipality.
- 9.2.1.28.** Develop and implement the EPWP Project Policy.
- 9.2.1.29.** Will be part of Tender Specification Committee of Supply Chain Management to ensure where possible tender specification include labour intensive work methods.
- 9.2.1.30.** Liaise with National and Provincial Departments and District Municipality and represents the Fezile Dabi District Municipality on all relevant forums related to EPWP Project (e.g. EPWP District Forum, Environment Infrastructure Sector Meetings and Provincial Steering Committee, EPWP Summits, Conferences etc) and prepare and submit reports on aforementioned activities to the Executive Management.

- 9.2.1.31. Prepare monthly progress reports on project implementation and targets achieved in terms of EPWP Project for approval by the Executive Management before submission to the National Department of Public Works and Council.
- 9.2.1.32. Capture data, authorize and approve projects in the Management Information System (MIS).
- 9.2.1.33. Liaise other relevant departments to identify beneficiaries from the Unemployment Database which will participate in the EPWP projects.
- 9.2.1.34. Perform the following duties in conjunction with the Training Unit/Human Resources Section:
- 9.2.1.35. Selection of suitable projects for Color Coded EPWP Project Labor Intensive Construction or community based operations and maintenance partnerships in all sectors.

10. ORGANISATIONAL STRUCTURE

The EPWP organizational structure proposed for the Fezile Dabi District Municipality closely resembles the approach adopted by the Environmental Health & Emergency Services and Project Management & Public Works.



11. MONITORING AND EVALUATION

The EPWP Champions will collate the data from EPWP Support and EPWP Coordinator.

The EPWP Working Group will collate all EPWP reports for compilation of reports per sector on a monthly basis for onward submission to the Steering Committee.

The EPWP Steering Committee will submit the report to Executive Management for approval there after the EPWP Coordinator will submit to Provincial Department of Public Works

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

12. ENDORSEMENT OF THE POLICY

The policy was adopted by Council on the 30th of October 2020.

13. REVIEW OF THE POLICY

The policy will be reviewed as and when required.