



CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

EXPANDED PUBLIC WORKS PROGRAMME POLICY

**POLICY ADOPTED BY COUNCIL ON 31 JANUARY 2013
AT ITEM C.14.1**

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GLOSSARY OF TERMS

Administrative Champion

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

Capital Expenditure (CAPEX)

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

Demographic Characteristics of Workers

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

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

Eligible Public Bodies

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

EPWP Project

A project implemented using EPWP principles and guidelines.

Full Time Equivalent (FTE's) employment

Means 230 person days of work (i.e. 365 days less 104 weekend days, less 12 public holidays and less 21 annual leave days but inclusive of paid sick leave created by an EPWP project or programme within a financial year. Full time equivalent is the same as person years of work. Measure of number of full years of employment (230 days of work per year) created through the work opportunities.

Impact on Unemployment

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

Labour Intensive Work Methods

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

Learnerships

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

Participating Public Bodies

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

Person Days of Employment

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

Political Champion

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

Project Budget

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

Project Wage Rate

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

Sector Coordinator

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

EPWP Steering Committee

Body responsible for advocating and implementing EPWP in the municipality.

Training Person-Days

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

Work Opportunities (WO)

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

ACRONYMS

CoGTA	Department of Cooperative Governance & Traditional Affairs
DOL	Department of Labour
DPW	Department of Public Works
DORA	Division of Revenue Act
EPWP	Expanded Public Works Programme
FTE	Full Time Equivalent
IDP	Integrated Development Plan
LIC	Labour Intensive Construction (Methods)
MIG	Municipal Infrastructure Grant
MIS	Management Information System
SCM	Supply Chain Management (Procurement Policies)
SETA	Sector Education & Training Authority
SMME	Small Micro and Medium Enterprises
CWDM	Cape Winelands District Municipality

1. INTRODUCTION

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

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

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

2. AIMS AND OBJECTIVES OF THE POLICY

- 2.1 The aim of this policy is to institute a sustainable Expanded Public Works Programme (EPWP) within the Cape Winelands District Municipality as provided for in the EPWP National Framework. The fundamental objectives of the policy are to:
- 2.1.1 Inform all departments within the Cape Winelands District Municipality on how their functions should contribute towards the EPWP.
 - 2.1.2 Establish Cape Winelands District Municipality's EPWP as an approved social economic developmental and poverty alleviation programme that promotes SMME development, employment creation and skills development.
 - 2.1.3 Entrench the EPWP methodology within the IDP – a methodology that expands the current service delivery of goods and services to shared economic growth.
 - 2.1.4 Ensure development integration across all sectors.
 - 2.1.5 Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure.

3. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME

- 3.1 The Expanded Public Works Programme is about the reorientation of line function budgets so that the expenditure by government results in increased employment opportunities and training, particularly for the unemployed and unskilled labour. The following main objectives of the programme, inter alia, to create an enabling environment to:
- 3.1.1 Create employment opportunities for the unemployed within local communities through the implementation of an EPWP implementation plan which collectively cuts across the different sectors inter alia, the Infrastructure, Social, Environmental and Economic Sectors.
 - 3.1.2 Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA & DoL courses, in properly structured learnerships programmes.
 - 3.1.3 Of the total annual budget spent, maximizes the percentage retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufactures, suppliers and service providers.
 - 3.1.4 Develop skills within communities through EPWP training, by accredited training providers aimed at the developing sustainable skills and capacity within communities.
 - 3.1.5 Using clearly defined key performance indicators – monitor, evaluate and report all EPWP initiatives, including those implemented using Provincial and National Government budgets.

4. PROVISIONS FOR THE IMPLEMENTATION OF THE EPWP

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

4.1 Departments by Sectors

Infrastructure	Environment & Culture	Social Sector
Infrastructure Development Services	Community Development and Planning Services, Infrastructure Development Services	Community Development and Planning Services

5. EPWP PHASE 2 TARGETS FOR CAPE WINELANDS DISTRICT MUNICIPALITY

As per the Municipal Protocol Agreement entered between the National Minister of Public Works, Executive Mayor and the Municipal Manager, the following targets have been set for the Cape Winelands District Municipality.

Financial Year	Work Opportunities	Full Time Equivalents (FTE'S)
2009/10	78	27
2010/11	87	31
2011/12	112	41
2012/13	146	53
2013/14	183	66
Total	607	218

6. EPWP FUNDING

The Expanded Public Works Programme does receive a conditional grant funding from National Government which the Municipality must direct towards EPWP projects. As a municipality, line departments in all sectors must allocate a portion of their normal budgets to service delivery projects that are identified as labour intensive and in line with EPWP principles. Notwithstanding the above, there are a number of EPWP programmes funded by National and Provincial Sector Departments that the municipality can access e.g. the Working for Water programme. Municipal capital budgets and operational budgets must reflect the identified EPWP projects, targeting five (5) years of the multi-year municipal budgets in incremental percentages as suggested in the table below:

6.1 Suggested total budget to be spent on EPWP:

<i>Nature of Funding</i>	<i>2012/13</i>	<i>2013/14</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>
Capital Budget	0%	0%	0%	0%	0%
Operational Budgets	1%	1%	1%	1%	1%

The capital budget targets suggested above can only be realized once technically feasible projects are designed to be Labour Intensive. The intention is to develop an integrated plan to increase the number of temporary jobs by scrutinizing all capital projects within the municipality and ensure a Labour Intensive Work Method component and training is build into these projects.

7. INSTITUTIONAL ARRANGEMENTS

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

7.1 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:

7.1.1 Obligations of the Executive Mayor

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

- 7.1.1.2 Ensure that the Municipality meets the employment targets.
- 7.1.1.3 Appoint a member of the Mayoral Committee to coordinate and lead the EPWP within the Municipality.
- 7.1.1.4 Assist and mobilise departments within the Municipality to meet the targets.
- 7.1.1.5 Ensure that EPWP is incorporated in the infrastructure plan and development of the Municipality.
- 7.1.1.6 Ensure that the Municipality departments incorporate EPWP FTE targets into their programme plans.
- 7.1.1.7 Ensure that the Municipal' EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality.
- 7.1.1.8 Report on implementation of the EPWP by the Municipality and progress in contributing to the Province's EPWP in the Premier's annual speech at the opening of the Provincial Legislature.
- 7.1.1.9 Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee.
- 7.1.1.10 Ensure that the EPWP is a standing agenda item meetings of the Municipal Executive Committee (Council) and
- 7.1.1.11 Ensure that the Municipality complies with the requirements for disbursing the EPWP conditional grant in particularly to ensure that the Municipality cannot draw down any portion of the EPWP conditional grant from the Provincial Revenue Fund, except in accordance with the terms of a disbursement letter provided by the Department.

7.2. Administrative Support

7.2.1. EPWP Steering Committee

Senior Management will be responsible for the strategic direction of EPWP in the Cape Winelands District Municipality and will act as EPWP Steering Committee. The Executive Director: Infrastructure Development Services will act as the EPWP Administrative Champion in order to provide leadership, guidance and administrative support to the EPWP Implementation.

7.2.2. Role and Responsibilities

- 7.2.2.1 Senior managers of EPWP Steering Committee or respective nominees will be administrative EPWP Champions in their respective Departments.
- 7.2.2.2 Endorse EPWP projects for the whole municipality.

- 7.2.2.3 Will set targets and performance standards and budget allocation and ensure it is reflected in the IDP.
- 7.2.2.4 Ensure that the Tender Specification Committee where possible ensure labour intensive methods are included in the specifications of tenders.
- 7.2.2.5 To guide and monitor the outputs of the EPWP Working Group.
- 7.2.2.6 To scrutinise the EPWP departmental implementations plans and revise annually.
- 7.2.2.7 To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.
- 7.2.2.8 To facilitate integrated implementation of all new EPWP /Sector initiatives.
- 7.2.2.9 To ensure that information on the extent and impact of the EPWP is communicated to Council, Senior Management and relevant stakeholders.
- 7.2.2.10 To ensure the submission of progress reports to the DPW.
- 7.2.2.11 To enforce an effective monitoring and evaluation system for EPWP in the Cape Winelands District Municipality, and approve regular reports to be submitted to the national EPWP unit.
- 7.2.2.12 To ensure compliance all legislative and policy framework for EPWP including Ministerial Determination: Expanded Public Works Programme and Codes of Good Practices: Special Public Works Programme and provisions of the Basic Conditions of Employment Act and other applicable laws.

7.3. EPWP Implementation Group

The implementation Group will consist of Managers, Heads, Project Managers and relevant staff members of relevant departments responsible for the implementation of EPWP in the Cape Winelands District Municipality.

7.3.1. Roles and Responsibilities

- 7.3.1.1 Plan sector training and capacity building, this includes identification of training needs for each sector, linking training to projects.
- 7.3.1.2 The planning, design and packaging of EPWP compliant projects.
- 7.3.1.3 Assist the Steering Committee with the setting of targets and performance targets for EPWP.
- 7.3.1.4 EPWP project identification.
- 7.3.1.5 Implement Cape Winelands District Municipality EPWP projects and related initiatives.

7.3.1.6 Review projects for EPWP opportunities and align them accordingly.

7.3.1.7 Liaising with the Sector Lead Departments Nationally & Provincially.

7.3.1.8 Project Managers/Implementers to provide project data or information for capturing by the implementation Department / Unit as part of project registration in the Management Information System (MIS).

7.3.1.9 Provide on time, accurate EPWP Monthly Project Report for each implemented project for capturing, updating and reporting on the Management Information System by the implementation Department / Unit itself to both National and Provincial Department of Public Works.

7.3.1.10 Project Managers/Implementers to identify & recruit local labour for EPWP.

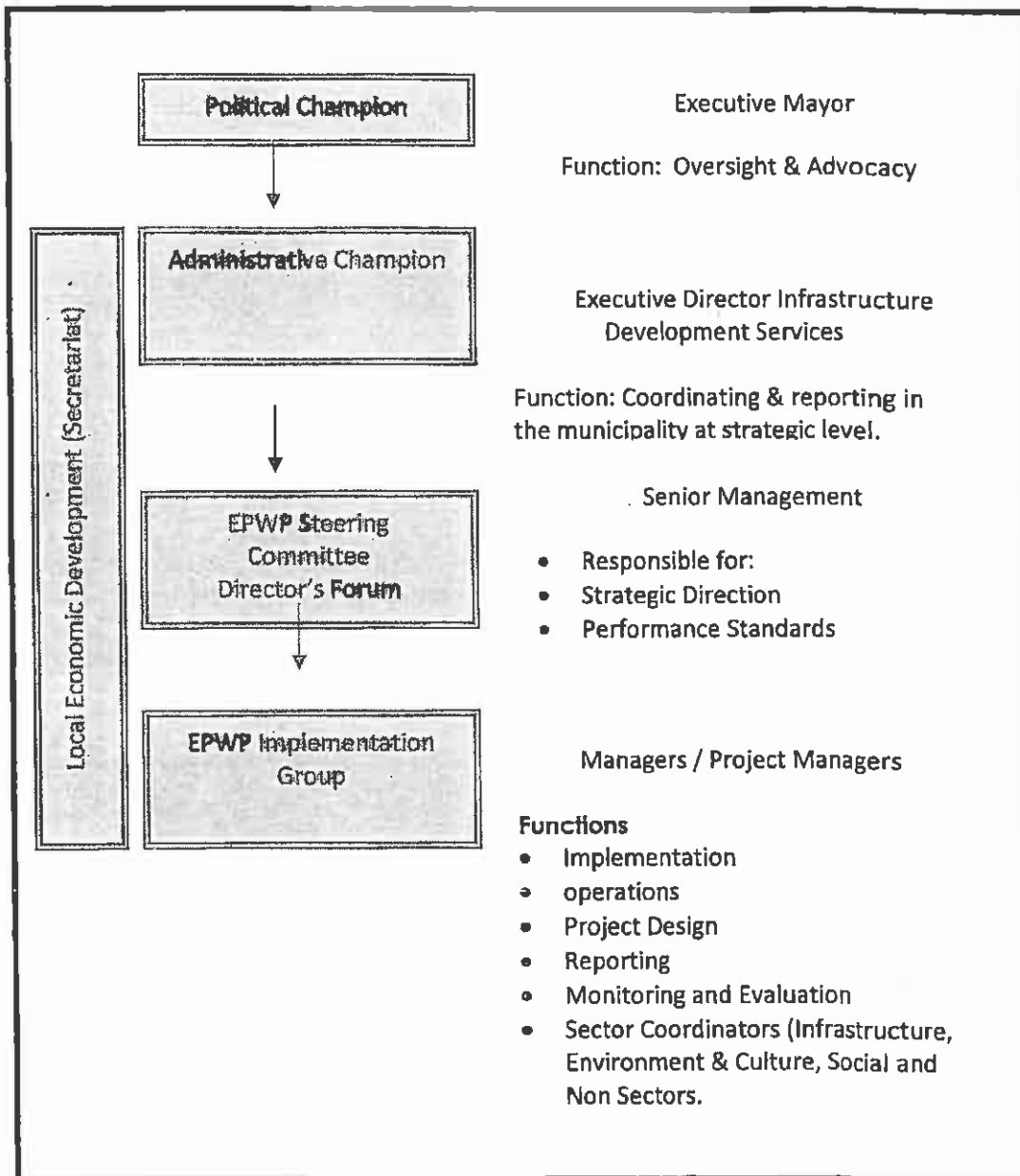
7.3.2 Guidelines or Criteria for EPWP Local Labour

The following guide lines or criteria will be used to identify & recruit local labour:

- Unemployed South African.
- Should have a valid South African Identity Document.
- Must be a resident of Cape Winelands District Municipality.
- Must be 18 Years or older in terms of age.
- Prioritise women, youth and people with disability
- Close proximity to the project.

8. ORGANISATIONAL STRUCTURE

The EPWP organisational structure proposed for the Cape Winelands District Municipality closely resembles the approach adopted by the DPW.



9. MONITORING AND EVALUATION

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

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

The EPWP Champion will co-ordinate the collating of the data obtained from the contractor/service provider and ensures it is registered on a Management Information System. The Implementation Group collates all EPWP reports for compilation of reports per sector on a monthly basis for onward submission to the Steering Committee and after approval to the Provincial Department of Public Works by the Executive Director: Infrastructure Development Services. In addition the EPWP Champion will compile an annual report for submission to the EPWP Steering Committee that reflects on achievements, challenges or blockages and best practices for reporting period as well as an outline of goals and activities for the following year.