

BREEDE VALLEY MUNICIPALITY

BREEDE VALLEY
Municipality Munisipaliteit U Masipala wase



WORCESTER ▾ RAWSONVILLE ▾ DE DOORNS ▾ TOUWS RIVER

POLICY ON THE

EXPANDED PUBLIC WORKS

PROGRAMME

TABLE OF CONTENTS

| | |
|--|-------------------------------------|
| A. GLOSSARY OF TERMS..... | 3 |
| B. ACRONYMS..... | 6 |
| 1. Introduction | 7 |
| 2. Legislative & Policy Framework | 8 |
| 3. Objectives of the Expanded Public Works Programme..... | 8 |
| 4. Purpose of the EPWP Policy | 9 |
| 5. Policy Objectives..... | 9 |
| 6. EPWP Institutional Arrangement within the Municipality | 10 |
| 7. EPWP Phase 3 | 12 |
| 8. EPWP Funding | 17 |
| 9. EPWP Roles and Responsibilities..... | 17 |
| 10. The Management Plan | 21 |
| 11. EPWP Sectors overview | 22 |
| 12. Cross-Cutting Support Programmes:..... | 24 |
| 13. Project Identification, Design, Recruitment & Selection of Beneficiaries | 24 |
| 14. Conditions of Employment | 26 |
| 15. EPWP Incentives | 26 |
| 16. SCM processes | 26 |
| 17. Support from Province and National..... | 26 |
| 18. Targets (national, provincial, municipal)..... | 26 |
| 19. Programme Performance indicators (PPIs)..... | 26 |
| 20. IDP (Integrated Development Planning) | 27 |
| 21. Implementation Plan..... | 27 |
| 22. Endorsement of the Policy | 28 |
| 23. Review of the Policy | 28 |
| ANNEXURE A RECRUITMENT GUIDELINES | 28 |
| FOR THE | 28 |
| EXPANDED PUBLIC WORKS PROGRAMME | 28 |
| (EPWP)..... | 28 |
| ANNEXURE B | Error! Bookmark not defined. |
| ANNEXURE C | 38 |

A. 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
- Women & Men over the age of 35

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

This refers to one person's year of employment. One person year is equivalent to 230 person days of work (i.e. 365 days less 104 weekend days, less 10 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). Person years of employment 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 8 hours of work per day. This is also the measurement of the number of full years of employment (230 days of work per year) that are created through the work opportunities.

Impact on Unemployment

A degree to which unemployment, as measured, are 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 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. It is the total expenditure for all EPWP projects inclusive of all the sectors, infrastructure, environment and social.

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. The quality of WO's is measured by duration, the level of income and regularity of employment.

EPWP 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, for each of the 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. This is also the expenditure injected into the community through wages being paid to communities. It thus considers the percentage of project expenditure that was paid in wages.

Incentive Grant

Incentive grant refers to incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs.

Environment and Culture Sector

The sector aims 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 through sustainable land-based livelihoods, waste management, tourism and creative industries, parks and beautification, coastal management and sustainable energy.

Infrastructure sector

The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.

Non-State Sector

The sector aims to foster partnership between non-profit organisations (NPOs), communities and government to create opportunities through socially constructive activities for a large number of individuals within local communities.

Social Sector

The sector aims to drive a sphere of social policy dedicated to human development and improving quality of life in the areas on education, health and welfare.

B. ACRONYMS

| | |
|--------|--|
| BVM | Breede Valley Municipality |
| CETA | Construction Education and Training Authority |
| COGTA | Department of Cooperative Governance & Traditional Affairs |
| COIDA | Compensation of Injuries and Diseases Act |
| CWP | Community Works Programme |
| DOL | Department of Labour |
| DORA | Division of Revenue Act |
| DPW | Department of Public Works |
| ED | Enterprise Development |
| EPWP | Expanded Public Works Programme |
| EPWPRS | Expanded Public Works Programme Reporting System |
| FTE | Full Time Equivalent |
| IDP | Integrated Development Plan |
| LED | Local Economic Development |
| LIC | Labour Intensive Construction (Methods) |
| MIG | Municipal Infrastructure Grant |
| MM | Municipal Manager |
| MMC | Member of the Mayoral Committee |
| NDP | National Development Plan |
| NGP | New Growth Path |
| NSF | National Skills Fund |
| OHSA | Occupational Health and Safety Act |
| PB | Public Body |
| SCM | Supply Chain Management |
| SETA | Sector Education & Training Authority |
| SMME | Small Micro and Medium Enterprises |
| SOP | Standard Operating Procedure |
| UIF | Unemployment Insurance Fund |

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, Social & Non State Sectors. The EPWP infrastructure projects will be funded through the MIG allocated to municipalities by Treasury through COGTA. The LED department of the BVM (through its EPWP Champion) will be responsible for coordinating and supporting the implementation of EPWP.

The EPWP is a 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 DPW, as mandated by Cabinet.

The programme is not implemented in isolation with other Government strategic initiatives, the 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 FTE targets.

The NDP 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 (25%) 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 potential and imposes a larger burden on the state to provide social assistance.

No single policy offers the solution; what are 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. The EPWP 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 to meet their EPWP

targets and rapidly expand job creation. The adoption of EPWP Phase 3 are set to guide the implementation of the programme for the next 5 years (2014/15 – 2018/19). The core objective of EPWP Phase 3 is to provide work opportunities and income support to poor and unemployed people through labour-intensive delivery of public and community assets and services, thereby contributing to development. Three main outputs are set to realise the intended objective in this regard, and should be delivered on a consistent basis at a suitable quality in order to promote the creation of a platform that will enable broader development impacts:

- employment creation
- income support
- developing community assets and providing services

2. Legislative & Policy Framework

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

- The Constitution of South Africa (Act No.108 of 1996)
- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA, 1994).
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)
- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP Phase 2: Consolidated Programme Overview, 2009.
- Ministerial Determination and the Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012).
- National Development Plan 2011
- New Growth Path 2010
- EPWP Phase 3: Guidelines & Principles

3. Objectives of the Expanded Public Works Programme

The EPWP 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, create an enabling environment to:

- 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 Culture and Non-State Sectors.

- 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 learnership programmes.
- Ensure that the maximum percentage of the total annual budget spent, is retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufacturers, suppliers and service providers.
- Develop skills within communities through EPWP training, by accredited training providers aimed at developing sustainable skills and capacity within communities.
- Use clearly defined key performance indicators – monitor, evaluate and report all EPWP initiatives, including those implemented using Provincial and National Government budgets.

EPWP Phase 3 provides more focused and specific objectives which include amongst other things:

- The increased focus on community-driven programmes such as the CWP
- The introduction of a set of four core principles to improve compliance to the EPWP guidelines in terms of minimum wages and conditions of employment, selection of EPWP workers, provision of public goods and services as well as adherence to a minimum level of labour intensity
- Fostering synergy amongst sectors and intra/inter-sectoral collaboration
- Systematic approach in the measuring impact to be included in the design of sector programmes
- Strengthening the ability of PB to identify and provide quality assets and services that have transformative impacts on community development
- Training interventions to be specific to the operational needs of the different sectors
- ED interventions to be limited to sub-programmes that use SMME's in the delivery of services and assets

4. Purpose of the EPWP Policy

The purpose of this Policy document is to provide a framework within which the BVM and its departments implement the EPWP. This policy document is aimed to provide an enabling environment for the municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP.

5. Policy Objectives

Through this policy the municipality is aimed 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 and Units within the municipality on how their functions should contribute towards achieving the EPWP objectives; (clarifying the support function roles further within the municipality);

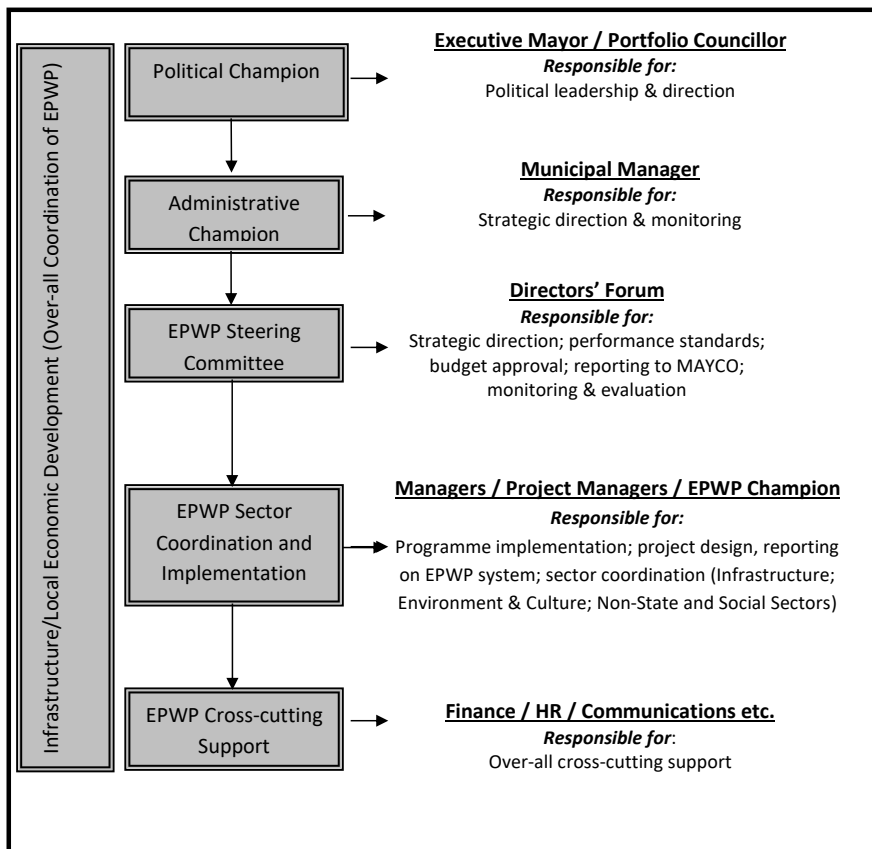
- To entrench the EPWP methodology within the IDP;
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMME development initiatives;
- Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets occur, in order to maximize greater employment opportunities per unit of expenditure;
- To maximize the percentage of the BVM's total annual budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.
- To execute BVM's EPWP within sound environmental management practices.

6. EPWP Institutional Arrangement within the Municipality

EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed. This include developing a plan to utilise 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.

a. Organisational Structure

Figure 1: Municipal EPWP Coordinating Structure (according to DPW)



b. Departments by Sectors

| EPWP SECTORS | BVM DIRECTORATES | BVM DEPARTMENTS |
|------------------|------------------------------|---|
| Infrastructure | Technical Services | Planning/Development & Building Control Civil Works, Civil Engineering Electrical Services |
| Environment | Community Services | Facilities and Environment |
| Social & Culture | Community Services | Community & Social Development |
| Tourism | Strategic & Support Services | LED & Tourism |
| Economic | Strategic & Support Services | LED & Tourism |
| Learnerships | Strategic & Support Services | HR |

The overall coordination of all BVM's EPWP is the responsibility of the EPWP Steering committee as outlined in the figure below:

| MUNICIPAL STRUCTURE | EPWP STEERING COMMITTEE | SECTOR RESPONSIBILITY |
|------------------------------|--|---|
| COUNCIL | Executive Mayor Portfolio Councillor: Community Safety & Security | Political Input |
| MUNICIPAL MANAGER | Municipal Manager | Overall Coordination |
| TECHNICAL SERVICES | Director: Technical Services Manager: Projects & Performance | Infrastructure |
| STRATEGIC & SUPPORT SERVICES | Director: Strategic & Support Services Manager: LED & Tourism EPWP Champion Manager: HR | Implementation and M&E of EPWP Learnerships & Training |
| FINANCE | Director: Finance | Finances |
| COMMUNITY SERVICES | Director: Community Services Manager: Housing Manager: Traffic Services Manager: Fire, Rescue & Disaster Management | Sectors: Social, Culture & Community Services |

7. EPWP Phase 3

The primary goal of Phase 3 of the EPWP is to create 6 million work opportunities by the end of the period as stipulated above. The following key priorities will be implemented to ensure that the goal, objective and outputs pertaining to Phase 3 are progressively pursued and attained

7.1 Introducing, adhering to-, and monitoring the four EPWP Universal Principles:

The Principles form the basis for deciding whether a project or programme is part of the EPWP and may be reported as such. Through compliance with principles such as the Ministerial Determination, social protection outcomes of EPWP are enhanced and a minimum level of income transfer is ensured. The following universal principles are introduced:

| Nr. | Principle | Explanation | Key Actions/Criteria |
|-----|---|--|---|
| 1 | Adherence to the EPWP minimum wage and employment conditions under the EPWP Ministerial Determination | The EPWP Ministerial determination of 2012 sets out a minimum wage for the EPWP and the EPWP must seek to achieve full compliance with this determination. There is currently substantial non-compliance with the minimum wage | <ul style="list-style-type: none"> ○ All non-compliant projects should be reported separately and supported to achieve compliance, if necessary through the reprioritisation of EPWP budgets ○ Mechanisms to deal with complaints/reports of non-compliance should be introduced ○ EPWP should collaborate with the DoL in monitoring for compliance |
| 2 | Selection of workers based on clearly defined process and defined criteria | The selection of each worker should be done on a clear set of criteria to minimize patronage and abuse during selection. The selection should also happen in accordance with clear transparent and fair procedures. | <ul style="list-style-type: none"> ○ Willing and able to take up the offered work ○ Poor ○ Unemployed ○ Living close to the project area (i.e. local) ○ Beneficiary Profile: women, youth, persons with disabilities ○ Recruited through a fair, transparent, community based selection process |
| 3 | Work provides or enhances public goods or community services | The work output of each EPWP project should contribute to enhancing public goods or community services. | <ul style="list-style-type: none"> ○ A record of outputs should form part of reporting ○ All projects and programmes should have mechanisms to measure and monitor the productivity and outputs of all work to ensure value for money |
| 4 | Minimum labour intensity appropriate to each sector | A minimum labour-intensity benchmark appropriate to each sector should be set as sectors differ too much to apply a common standard across all sectors. Furthermore programmes within each sector would also be encouraged to set their own benchmarks | <ul style="list-style-type: none"> ○ Each sector will specify a minimum LI (labour intensity) which can be reviewed periodically |

7.2 Convergence and Contributing to Sustainable Livelihoods:

As the EPWP keeps growing both in terms of overall scale and the number of sub-programmes (e.g. CWP), to avoid duplication and overlaps the Municipality will strengthen collaboration and synergy with other public bodies. Improve complementarity and convergence, whereby programmes rather collaborate with each other and build on each other's strengths in order to increase their overall impact. Where duplication remains a concern, clearer boundaries between all the sectors in EPWP must be established.

Continuous capacity building and training of programme participants will be prioritised to contribute to their sustainable livelihood during and after their involvement in the EPWP. Using different pillars (Financial Capital, Physical Capital, Natural Capital, Social Capital and Human Capital) the municipality will strive to improve sustainable livelihood of the programme participants directly and indirectly.

7.3 **New Targets:**

The new targets for the municipality for the entire EPWP Phase 3 for the period (2014/15-2018/19) are outlined below and broken down per annum. The Municipality will ensure that the work opportunity targets and FTE's are met and all the EPWP sectors are implemented within the municipality.

Commented [CM1]: Targets to be inserted

| Financial Year | Work opportunities (WOs) | Full Time Equivalents (FTEs) |
|----------------|--------------------------|-------------------------------|
| 2014/15 | 470 | 80 |
| 2015/16 | 511 | 98 |
| 2016/17 | 554 | 116 |
| 2017/18 | 621 | 141 |
| 2018/19 | 652 | 155 |
| Total | 2808 | 590 |

7.4 Demographic Targets:

The Municipality will prioritise the EPWP target groups by implementing the following targeting strategies:

- a) **Targeting of vulnerable groups**
 - Woman: 55%
 - Youth: 55%
 - Persons with disabilities: 2%
- b) **Combination of targeting**
 - The EPWP will target the poor and unemployed through a combination of:

- ✓ Geographical targeting (focusing on poor communities and those with a high unemployment rate),
- ✓ Community based targeting (community selects the people in need based on transparent criteria and process), and
- ✓ Self-targeting (through the EPWP Minimum wage rate)

Furthermore, the municipality will utilise its existing SOP pertaining to the identification of names on the unemployment database to further guide the process of targeting beneficiaries

7.5 Focused Reporting:

The municipality will adhere to the EPWP reporting requirements pertaining to Phase 3 by ensuring that the following is reported on:

7.5.1 Work opportunities created:

these are traditional numbers of work opportunities that have been reported through the programme.

7.5.2 Assets created:

using the identified unit of measure (e.g. hectares of land cleared, kilometres of road constructed, etc.) given by the EPWP relevant sector to report the asset created.

7.5.3 Service rendered/delivered:

reporting of service rendered and its impact is critical for EPWP Phase 3. The municipality will also provide the report on the service(s) rendered and the impact to participants and beneficiaries.

In addition, the EPWP Champion will ensure the following in terms of reporting:

- Recording of the data at the project level using the templates provided.
 - Job Opportunities; Person days of Employment; Training days.
 - Demographic targets (Women, Youth and People with Disabilities)
 - Project Budgets; Project Wage Rates
- Verifying if the information/data is correct.
- Capturing the project data on the EPWP Reporting System on a monthly basis (submitted before the 7th of every month).
- Correct all the non-compliant projects within a week after the Data Dump and analysis report has been received.
- Keeping record of project information for 3 years for audit verification purposes.
 - Attendance registers
 - Payment information records
 - Beneficiary info

The EPWP data capturers will oversee the collation of data obtained from the contractor, service provider, and/or implementing department and ensure it is registered on the EPWPRS. The data capturers, in collaboration with the EPWP Sector Coordination and Implementation group, will collate all EPWP reports in order to compile a

consolidated monthly report per sector for submission to the EPWP Steering Committee and Administrative Champion.

In addition the EPWP Coordinator will compile an annual report in consultation with the EPWP Sector Coordination and Implementation group 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.

7.6 Quarterly and Annual Report on Incentive Projects:

In line with the DORA, the municipality will submit quarterly and annual non-financial reports within thirty (30) days after the end of each quarter on impact of the incentive grant received as far as job and asset creation or service rendered are concern.

7.7 Training of EPWP Participants:

• Training:

Phase 3 training is to enhance skills and entrepreneurial capacity of participants; enhance the participants' future employability, opportunity to access further education/vocational training and/or to establish and manage their own enterprises. To improve training and its outcomes, the municipality will:

- i. Prioritise accredited project based training including skills programme, artisan development interventions and learnerships
- ii. Foster strong collaboration with the NSF and SETA's to obtain access to external funding streams for training
- iv. Encourage municipal departments to dedicate a portion of their implementation/training budgets for training beneficiaries to augment the limited external training funds
- v. Report all training interventions to the EPWP system irrespective of whether internal or external funded.

• Graduation:

Where possible the graduation of EPWP beneficiaries into formal employment will be promoted through various initiatives including cooperatives and small enterprise development

7.8 Monitoring & Evaluation Indicator Framework:

The M&E system will be enhanced to measure various indicators including the following:

- Employment related indicators, to include:
 - Number of work opportunities disaggregated by women, youth and the disabled
 - The number of beneficiaries provided with work opportunities
 - The number of FTE's generated per project, per financial period
 - The labour intensity

- Beneficiary impact indicators, to include:
 - ▢ The average duration of work provided to beneficiaries
 - ▢ The average direct income transfer to beneficiaries
 - ▢ Minimum and average wage rate paid per day of work
 - ▢ The number of beneficiaries accessing training (either project related, on the job or accredited)
- Value for money indicators:
 - ▢ Labour intensity
 - ▢ Cost per FTE
- Effectiveness or service delivery indicators:
 - ▢ Assets created, rehabilitated or maintained
 - ▢ Services provided or delivered
 - ▢ Annually measuring the impacts of assets or services provided by EPWP programmes

8. EPWP Funding

The EPWP infrastructure projects are funded through the MIG allocated to municipalities by Treasury through CoGTA. As a municipality, line departments in all other 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 is not accessing yet. 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.

Other Sources of funding that will be used in the implementation of EPWP projects include:

- EPWP Integrated Incentive Grant
- EPWP Conditional Grant
- Equitable share
- Other Provincial Grants
- National Grants (CRDP etc.)

9. EPWP Roles and Responsibilities

9.1 Political Champion: The Executive Mayor / Portfolio Councillor:

The roles are in line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and the Executive Mayor. Such roles include:

- Provide leadership and direction on the implementation of the EPWP within the municipality.
- Ensure that the municipality meets the employment targets.
- Appoint a MMC to coordinate and lead the EPWP within the municipality (The appointed MMC will also ensure that EPWP is aligned with the IDP as well as key policies and programmes of the municipality).

- Assist and mobilize departments within the municipality to meet the targets.
- Ensure that EPWP is incorporated in the infrastructure plan and development objectives of the municipality.
- Ensure that the municipal departments incorporate EPWP FTE targets into their programme plans.
- Ensure that the municipal EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within municipality.
- 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.
- Report on the implementation of the EPWP within the jurisdiction of the municipality to the Provincial Steering Committee.
- Ensure that the EPWP is a standing agenda item on the meetings of the Municipal Executive Committee (Council) and;
- Ensure that the municipality complies with the requirements for disbursing the EPWP incentive grant, particularly to ensure that the municipality cannot draw down any portion of the EPWP incentive grant from the Provincial Revenue Fund, except in accordance with the terms of a disbursement letter provided by the Department.

9.2 Administrative Champion: The Municipal Manager:

The MM will:

- Appoint the /Director and or delegate functions of the overall coordination of EPWP to a particular Unit.
- Ensure that all the Directors have EPWP as an item in their performance contracts/agreements.
 - The appointed/delegated Director will ensure that the EPWP is incorporated in the development plan of the municipality and also ensure that the municipal departments incorporate EPWP FTE targets into their programme plans.
 - The appointed/delegated Director will ensure the effective coordination and monitor the implementation of EPWP within the municipality, as well as assist and mobilise departments within the municipality to meet their targets.

9.3 EPWP Steering Committee:

The EPWP Steering Committee will be responsible for the strategic direction of EPWP in the BVM. The Directors Forum which consists of the Senior Managers of the BVM will act as the EPWP Steering Committee whereby EPWP will be a standing item in their management agenda.

The Director: Strategic & Support Services will act as the EPWP Administrative Champion in order to provide leadership, guidance and administrative support to the EPWP Sector Coordination and Implementation group. The EPWP Steering Committee will nominate the EPWP Training Coordinator who will, in conjunction with the Manager: LED & Tourism, identify and implement "appropriate" training in terms of DoL Linkages Model for on-the-job/project

training for EPWP workers and potential SMME's. Reporting on EPWP will be a standing item on the agenda of the Directors Forum.

9.3.1 EPWP Steering Committee: Role and Responsibilities:

The Director: Financial Services, Director: Strategic & Support Services, Director: Community Services, Director: Technical Services or respective nominees will be administrative EPWP Champions in their respective directorates, in order to:

- Endorse EPWP projects for the whole municipality.
- Set targets and performance standards and budget allocation and ensure it is reflected in the IDP.
- Ensure that the Tender/Bid Specification Committee sits weekly and where possible ensure labour intensive methods are included in the specifications of tenders.
- To guide and monitor the outputs of the EPWP EPWP Sector Coordination and Implementation group.
- To scrutinize the EPWP departmental implementations plans and revise annually.
- To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.
- To facilitate integrated implementation of all new EPWP /Sector initiatives.
- To ensure that information on the extent and impact of the EPWP is communicated to Council, Senior Management and relevant stakeholders.
- To ensure the submission of progress reports to the DPW.
- To enforce an effective monitoring and evaluation system for EPWP in the BVM, and approve regular reports to be submitted to the national EPWP unit.
- To ensure compliance of 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.

9.4 EPWP Sector Coordination and Implementation Group:

This particular group will consist of Managers, Heads, Project Managers and relevant staff members of relevant departments responsible for the implementation of EPWP in the BVM. The EPWP Sector Coordination and Implementation group meetings will be held on a monthly basis and will be chaired by the Manager: LED & Tourism.

9.4.1 EPWP Sector Coordination and Implementation Group: Roles and Responsibilities:

- Plan sector training and capacity building, this includes identification of training needs for each sector, linking training to projects.
- The planning, design, packaging and budget allocation of EPWP compliant projects.

- Compile EPWP sectors plans for submission and approval by the Steering Committee.
- Select and approve of beneficiaries in EPWP projects drawn from the unemployment database.
- Assist the Steering Committee with the setting of targets and performance targets for EPWP.
- EPWP project identification and budget allocation.
- Implement BVM's EPWP sector plans and related initiatives.
- Liaise with the LED department for the approval of beneficiaries in EPWP projects from the municipal unemployment database.
- Review unit plans for EPWP opportunities and align them accordingly.
- Liaising with the Sector Lead Departments Nationally & Provincially.
- Overall municipal wide coordination.
- Regular reviews (twice a year).
- Setting overall targets.
- Creating an enabling environment for the successful implementation on the municipality's EPWP.
- Project Managers/Implementers to provide timeous submission of project data or information for capturing by the data capturer(s), via the LED Unit as part of project registration in the EPWPRS.
- Provide timeous, accurate EPWP Monthly Project Reports (pertaining to each implemented project) to the LED section for capturing, updating and reporting on the EPWPRS as well as submission to both the National and Provincial Department of Public Works.
- Project Managers/Implementers to identify & recruit local labour (from the unemployment database) for EPWP in consultation with the LED Section.
- Compiling of an EPWP Management Plan.

9.5 BVM Council:

In terms of BVM's EPWP policy, the Council is responsible for:

- The appointment of a dedicated EPWP "Champion";
- The selection of suitable projects for inclusion in the municipality's EPWP;
- Setting targets in accordance with the adopted KPI's; and
- Monitoring, evaluating and reporting on the implementation of EPWP projects

9.6 LED Department:

- Assume overall responsibility for the coordination and implementation of EPWP in the BVM.

- Responsible for the development of the EPWP Policy and Implementation Plan for the BVM.
- Will be part of Tender/Bid Specification Committee of Supply Chain Management to ensure that (where possible) tender specifications include labour intensive work methods.
- Liaise with National and Provincial Departments, as well as the District Municipality and represent the BVM on all relevant forums related to EPWP (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.
- Prepare monthly progress reports on project implementation and targets achieved in terms of EPWP for approval by the Directors Forum before submission to Council.
- Retrieve and capture data, authorize and approve projects in the EPWPRS.
- Select and approve beneficiaries in EPWP projects drawn from the municipal unemployment database.
- Perform the following duties in conjunction with the Skills Development Unit/Human Resources Section:
 - Selection of suitable projects for EPWP LIC or community based operations and maintenance partnerships in all sectors.
 - Identification of projects, which are suitable for inclusion as on-site training for formal EPWP learnerships and SMME developmental programmes.
 - The identification of projects which are suitable for inclusion in the municipality's Learnership programmes.

10. The Management Plan

The EPWP Sector Coordination and Implementation group is responsible for the compilation of an EPWP Management Plan.

This 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.

The EPWP Management Plan consists of the following elements:

- Integration Management
- Scope Management
- Time Management
- Cost Management
- Communication Management
- Sector Plans

11. EPWP Sectors overview

The EPWP is divided in different sectors according to functions. The following four sectors have been developed and directed by the DoL, and is implemented by all three spheres of Government:

- Infrastructure Sector,
- Environment & Culture Sector,
- Social Sector, and
- Non State Sectors.

Each sector will develop and be responsible for implementing its individual sector plans and ensure EPWP compliance in terms of the respective national EPWP sector guidelines. These guidelines cover procurement procedures, suggested interventions, required stakeholder skills, roles and responsibilities.

11.1 Infrastructure Sector programmes:

The Infrastructure Sector is aimed to promote the use of LIC methods and maintenance of public infrastructure.

The infrastructure Sector comprise of the following:

- Road construction and maintenance
- General construction and maintenance (construction and maintenance of buildings, dams, reservoirs etc.)
- 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 LIC methods).
- 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.
- All infrastructure related programmes.

The objectives of Infrastructure Sector programmes must clearly be stipulated and also be monitored via the Monitoring & Evaluation process.

11.2 The Environment and Culture Sector programmes:

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

The Environment and Culture Sector comprise of the following programmes:

- 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)
- Parks and beautification (people and parks, cemetery maintenance)
- Sustainable energy (working for energy)

The objectives of Environment and Culture Sector programmes must clearly be stipulated and also be monitored via the Monitoring & Evaluation process.

11.3 Social Sector programmes:

The objectives of the Social Sector is to contribute to the overall Governmental objectives comprising 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 programmes; 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).

Social Sector programmes do not add to FTE formulation which is used to calculate incentives, but does assist with reaching work opportunity targets as determined by Department Public Works.

11.4 Non-State Sector programmes:

The objectives of this sector are to create an avenue where NPO's can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities. BVM must support the delivery of the Non-State Sector through measures such as facilitating and mobilising NPO's.

Non-State Sector programmes do not add to FTE formulation which is used to calculate incentives, but it does assist with reaching work opportunity targets as determined by Department Public Works. Programmes that form part of the non-state sector in BVM include:

- The Community Works Programme (CWP)

The objectives of Non-State Sector programmes must clearly be stipulated and also be monitored via the Monitoring & Evaluation process.

12. Cross-Cutting Support Programmes:

12.1 Training Support:

The municipality will identify and optimise various funding pockets available for training of permanent officials as well as EPWP beneficiaries. These include the National Skills Fund (NSF) and the training of municipal officials / EPWP beneficiaries on Labour Intensive methods. The former will be prioritised to ensure that municipal projects are designed and implemented labour intensively. Training can be accredited or non-accredited.

12.2 Enterprise Development:

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. Furthermore, the municipality will 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.

12.3 Communication and Branding:

The municipality will ensure that all EPWP projects are adequately branded, profiled and compliant with the EPWP Corporate Identity Manual as provided by NDPW. On an annual basis, the municipality may submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works. Sustainable communication will occur with all the areas of the Municipality in terms of emerging contractors, workers and consultants for potential involvement in EPWP projects.

12.4 Employment of Persons with Disabilities:

The Municipality shall build an environment that supports and enables people with disabilities to fulfil their maximum potential. This environment will ensure that people with disabilities are not discriminated against and are provided with equal access to EPWP opportunities.

13. Project Identification, Design, Recruitment & Selection of Beneficiaries

13.1 Project identification:

Suitable projects will be identified by various municipal departments through the utilisation of the EPWP Sector Guidelines. EPWP projects must be compliant to these EPWP guidelines.

13.2 Project Design:

EPWP Sectors Guidelines will also be used at the initial project design phase to ensure that the projects optimise the use of labour-intensive methods. Specific clauses related to the use of labour-intensive methods will be

incorporated into tender/contract documents under special condition of contracts, specifications, and schedule of quantities.

13.3 Target Groups and Beneficiaries Recruitment & Selection:

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries, namely: women (55%); youth (55%), and persons with disabilities (2%). By using sound Social Facilitation processes, the municipality will drive the beneficiaries' recruitment supported by the Provincial Coordinating Department and/or Sector Lead Department within the Province. Furthermore, the municipality will implement and comply with the "Recruitment Guidelines for the EPWP" (Annexure A) issued in May 2016.

Below are the requirements to qualify as an EPWP beneficiary:

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

13.4 Capital Projects (CAPEX):

The approach to be adopted by the BVM is to unbundle existing and new projects (where appropriate) into smaller projects, in order to ensure that the newly created projects satisfy the requirements of the EPWP.

As a general rule, all programmes and projects (CAPEX, OPEX and the procurement of goods and services) are analyzed to identify elements suitable for inclusion in BVM's EPWP. For all existing and potential projects, key elements that are addressed during the initiation and feasibility stages include the following:

- Suitability of the project for the application of labour-intensive methods
- Commitment from BVM to the greater use of labour per unit of expenditure
- Ability of the consultant to produce suitable designs and documentation for LIC
- Acceptability of the project and availability of both skilled and unskilled unemployed labour within the community
- Availability of contractors (both local and regional) to carry out the work.

Job creation opportunities are to be optimized through the application of labour-intensive design guidelines during the planning and design stages of the project life cycle. Consultants appointed to carry out the design of labour-intensive works, must have completed the necessary skills training as adopted by the CETA. BVM will screen all potential capital projects for the financial year in order to qualify as part of the EPWP as far as possible.

14. 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 UIF, COIDA, and the OHSA. Specific clauses addressing labour legislations compliance will be put in all EPWP municipal contracts with service providers.

15. EPWP Incentives

The MM 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.

16. 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, except in instances where the National Treasury has granted the permission to deviate from the stipulated SCM processes.

17. Support from Province and National

The Provincial Department of Transport and Public Works will assist local Municipalities in regards to implementation progress, training, reporting and compliance. Regular liaison occurs during District Forum meetings. The National Department of Public Works will have a supportive role within the Cape Winelands District region, and will be called in from time to time through the Provincial offices.

18. Targets (national, provincial, municipal)

These are the minimum targets that need to be achieved as outlined in the Protocol Agreement, as well as in the Incentive Agreement. Targets need to be achieved before the end of the financial year in order for the BVM to receive incentives.

19. Programme Performance indicators (PPIs)

The performance of the municipality, with regards to the implementation of EPWP, will be measured by these indicators:

- Work Opportunities (WO's) created
- Person-days of employment (FTE's)
- Project Budgets
- Person-Training Days

- EPWP Demographics
- Expenditure Retained within Local Communities

20. IDP (Integrated Development Planning)

EPWP will be represented in the BVM's IDP document. Information on EPWP that will be reflected in the IDP document will include:

- Amount of EPWP work opportunities created during the previous financial year
- Amount of FTE's generated during the previous financial year
- The amount of training person days that were created in the previous financial year
- The target for work opportunities to be created in the new financial year
- The target for training person days that will be conducted for the new financial year (specify on training courses)
- The target for FTE's that will be generated in the new financial year
- All EPWP compliant projects that will be conducted for the new financial year (as included in the Implementation Plan), including budget allocation and funding sources.

21. Implementation Plan

An EPWP Implementation Plan must be drafted by the EPWP Coordinator and submitted to the EPWP Unit of the Provincial Department of Public Works, 30 days before the commencement of the new financial year (i.e. end of May).

The Implementation Plan must concur with the following process:

- Consultation with the EPWP administrative Champions from the directorates of Financial Services, Technical Services, Strategic & Support Services and Community Services
- Consultation with EPWP Co-ordinators of Environment, Infrastructure, Economic & Tourism, Social & Culture, and Learnership
- Compliance with the Department of Public Work's Municipal Policy and Implementation Guidelines for EPWP, the Municipal Incentive Agreement, and the Ministerial Determination and the Code of Good Practice for EPWP
- Draft submission to Political & Administrative Champion, as well as the EPWP Steering Committee for approval and adoption
- Draft submission to Provincial Department of Public Works
- Edited draft (if necessary when National Department of Public Works disapprove of draft)
- Submission of final Implementation Plan document to Provincial Department of Public Works
- Monitoring & evaluation of Implementation progress.

See Annexure B for the 2012/2013 Implementation Plan.

22. Endorsement of the Policy

The BVM EPWP Policy will be endorsed by:

- EPWP Political Champion
- EPWP Administrative Champion
- EPWP Steering Committee
- EPWP Sector Coordination & Implementation Group
- The Council of BVM

All parties shall comply with the Policy and its amendments/annexures

23. Review of the Policy

The policy will be reviewed as and when required, at least once a year prior to the end of the applicable financial year.

Colin January

Manager Local Economic Development

Date:

ANNEXURE A RECRUITMENT GUIDELINES

FOR THE

EXPANDED PUBLIC WORKS PROGRAMME

(EPWP)

1. RECRUITMENT GUIDELINES PRINCIPLES

Recruitment of EPWP participants must comply with the fundamental principles of the EPWP Recruitment Guidelines as outlined in the table 1 below:

Table 1: Fundamental principles of the EPWP Recruitment Guidelines:

| No. | Principle | Descriptive Note |
|-----|---------------------|---|
| 1. | Fairness | <ul style="list-style-type: none"> • The process should have a predictable methodology that affords equal opportunity to the target community members (refer to Code of Good Practice for EPWP). • The process shall not be manipulated for gain neither shall there be any form of discrimination on the basis of colour, tribe, place of birth, ethnic or social origin, language, social status, religious belief, political affiliation, opinion, custom, culture, sex, gender, marital status, pregnancy, disability, economic or social status (refer to Constitution of RSA, 1996). • Only participants above the age of 16 years may be recruited to the EPWP, provided they are not at school. |
| 2. | Transparency | <p>Target community members shall be afforded opportunity to witness the entire recruitment process.</p> <ul style="list-style-type: none"> • Before the selection of participants, all involved must be made aware of the conditions that must be met for transparency to be deemed to have happened. • For work requiring persons with a particular profile (e.g. skills & qualifications) the selection criteria shall be specified before the recruitment of participants. • A process for swift redress must be outlined and agreed upon by relevant stakeholders before the selection of participants. |
| 3. | Equity | <ul style="list-style-type: none"> • The recruitment process shall be aligned with the self-targeting, community & geographic targeting. • All EPWP implementing bodies must endeavour to meet the prevailing demographic targets in EPWP. EPWP Phase III prescribes 55% women, 55% youth and 2% persons with disabilities. • The prioritisation of participants to be recruited shall be agreed upfront (e.g. female headed households, those receiving or not receiving social grant). • The participants of EPWP should be locally-based, that is, from the community where the project is implemented. In the event there is insufficient participants from the local community, then participants may be drawn from neighbouring communities (as close to the project site as possible) and be prepared to work on the specific EPWP project. • The following criteria is suggested to help target poorest of the poor: |

| | | |
|----|--|--|
| | | <ul style="list-style-type: none"> ○ People who come from households where the head of the household has less than a primary school education, ○ People who come from households where they have less than one full time person earning an income, and ○ People who come from households where subsistence agriculture is the source of income. • Persons with disability shall be actively sought to participate in the programme. A person with disability is defined in terms of South African Social Security Agency <i>Disability Grant</i> document. • Persons with disability will be recruited based on consultation with local structures and community associations of persons with disability. • Persons receiving social grants, including disability grants, are eligible to participate in the EPWP. |
| 4. | Ethics | <ul style="list-style-type: none"> • All involved in managing the recruitment process shall conduct themselves in a manner that demonstrates professional integrity. • Ethical behaviour shall include: <ul style="list-style-type: none"> ○ Avoidance of conflict of interests. ○ Devoid of personal gain. ○ Devoid of undue favours. |
| 5. | Accountability | The individual or individuals managing the recruitment process shall be answerable to relevant stakeholders for their actions. The person responsible for the entire recruitment process shall be made known to all stakeholders prior to the commencement of the recruitment process. |
| 6. | Adequate & Accessible Information | <p>Community members shall have access to relevant, timely, accurate, and complete information to participate in the recruitment process.</p> <ul style="list-style-type: none"> ○ Employment opportunities shall be communicated through various channels that optimise the effectiveness of reaching the intended participants. ○ The public body shall set the wage level before the recruitment session, so that participants are not paid less than the minimum wage and not higher than prevailing wages for similar work in the project area. This is to avoid displacing workers in formal employment or those otherwise engaged in other sustainable income earning initiatives. |

| | | |
|----|--|---|
| | | <ul style="list-style-type: none"> o Employment conditions (including responsibilities, wages, entitlements, health and safety and contract duration) are made known before the recruitment process. Once appointed, each participant must be issued with a written contract. o An induction session to be conducted with all newly recruited EPWP participants to inform them about the programme, their duties, expectations and the Ministerial Determination. |
| 7. | Responsive to EPWP Requirements | <p>The recruitment process shall be informed by and aligned with the EPWP requirements.</p> <ul style="list-style-type: none"> o Targeting of participants shall seek to optimise the achievement of EPWP objectives and targets, and be contextualised to the local realities. o Recruited participants shall be made aware of the provisions of the EPWP Universal Principles and the latest Ministerial Determination and Code of Good Practice for EPWP downloadable from www.epwp.gov.za. As per the Code of Good Practice Notice No. 129 of 18 February 2011, the local community through all the structures available, must be informed of and consulted about the establishment of any EPWP project. |

2. MONITORING AND EVALUATION

2.1 Process – the monitoring and evaluation will be done at various levels depending on the roles of the various stakeholders. DPW will monitor compliance by implementing public bodies to the Recruitment Guidelines by performing sampled assessments on implementing bodies.

2.2 Indicators – each stakeholder in the three spheres of government must have objectively verifiable (dynamic, cross-sectional and longitudinal) indicators to assess compliance with the procedures.

2.3 Tools – the tools must be linked to the indicators and EPWP Reporting System. Mechanisms must be in place to:

- o Verify compliance to standards.
- o Institute appropriate action against persons contravening this Recruitment Guidelines.
- o Sanction those performing below the expected ethical standards or rewarding those exceeding same.

3. MEASURES REQUIRED TO DEAL WITH NON-COMPLIANCE

- 3.1 Non-compliance will be dealt with at operational levels using existing institutional policies.
- 3.2 Implementing bodies must institutionalise a mechanism to expose non-compliance with this Recruitment Guidelines.
- 3.3 Implementing bodies must have mechanisms for redress and/or sanctions when duties and commitments are not met.
- 3.4 The Public Employment Programmes Inter-Ministerial Committee (PEP-IMC) may be leveraged if issue are not resolved at the operational level.

4. APPLICABILITY

This Recruitment Guidelines applies to all National and Provincial government departments, Municipalities, Public Entities and Non-Profit Organizations implementing the Expanded Public Works Programme.

5. EFFECTIVE DATE

This Recruitment Guidelines takes effect 20 days from date of signature by the Director-General of the Department of Public Works as indicated on this document and must be adhered to by all EPWP implementing bodies.

6. AUTHORITY FOR THIS PRACTICE NOTE

This Recruitment Guidelines is issued in terms of the EPWP Ministerial Determination Gazette number: 35310 4th May 2012 and the Code of Good Practice as published in Gazette number: 34032 of 18th February 2011.

| PROJECT LIST FOR: | | | | BREDEVALLEY MUNICIPALITY | | | | | | | |
|--------------------------------|------------------------------------|--|-----------------------------|--------------------------|-----------|----------------|---------------|---------------------------|----------------|------------|------------|
| NAME OF THE MUNICIPAL MANAGER: | | | | DAVID MCTHOMAS | | | | DATE SIGNED: 01 JUNE 2017 | | | |
| SECTOR | Focus Area | Project Name | Project Number | Date of Approval | System ID | Project Budget | Grant Funding | Number of WOs | Number of FTEs | Start Date | End Date |
| EAC | Sustainable Land-Based Livelihoods | IG EPWP Fire & Life Safety Educators | IGWCEAC 17/18 BVMfire-01 | 08/06/17 | 56989 | R 55 200 | R 200 000 | 10 | 10.00 | 01/07/2017 | 30/06/2018 |
| SOCIAL | Community Safety and Security | IG EPWP Emergency Communications and contact Centre Operations | IGWCSOCIAL 17/18 BVMfire-02 | 08/06/17 | 56990 | R 52 000 | R 200 000 | 8 | 8.00 | 01/07/2017 | 30/06/2018 |
| EAC | Sustainable Land-Based Livelihoods | IG Fire Reservis Fire Fights project | IGWCEAC 17/18 BVMfire-03 | 08/06/17 | 56991 | R 75 000 | R 200 000 | 9 | 9.00 | 01/07/2017 | 30/06/2018 |
| EAC | Sustainable Land-Based Livelihoods | IG EPWP Firebreak & Ground Clearing Crew | IGWCEAC 17/18 BVMfire-04 | 08/06/2017 | 56992 | R 41 000 | R 100 000 | 10 | 10.00 | 01/07/2017 | 30/06/2018 |

| | | | | | | | | | | | |
|--------|------------------------------------|---|-----------------------------|------------|-------|-------------|-----------|-----|--------|------------|------------|
| EAC | Sustainable Land-Based Livelihoods | IG EPWP Fire General Workers | IGWCEAC 17/18 BVMfire-05 | 08/06/2017 | 56993 | R 124 000 | R 50 000 | 3 | 3.00 | 01/07/2017 | 30/06/2018 |
| SOCIAL | Social Services | IG Fire Data Capturers | IGWCSOCIAL 17/18 BVMfire-06 | 08/06/2017 | 56994 | R 124 440 | R 50 000 | 2 | 2.00 | 01/07/2017 | 30/06/2018 |
| SOCIAL | Social Services | IG EPWP Data Capturers and Administration | IGWCSOCIAL 17/18 BVM-07 | 08/06/2017 | 56995 | R 124 000 | R 80 000 | 2 | 2.00 | 01/07/2017 | 30/06/2018 |
| EAC | Parks and Beautification | IG EPWP Baboon Monitoring | IG WCEAC 17/18 BVM-08 | 08/06/2017 | 56996 | R 612 000 | R 200 000 | 16 | 16.00 | 01/07/2017 | 30/06/2018 |
| EAC | Waste Management | IG EPWP Solid Waste/Area Cleaning | IGWCEAC 17/18 BVM-09 | 08/06/2017 | 56997 | R 3 371 741 | R 300 000 | 300 | 229.57 | 01/07/2017 | 30/06/2018 |
| SOCIAL | Community Safety and Security | IG EPWP Law Enforcement | IGWCSOCIAL 17/18 BVM-10 | 08/06/2017 | 56998 | R 465 500 | R 200 000 | 15 | 15.00 | 01/07/2017 | 30/06/2018 |
| | | | | | | | | | | | |

| | | | | | | | | | | | |
|--------|--|--|------------------------|------------|-------|-------------|-----------|----|-------|------------|------------|
| INFRA | Roads and Storm water System Development and Maintenance | IG EPWP Road and Storm Water maintenance | IGWCINFRA 17/18 BVM-13 | 08/06/2017 | 56999 | R 2 052 200 | R 300 000 | 50 | 50.00 | 01/07/2017 | 30/06/2018 |
| INFRA | Roads and Storm water System Development and Maintenance | IG Road Construction | IGWCINFRA 17/18 BVM-13 | 08/06/2017 | 57000 | R 2 000 000 | R 100 000 | 20 | 9.56 | 01/11/2017 | 31/03/2018 |
| INFRA | Electrical Works | IG EPWP Electrical Works | IGWCINFRA 17/18 BVM-13 | 08/06/2017 | 57001 | R 600 000 | R 100 000 | 20 | 11.47 | 01/07/2017 | 31/12/2017 |
| SOCIAL | Social Services | EPWP Electrical Data Capturers | WCSOC 17/18 BVM-14 | 08/06/2017 | 57002 | R 136 600 | R 0 | 3 | 1.72 | 01/07/2017 | 31/12/2017 |
| EAC | Waste Management | EPWP Main Building Cleaning | WCEAC 17/18 BVM-15 | 08/06/2017 | 57003 | R 79 200 | R 0 | 4 | 2.29 | 01/10/2017 | 31/03/2018 |
| SOCIAL | Social Services | EPWP Financial Data Capturers | WCSOC 17/18 BVM-16 | 08/06/2017 | 57004 | R 462 000 | R 0 | 5 | 1.91 | 01/08/2017 | 30/06/2018 |

| | | | | | | | | | | | |
|-------|---|--|--------------------------|------------|-------|-----------|-----|----|-------|------------|------------|
| INFRA | Basic Infrastructure Services, including Water Sewer Retilation, Sanitation, Dams | MIG EPWP BV 575 Construction of Roodewal Outfall Sewer | MIG WCINFRA 17/18 BVM-17 | 08/06/2017 | 57005 | R 92 400 | R 0 | 6 | 20.29 | 01/08/2017 | 30/11/2017 |
| INFRA | Basic Infrastructure Services, including Water Sewer Retilation, Sanitation, Dams | MIG EPWP BV 582 Water Pipeline Replacement in Essellen Park and Roodewal | MIG WCINFRA 17/18 BVM-18 | 08/06/2017 | 57006 | R 184 800 | R 0 | 12 | 4.59 | 01/08/2017 | 30/11/2017 |
| INFRA | Basic Infrastructure Services, including Water | MIG EPWP BV 575 Water Pipeline Replacement in | MIG WCINFRA 17/18 BVM-18 | 08/06/2017 | 57007 | R 184 800 | R 0 | 12 | 4.59 | 01/08/2017 | 30/11/2017 |

| | | | | | | | | | | | | |
|--------|--|---------------------------------|-----------------------|------------|-------|-------------|-----|---|------|------------|------------|--|
| | Sewe Retilation, Sanitation, Dams | Riverview and He Park | | | | | | | | | | |
| SOCIAL | Tourism and Cultural Industries | EPWP Nekkies Resort Cleaning | WCEAC 17/18 BVM-20 | 08/06/2017 | 57008 | R 13 600 | R 0 | 6 | 4.01 | 01/10/2017 | 30/04/2018 | |

ANNEXURE C

EPWP Management Plan

1. Integration Management

EPWP projects will follow the existing project approval process as defined and coordinated by the Infrastructure Coordinating Committee (ICC) and captured on the Capital Investment Management System (CIMS).

2. Scope Management

Scope Management is the process required to ensure that all endeavors executed by the municipality and its entities which satisfy the EPWP objectives are included in the municipality's EPWP.

3. Time Management

A time plan indicating the sequence and estimated duration of each EPWP project will be prepared for each financial year.

4. Cost Management

Cost management is the process required to ensure that:

- The EPWP component of each programme /project budget is accurately determined and allocated;
- The EPWP cost baseline is established for the period under review (usually the current financial year);
- Factors that create changes in the cost baseline are identified timeously; and
- If and when changes to the baseline do occur, these are managed and controlled.

5. Communication Management

Communication management is the process to ensure the timely and appropriate generation, collection and distribution of project information.

Included in the Communication Management Plan is the following:

- The format, content and frequency of progress reports;
- An outline showing all the reporting relationships;
- A complete stakeholder contact list;
- Meeting schedules;
- A distribution schedule for the minutes of the various meetings; and

- Outlines of typical agendas for the various meetings.

6. EPWP Sector Plans

The compilations of Sector Plans are to be carried out by the Sector Coordinators. Sector Plans guide the implementation of the EPWP within each of the sectors. Sector Plans are reviewed annually to suit the municipality's normal budgeting cycle. Below is a Framework for BVM's EPWP sector Plans:

- **Background (Section 1)**

- Provides background on the sector in relation to the EPWP



- **Focus Areas (Section 2)**

- Outlines existing poverty relief and employment initiatives
- Identifies priority areas to be targeted
- Identifies new programmes that could be included as part of the EPWP



- **Scope (Section 3)**

- Provides projected targets for each of the KPIs for the first five years.



- **Funding (Section 4)**

- Includes multi-term expenditure projections for sector programmes
- Determines the conditionality for grants within the sector
- Identifies donor funding
- Outlines disbursement mechanisms



- **Institutional Arrangements (Section 5)**

- Outlines liaison and coordination with National Lead Department and Provincial Sector Coordinating Committees
- Liaison with municipal departments
- Support municipal departments



- **Training and Capacity Building (Section 6)**

- Identifies training requirements for workers, contractors, consultants and officials within the sector
- Establishes links between training and exit strategies
- Outlines liaison and co-operation with relevant SETAs
- Identifies funding sources for training



- **Monitoring and Evaluation (Section 7)**

- Determines specific monitoring needs for the sector
- Outlines the integration of all EPWP monitoring and evaluation for the sector
- Provides links with existing information management systems
- Outlines integration with existing progress reports

Colin January

Manager: LED & Tourism

Date: