



**WINNIE MADIKIZELA MANDELA LOCAL MUNICIPALITY**

**POLICY ON**

**EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

**Adopted by the Council on: 13 May 2022**

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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 10

public holidays and less 21 annual leave days but inclusive of paid sick leave created by an EPWP project or program 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 programs 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

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**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

**SMA** Winnie Madikizela Mandela  
Local Municipal Area

## 1. INTRODUCTION AND BACKGROUND

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 programs 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 Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through DPLG. The Engineering Services Department in the Winnie Madikizela Mandela Local Municipality will be responsible for coordinating and supporting the implementation of EPWP.

1.1 It further provides that EPWP programs 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 Programs.
- (l) Ministerial Determination: Expanded Public Works Program.
- (m) The State of the Nation Address (SONA), 2022 by President Cyril Ramaphosa
- (n) EPWP National Implementation Framework.

### **3. AIMS AND OBJECTIVES OF THE POLICY**

2.1 The aim of this policy is to institute a sustainable Expanded Public Works Program (EPWP) within the Winnie Madikizela Mandela Local Municipality as provided for in the EPWP National Framework. The fundamental objectives of the policy are to:

2.1.1 Inform all departments and Units within the Winnie Madikizela Mandela Local Municipality on how their functions should contribute towards the EPWP.

2.1.2 Establish Mbizana's EPWP as an approved social economic developmental and poverty alleviation program 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 programs/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).

### **3. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME**

3.1 The Expanded Public Works Program 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 program, 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 learnership programs.

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 manufacturers, 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 Program 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, Social and the 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 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 Winnie Madikizela Mandela Local Municipality as per sector.

##### 4.1 Departments by Sectors

<b>Infrastructure</b>	<b>Environment &amp; Culture</b>	<b>Social Sector</b>	<b>Non-State Sector</b>
Infrastructure and Planning	Community Services, LED	Community Services	(NGO's, CBO's)

Electrical Services		Public Safety	
Engineering Services			
Supporting Departments	Financial Service & Strategic and Corporate Services		

## 5. EPWP FUNDING

The Expanded Public Works Program receive incentive grant funding from National or Provincial Government. The EPWP infrastructure projects are funded through the Municipal Infrastructure Grant (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.

## 6. 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.

### Political Support

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

### **7.1.1 Obligations of the 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 Assist and mobilize departments within the Municipality to meet the targets.
- 7.1.1.4 Ensure that EPWP is incorporated in the infrastructure plan and development of the Municipality.
- 7.1.1.5 Ensure that the Municipality departments incorporate EPWP FTE targets into their program plans.
- 7.1.1.6 Ensure that the Municipal' EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality.
- 7.1.1.7 Report on implementation of the EPWP by the Municipality and progress in contributing to the EPWP Regional Steering Committee.
- 7.1.1.8 Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee.
- 7.1.1.9 Ensure that the EPWP is a standing report item Management Committee Meeting

## **7.2. Administrative Support**

### **7.2.1. Winnie Madikizela Mandela Local Municipality EPWP Steering Committee**

The EPWP Steering Committee will be responsible for the strategic direction of EPWP in the Winnie Madikizela Mandela Local Municipality. EPWP Steering Committee must develop and adopt Term of Reference. The Engineering Services Department 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 Budget and treasury, Citizen and Community Services, Infrastructure and Planning, Corporate services, Local Economic Development and Environmental Management, and Special program 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 To guide and monitor the outputs of the EPWP Working Group.

7.2.2.5 To scrutinize the EPWP departmental implementations plans and revise annually.

7.2.2.6 To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.

7.2.2.7 To facilitate integrated implementation of all new EPWP /Sector initiatives.

7.2.2.8 To ensure the submission of progress reports to the DPW.

7.2.2.9 To ensure compliance all legislative and policy framework for EPWP including. Ministerial Determination: Expanded Public Works Program and Codes of Good Practices: Special Public Works Program 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 Winnie Madikizela Mandela Local Municipality. The EPWP Implementation Group meetings will be held on a monthly basis and will be chaired by the HOD Engineering services.

#### **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 Compile EPWP sectors plans for submission and approval by the Steering Committee.

7.3.1.4 Assist the Steering Committee with the setting of targets and performance targets for EPWP.

7.3.1.5 EPWP project identification and budget allocation.

7.3.1.6 Regular reviews (twice a year).

7.3.1.7 Setting overall targets.

7.3.1.8 Creating an enabling environment for the successful implementation on the municipal's EPWP.

7.3.1.9 Project Managers/Implementers to provide project data or information for capturing by the Data Capturer.

7.3.1.10 Provide on time, accurate EPWP Monthly Project Report for

each implemented project for capturing, updating and reporting on the Management Information.

7.3.1.16 Compiling of an EPWP Management Plan.

### **8.1.1. Recruitment of Beneficiaries**

The recruitment of Beneficiaries shall be driven by the Municipality, with support from the Provincial Coordinating Department within the Province or the sector lead Department within the Province.

**8.1.1.1. The Municipality shall develop a ward-based unemployment database and/or indigent database, that may be used, respectively, as a basis for the recruitment of beneficiaries in this regard.**

**8.1.1.2 Notwithstanding clause 8.1.1.1 above, the Municipality may also use social facilitation (rationale) as another option.**

- 8.1.1.2.1 Facilitate recruitment of community beneficiaries.
- 8.1.1.2.2 Open and transparent advertisement process
- 8.1.1.2.3 Briefing session with affected parties
- 8.1.1.2.4 Short listing and interviews
- 8.1.1.3.5 Recommendation.

EPWP beneficiaries must be:

- South African citizens with a valid bar-coded ID or Smart ID Card.
- Residents of designated area where project is being implemented.
- Persons from indigent households.
- Households with no income and priority given to one individual per household.
- Unemployed individuals
- Unskilled Individuals
- Women
- Youth (18 - 35)



- Disabled
- Adult men

### ***Conditions of Employment***

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP.

## **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 program. 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.

## **10. COMMENCEMENT OF THE POLICY**

This policy will come into effect on the date of adoption by Council.

## **11. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY.**

11.1. This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.

11.2. Notwithstanding clause No. 11.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

**12. AMENDMENT AND OR ABOLITION OF THIS POLICY**

This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.

**13. COMPLIANCE AND ENFORCEMENT**

13.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

13.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

Signed on the 20<sup>th</sup> day of June 2022



Municipal Manager