

MBHASHE EXTENDED PUBLIC WORKS PROGRAMME POLICY



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1. PURPOSE OF POLICY

The purpose of the policy of the EPWP policy is to ensure uniformity across all sectors in the recruitment of participants from within the EPWP target group.

- The policy provides guidance in the selection of participants to be employed in an EPWP project.
- It seeks to eliminate any unfair and biased process in the recruitment of participants and provide a fair transparent, equitable and unambiguous process to be adhered to all implementing bodies.
- The EPWP policy will be utilised by implementing public bodies while the national Department of Public Works will provide oversight as overall co— coordinator of the EPWP.
- The persistently high rate of unemployment in South Africa is one of the most pressing socio-economic challenges facing the Government and similarly Mphashe Local Municipality.
- High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward.
- Job creation and skills development as stated in the Integrated Development Plan (IDP) will remain key priorities for the Municipality.
- Cabinet has adopted EPWP as a primary vehicle for creation of work opportunities and has endorsed a conceptual framework which a specific role and targets for each municipality in terms of the Programme.
- Cabinet approved the implementation of Phase 3 for another 5- year period (2014/15 to 2018/19) with increased targets and more focused and specific objectives.
- For the EPWP to be effective the Programme needs to be incorporated in all activities of the Municipality.
- This will require that every project as per the IDP will promote EPWP principles and re-structure project activities to facilitate and create greater employment opportunities per unit of expenditure, where possible.

2. OBJECTIVE OF POLICY

- The objective of this Policy document is to provide a framework within which the Municipality and its departments implement the EPWP.
- This policy document is aimed at providing an enabling environment for the Municipality to increase the implementation of EPWP, through

the re-orientation of its line budgets and channelling a substantial amount of the overall annual budget allocation and human resources towards the implementation of EPWP

- . Through this policy the Municipality aims to achieve the following:
 - Mainstreaming the implementation of the EPWP by:
 - adopting the EPWP as an approved delivery strategy for project implementation;
 - implement the Programme in all EPWP sectors;
 - inform all Departments and Units within the municipality on how their functions should contribute towards achieving the EPWP objectives; (clarify the support function roles further within the municipality)
 - addressing under reporting on the EPWP;
 - developing skills within communities through the provision of training, with the emphasis on accredited programmes;
 - entrenching the EPWP methodology to all IDP projects, where applicable; and
 - Re-engineering the planning, designing and implementing of projects in line with EPWP.
 - The objective of the policy :
 - To provide guidance to the EPWP stakeholders on their roles and responsibilities in the recruitment of EPWP participants.
 - Foster consistency in the recruitment of EPWP participants.
 - To provide guidance to stakeholders to ensure compliance with the process
 - To ensure transparency across all sectors in the recruitment of EPWP participants.

RECRUITMENT GUIDING PRINCIPLES

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

FUNDAMENTAL PRINCIPLES

NO	PRINCIPLE	DESCRIPTIVE NOTE
1.	Fairness	<ul style="list-style-type: none"> • The process must predictable methodology that efforts equally opportunity to the targeted community members refer to the Code of Good Practice for EPWP. • The process shall be manipulated for gain neither shall be any of discrimination on the basis of race,tribe,place of birth,ethnic,customs,culture,gender,language,social status, marital status,pregnancy,and disability.(Refer to Section 2 of the constitution of Republic of South Africa ,1996)
2	Transparency	<ul style="list-style-type: none"> • Members of the target community shall be afforded the opportunity to monitor the recruitment process. • Before the recruitment process commences, the target community must be made aware and there must be general consensus on the conditions to be met for transparency to be deemed to have occurred. • Regarding work requiring persons with a particular profile (skills or qualification) selection criteria shall be specified for such work prior to the recruitment of participants. • Should a person outside the target community be appointed, it must be established that such skills were not available from project community at the time of recruitment. • A process for swift corrective action must be outlined and agreed upon by relevant stakeholders before the selection of particiapnts.
3.	Equity	<ul style="list-style-type: none"> • Potential EPWP participants shall be given equally opportunity to access full and active participation in

		all aspects of programme/project implementation cycle.
4	Ethics	<ul style="list-style-type: none"> • All involved in the recruitment process shall conduct avoidance of conflict of intereststhemselfs in a manner that demonstrates professional integrity. • Ethical behaviour shall include: •

The EPWP is one of Government's medium to long term strategic to reduce unemployment and alleviate poverty through the creation of work opportunities, using labour—intensive methods. The EPWP is implemented in the four sectors namely:

- Infrastructure
- Social
- Environmental & Culture
- Non—State

All spheres of government and State Owned Entities are expected to implement the programme. The EPWP Phase I was implemented from 1 April 2004 to 31 March 2009, with the target of creating 1 million work opportunities, which was achieved one year ahead of schedule. Phase II of the EPWP was implemented from 1 April 2009 to 31st March 2014 and created more than 4 million work opportunities against a target of 4.5 million work opportunities.

Phase III which is currently being implemented started in April 2014 and ends March 2019 with target of creating 6 million work opportunities .The objective of EPWP Phase III is to provide work opportunities and income support to poor and unemployed people through the labour—intensive delivering of public community assets and services ,thereby contributing to development.

In EPWP Phase III the following four principles were adopted as a core elements of Public Employment Programme (PEP) in South Africa.

- Workers to be recruited through a fair and transparent process
- The adherence to the minimum wage
- Work provides or enhances public goods or community services
- Compliance with minimum labour—intensity appropriate to a particular Sector.

PROBLEM STATEMENT

The high demand to participate in an EPWP project coupled with local municipal dynamics may impact negatively on the recruitment of participants. Potential challenges not limited to the following:

- Patronage in the recruitment of participants
- Inconsistency in the process of recruiting participants
- Lack of transparency
- Poorly defined criteria and processes.

These pose a reputation risk to the EPWP brand and where such problematic practices occur, or are perceived to occur, they may lead to delays or disruptions in the projects. Thus clearly defined recruitment process that speaks to the recruitment of participants and defines the role of stakeholders is needed.

3. SCOPE

The provisions of this Policy apply to all Departments, Agents or Contractors working or contracted to the Municipality.

1. EPWP Institutional Arrangement

This refers to the overall coordination of EPWP and contextualises the governance structures and accountability within the Programme across all the internal departments

1.1 Political Leadership of the EPWP

At both national and provincial levels, the programme is coordinated at a political leadership level, in the form of the President and Premier respectively. It should be the intention of Mbashe Local Municipality to identify a political champion of the programme in the form of the Executive Mayor, who may delegate the function to the Portfolio Councillor (serving in the Executive Committee).

1.2 Technical Management of the EPWP

At a technical level, the following capacity should be created to coordinate and implement the Programme:

- The Municipal Manager should act as overall technical coordinator of the programme, with certain duties delegated to the affected directorate(s), as decided by the accounting officer from time to time.
- The Municipal Manager may delegate parts or the whole function of EPWP to any Manager reporting directly to him/her.

1.3 Governance Structures under EPWP

As there are different structures and committees operating at all spheres of government, it is suggested that at Mphashe Municipal level, we establish an EPWP coordinating committee (EPWP Steering Committee) with the following responsibilities:-

- Coordinate all the activities of the EPWP and job creation initiatives in Mphashe, where all the internal departments would be represented.
- Receive and process reports and feedbacks from the PSC and RSC meetings
- Work out targets for job creation both institutionally and departmentally
- Monitor the meeting of the set targets
- Prepare regular reports to the Council, RSC and PSC.

1.4 Roles and Responsibilities

1.4.1 Political Champion: The Executive Mayor

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and the Executive Mayor. The Executive Mayor will provide political leadership and direction in the implementation of the EPWP within the Municipality. The Executive Mayor will decide where to locate the EPWP within the institution from time to time and ensures that the prescripts of EPWP are adhered to at all times.

1.4.2 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) as the Administrative champion is responsible for the overall coordination of EPWP in the Municipality. This Municipal Policy provides for the following institutional arrangements within the Municipality. The MM may:

- Appoint a person at the Senior Manager level to coordinate the Programme across all Departments;
- Ensure that all Senior Manager and Manager of the Municipality have EPWP targets and or compliance matters in their annual performance contracts;
- Ensure that EPWP is incorporated in the IDP of the Municipality;
- Ensure that EPWP and job creation in general are part of the annual Strategic Planning Session and the annual targets and performance against the previous year targets are set/ given; and
- Review and monitor on a monthly basis, the EPWP reporting at the Management Meeting.

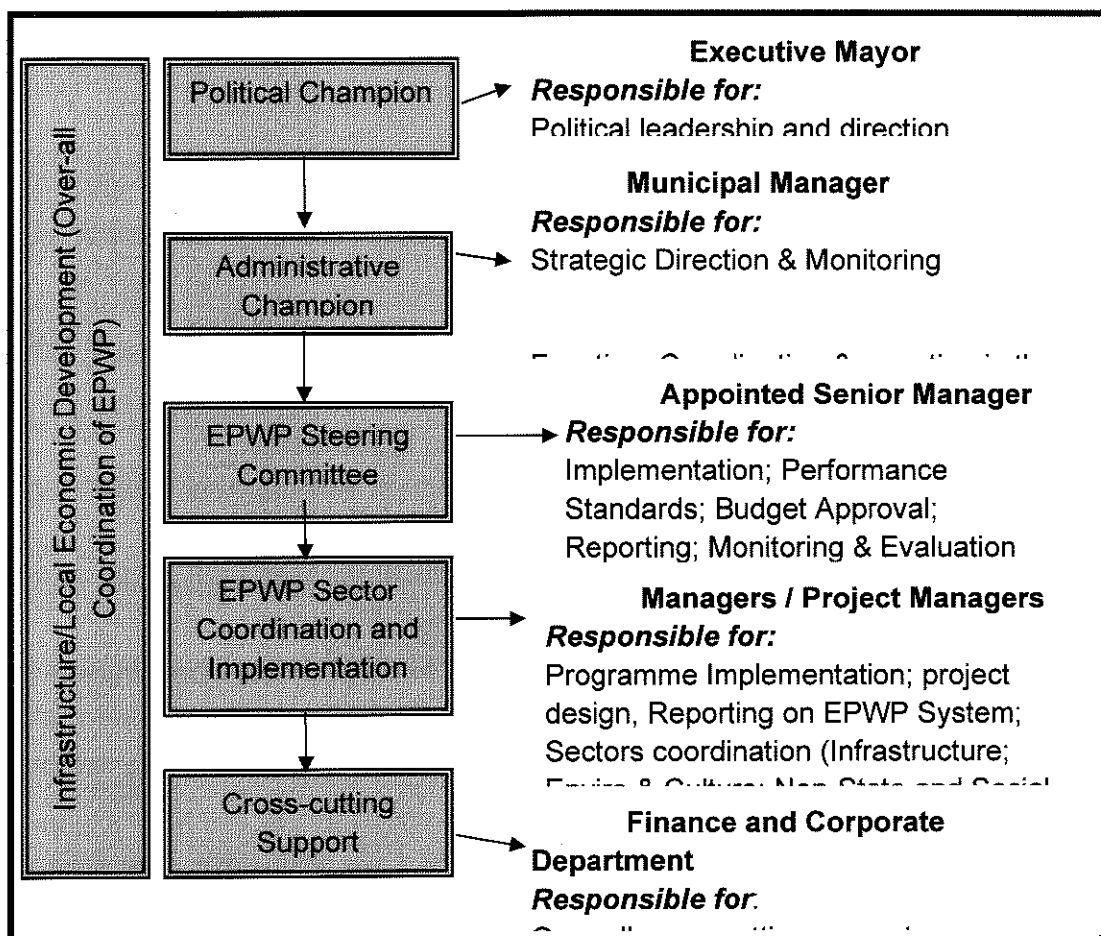
1.4.3 Overall Coordinator of EPWP in MLM

The appointed overall coordinator of EPWP within the Municipality will be responsible for:

- Establishing appropriate EPWP capacity within his/her Department. This capacity will:
 - provide an understanding of EPWP in the Municipality;
 - provide a monthly reporting template which will capture EPWP work opportunities, FTEs and training;
 - consolidate the monthly reports submitted by the respective sector coordinators for the Management meeting;
 - crowd-in technical support from National and Provincial Departments for example, on the designing of contracts and monitoring implementation;
 - provide regular feedback on the performance of the municipality in terms of the Programme;
 - attend, represent the Municipality at the PSC and RSC and provide feedback to the Municipality;
 - attend EPWP Municipal Summit on an annual basis;
 - sample contract documents to ensure that labour-intensive principles are included contracts;
 - provide standard EPWP clauses to be incorporated into tender documentation, which also include training requirements;
 - monitor that EPWP coordinators brand and profile EPWP projects; and
 - Monitor the municipality's performance with regard to its performance on the incentive.

- Report on the EPWP performance at the Management meeting, on a monthly basis;
- Prepare EPWP relevant inputs into Mayoral and MM statements and speeches;
- Address implementation challenges across the sectors.
- Identify corrective measures, especially in terms of the Municipality not reaching its targets and compliance concerns

Figure2: Overall coordination of EPWP within MLM



2. EPWP Sectors Overview

There are four sectors of EPWP and all the participating bodies are encouraged to participate in all the sectors, as outlined below:-

2.1 The Environment and Culture Sector Programmes:

The aim of the Sector is 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.'

Examples of projects in the Environment and Culture Sector include, but not limited to the following:

- Sustainable land based livelihoods (Greening, Working for Water & Wetlands etc.)
- Tourism and creative industries (Working for Tourism, etc.)
- Parks and beautification (People and Parks, Cemetery Maintenance, Community Parks, etc.)
- Coastal management (Working for the Coast)
- Sustainable energy (Working for Energy)

2.2 Social Sector Programmes:

The objectives of the Sector is to contribute to the overall Government objectives 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 programs, 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).

2.3 Infrastructure Sector Programmes:

The Infrastructure sector is aimed to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure. Infrastructure Sector Programmes includes:

- Road construction;
- General construction and maintenance (construction of buildings, dams, reservoirs etc. and their maintenance);
- 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);

2.4 Non-State Sector Programmes:

The objectives of the Sector are to create an avenue where NPO's; NGOs; and CBOs can assist government in the overall Government objectives of Job creation through socially constructive activities in their local communities. The Municipality will support the delivery of the Non-State Sector through measures such as facilitating and mobilising NPOs.

2.5 Cross-Cutting Support Programmes:

EPWP programmes in the different Sectors will include the following:

2.5.1 Training

This refers to capacity building and skills development of both officials and EPWP beneficiaries. Accredited training aligned to the National Qualifications Framework will be prioritised to enhance the placement of beneficiaries beyond the EPWP projects.

The training provided will depend on the type of projects implemented and may vary from learnerships, skills programmes to artisan development programmes

The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF) and the training of municipal officials on Labour Intensive

methods will be prioritised to ensure that the municipal projects are designed and implemented labour intensively. Municipal Funding will also be utilised to support training.

2.5.2 Enterprise Development

This refers to any form of intervention aimed to develop small business including cooperatives, through business development support services and access to market in the form of Learnerships and targeted procurement).

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. It will also 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.

2.5.3 Communication and Branding

The Municipality will ensure that all the projects are branded; profiled and comply to the EPWP Corporate Identity (CI) Manual as provided by NDPW. On annual bases, the Municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works.

3. Key Performance Indicators (KPIs)

The following KPIs are applicable to the implementation of all projects which form part of the EPWP:

3.1 Employment Opportunities

The number of employment opportunities created, irrespective of the duration of each of the jobs, during the period under review.

3.2 Person-days of Employment

The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created

and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.

3.3 Project Budgets

The total expenditure aggregated for all EPWP projects inclusive of all the sectors, Infrastructure, Environment and Culture, Social and Non State Sectors.

3.4 Person-Training Days

The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.

3.5 Demographics

The number of work opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of work opportunities created for any given period, for each of the four sectors.

3.6 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.

3.7 Project Task Rates

Where applicable, rates for the same or similar tasks will have to be uniform for the MLM. Task and time rates must comply with the terms of the Ministerial Determination on EPWP.

3.8 EPWP Targets for the MLM

Mbhashe Local Municipality EPWP Policy

In line with the Protocol Agreement between the Executive Mayor and the Minister of Public Works, the minimum EPWP work opportunity targets will be set out for each financial year and will be expressed in the IDP document of Council.

Departments and Sectors may set targets above these minimum on the availability of projects and budgets. These targets will be reviewed annually depending on the availability of budget and will be appendix to the policy.

4. Training Requirements

4.1 Training of Participants

Training of participants will be provided through the project budget or through the National Skill Fund (NSF) from the Department of Higher Education and Training in partnership with the National Department of Public Works.

Workers will be paid a daily allowance/stipend by the contractor (included in the project cost) whilst attending training.

4.2 Consultants and Contractors

All consultants and Contractors implementing and managing Labour-Intensive projects for the Municipality, training on Labour-Intensive Methods (LIC) is mandatory. Staff members and Management are required to have completed skills programmes as depicted in Tables 2 and 3.

Table 2: Training Requirements for Private Sector Consultants

	Position	NQF	Unit Standard Title
1	Person responsible for the design and documentation	7	Develop and promote labour intensive construction strategies
2	Person responsible for contract administration	5	Manage labour-intensive construction projects

Table 3: Training Requirements for Private Sector Contractors

	Position	NQF	Unit Standard Title
1	Site Agent / Site Manager	5	Manage labour-intensive construction projects

5. Target Groups and Participants Recruitment

The Municipality will prioritise the EPWP target groups during the recruitment of participants and these shall be set annually, targeting women (55%), youth (55%) and persons with disabilities (2%).

Targeting to be done through a combination of;

Geographical Targeting: Focus on poor communities and those with high number of unemployment

Self-Targeting: Through EPWP minimum wage rate

Community Targeting: Community selects those most in need through based on transparent criteria and process

Ward Councillors shall be at the centre of the recruitment process, in terms of identifying qualifying beneficiaries in their respective wards.

EPWP participants must be:

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

6. Conditions of Employment

EPWP participants 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 Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA). Specific clauses addressing Labour Legislations compliance will be put in all EPWP Municipal contracts with service providers.

6.1 Payment of the Wages

The Municipality will employ local labour and pay minimum daily wages as regulated by the Department of Public Works.

The daily wages may be revised to a higher level should the Council desire to increase such daily wages having considered affordability of council and minimum living wage. The council reserve the right to pay the minimum daily wages as gazetted by the Department of Public Works.

7. EPWP Incentives

The Municipal Manager on an annual basis 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.

8. Supply Chain Management (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 policy will apply, unless where The National Treasury has granted the permission to deviate from the stipulated SCM processes.

POLICY DEFINITION EPWP - The Expanded Public Works Programme

TERM	DEFINITION
Code of good Practice for special Public Works Programme	The Minister of Labour issues and gazettes a Code of good Practice for special Public Works Programme that guides the stakeholders in EPWP with regards to working conditions, payment and rate of payment, disciplinary process and grievance procedures. It further promotes a common set of good practices and minimum standards in employment practices among the different EPWP sub-programmes within South Africa.
EPWP Target Group	Poor and unemployed, local South Africans willing and able to work at wage rate offered. The target group is further disaggregated with pre-determined targets for women, youth and persons with disability.

EPWP Participants	A person employed in the EPWP project
Indicators	Indicators are qualitative and or quantitative markers that define how performance towards the achievement of the programme project or activity objective will be measured. There are different levels of indicators including input, output, outcome and impact. The indicators selected will be what performance is measured against.
Minimum wage	Is the lowest daily rate an employer pay EPWP participant
Ministerial determination	The Ministerial determination applies to all employers and employees engaged in the EPWP gazetted by the Minister of Labour.
Unemployment Insurance Act(UIA)63 of 2001	Unemployment Insurance Act (UIA) 63 of 2001 applies to all employers and employees engaged in EPWP. All projects with UIA all employees must be registered on commencement of employment.
Compensation for Occupation Injuries and Diseases Act(COIDA) 130 of 1993	The Compensation for Occupation Injuries and Diseases Act (COIDA) 130 of 1993 applies to all employers and employees engaged in EPWP. All projects must be registered on commencement.
Monitoring	Monitoring is a process that involves measuring and tracking progress according to the planned activity

	including useful resources, completion of activities, costs timeframes.
Programme	A programme is a co—ordinated approach to explore a specific area related to an organisation’s mission .It usually includes a plan of action or events which identifies staff and related or projects leading towards defined and funded goals.
Public Body	A Government departments, Municipality or State Owned Entity that implement EPWP projects.
Public Employment Programme(PEP)	PEP’S refer to interventions that respond to economic and unemployment challenges in a country. Through such interventions government inject money into the economy through the creation of work opportunities.
Target Group	All persons living in the Municipal ward in which an EPWP project is being implemented.
Work Opportunity	Is defined as paid work created for an individual on an EPWP project for any period of time. The same individual may be employed on different projects and each period of employment in each project will be counted as a work opportunity. There is no standard length of time for work opportunity. Work opportunities are counted on an annual basis in each

	financial year, the EPWP starts from zero base counts all opportunities created in that financial year.
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EPWP Project

A deliberate attempt by public sector bodies and Non-Governmental Organizations to use expenditure on goods and services to create work opportunities within the four sectors (Infrastructure, Social, Environment & Culture and Non State) of EPWP for the unemployed on a temporary basis under the Code of Good Practice for EPWP.

Labour-intensive

Methods of construction involving an extensive use of labour, as opposed to the heavy machinery.

Key Performance Indicator (KPI)

A qualitative or quantitative measure of a service or activity used to compare actual performance against set standard or other target. In the context of EPWP, the key performance indicators relate to worker demographics, project budget, training days, wages, social impact studies, etc.

Work Opportunity

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

By hand

It refers to the use of tools, which are manually operated and powered.

Capital Expenditure (CAPEX)

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

Cash flow

The stream of costs and / or benefits over time resulting from a project investment or ownership of an asset.

Demographic Characteristics of Workers

The number of workers that fall within the following categories:

- Youth (16 – 45 years of age)
- Women
- People with disabilities

Person-days of Employment

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

Task-rated pay

Means of payment where a worker is paid a fix rate for performing a task.

Time-rated pay

Means of payment where a worker is paid on the basis of the length of the time worked.

Person-Days of Training

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

4. LEGISLATIVE FRAMEWORK

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

- The Constitution of South Africa (Act 108 of 1996);
- The Integrated Development Plan (2012 – 2017);
- Municipal Finance Management Act (Act 56 of 2003);
- Division of Revenue Act (depending on the applicable year);
- The Municipal Systems Act (Act 32 of 2000);
- The Basic Conditions of Employment Act (Act 75 of 1997);
- Skills Development Act (Act 37 of 2008);
- 2003 Cabinet Memo which approves the implementation of EPWP;
- EPWP Phase 2: Consolidated Programme Overview, 2009;
- Ministerial Determination 4: Expanded Public Works Programme, ;
- Code of Good Practice for employment and conditions of work for Expanded Public Works Programme;
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012);
- National Development Plan (2030 Vision);
- New Growth Path 2010.

- Municipal Supply Chain Policy (Mbhashe LM)

5. POLICY PROCEDURE

At both national and provincial levels, the programme is coordinated at a political leadership level, in the form of the President and Premier respectively. It should be the intention of Mbhashe Local Municipality to identify a political champion of the programme in the form of the Executive Mayor, who may delegate the function to the Portfolio Councillor (serving in the Executive Committee).

8.1 Technical Management of the EPWP

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8.2 Governance Structures under EPWP

As there are different structures and committees operating at all spheres of government, it is suggested that at Mbhashe Municipal level, we establish an EPWP coordinating committee (EPWP Steering Committee) with the following responsibilities:-

- Coordinate all the activities of the EPWP and job creation initiatives in Mbhashe, where all the internal departments would be represented.
- Receive and process reports and feedbacks from the PSC and RSC meetings

- Work out targets for job creation both institutionally and departmentally
- Monitor the meeting of the set targets
- Prepare regular reports to the Council, RSC and PSC.

8.3 Roles and Responsibilities

8.3.1 Political Champion: The Executive Mayor

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and the Executive Mayor. The Executive Mayor will provide political leadership and direction in the implementation of the EPWP within the Municipality. The Executive Mayor will decide where to locate the EPWP within the institution from time to time and ensures that the prescripts of EPWP are adhered to at all times.

8.3.2 Administrative Champion: The Municipal Manager

The Municipal Manager (MM) as the Administrative champion is responsible for the overall coordination of EPWP in the Municipality. This Municipal Policy provides for the following institutional arrangements within the Municipality. The MM may:

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- Ensure that all Senior Manager and Manager of the Municipality have EPWP targets and or compliance matters in their annual performance contracts;
- Ensure that EPWP is incorporated in the IDP of the Municipality;
- Ensure that EPWP and job creation in general are part of the annual Strategic Planning Session and the annual targets and performance against the previous year targets are set/ given; and
- Review and monitor on a monthly basis, the EPWP reporting at the Management Meeting.

8.3.3 Overall Coordinator of EPWP in MLM

The appointed overall coordinator of EPWP within the Municipality will be responsible for:

- Establishing appropriate EPWP capacity within his/her Department. This capacity will:
 - provide an understanding of EPWP in the Municipality;
 - provide a monthly reporting template which will capture EPWP work opportunities, FTEs and training;
 - consolidate the monthly reports submitted by the respective sector coordinators for the Management meeting;

- crowd-in technical support from National and Provincial Departments for example, on the designing of contracts and monitoring implementation;
- provide regular feedback on the performance of the municipality in terms of the Programme;
- attend, represent the Municipality at the PSC and RSC and provide feedback to the Municipality;
- attend EPWP Municipal Summit on an annual basis;
- sample contract documents to ensure that labour-intensive principles are included contracts;
- provide standard EPWP clauses to be incorporated into tender documentation, which also include training requirements;
- monitor that EPWP coordinators brand and profile EPWP projects; and
- Monitor the municipality's performance with regard to its performance on the incentive.
- Report on the EPWP performance at the Management meeting, on a monthly basis;
- Prepare EPWP relevant inputs into Mayoral and MM statements and speeches;
- Address implementation challenges across the sectors.
- Identify corrective measures, especially in terms of the Municipality not reaching its targets and compliance concerns.
- Ensure that the participants are recruited for the period of 12 months and on the exceptional casit must not exceed 24 months.
- The recruitment is responsibility of the ward councillors.
- The Department of Community Services as the custodian of the EPWP is responsible for co—ordination of the Steering Committee.

6. GENERAL POLICY PROVISION

The policy will affect all the inhabitants of the Mbhashe Local Municipality especially the vulnerable groups like women, youth and people living with disabilities.

7. PROCEDURES FOR IMPLEMENTING POLICY

There are four sectors of EPWP and all the participating bodies are encouraged to participate in all the sectors, as outlined below:-

8.4 The Environment and Culture Sector Programmes:

The aim of the Sector is 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.'

Examples of projects in the Environment and Culture Sector include, but not limited to the following:

- Sustainable land based livelihoods (Greening, Working for Water & Wetlands etc.)
- Tourism and creative industries (Working for Tourism, etc.)
- Parks and beautification (People and Parks, Cemetery Maintenance, Community Parks, etc.)
- Coastal management (Working for the Coast)
- Sustainable energy (Working for Energy)

8.5 Social Sector Programmes:

The objectives of the Sector is to contribute to the overall Government objectives 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 programs, 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).

8.6 Infrastructure Sector Programmes:

The Infrastructure sector is aimed to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure. Infrastructure Sector Programmes includes:

- Road construction;
- General construction and maintenance (construction of buildings, dams, reservoirs etc. and their maintenance);
- 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);

8.7 Non-State Sector Programmes:

The objectives of the Sector are to create an avenue where NPO's; NGOs; and CBOs can assist government in the overall Government objectives of Job creation through socially constructive activities in their local communities. The Municipality will support the delivery of the Non-State Sector through measures such as facilitating and mobilising NPOs.

8.8 Cross-Cutting Support Programmes:

EPWP programmes in the different Sectors will include the following:

8.8.1 Training

This refers to capacity building and skills development of both officials and EPWP beneficiaries. Accredited training aligned to the National Qualifications Framework will be prioritised to enhance the placement of beneficiaries beyond the EPWP projects.

The training provided will depend on the type of projects implemented and may vary from learnerships, skills programmes to artisan development programmes

The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF) and the training of municipal officials on Labour Intensive methods will be prioritised to ensure that the municipal projects are designed and implemented labour intensively. Municipal Funding will also be utilised to support training.

Enterprise Development

This refers to any form of intervention aimed to develop small business including cooperatives, through business development support services and access to market in the form of Learnerships and targeted procurement).

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. It will also 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.

8.8.2 Communication and Branding

The Municipality will ensure that all the projects are branded; profiled and comply to the EPWP Corporate Identity (CI) Manual as provided by NDPW. On annual bases, the Municipality will submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works.

9. Key Performance Indicators (KPIs)

The following KPIs are applicable to the implementation of all projects which form part of the EPWP:

