|  |  |
| --- | --- |
|  | **2014 / 2015** |
|  |  |



|  |
| --- |
| **Kareeberg LOCAL MUNICIPALITY - EPWP POLICY** |
|  |



* **Map of Northern Cape with Kareeberg highlighted**

Contents

[2. Definitions/ Glossary of Terms 4](#_Toc328057571)

[3. Abbreviations and Acronyms 6](#_Toc328057572)

[4.](#_Toc328057573) Kareeberg Local Municipality: Background........................................................................................7

[5. Vision](#_Toc328057574) 8

[6. Mission 7](#_Toc328057574)8

[7. Background: Social and Economic Profile of Kareeberg Local Municipality 8](#_Toc328057575)

[8. Problem Statement 13](#_Toc328057576)

[9. EPWP Municipal Policy Objectives 15](#_Toc328057577)

[10. Legislative and Policy Frameworks 16](#_Toc328057578)

[11. Scope and Application of the Policy 16](#_Toc328057579)

[12. EPWP Institutional Arrangement 16](#_Toc328057580)

[13. EPWP Sector Overview 25](#_Toc328057581)

[14. Key Performance Indicators (KPI’s) 27](#_Toc328057582)

[15. Training Requirements 28](#_Toc328057583)

[16. Target Groups and Beneficiaries Recruitment 29](#_Toc328057584)

[17. Conditions of Employment 29](#_Toc328057585)

[18. EPWP Incentives 29](#_Toc328057586)

[19. Supply Chain Management (SCM) Processes 30](#_Toc328057587)

[20. Reporting Process 30](#_Toc328057591)

[21. Review of the Policy 30](#_Toc328057592)

[22. List of Tables and Figures 31](#_Toc328057593)

# Definitions/ Glossary of Terms

|  |  |
| --- | --- |
| **TERM** | **DEFINITION** |
| **Expanded Public Works Programme** | The Expanded Public Works Programme (EPWP) is a nation-wide Government programme aiming at drawing significant numbers of unemployed into productive work, so that they increase their capacity to earn an income |
| **EPWP Beneficiaries** | An unskilled or semi-skilled person working temporarily or on a contract basis on an EPWP designed project. |
| **EPWP Project** | 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. Training will be applied where it is a pre-requisite to perform the task. |
| **EPWP Public Body** | Refers to any organization defined by legislation as a government body; and for the purpose of this document refers to a Provincial Department; Municipality or Public Entity within the three (3) spheres of Government that must report on EPWP work opportunities created utilising their own budgets. |
| **Financial Year** | Refers to Municipal Financial Year Cycle, i.e. July to June of the following year. |
| **Full Time Equivalent** | Refers to one person’s year of employment with the assumption that one person year is equivalent to 230 days of work. Person year 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 8hrs of work per day. |
| **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. |
| **Labour-intensive** | Methods of construction involving a mix of machines and labour, where labour utilizing hand tools and light plant and the equipment, is preferred to the use of heavy machines, where technical and economically feasible. (Note: The normal emphasis on the cost effectiveness and quality of the asset must be retained) |
| **Municipality** | Any Local/ District Municipality established in terms of the Municipal Act 108 of 1993. |
| **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. |
| **Person-days of training** | 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. |
| **Project wage** | Minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Project Steering Committee. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP. The minimum wage rate is adjusted annually in November, in line with inflation. |
| **Reporting** | A process communicating performance in terms of the required information by a public body the re |
| **Targets** | Targets are quantifiable levels of achievement for a specific activity within a specific time frame. |
| **Task-rated worker** | Means worker in which a worker is paid a fix rate for performing a task. |
| **Technical Support** | Assistance to be provided by the DRPW/NDPW technical teams to Provincial Departments and Municipalities in order to facilitate the implementation of projects reported as EPWP |
| **Time-rated worker** | Means worker in which a worker is paid a fix rate for performing a task. |
| **Work Opportunity** | Paid work created for an individual on any EPWP project for any period of time. |

# Abbreviations and Acronyms

|  |  |
| --- | --- |
| **TERM** | **DEFINITION** |
| **CIDB** | Construction Industry Development Board |
| **DF** | District Forum |
| **DRPW** | Department of Roads and Public Works |
| **ED** | Executive Director |
| **EPWP** | Expanded Public Works Programme |
| **PKSDF** | Pixley Ka Seme District Forum |
| **KLM** | Kareeberg Local Municipality |
| **FTE** | Full Time Equivalent |
| **IDP** | Integrated Development Plan |
| **IDT** | Independent Development Trust |
| **LED** | Local Economic Development |
| **MIS** | Management Information System. |
| **MM** | Municipal Manager |
| **NDPW** | National Department of Public Works |
| **PEAP** | Potentially Economically Active Population |
| **PSCC** | Provincial Sector Coordinating Committee |

# ****Kareeberg Local Municipality: Background****

The Kareeberg Municipality is a category B municipality within the Pixley Ka Seme District Municipal Area which forms a part of the Karoo area and is the Local Authority for the region that includes Carnarvon, Vanwyksvlei, Vosburg and surrounding areas.

The name originates from a mountain range in the region, the Karee Mountains.

Kareeberg Municipality covers an area of approximately 17, 698 square kilometers and the Municipal Area consist of three (3) large towns namely Carnarvon, Van Wyksvlei and Vosburg. The landscape is typical Karoo with an annual average rainfall of 260mm and an annual evaporation of 2300mm. There are no constant rivers running through the municipal area and all towns depend on ground water. Kareeberg municipality forms part of the interior pre-Karoo surface pattern consisting of hills and lowlands, and hills and moderate relief.

According to STATS SA: Census by Municipalities: 2011, the total population of Kareeberg Municipality was 11,673 (1% of the Northern Cape) with distribution of 49.3% male and 50.7% females with the majority being Afrikaans speaking coloureds.

The Kareeberg Municipality is part of the Pixley Ka Seme District Municipality, with the main town and administrative seat being in Carnarvon.

Local Municipalities shall enjoy the following planning and coordination responsibilities by their District Municipality, whereby the said Districts will:

* Plan and co-ordinate LED Strategies within the framework of IDP;
* Establish LED Structure comprising of the District and Local Municipalities, to foster co-operation and co-ordinate LED policies, strategies and projects within the District;
* Identify lead LED sectors that can kick-start development within the District by undertaking economic research and analysis;
* Promote joint marketing, purchasing and production activities;
* Promote networking of firms within the District (e.g. Tourism routes);
* Collect and disseminate information to assist Local Municipalities with LED policies;
* Identify resource availability (e.g. Grants, Land, Infrastructure, etc);
* Maintain a strong relationship with the Province; and
* Provide the necessary training to Local Municipalities.

# VISION

The vision of the municipality states *“*A SUSTAINABLE, AFFORDABLE and DEVELOPMENTAL QUALITY SERVICE for ALL*”.*

**Kareeberg broader Vision with regards to EPWP is:** *To contribute towards halving unemployment by reaching EPWP job creation targets by 2014.*

1. **MISSION**

**The Mission** of **Kareeberg Local Municipality is:**

* Provide a continuous and constant service;
* Provide a better level of service for our basket of services;
* Provide value for money that will be maintained by the municipality; and
* Improvement of existing infrastructure and the creation of new opportunities for all.

The Mission of the Municipality in terms of the Expanded Public Works Programme (EPWP) is to:

* Ensure that all projects funded and implemented by the Municipality will be as labour intensive as possible in order to create as many work opportunities as possible;
* Striving that all work opportunities meeting the criteria/ requirements of EPWP will be reported on the national EPWP reporting system;
* Ensure that all EPWP projects implemented by the Municipality comply with the Ministerial Determination for EPWP and Codes of Good Practice.

The Municipality will enjoy leadership and guidance from its District Municipality to ensure that EPWP is at the centre of poverty alleviation and job creation strategies, therefore meeting its EPWP Phase 2 targets.

# Background: Social and Economic Profile of Kareeberg Local Municipality

There is a high degree of poverty and a low degree of education. The declining economy is largely based on sheep farming.

Most of the local people are economically inactive because of the high rate of unemployment. Kareeberg local municipality faces the problem of poor/indigent people, or those earning the maximum of R2 240.00 or less per month. In addressing this problem, the municipality commits itself to making available free basic service to such people.

Other challenges facing Kareeberg local municipality is HIV/AIDS; high alcohol abuse; teenage pregnancy; domestic violence and a high rate of smoking, which all play a role in population growth. There is, on the other hand, a lack of quality health facilities within the municipality, to the extent that people have to be transported to bigger towns, like Kimberley for quality health services.

Most of the households within the municipality have access to electricity. This is a positive aspect which will contribute largely to the social development of the residents. The situation in the rural areas is however still problematic and it is estimated that most of the households are still without electricity.

When looking at the spatial overview of Kareeberg municipality influencing development, Carnarvon is identified as an urban centre and should be promoted through the implementation of urban rehabilitation programmes to stimulate economic growth. On the other hand, Vosburg and Van Wyksvlei are identified as rural service centres that complement the satellite towns in the remote areas for the purpose of even distribution of services.

All communities are affected in terms of poverty and development deficit. Upliftment of the local economy has therefore been the key area of the municipality.

Pixley Ka Seme District Municipality is not the strongest economic region in the Province, accounting for 12.09% of the Provincial gross domestic product (GDP). [Pixley Ka Seme IDP 2011-2016]

Below are the challenges the municipality would have to tackle to alleviate poverty and promote economic development:

* Ensuring that all citizens have access to basic services such as water, sanitation, electricity and housing;
* Increasing access to services in education, health and social services;
* Stabilizing and decreasing the rate of HIV and AIDS infection, tuberculosis, FAS etc;
* Reduction in the rate of crime;
* Economic empowerment;
* The shortage of critical skills – development of an attraction and retention strategy; improving skills of the labour force etc;
* Targeting special groups e.g. women, disabled and youth; and
* Sustainable job creation.

The population is distributed as follows::

***TABLE 1: The Population Distribution in the Pixley Ka Seme Municipality District***

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **% Pixley Ka Seme District** | **% Northern Cape Prov** |
| **Northern Cape Province** | **1,145,861** | **16%** | **100%** |
| **Pixley Ka Seme DM** | **186,351** | **100*%*** | **16%** |
| Renosterberg LM | 10,978 | 5,9% | 1% |
| Siyathemba LM | 21,591 | 11,6% | 1,9% |
| Siyancuma LM | 37,076 | 19,9% | 3,2% |
| Thembelihle LM | 15,701 | 8,4% | 1,4% |
| Ubuntu LM | 18,601 | 9,9% | 1,6% |
| Umsobomvu LM | 28,601 | 15,3% | 2,5% |
| Emthanjeni LM | 42,356 | 22,7% | 3,7% |
| Kareeberg LM | 11,673 | 6,3% | 1% |

The age structure of Kareeberg’s population is as follows:

* An average of 10,5% of the population is between 0-4 years old while 8.1% are 65 years old or older.
* A further 27,3% are in the school going age group of 5 to 19 years.
* The economically active age group of 20 to 59 years old accounts for almost half the population (49.9%). [Stats SA: Census 2011]

**Current Economic Status**

The size of the ec*o*nomy of the Kareeberg local municipality is measured by the Gross Value Added (GVA) which is the total value of final goods produced and services rendered within the geographical area in a year. It takes into account other taxes and subsidies on production but not on products. The nominal GVA (i.e. at current prices) of the municipality was R202.7 million and R155.2 million in real prices. The Kareeberg local municipality represents 7.6 % of the Pixley ka Seme district economy.

***Unemployment Rate***

As per the Stats: Census 2011, the municipality recorded an unemployment rate of 25%

This high unemployment rate has serious repercussions on the ability of the residents of Kareeberg to pay for their daily needs. Unemployment is more than 30% in most of the areas and people survive on subsistence farming, pension/welfare payments and labour intensive jobs.

The municipality also recorded 39.2% of persons employed and 13% of persons unemployed. The non-economically active group represented 47,8% of the potentially economically active population.

The figure below illustrates the employment profile of the municipality

***FIGURE 1. Kareeberg Employment Profile***

***Poverty Levels***

Poverty levels in the Pixley Ka Seme District area are high (40%), due to the high levels of unemployment and increasing rates of illness (HIV/AIDS and TB).

***Literacy Rate***

According to Stats SA; Census 2011, 17.5% of persons aged 20 and above have no schooling at all and the percentage of persons that have tertiary and post graduate qualifications were recorded at 5.5%.

In 2011, it was recorded that 18.9% of the population have some primary education and 7% completed.

Furthermore, 31.2% have some secondary education and only 17% have a Grade 12 qualification.

The existing situation can only be explained by a substantial number of previously disadvantaged population groups who did not have equal access to education in the past era. This has led to a large portion of the population remaining unskilled.

***FIGURE 2. Education profile of Kareeberg Local Municipality***

***FIGURE 3. SWOT Analysis***

|  |  |
| --- | --- |
| **STRENGTHS**   * Competent staff * Sound financial management * Job creation * Mutual confidence * Clean administration * Agriculture – irrigation * Tourism potential * Infrastructure – conducive to development * Part-time involvement in community * Officials are positive, motivated & dedicated * Managerial systems in place * Support of public * Low crime rates * Existing physical infrastructure * Office equipment (ICT) * Political stability * Very strong senior / middle management * Experienced staff * Strong internal audit & PMSS * Good policies in place and good inter-government relationship * Transparency | **WEAKNESSES**   * Lack of capacity to environment service * Lack of gender equity in senior management level * Lack of funds for maintenance of gravel roads * Proficiency in English * Upgrading of buildings * Insufficient support for upcoming farmers with regard to land * Inadequate social and economic conditions * Poor housing * Lack of investment * Budget constraints * LED * Scarce skills backlog * Depopulation of district * Punctuality |
| **OPPORTUNITIES**   * 1 dam * 1 river * Government co-operation for economic development * Good infrastructure – roads – better marketing * Agricultural processes * Industries * Improved fire fighting services * Expansion of control centre * Linking tourism initiatives to national & provincial * Bucket free environment * Interaction with community * Industrial and economic potential * Adding value to products produced in region * Pollution free environment * Interesting life style as tourism potential * Tourism development * Public Transport System for Communities | **THREATS**   * Sustainable Income for Municipality * High personnel cost * Alcohol abuse * Drug Abuse * Closing of business * Inadequate funding * Illiteracy * Landlessness * Migration to urban centres * Poor payment culture * TB * Poor public transport * Unemployment and poverty * Impact of HIV/AIDS * High levels of poverty * Disinvestment * Poor investment incentives * Underutilised infrastructure * Lack of training in technology * Lack of state organs for welfare |

# Problem Statement

The persistently high rate of unemployment in South Africa is one of the most pressing socio-economic challenges facing the Government and similarly Kareeberg 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 designates a specific role and targets for each municipality in terms of the Programme. To date the Municipality has given effect to the call by signing an Implementation Protocol with the Minister of Public Works to partner and co-operate in terms of EPWP. In order to mainstream the Programme through the Municipality, an EPWP policy is required to guide on the implementation of EPWP within the Municipality.

For 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 to promote EPWP principles and re-structure project activities to facilitate and create greater employment opportunities per unit of expenditure, where possible.

This policy is therefore prepared for the entire Municipality, with the intention to close the identified gaps and challenges on the implementation of EPWP, strengthen the existing interventions and introduce new ones.

In 2009, the Premier of the Northern Cape Province signed a protocol agreement in which she committed the Province to contribute towards EPWP phase 2 and the targets set in the protocol were as follows:

***TABLE 2: Contribution by Provincial Government and Municipalities in terms of the Provincial Protocol***

|  |  |  |  |
| --- | --- | --- | --- |
| **Years** | **Municipalities** | **Provincial** | **Totals** |
| 2009/2010 | 3,678 | 13,031 | **16,709** |
| 2010/2011 | 4,192 | 14,629 | **18,821** |
| 2011/2012 | 5,394 | 19,085 | **24,479** |
| 2012/2013 | 7,012 | 25,705 | **32,717** |
| 2013/2014 | 8,826 | 33,744 | **42,570** |
| **Totals** | **29,102** | **106,193** | **135,296** |

The table below illustrates mucipalities’ individual EPWP targets within the District

***TABLE 3: Contribution by Pixley Ka Seme District Municipality***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Years** |  | **Kareeberg** | **Pixley Ka Seme** | **Ubuntu** | **Siyancuma** | **Siyathemba** | **Renosterberg** | **Emthanjeni** | **Umsobomvu** | **Thembelihle** |
| 2009/2010 | **W/O** | 84 | 77 | 101 | 159 | 90 | 87 | 122 | 124 | 100 |
| **FTE** | 29 | 26 | 34 | 54 | 31 | 30 | 42 | 43 | 34 |
| 2010/2011 | **W/O** | 95 | 87 | 115 | 183 | 102 | 99 | 139 | 142 | 114 |
| **FTE** | 34 | 31 | 41 | 66 | 37 | 36 | 50 | 51 | 41 |
| 2011/2012 | **W/O** | 123 | 112 | 148 | 235 | 131 | 127 | 179 | 183 | 146 |
| **FTE** | 45 | 41 | 54 | 86 | 48 | 47 | 66 | 67 | 53 |
| 2012/2013 | **W/O** | 160 | 145 | 192 | 306 | 171 | 165 | 233 | 238 | 190 |
| **FTE** | 58 | 53 | 70 | 111 | 62 | 60 | 85 | 86 | 69 |
| 2013/2014 | **W/O** | 201 | 183 | 241 | 385 | 215 | 208 | 293 | 299 | 239 |
| **FTE** | 72 | 66 | 87 | 138 | 77 | 75 | 105 | 108 | 86 |
| **5 Year Targets** | **W/O** | **663** | **604** | **796** | **1,267** | **710** | **686** | **965** | **987** | **788** |
| **FTE** | **238** | **217** | **286** | **456** | **255** | **247** | **347** | **355** | **283** |

1. **Challenges facing the Municipality to implement and delivery on EPWP objectives and targets**

The EPWP has been implemented at a small scale within the Municipality yet with commendable outcomes in terms of the involvement of local communities in delivering local assets, transfer of wages, the creation of sustainable livelihoods and a reduction of crime.

Although the Programme has been introduced at a small scale within the Municipality, it has the potential to grow and create more work opportunities for the unemployed youth and women. The following are the key challenges facing the Municipality that need to be addressed to optimally implement EPWP:

* + Limited budget allocated to the Municipality for project implementation;
  + Capacity in terms of designing projects labour-intensively;
  + Institutionalization of EPWP within the Municipality;
  + Capacity in terms of reporting;
  + Dedicated EPWP coordination capacity within the Municipality; and
  + Achievement of longer duration of work opportunities targets

# EPWP Municipal Policy Objectives

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:

1. **Mainstreaming the implementation of the EPWP by:**

* adopting the EPWP as an approved delivery strategy for project implementation by including EPWP guidelines and principles
* implement the Programme in all EPWP sectors;
* 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.

1. **Institutionalising the Programme by:**

* Guiding on the EPWP Governance Structures within the Municipality;
* clarifying the role of each Department in terms of EPWP;
* informing all Departments within the Municipality on how their functions should contribute towards achieving the EPWP objectives; and
* securing the ownership from all Departments to lead on the implementation of the EPWP, with the support from Project Management Unit within the Municipality.

1. **Guiding the implementation of the Programme by:**

* providing guidance on employment conditions, skills development and enterprise development;
* promoting the adaptation of supply chain and procurement policies in line with EPWP;
* maximising the percentage of the annual total budget spent and retained within local communities through employing and capacitating local labour and small businesses; and
* defining key performance indicators to monitor, evaluate and report all EPWP initiatives.

# Legislative and Policy Frameworks

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);
* 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, No. 35310 Gazetted 4 May 2012;
* Code of Good Practice for employment and conditions of work for Expanded Public Works Programme, no 34032, gazetted 18 February 2011;
* Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012);

# Scope and Application of the Policy

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

# EPWP Institutional Arrangement

This refers to the overall coordination of EPWP and contextualises the governance structures and accountability within the Programme across all spheres of Government, as far as it impacts on the Municipality.

* 1. **Political Leadership of the EPWP at National and Provincial Sphere**

The Minister of Public Works has been mandated by Cabinet to champion the EPWP, and thereby is responsible to provide overall coordination and leadership on the policy, design and implementation of the EPWP. The Minister reports to Cabinet on progress in implementing the EPWP and achieving the EPWP targets and also mobilises resources and political support at National, Provincial and Local spheres.

At provincial level, the Premier provides leadership and direction on the implementation of the EPWP in the province. The Premier appoints a Member of the Executive Committee (MEC) to coordinate and lead the EPWP in the Province. MECs of Public Works, are mandated to promote EPWP, ensure effective coordination and participating of public bodies and monitor performance. MECs must also ensure that EPWP aligns with key economic policies and programmes of the provinces.

* 1. **Technical Management of the EPWP**

At a technical level, the following capacity has been created to coordinate and implement the Programme:

* The Minister of Public Works has mandated the Director-General of DPW to create an EPWP Branch that is responsible for the overall coordination of the Programme. The EPWP is headed by a Deputy Director-General. This branch has technical capacity across the sectors, training, monitoring and evaluation and small business development. The Branch develops policy, funding mechanisms, guidelines and provides monitoring and evaluation expertise. Capacity has been created at a regional level to ensure cooperation between the National and Provincial spheres in terms of EPWP and the transfer of knowledge with regard to the above mentioned areas of specialisation.
* The Northern Cape MEC for Roads and Public Works has mandated the Head of Department to create a Provincial EPWP Unit, which is responsible for the overall coordination and achievement of EPWP at a provincial level. This Unit is headed by a Chief Director. The Unit ensures that all public bodies in the Province participate in the EPWP, manages EPWP sectoral coordination and facilitates monitoring and evaluation at a provincial level. Capacity has been created at a regional level within the province to ensure a sound inter-face between the national and local sphere.
  1. **Governance Structures under EPWP**

Different structures and committees have been established nationally, provincially and locally to coordinate and monitor EPWP implementation at different spheres of Government. These include amongst others:

* National Coordinating Committee (NCC) brings together all key National sphere policymakers, all nine (9) EPWP Provincial Coordinating Departments, such as the Northern Cape Provincial Department of Roads and Public Works, and sector champions from the National Departments: of Social Development, Environmental Affairs, Transport and Cooperative Governance. This is the highest decision making body in the Programme, which meets on a quarterly basis. The resolutions from this Committee are presented to the Minister of Public Works, and in turn the Portfolio Committee of Public Works and the various Clusters of Government.
* National Sector Committee (NSC): Each sector has a NSC which is chaired by DPW, DSD and DEA for the infrastructure, social and environment and culture sectors respectively. The decisions of the NCC are shared with all Departments that form part of the NSC. The NSCs brings together all sector specific contributing Departments from National and Provincial sphere to discuss sector specific issues such as funding, reporting, the enabling environment where sector progress and challenges are discussed. These are the highest sector decision making structures. These Committees sit on a quarterly basis.
* Provincial Steering Committees (PSCs): is the coming together of the municipalities and departments in the province to account on the progress made in terms of job creation targets and challenges. Monitor and evaluate the implementation of EPWP in the province. The decisions of the NCC are shared with all Departments and municipalities that form part of the PSC within the Northern Cape. Best practises are shared with Public Bodies for replication. The PSC sit bi-monthly.
* Provincial Sector Coordinating Committees (PSCCs): These Committees lead and champion EPWP different Sector Programmes in the province and monitor the implementation of those programmes. The committees sit on a monthly basis.
* Regional Steering Committees (RSCs)/District Forum (DF): Coordinate all sectors at a district level. Consider expansion programmes to upscale job opportunities. Quarterly reports for each municipality are presented and discussed, best practise are also shared by public bodies.

The PKSDM will develop terms of reference and establish EPWP District Forum in partnership with the Provincial Department of Roads and Public Works. The responsibilities of the District Forum will include amongst other things:

* Assist Local municipalities on reporting, regular review of their progress; support Municipalities in their jurisdiction to create an enabling climate for the successful implementation of EPWP and develop EPWP District Monitor. It will also provide an enabling environment for local municipalities to share best practice.

The EPWP Coordinating structure is depicted in figure 4 below:

***Figure 4. Overall Coordination of EPWP***

**EXPANDED PUBLIC WORKS PROGRAMME (EPWP)**

**CO-ORDINATION FLOW & REPORTING**

**CO-ORDINATION & ACCOUNTABILITY FLOW**

National Coordinating Committee (NCC)

National Sector Coordinating Committee (NSCC)

Provincial Steering Committee (PSC)

Provincial Sector Steering Committee (PSSC)

Regional Steering Committee (RSC)

**HIGH LEVEL AND**

**AD HOC REPORTING**

**TECHNICAL REPORTING**

**Portfolio Committee on Public Works**

Infrastructure Development Cluster

Economic Sector and Employment Cluster

Social and Community Development Cluster

Heads of Department (HoDs) Forum

**Ministerial and Member of the Executive Council (MinMEC)**

**Cabinet**

**DPW**

**(Overall EPWP Coordination)**

**Minister of Public Work (EPWP Champion)**

**Provincial Coordination**

Premier & MEC

Provincial DR&PW

**Municipal**

**Co-ordination**

Mayor

District & Local Municipalities

* 1. **EPWP Coordination within the Kareeberg Local Municipality**

EPWP cuts across all the Departments and Units of the Municipality. Each Department must make a systematic effort to target the unskilled and unemployed and develop a plan to utilise their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

* 1. **Roles and Responsibilities**
     1. **Political Champion: The Mayor**

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and the Mayor. The Mayor will provide political leadership and direction in the implementation of the EPWP within the Municipality. The Mayor will appoint four (4) councillors to champion and lead the EPWP in the Municipality:

The appointed Members must ensure that EPWP is entrenched within the Municipality IDP and key policies and programmes of the Municipality.

* + 1. **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 must:

* Appoint Head of Departments to coordinate the Programme across all Departments;
* Ensure that all Head of Departments have EPWP target and or compliance matters in their annual performance contracts/agreements;
* Ensure that EPWP is incorporated in the IDP of the Municipality;
* Review and monitor on a monthly basis, the EPWP reporting at the Management Meeting.
  + 1. **Overall Coordinator of EPWP in KLM: Head of Departments**

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

1. Establishing appropriate EPWP capacity within his 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 in 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.

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

The Municipality will form the EPWP Steering Committee to be responsible for the strategic direction and coordination of EPWP. The Steering Committee is formed by management and chaired by Chief Operational Manager.

* + - 1. **Responsibilities of the EPWP Steering Committee**

The responsibility of the Steering Committee is to:

* Coordinate EPWP and related issues;
* Review of the Municipality’s EPWP Policy;
* Set EPWP targets for each project;
* Create an enabling climate for the successful implementation of EPWP in municipality;
* Monitor and Evaluate the Programme;
* Set Performance Standards; and
* Compile an EPWP Management Plan.

The Management Plan will be used to:

* Guide the execution of the EPWP, including project selection;
* Document EPWP related decisions and assumptions;
* Facilitate communication among stakeholders; and
* Provide a baseline for progress measurement and programme control.

***Figure 5: Overall coordination of EPWP within KLM***

*To be finalised at the policy presentation meeting*

Political Champion

Administrative Champion

EPWP Steering Committee

Director’s Forum

**Mayor**

Responsible for: Political leadership and direction

**Municipal Manager**

Responsible for: Strategic Direction & Monitoring

Function: Coordinating & reporting in the municipality at strategic level.

* Programme Implementation; project design, Reporting EPWP System; Sectors coordination (Infrastructure; Enviro & Culture and Non-State Sectors.ture, Social and Non Sectors

EPWP Cross-cutting Support

**Manager’s Forum**

Responsible for:

* Strategic Direction; Performance Standards; Budget Approval; Reporting to EXCO; Monitoring & Evaluation and Evaluation

**Infrastructure/Local Economic Development** (Over-all Coordination of EPWP)

**Finance, HR, Communications** Responsible for: Over-all cross-cutting support

# EPWP Sector Overview

The objectives of the programme and its day-to-day activities guide on which sector does the programme belongs to.

**13.1 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 use this heritage to create both medium and long term work and social benefits.’ Examples of projects in the Environment and Culture Sector include:

* 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.)

**13.2 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, fire fighting, 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).

**13.3 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);
* Vukuphile programmes (Learnership aimed at training and developing contractors and supervisors in labour-intensive methods of construction); and

**13.4 Non-State Sector:**

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.

**13.5 Cross-Cutting Support Programmes**

EPWP programmes in the different Sectors will include the following:

**13.5.1 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 development 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.

**13.5.2 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 Learnership and targeted procurement.

The municipality will assit 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.

**13.5.3 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.

# Key Performance Indicators (KPIs)

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

* **Employment Opportunities**

The number of employment opportunities created with regards to FTEs, during the period under review.

* **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.

* **Project Budgets**

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

* **Person-Training Days**

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

* **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.

* **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.

* **Project Task Rates**

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

* **EPWP Targets for the KLM**

In line with the Protocol Agreement between the Mayor and the Minister of Public Works, the minimum EPWP work opportunity targets are depicted in Table 5 below. 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.

***Table5: KLM EPWP Phase 2 targets.***

|  |  |  |
| --- | --- | --- |
| **Years** | **Grant FTE Target** | **Baseline FTE Target** |
| 2012/2013 | **21** | 29 |

# Training Requirements

**15.1 Training of Beneficiaries**

Training of beneficiaries 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.

**15.2 Consultants and Contractors**

To 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 6 and 7.

***Table 6: Training Requirements for Private Sector Consultants***



***Table 7: Training Requirements for Private Sector Contractors***



# Target Groups and Beneficiaries Recruitment

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries. Women (55%); youth (40%) and persons will disabilities (2%). By using sound Social Facilitation process, the Municipality will drive the beneficiaries’ recruitment supported by the Provincial Coordinating Department and/or Sector Lead Department in the Province.

EPWP beneficiaries must be:

* South African citizens with a valid bar-coded Identity Document;
* Persons from indigent households; and
* Households with no income and priority given to one individual per household.

# 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 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.

# 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.

# Supply Chain Management (SCM) Processes

The legislations and policies governing municipal 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, unless where The National Treasury has granted the permission to deviate from the stipulated SCM processes.

# Reporting Process

The Municipality will adhere to the EPWP Monitoring and Evaluation reporting processes by ensuring the following:

* Register the project on the EPWP Reporting System
* Recording of the data at the project level using templates provided by DRPW.
* Verify if the information/data is correct.
* Capture the project data on the EPWP Reporting System on a monthly basis.
* Correct all the non-compliant projects within a week after the Data Dump and analysis report has been received.
* Project files should be kept for auditing purposes

# Review of the Policy

The policy will be reviewed annually or as and when required.

# List of Tables and Figures

**Tables**

*Table 1 - The Population Distribution in the Pixley Ka Seme Municipality District*

*Table 2 – Contribution by Provincial Government and Municipalities in terms of the Provincial Protocol*

*Table 3 – Contribution by Pixley Ka Seme District Municipality*

*Table 4 – Departments Sector Classification*

*Table 5 – Kareeberg Local Municipality EPWP Phase 2 Targets*

*Table 6 – Training Requirements for Private Sector Consultants*

*Table 7 – Training Requirements for Private Sector Contractors*

**Figures**

*Figure 1 – Kareeberg Employment Profile*

*Figure 2 – Education Profile of Kareeberg Local Municipality*

*Figure 3 – SWOT Analysis*

*Figure 4 – Overall Coordination of EPWP*

*Figure 5 – Overall Coordination of EPWP within Kareeberg Local Municipality*

**DORA INCENTIVE ALLOCATION 2014/2015 - 2016/2017**

An amount of R1 000 000.00 each financial year.

Management must yearly during the budget process submit a draft project list for approval by Council.

**Date of approval: Council meeting 4 December 2014, Item 6.8**