

# GREATER TZANEEN MUNICIPALITY



## EXPANDED PUBLIC WORKS PROGRAMME (ORIGINAL POLICY) 2020/2021





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EXPANDED PUBLIC WORKS PROGRAMME

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## **1. GLOSSARY OF TERMS / DEFINITIONS**

### **BY HAND**

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

### **CASH FLOW**

The streams of costs and/or benefits over time resulting from a project investment or ownership of assets.

### **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.

### **COMMUNITY LIAISON OFFICER (CLO)**

The CLO is a member of the targeted community, recommended by the ward committee and appointed by the contractor to provide labour brokerage services and liaison with the targeted communities.

### **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
- Aged

### **EPWP - EXPANDED PUBLIC WORKS PROGRAMME**

Expanded Public Works Programme (EPWP) is a nation-wide Government programme aiming at drawing significant numbers of unemployed into productive work, in order that they increase their capacity to earn an income.

### **EPWP PROJECT**

Deliberate attempt by Public Bodies and Non – Governmental Organisations 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 unemployed on a temporary basis under the Code of Good Practice. Training will be applied where it is pre – requisite to perform the task

### **EPWP WORKER/BENEFICIARY**

An unskilled or semi- skilled person working temporarily or on a contract basis on an EPWP designed Project.

### **INCENTIVE GRANT**

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

### **INFRASTRUCTURE SECTOR**

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

### **KEY PERFORMANCE INDICATOR (KPI)**

A qualitative or quantitative measure of a service or activity used to compare actual performance against a set standard or other target. In the context of EPWP, the key performance indicators relate to worker demographics, project budget, and expenditure, work opportunities and fulltime equivalent (FTE's) training days, salaries, social impact studies, etc.

### **LABOUR-INTENSIVE**

Labour-intensive projects is the economically efficient employment of a great proportion of labour as is technically feasible throughout the project cycle to achieve the standard demanded by the specifications.

The result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment-intensive methods.

## **NON-STATE SECTOR**

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

## **PERSONS –DAYS OF EMPLOYMENT**

The aggregate of the numbers of people who worked on the project multiply by the number of days each person worked.

## **PROJECT BUDGET**

The project budget is the total cost for project implementation (it may include price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project, where applicable).

## **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 the inflation.

## **SOCIAL SECTOR**

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

## **TASK –RATED WORKER**

Means a worker in who is paid on the basis of the length of time worked.

## **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 OPPORTUNITY**

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

**CLO**

Communicates and coordinates activities between a project and a community.

**FTE's (Full Time Equivalent)**

Is a unit that indicates the workload of an employed person where 230 day of works represent 1 FTE

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## 2. ACRONYMS

BCEA	Basic Conditions of Employment Act
CAPEX	Capital Expenditure
CBO	Congressional Budget Office
CETA	Construction Education and Training Authority
CI	Corporate Identity
COGTA	Corporative Governance and Traditional Affairs
COIDA	Compensation for injuries and Diseases Act
DEA	Department of Environmental Affairs
DORA	Division of Revenue Act
DPW	Department of Public Works
DSD	Department of Social Development
DTI	Department of Trade and Industry
DWA	Department of Water Affairs
EPWP	Expanded Public Works Programme
GTM	Greater Tzaneen Municipality
IDP	Integrated Development Plan
FTE's	Full Time Equivalents
KPI	Key Performance Indicators
LIC	Labour Intensive Methods
M& E	Monitoring and Evaluation
MMC	Members of Mayoral Committee
MFMA	Municipal Finance Management Act
MIG	Municipal Incentive Grant
NGP	New Growth Path

NGO	Non-Government Organization
NGP	New Growth Path
NPO	Non-Profit Organization
OHSA	Occupational Health and Safety Act
OPEX	Operational Expenditure
PSC	Provincial Steering Committee
PSCC	Provincial Sector Coordinating Committee
SALGA	South African Local Government Association
SAQA	South African Qualifications Authority
SDA	Skills Development Act
SETA	Sector Education and Training Authority
SMME	Small Micro to Medium Enterprise
UIF	Unemployment Insurance Fund
WO	Work Opportunity
CLO	Community liaison Officer
ILO	International Labour organisation
NSS	Non State Sector

### 3. INTRODUCTION

#### 3.1 BACKGROUND

Greater Tzaneen Municipality falls under Mopani District. GTM area encompasses of the proclaimed towns of Tzaneen, Nkowankowa, Lenyenye, Letsitele and Haenetzburg and it compasses of 35 wards.

According to the South African Statistics Census 2011, the Greater Tzaneen Municipality has increased its population from 375 588 to 390, 095 (an increase of 14 504) comprising of 181 558 males (Census 2001, 171 119) and 208 536 females (Census 2001, 204 469). Females still outnumber males as they comprise 53% of the population (54% during Census 2001). Young people between the ages of 14 – 35 constitute 40% (156 900) of the total population of the municipality.

It must also be noted that the Community Survey 2016 concluded that the population stands at 416 488. The slow growth may be attributed to various factors such as migration, birth and death rates, etc.

The table below indicates the population statistics in terms of Census 2011.

Voting District and Ward	Population	Households
93303001: Ward 1	11 459	3 271
93303002: Ward 2	10 455	2 830
93303003: Ward 3	11 335	3 119
93303004: Ward 4	11 364	3 111
93303005: Ward 5	13 526	3 429
93303006: Ward 6	10 253	2 743
93303007: Ward 7	10 781	2 792
93303008: Ward 8	9 062	2 187
93303009: Ward 9	17 930	4 175
93303010: Ward 10	6 246	1 476
93303011: Ward 11	7 719	2 096
93303012: Ward 12	11 228	2 721
93303013: Ward 13	13 239	4 551
93303014: Ward 14	13 831	5 925
93303015: Ward 15	6 053	1 979
93303016: Ward 16	17 609	6 385

93303017: Ward 17	12 936	3 679
93303018: Ward 18	12 765	3 384
93303019: Ward 19	8 319	2 229
93303020: Ward 20	12 050	3 248
93303021: Ward 21	14 356	4 077
93303022: Ward 22	9 123	2 487
93303023: Ward 23	9 174	2 716
93303024: Ward 24	10 368	2 849
93303025: Ward 25	11 573	3 381
93303026: Ward 26	9 441	2 613
93303027: Ward 27	11 563	3 047
93303028: Ward 28	11 253	2 944
93303029: Ward 29	15 588	4 268
93303030: Ward 30	7 124	1 695
93303031: Ward 31	12 080	3 169
93303032: Ward 32	12 163	3 125
93303033: Ward 33	16 046	4 097
93303034: Ward 34	12 079	3 129
93303035: Ward 35	Not yet aggregated	Not yet aggregated
<b>TOTAL 35</b>	<b>TOTAL 390 095</b>	<b>TOTAL 108 926</b>

It is evident from the table that population statistics for Ward 35 is not shown. This is because Ward 35 has been re-demarcated in 2016. The Community Survey 2016 could aggregate to Ward level.

### Statistics per Languages GTM

The following are the languages found in the Greater Tzaneen Municipality according to the 2011 Census:

Languages	No. of people
Afrikaans	10, 063
English	6, 129
IsiNdebele	946
IsiXhosa	384
IsiZulu	1, 713
Sepedi	179, 572
Sesotho	16, 815
Setswana	972
Sign Language	600
SiSwati	658
Tshivenda	1, 675
Xitsonga	159, 074
Other	9, 964
Not applicable	1, 529
<b>Grand Total</b>	<b>390, 092</b>

Job creation and skills development remain the key priorities of the South African Government. The Expanded Public Works Programme (EPWP) is a South African Government initiated programme aimed at creating 5 million work opportunities by 2024. The Programme is implemented by all spheres of government, across four (4) defined sectors, namely, the Infrastructure, Social, Non-State and Environment and Culture sectors. The Programme's overall coordinator is the National Department of Public Works and Infrastructure (DPW), as mandated by Cabinet.

The Programme is not implemented in isolation with other Government strategic initiatives, the New Growth Path (NGP) outlines Key Job drivers, such as *targeting more labour-absorbing activities across the main economic sectors; and substantial public investment in infrastructure both to create employment directly, in construction, operation and maintenance as well as the production of inputs, and indirectly by improving efficiency across the economy*. EPWP work opportunities are all linked to the NGP Job drivers and expected to contribute to the NGP targets through its Full-Time Equivalent (FTE) targets.

### **3.2 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 No.108 of 1996)
- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA, 1994).
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)
- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 Approving the Implementation of EPWP
- EPWP Phase 2: Consolidated Programme Overview, 2009.
- Ministerial Determination 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).

- National Development Plan 2011
- New Growth Path 2010
- Public Service Act 103 of 1994

### **3.3 EPWP MUNICIPAL POLICY OBJECTIVES**

The objective of this Policy document is to provide a framework within which the Municipality and its departments can implement the Expanded Public Works Programme (EPWP). This Policy document is aimed to provide an enabling environment for the Municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of the overall annual budget allocation towards the implementation of EPWP.

Through this Policy the Municipality is aimed to achieve the following objectives

Mainstreaming the implementation of the EPWP by:

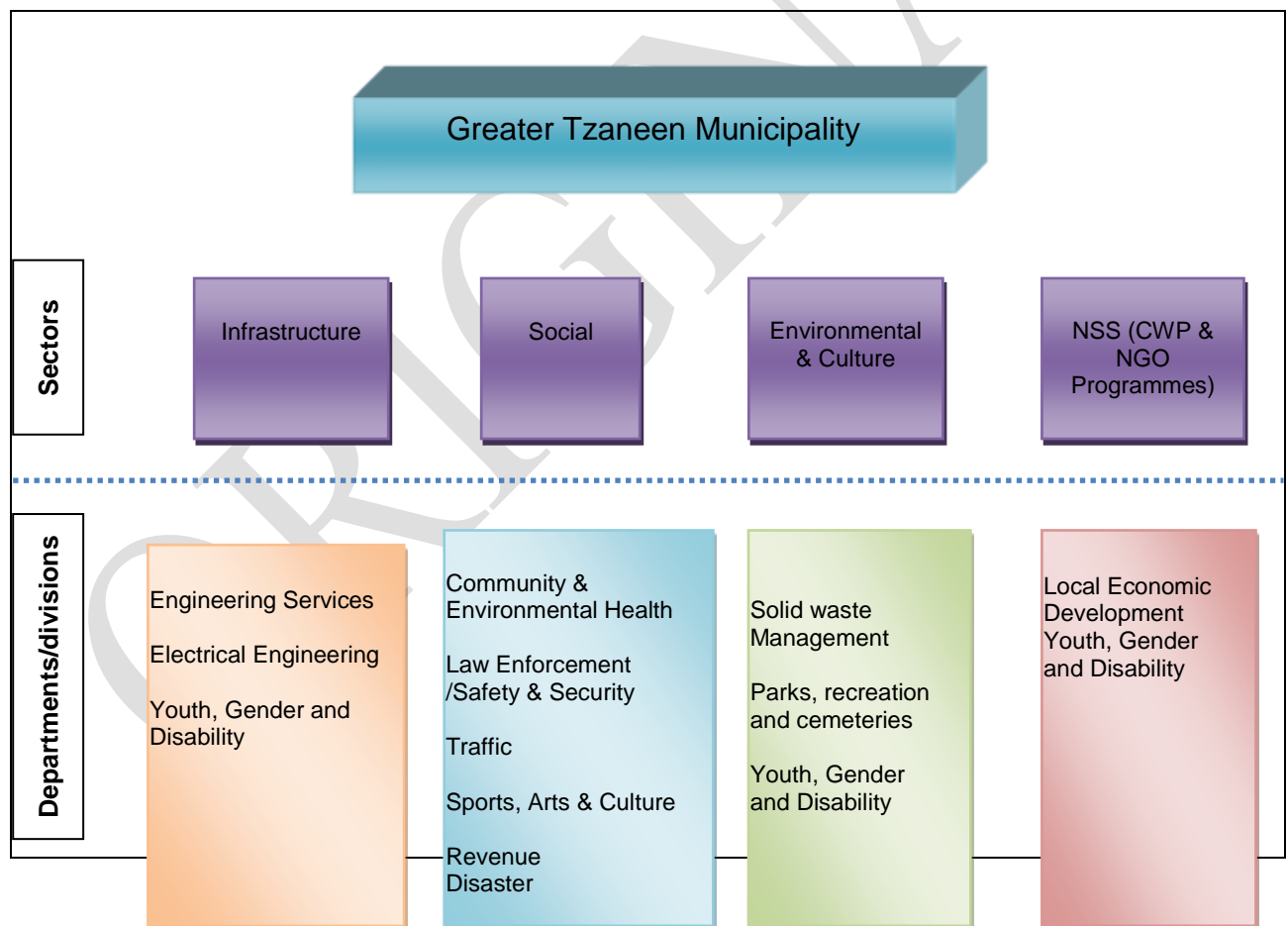
- *Adopting the EPWP as an approved delivery strategy for projects implementation, employment creation and skills development by ensuring that EPWP guidelines and principles are adhered to in the implementation of any Municipal project across all the EPWP sectors inter alia, the Infrastructure, Social, Environmental & Culture and Non-State Sectors;*
- *To develop skills within communities through EPWP training programmes, by accredited training providers;*
- *To maximise the percentage of the Greater Tzaneen Municipalities annual total budget spent and retained within local communities in the form of wages and by promoting the procurement of goods and services from local manufacturers, suppliers and service providers;*
- *To adopt and align cluster and departmental annual business plans to the EPWP in-line with prioritised socio-economic objectives;*
- *Using clearly defined key performance indicators to monitor evaluate and report all EPWP initiatives, including those being implemented using Provincial and National Government budgets.*
- *To inform all Departments and Units within Greater Tzaneen Municipality on how their functions should contribute towards achieving the EPWP objectives;*
- *To entrench the EPWP methodology within the Greater Tzaneen Municipality's Integrated Development Plan;*

- To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMME's development initiatives;
- Re-engineer how the planning, design and implementation of projects within the GTM maximize greater employment opportunities per unit of expenditure.

### 3.4 SECTORS CLASSIFICATIONS AND COORDINATION

Various Municipal Departments are grouped according to EPWP Sectors in line with their core businesses as depicted in figure 3 below.

**Figure 3: Departments - Sector Classification**



## **4. EPWP SECTORS OVERVIEW**

### **4.1 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:

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

### **4.2 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 )
- 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).
- Security services in the municipality.

### **4.3 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 and maintenance;



- 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 building environment);
- Vukuphile programmes (Learnership aimed at training and developing contractors and supervisors in labour-intensive methods of construction); and
- Large Projects (aimed at providing support to public bodies in the implementation of projects with a value of greater than R 30 million labour-intensively).

#### **4.4 NON-STATE SECTOR**

The objectives of the Sector are to create an avenue where NPO's; NGO's and CBO's 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 NPO's.

#### **4.5 CROSS-CUTTING SUPPORT PROGRAMMES**

EPWP programmes in the different Sectors will include the following:

##### **4.5.1 TRAINING**

This refers to capacity building and skills development of both officials and EPWP beneficiaries. Training can either be accredited or non-accredited. 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.

##### **4.5.2 ENTERPRISE DEVELOPMENT**

This refers to any form of intervention aimed to develop small business, including cooperatives, through business development support services, Planning and Economic Development and access to market in the form of Learnership 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 SMME's 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.

#### **4.6 RATIONAL FOR THE EPWP MUNICIPAL POLICY**

The persistently high rate of unemployment in South Africa is one of the most pressing socio-economic challenges facing the Government and Greater Tzaneen Municipality is not immune to these challenges. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward.

Therefore, job creation and skills development will remain the key priority of Greater Tzaneen Municipality and Government in general.

These challenges necessitated the Municipality to develop this Policy to guide on the implementation of EPWP within the Municipality. The Policy will be embedded within the Integrated Development Plan (IDP) of the Municipality and the Municipality is expected to promote EPWP principles and the re-structuring of its activities to facilitate and create greater employment opportunities per unit of expenditure.

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. As a strategic document, the Policy will consequently offer a set of priorities and recommendations as the way forward to turn the general concept of EPWP into action within the Municipality, thus ensuring that job creation is realised and contribute to the overall development of the society at large.

#### **4.7 CHALLENGES FACING THE MUNICIPALITY TO IMPLEMENT AND DELIVER ON EPWP OBJECTIVES AND TARGETS**

The following are amongst the key challenges facing the Greater Tzaneen Municipality in the implementation of EPWP:

- Non-alignment of the integrated development plan (IDP) with the EPWP Principle
- The Grant from DPW does not cover beneficiaries stipends for the whole financial year

- Too much reliance on MIG funding excluding equitable shares and other grants for EPWP implementation
- Poor reporting on work opportunities created on EPWP
- The EPWP has been implemented at small scale within the Municipality yet with commendable outcomes in terms of involvement of Local communities in delivering local assets, transfer of wages and creation of sustainable livelihoods.

## **5. POLICY VISION**

The vision of the GTM EPWP Policy is in line with the overall Vision of the Municipality and is as follows:

***“To be fastest growing economy in Limpopo where all households have access to sustainable basic services.”***

## **6. POLICY GOAL**

The goal of the Greater Tzaneen Municipality EPWP Policy is to:

***“Stimulate economic growth through sustainable by enhancing the, integrated service delivery and partnerships” by applying labour intensive methodologies.***

## **7. EPWP INSTITUTIONAL ARRANGEMENTS WITHIN THE MUNICIPALITY**

EPWP cuts across all the Directorates and units of the Municipality. Each Directorate 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.

### **7.1 ROLES AND RESPONSIBILITIES**

#### **7.1.1 POLITICAL CHAMPION: THE MAYOR**

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the MEC of COGHSTA in Limpopo and Mayor. The Mayor will provide political leadership and direction in the implementation of the EPWP within the Municipality.

#### **7.1.2 ADMINISTRATIVE CHAMPION: ENGINEERING SERVICES DIRECTOR**

Council took resolution and delegated responsibility to the Engineering Services Director to be EPWP champion. Director will ensure that the EPWP is incorporated in the Integrated Development Plan of the Municipality and also ensure that the Municipal departments incorporate EPWP FTE targets into their programme plans. The Director will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilise departments within the Municipality to meet their targets.

### **7.1.3 OVERALL COORDINATION**

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 Managers of Divisions, assigned Directors and chaired by the Co-ordinating Department or designated Director . This Committee is constituted as follows

- CFO
- Director Engineering Department
- Director Corporate Department
- Director Electrical Engineering Department
- Director Community Services Department
- Director Planning and Economic Development
- EPWP Officer
- Additional members will be requested to attend as and when required such as legal, IDP and PMS.

#### **7.1.3.1 THE EPWP STEERING COMMITTEE WILL BE RESPONSIBLE FOR:**

- Overall Municipality -wide coordination of EPWP and related issues.
- Review of the Municipal EPWP Policy.
- Creating an enabling climate for the successful implementation of EPWP in Municipality.
- Attend monthly meetings and Report to EXCO
- Programme Monitoring and Evaluation
- Setting Performance Standard
- Compiling EPWP Management Plan.

The Management Plan includes the outputs for each sector and will be used to:

- Guide the execution of the EPWP, including project selection;

- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication among stakeholders; and
- Provide a baseline for progress measurement and programme control.

### **7.1.3.2 SECTORS COORDINATION**

Municipal EPWP officers is appointed in the Engineering Services Department to oversee the Coordination of the four sectors, namely;

- Infrastructure Sector
- Environment and Culture Sector
- Social Sector; and
- Non State Sector

The appointed Officer should at least be at a middle Managers Level and responsible for:

- Liaising with the Sector Lead Departments Provincially and Nationally;
- Keeping abreast with sector specific developments;
- Liaising and representing the Greater Tzaneen Municipality on the relevant provincial EPWP Committees
- Disseminating sector specific information to the dedicated EPWP Champions identified by each of the departments.
- Sector coordinators are also responsible for programmes design, implementation and monitoring what is reported on the EPWP system; and
- Monitor, evaluate and report on sector specific KPI's to the relevant Director's Department

### **7.1.3.3 RESPONSIBILITIES OF THE DEPARTMENTS**

All the Municipality Departments will have a responsibility in the implementation of EPWP. All the departments and divisions must have EPWP Targets in their Business Plans and Performance Agreements, amongst other things the Departments are responsible for:

- The selection of suitable projects for inclusion in the Municipality's EPWP Projects Plan;
- Participating in setting task rates for workers to be employed on labour intensive projects;

- The identification of projects which are suitable for inclusion in the Greater Tzaneen Municipality Learnership programmes;
- Ensuring that the planning, design and contract administration of labour intensive works are carried out by consultants who have completed the necessary skills training;
- Monitoring and reporting on the implementation of EPWP projects.
- Ensuring that there is labour intensive component in all the projects and inclusion of EPWP conditions in all the projects that go on tender.
- Facilitate and arrange appropriate awareness campaigns among local communities to illustrate the benefits of labour-intensive methods in projects implementation;
- Ensure that all the projects of their Departments are compliant to the Department of Labour's legislation and the Ministerial Determination on Expanded Public Works Programme

## **8. COMMUNICATION AND BRANDING**

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

## **9. EPWP TARGETS FOR THE GREATER TZANEEN MUNICIPALITY**

In line with the Protocol Agreement between the Mayor and the MEC of Public Works, the minimum EPWP work opportunity targets are depicted in table 1 below.

These targets will be reviewed annually depending on the availability of budget and will be attached to the Policy. To achieve the Phase IV EPWP targets over the next five years as summarised in Table 1.

**Table1: Greater Tzaneen Municipal EPWP Phase 4 targets infrastructure sector.**

<b>Financial Year</b>	<b>Work opportunities</b>	<b>Full Time Equivalents ( FTE's )</b>
2019/20	502	166
2020/21	506	167

2021/22	507	168
2022/23	507	167
2023/24	507	168
<b>Total</b>	<b>2530</b>	<b>836</b>

**Greater Tzaneen Municipal EPWP Phase 4 targets environment and culture sector**

<b>Financial Year</b>	<b>Work opportunities</b>	<b>Full Time Equivalents ( FTE's )</b>
2019/20	1364	593
2020/21	1364	593
2021/22	1364	593
2022/23	1364	593
2023/24	1364	593
<b>Total</b>	<b>6820</b>	<b>2965</b>

**Greater Tzaneen Municipal EPWP Phase 4 targets social sector**

<b>Financial Year</b>	<b>Work opportunities</b>	<b>Full Time Equivalents ( FTE's )</b>
2019/20	124	47
2020/21	124	47
2021/22	124	47
2022/23	124	47
2023/2024	124	47
<b>Total</b>	<b>620</b>	<b>235</b>

**10. TARGET GROUPS AND BENEFICIARIES RECRUITMENT**

The Municipality must prioritise the EPWP target groups during the recruitment of Beneficiaries: Women (60%); youth (55%), and persons with disabilities, (2%).

EPWP beneficiaries must be:

- South African citizens who holds a valid bar-coded ID;

- Residents of the designated area where the project is being implemented; if beneficiary is found to be from a household who have the means ie. a person is from a household where one member is working, such beneficiary must be withdrawn from the project.
- Persons from indigent households;
- Households with no income and priority must be given to one individual per household.
- EPWP project implemented internally through EPWP grant and Own funding, beneficiaries must be recruited through community with the assistance of EPWP office and Ward Councillor.
- Replacement of all beneficiaries in the event of resignation, death etc must be done the same.

## **11. FOCUSED REPORTING**

EPWP Phase IV must put in place increasing emphasis not just on reaching work opportunity targets, but also pays greater attention to the quality of the services that are provided and the new assets created. In order to achieve this objective the municipal reporting will include:

### **11.1 Work opportunities created**

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

### **11.2 Assets created**

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

### **11.3 Service rendered/delivered**

- Reporting of service rendered and its impact is critical for EPWP Phase 4. The Municipality will also provide the report on the service rendered and the impact to participants and beneficiaries

## **12. CONDITIONS OF EMPLOYMENT**

EPWP beneficiaries shall be employed under the conditions of employment as Stipulated in the Ministerial Determination and Code of Good Practice for the EPWP. The Municipality must ensure that its projects fully comply with all Labour



Legislation such as the **Unemployment Insurance Fund Act** (Act No.63 of 2001), the **Compensation for Injuries and Diseases Act** (COIDA), and the **Occupational Health and Safety Act** (Act No.130 of 1993).

### **13. EPWP INCENTIVES**

The Municipal Manager shall 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 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.

### **14. SCM PROCESSES**

The legislations and policies governing municipal sector procurement must be adhered to in the implementation of EPWP within the Municipality. **The Municipal Finance Management Act** (Act No 56 of 2003) and the GTM procurement policies must apply, unless where The National Treasury has granted the permission to deviate from the prescribed SCM processes.

### **15. KEY PERFORMANCE INDICATORS (KPIs)**

The following KPI's are applicable to the implementation of all projects which form part of the EPWP:

#### **15.1 EMPLOYMENT OPPORTUNITIES**

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

#### **15.2 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.

### **15.3 PROJECT BUDGETS**

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

### **15.4 PERSON-TRAINING DAYS**

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

### **15.5 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.

### **15.6 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.

### **15.7 PROJECT TASK RATES**

Task and time rates will have to comply with the terms of the Ministerial Determination which is currently a minimum of **R92,31** per day. To ensure compliance with the general requirements of the EPWP and specific requirements of any of the grants such as the MIG, INEP, Equitable shares, the municipalities have to record, monitor, evaluate and report on the KPIs in a standard and uniform manner.

Greater Tzaneen Municipality will pay minimum wage of **R170** per day/person for all EPWP infrastructure projects for 2020/21 financial year. Community Liaison officer (CLO) will be paid a minimum monthly salary of **R4800** for both internal and external EPWP projects as long as they are implemented within GTM area.

Safety Representatives for projects will be appointed from the wards where projects are implemented and will be paid minimum **R4000** per month for 2020/2021 financial year.

EPWP programme implemented with EPWP Incentive Grant and own funding, litter pickers will be paid **R150** per/person and Team Leaders will be paid **R170** per day for 2020/2021 financial year.

## **16. FUNDING MECHANISMS**

The Community Works Programme (CWP), EPWP Incentive Grant, the municipality's own budget, as well as funding from National and Provincial Departments, shall be used in the implementation of EPWP projects within the Municipality.

## **17. INTEGRATED DEVELOPMENT PLAN**

The **Municipal Systems Act** (Act No. 32 of 2000) promotes the development of an Integrated Development Plan (IDP) as a key strategic planning document, guiding and informing all planning and development activities in Tzaneen Municipality.

Currently the EPWP forms part of the programmes and projects in Chapter 4 of the IDP that deals with poverty eradication, rural development, economic development and job creation. Articulated in the IDP are, amongst others, the following key challenges:

- Low economic growth and unemployment;
- Poor access to basic household services;
- High levels of poverty;
- Low levels of literacy and skills development; and
- Exposure to unacceptable high level of crime and risk.

## **18. REPORTING PROCESS**

The Municipality must adhere to the EPWP M& E reporting process by ensuring the

Following:

- Recording of the data at the project level using provided templates;
- Data Capturers to capture all beneficiaries on the EPWPRS for reporting purposes.
- Verifying that the information/data is correct;
- Capturing the project data on the EPWP Reporting System on a monthly basis
- The Municipality must submit Quarterly and Annual Report on EPWP Incentive Grant expenditure to the Department of Public Works.

## **19. AUDIT**

The following documents must be submitted by Contractor/Consultants and be kept in the EPWP office for Audit purpose:

- Proof of COIDA for all projects (Once Off)
- Safety file (Once Off)
- Proof of UIF for all beneficiaries (Once off)
- Contracts of beneficiaries (Once Off)
- Timesheets for beneficiaries (Monthly)
- Payment register (Monthly)
- Proof of payment (Monthly)
- EPWP report (Monthly)

## **20. ENDORSEMENT OF THE POLICY**

The Policy must be endorsed by the Council to ensure that it is binding and everybody complies.

## **21. MONITORING OF THE POLICY**

The Director Engineering Services as the Champion will provide a quarterly report to the Council on the implementation and monitoring of this Policy.

## **22. FREQUENCY OF MEETINGS**

The EPWP Steering Committee: The committee will meet at a minimum four times a year with at least one meeting in each quarter.

The committee will meet also hold special meetings as and when it is required.

## **23. REVIEW OF THE POLICY**

The Policy will be reviewed annually