

2016 / 2017



EXPANDED PUBLIC WORKS PROGRAMME



ADDENDUM TO SIYATHEMBA LOCAL MUNICIPALITY - EPWP PHASE III POLICY



Map of Northern Cape with Siyathemba highlighted

1. GLOSSARY OF TERMS / DEFINITIONS

The following terms are used throughout this document:

Term	Definition
EPWP	The EPWP is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income as well as develop their community and country.
EPWP Target group	Poor and unemployed people willing and able to take up the offered work at the agreed wage rate.
EPWP participant	A person employed to work in an EPWP project under the Code of Good Practice for Expanded Public Works Programmes.
Implementing Agent(s)	An individual or legal entity contracted authorized to act on behalf of the sector department, by implementing projects and executing related transactions on their behalf.
Labour Intensity	Labour intensity refers to the expenditure on wages expressed at a percentage of total project expenditure. Labour intensity is an indicator of the project expenditure that is injected into the community in the form of wages.
Monitoring	Monitoring is a process that involves measuring and tracking progress according to the planned situation including; inputs, resources, completion of activities, costs, timeframes, etc.
Ministerial Determination	The Ministerial Determination applies to all employers and employees engaged in Expanded Public Works Programmes gazetted by the Minister of Labour and amended from time to time.
Project	An undertaking to create a unique product or service. It has a defined start and end point and specific objectives that, when attained, signify completion. In implementing EPWP, public bodies should select projects based on their potential to create work opportunities for poor and unemployed people without displacing existing workers.
Programme	A programme is a group of related projects managed in a coordinated way to obtain benefits not available from managing the

	projects individually.
Public body	Any institution of government administration at national, provincial or local government sphere as well as any other functionary or institution exercising a power or performing a duty in terms of the Constitution. However, a public body may appoint an implementing agent that is either an individual or legal entity contracted and authorised to act on its behalf implementing under the rules and conditions provided by the public body.
EPWP Reporting	Refers to the process of collecting project data in a defined (by National Department of Public Works) format and capturing in the EPWP Reporting System according to defined timeframes
Work opportunity	Paid work created for an individual on an EPWP project for any period of time. The same person can be employed on different projects and each period of employment will be counted as a work opportunity.

ABBREVIATIONS

Abbreviation	Full Name
CWP	Community Work Programme
DPW	Department of Public Works
E&Cs	Environment and Culture Sector
EPWP	Expanded Public Works Programme
FETs	Further Education and Training
FTE(s)	Full Time Equivalent Job(s)
M&E	Monitoring and Evaluation
NDP	National Development Plan
NGP	New Growth Path
NSF	National Skills Fund
PEPs	Public Employment Programmes
PWD	People With Disabilities
SETAs	Sector Education and Training Authorities
WOs	Work Opportunities

2. INTRODUCTION

2.1 EPWP Phase 3

In November 2013, Cabinet approved the implementation of EPWP Phase 3 for another 5-year period (2014/15-2018/19), with increased targets and more focused and specific objectives, which include amongst other things:

- The increased focus on community-driven programmes such as the CWP, which through the transfer of wages will provide an economic stimulus,, target the poorest areas and consolidate and strengthen markets in marginalised local economies. These types of programmes will broaden the development impact.
- The introduction of a set four of (4) core principles to improve compliance to the EPWP guidelines in terms of minimum wages and conditions of employment, selection of EPWP workers, provision of public goods and services as well as adherence to a minimum level of labour intensity. This will assist in creating synergy for the broader development impact and multipliers from PEPs.
- Fostering synergy and convergence amongst sectors and intra/inter-sectoral collaboration.
- Systematic approach in the measuring impact to be included in the design of the sector programmes, with an explicit intention to strengthen their development impacts and multipliers.
- Strengthening the ability of public bodies to identify and provide quality assets and services that have transformative impacts on community development.
- Training interventions to be specific to the operational needs of the different sectors. Collaborations with FET Institutions and SETAs to be enhanced to work towards accredited training.
- Enterprise development interventions to be limited to sub-programmes that use small and medium enterprises in the delivery of services and assets.

The objective of EPWP Phase 3 is “***To provide work opportunities and income support to poor and unemployed people through the labour-intensive delivery of public and community assets and services, thereby contributing to development.***”

This focused mandate of the EPWP Phase 3, emphasises the three main outputs, namely employment creation, income support, and the development of community assets and the provision of services, delivered on a consistent basis at the required quality creates the platform to enable broader development impacts. The injection of income in communities, participation of beneficiaries and utilisation of assets will enhance the livelihoods and local economic development.

3. AMENDMENTS TO BE MADE ON THE EXISTING EPWP MUNICIPAL POLICY.

In light of the above, the following amendments to the EPWP Municipal Policy are proposed and the Municipality commits to implement these priorities and creates an enabling environment to achieve these targets for PWP Phase 3 in line with this Policy:

3.1 Introduction and monitoring of the four (4) EPWP Universal Principles

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

While some of these are not necessarily new but in EPWP Phase 3 are made much more explicit, are constantly monitored and that specific measures are taken to ensure adherence, such as exclusion of EPWP reports when projects that do not comply to these criteria. The Municipality will take all possible steps to ensure that the four (4) EPWP Universal Principles are adhered to in all the projects it implements.

The following universal Principles are introduced:

UNIVERSAL EPWP PRINCIPLES

Principle	Explanation
1. Adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination	The EPWP Ministerial determination of 2012 sets out a minimum wage for the EPWP and the EPWP must seek to achieve full compliance with this determination. There is currently substantial non-compliance with the minimum wage.
2. Selection of workers based on (a) A clearly defined process and (b) A defined criteria	The selection of each worker should be done on a clear set of criteria to minimize patronage and abuse during selection. The selection should also happen in accordance with clear transparent and fair procedures.
3. Work provides or enhances public goods or community services	The work output of each EPWP project should contribute to enhancing public goods or community services.
4. Minimum labour intensity appropriate to sector	A minimum labour-intensity benchmark appropriate to each sector should be set as sectors differ too much to apply a common standard across all sectors. Furthermore programmes within each sector would also be encouraged to set their own benchmarks.

3.2 Convergence and contributing to sustainable livelihood

As the EPWP keeps growing both in terms of overall scale and the number of sub-programmes, to avoid duplication and overlaps the Municipality will strengthen collaboration and synergy with other public bodies. Improve complementarity and convergence, whereby programmes rather collaborate with each other and build on each other's strengths in order to increase their overall impact.

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

3.3 New targets

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

Financial Year	Work opportunities (WOs)	Full Time Equivalents (FTEs)
2014/15	78	21
2015/16	89	25
2016/17	107	30
2017/18	128	38
2018/19	139	42
Total	541	156

3.4 Demographic Targets

In line with the EPWP Phase 3 and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55 per cent; women 55 per cent and people with disabilities is 2 per cent. The designated target for youth increased from 40 per cent in EPWP Phase 2 to 55% in EPWP Phase 3. All the Municipal projects will strive to meet and where possible exceed these targets.

3.5 Focused Reporting

EPWP Phase 3 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:

- 3.5.1 **Work opportunities created** – these are traditional numbers of work opportunities that have been reported through the programme.
- 3.5.2 **Assets created** – using the identified unit of measure (e.g. hectares of land cleared, kilometres of road constructed, etc.) given by the EPWP relevant sector to report the asset created.
- 3.5.3 **Service rendered/delivered** – reporting of service rendered and its impact is critical for EPWP Phase 3. The Municipality will also provide the report on the service rendered and the impact to participants and beneficiaries.

3.6 Quarterly and annual report on incentive projects

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

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

- i. Prioritise accredited project based training including skills programme, artisan development interventions and Learnerships.
- ii. Set aside budget for training to augment the limited external funds
- iii. Report all training interventions to the EPWP system irrespective of whether internal or external funded.

3.8 In line with the Cabinet Approval for the EPWP Phase 3 proposal, the Municipality will further mainstream the implementation of the programme through having a dedicated capacity to monitor the implementation and reporting of the programme and improve convergence within the Municipality.

4. Endorsement of the Policy

The amendment to the EPWP Municipality is endorsed by the Council and all Departments and Units of the Municipality including entities shall comply with the Policy and its amendments.

5. Monitoring of the Policy

The appointed Municipal EPWP Champion will provide a quarterly report to the Council on the implementation and monitoring of this Policy.

6. Review of the Policy

The Policy shall be endorsed by the Council to ensure that it is binding and everybody complies and may be reviewed on an annual basis or, as and when required.

7. Adoption of this Municipal EPWP Policy Addendum – EPWP Phase 3

This EPWP Phase 3 Addendum to the existing Municipal EPWP Policy has been adopted by Council at their Meeting held on the 31st of May 2016 as per Council Resolution No

MUNICIPAL MANAGER:

NAME

SIGNATURE

DATE

