



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA



EXPANDED PUBLIC WORKS PROGRAMME

UTHUKELA DISTRICT MUNICIPALITY

**UThukela District Municipality
Expanded Public Works Programme
(EPWP) Policy**

Contents

LIST OF ABBREVIATIONS	3
GLOSSARY OF TERMS / DEFINITIONS	4
INTRODUCTION	6
VISION	ERROR! BOOKMARK NOT DEFINED.
MISSION	ERROR! BOOKMARK NOT DEFINED.
EPWP OBJECTIVES	7
EXPANDED PUBLIC WORKS PROGRAMME (EPWP) LEGISLATIVE FRAMEWORK	7
OVERVIEW OF EPWP	8
EPWP INSTITUTIONAL ARRANGEMENT	8
Roles and Responsibilities	9
Political Champion: The Mayor	9
Administrative Champion: The Municipal Manager	9
Sector Coordination and Departmental Responsibilities	9
Epwp Steering Committee	11
Responsibilities of the Epwp Steering Committee	11
The Management Plan includes the outputs for each sector and will be used to:	11
FIGURE 2: OVERALL COORDINATION OF EPWP WITHIN UTHUKELA DISTRICT MUNICIPALITY	13
RECRUITMENT, PROJECT DESIGN AND SELECTION	13
EPWP SECTORS	14
SECTOR CLASSIFICATION AND COORDINATION	15

EPWP SUPPORT PROGRAMMES	15
TRAINING:	16
ENTERPRISE DEVELOPMENT:	16
COMMUNICATION AND BRANDING	16
EPWP INCENTIVES	16
SUPPLY CHAIN MANAGEMENT (SCM) PROCESSES	17
OVERALL COORDINATION	17
TARGETS	18
Table1: UThukela District Municipality EPWP Phase 3 targets.	18
TRAINING REQUIREMENTS	18
Training of Beneficiaries	18
Consultants And Contractors	18
Table 2: Training Requirements for Private Sector Consultants	19
Table 3: Training Requirements for Private Sector Contractors	19
TARGET GROUPS AND BENEFICIARIES RECRUITMENT	19
EPWP beneficiaries must be:	19
CONDITIONS OF EMPLOYMENT	19
PROGRAMME PERFORMANCE INDICATORS (PPIS)	20
BRANDING	21
IDP	21
REPORTING	21
COMPLIANCE (ENDORSEMENT AND SUBMISSION OF POLICY)	21
REVIEW OF THE POLICY	21

LIST OF ABBREVIATIONS

CAPEX	Capital Expenditure
CETA	Construction Education and Training Authority
CI	Corporate Identity
COIDA	Compensation of Injuries and Diseases Act
DoL	Department of Labour
DORA	Division of Revenue Act
DPW	Department of Public Works
DSC	District Steering Committee
ED	Enterprise Development
EPWP	Expanded Public Works Programme
IDP	Integrated Development Plan
KPI	Key Performance Indicators
MEC	Member of the Executive Committee
MFMA	Municipal Finance Management Act
MINMEC	Minister and Members of Executive Committee of Public Works
MM	Municipal Manager
MMC	Member of the Mayoral Committee
NCC	National Coordination Committee
NSC	National Steering Committee
OHSA	Occupation Health and Safety Act
PFMA	Public Finance Management Act
PSC	Project Steering Committee
SAQA	South African Qualifications Authority
SCM	Supply Chain Management
SETA	Sector Education and Training Authority
SMME	Small Micro to Medium Enterprises
UIF	Unemployment Insurance Fund

GLOSSARY OF TERMS / DEFINITIONS

- *EPWP - The 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 Project*

A project implemented using EPWP principles and guidelines

- *EPWP Worker/Beneficiary*

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

- *Labour-intensive work methods*

Labour – intensive work methods are the 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)

- *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.

- *Project wage rate*

Minimum Daily Wage Rate (whether task-rated or time rated) per individual project

- *Work Opportunity*

Paid work created for an individual on any EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programme i.e. social sector projects, Learnerships. The same person can be employed on different projects and each period of employment will be counted as a job opportunity.

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

Full Time Equivalent means 230 person days of work (i.e. 365 days less 104 weekend days, less 10 public holidays and less 21 annual leave days but inclusive of paid sick leave created by an EPWP project or programme within a financial year. Full time equivalent is the same as person years of work. Measure of number of full years of employment (230 days of work per year) created through the work opportunities.

- *By hand*

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

- *Administrative Champion*

An official responsible for advocating and providing leadership and administrative support to EPWP in the municipality, and represents his or her directorate or department in the EPWP Steering Committee

- *Capital Expenditure (CAPEX)*

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

- *Cash flow*

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

- *Community Liaison Officer (CLO)*

The CLO is a member of the targeted community. The CLO is selected either by the Project Steering Committee (PSC) and is subsequently contracted by the contractor to provide social facilitation services. The CLO will be the link between the community and the project.

- *Demographic Characteristics of Workers*

The number of workers that fall within the following categories must be recorded:

- Youth (16 –35 years of age)
- Women
- People with disabilities(2%)

- *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.

- *Project Budget*

The project budget is the price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project.

- *Project Wage*

Minimum Daily Wage Rate (whether task-rated or time rated) paid per beneficiary and as determined by the Municipality. The minimum daily rate cannot be less than the minimum wage rate as specified in the Ministerial Determination for EPWP.

- *Task-rated worker*

Means worker in which a worker is paid a fix rate for performing a task.

- *Time-rated worker*

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

INTRODUCTION

Job creation and skills development remain key priorities of the South African Government. The Expanded Public Works Programme (EPWP) is a Cabinet endorsed Programme aimed at creating 6 million work opportunities by 2019. 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 (DPW).

The Programme is implemented in the context of strategic Government initiatives which includes the New Growth Path (NGP). The 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.

The EPWP Infrastructure projects will be funded through the Municipal Infrastructure Grant allocated to municipalities through Treasury through CoGTA. The Office of the Municipal Manager shall through Executive Director: Corporate Governance, be responsible for coordinating and supporting the implementation of the Extended Public Works Programme (EPWP).

MISSION

The Municipal Vision for EPWP is in line with the broader vision of the National Department of Public Works, of creating 6 million job opportunities by 2019. It is the intention of the Municipality to make a meaningful contribution to this goal. UThukela District Municipality excels at providing quality services for all, facilitating partnerships and creating an enabling environment for sustainable development"

VISION

UThukela District Municipality aims to provide quality drinking water and access to sanitation. Create an enabling environment for social and economic development. Ensure community participation and

coordinate public and private players and managing/implementing EPWP projects/programmes which are being championed by the Department of Public Works. In pursuance of this objective the Municipality will endeavour to:

Contribute to the national goals of job creation and poverty alleviation through programme management, initiating, leading and directing of public works programmes in line with the Expanded Public Works Programme (EPWP).

EPWP OBJECTIVES

The EPWP has been implemented only on infrastructure and Social Sector projects within the Technical Services and Corporate Services Department. The municipality is slowly familiarising itself with the programme as the environmental sector needs to be covered as well.

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 and transfer of wages. Although the Programme has been introduced at a small scale within the Municipality, it has the potential to follow suit in terms of the achievements of several comparable municipalities by addressing the following:

- Capacity in terms of designing projects labour-intensively.
- Institutionalization of EPWP within the Municipality
- Capacity in terms of reporting.
- Dedicated coordination capacity within the Municipality.
- Achievement of longer duration of work opportunities to produce more FTEs.

For the EPWP to be effective the Programme needs to be incorporated in all activities of the Municipality. This will require that every project as per the IDP will promote EPWP principles and re-structure project activities to facilitate and create greater employment opportunities per unit of expenditure, where possible. 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.

EXPANDED PUBLIC WORKS PROGRAMME (EPWP) Legislative Framework

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

- The Constitution of South Africa (Act 108 of 1996);
- The Integrated Development Plan (2012 – 2017);
- Municipal Finance Management Act (Act 56 of 2003);
- Division of Revenue Act (2013);
- The Municipal Systems Act (Act 32 of 2000) (as amended);
- 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;
- 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); and
- National Development Plan 2011

OVERVIEW OF EPWP

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating 6 million work opportunities by 2019. The Programme is implemented by all spheres of government, across four defined sectors, namely, Infrastructure, Social, Environment/Culture and Non-state sectors. The Programme is coordinated by the National Department of Public Works (DPW), with the Department of Co operative Governance and Traditional Affairs (COGTA) acting as the facilitator, as mandated by Cabinet.

EPWP INSTITUTIONAL ARRANGEMENT

EPWP cuts across all the Departments and Units of the Municipality. Each Department will make a systematic effort to target the unskilled and unemployed and develop a plan to utilize 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 marginalized pool of unemployed people.

Roles and Responsibilities

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 leadership and direction on the implementation of the EPWP in the municipality. The Mayor will appoint a champion and lead the EPWP in the Municipality. The appointed champion will also ensure that EPWP is aligned with IDPs and key policies and programmes of the municipality.

Administrative Champion: The Municipal Manager

The Municipal Manager (MM) will appoint the General Managers and/or delegate functions of the overall coordination of EPWP to a particular Unit and ensure that all the General Managers have EPWP as an item in their performance contracts/agreements. The appointed/delegated General Managers will ensure that the EPWP is incorporated in the development plan of the Municipality and also ensure that the Municipal departments incorporate EPWP FTE targets into their programme plans. The appointed/delegated General Managers will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilize departments within the Municipality to meet their targets.

Sector Coordination and Departmental Responsibilities

The Municipal Manager appointed coordinators, at a General Managers level, per sector, namely

- **Infrastructure Sector:** to be led by the General Manager: Technical Services.
- **Environment and LED Sector:** to be led by the Manager: Local Economic Development & Planning
- **Social, Non State Sectors and Culture:** to be led by the General Manager: Community Services.
- **Cross cutting support:** to be led by the Chief Financial Officer

The appointed Sector Coordinators are responsible for:

- Designing EPWP relevant projects and incorporated EPWP principles into the contracts;
- Reporting monthly, as per the template provided by the Office of the General Manager: Corporate Services
- Ensuring that appointed contractor adheres to required EPWP specified conditions in the contracts;

- Liaising with the Sector Lead Departments Provincially and Nationally;
- Keeping abreast with sector specific developments;
- Liaising and representing the uMshwathi Municipality on the relevant provincial EPWP Committees;
- Disseminating sector specific information to the dedicated EPWP Coordinators identified by each of the Departments.
- Sector Coordinators are also responsible for programmes design, implementation and reporting on EPWP System; and
- Monitor, evaluate and report on sector specific Key Performance Indicators (KPIs) to the Municipal Manager.

The Sector Coordinators will engage all Departments within the Municipality. The Departments are expected to contribute to sector specific objectives and targets by:

- Appointing dedicated EPWP “Co-ordinators”;
- Selecting suitable projects for inclusion in the uMshwathi Municipality’s EPWP Implementation Plan;
- Participating in setting uniform task or daily rates for beneficiaries to be employed on labour intensive projects;
- Identifying projects which are suitable for inclusion in the Emnambithi/Ladysmith Municipality’s 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.
- Facilitating and arranging appropriate awareness campaigns among local communities to illustrate the benefits of labour-intensive methods in projects implementation;
- Ensuring that all the projects of their Departments are compliant to the Department of Labour’s legislations and the Ministerial Determination on Expanded Public Works Programme.

All Departments will have the responsibility of implementing EPWP and hence all Departmental Heads will have EPWP Targets in their Implementation Plans and Performance Contracts, which will be cascaded down to officials of the departments.

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 will be chaired by the General Manager: Water Service Authority. This Committee is constituted as follows:

- General Manager: Technical Services.
- General Manager: Water Service Authority
- General Manager: Corporate Services
- Chief Financial Officer

Responsibilities of the Epwp Steering Committee

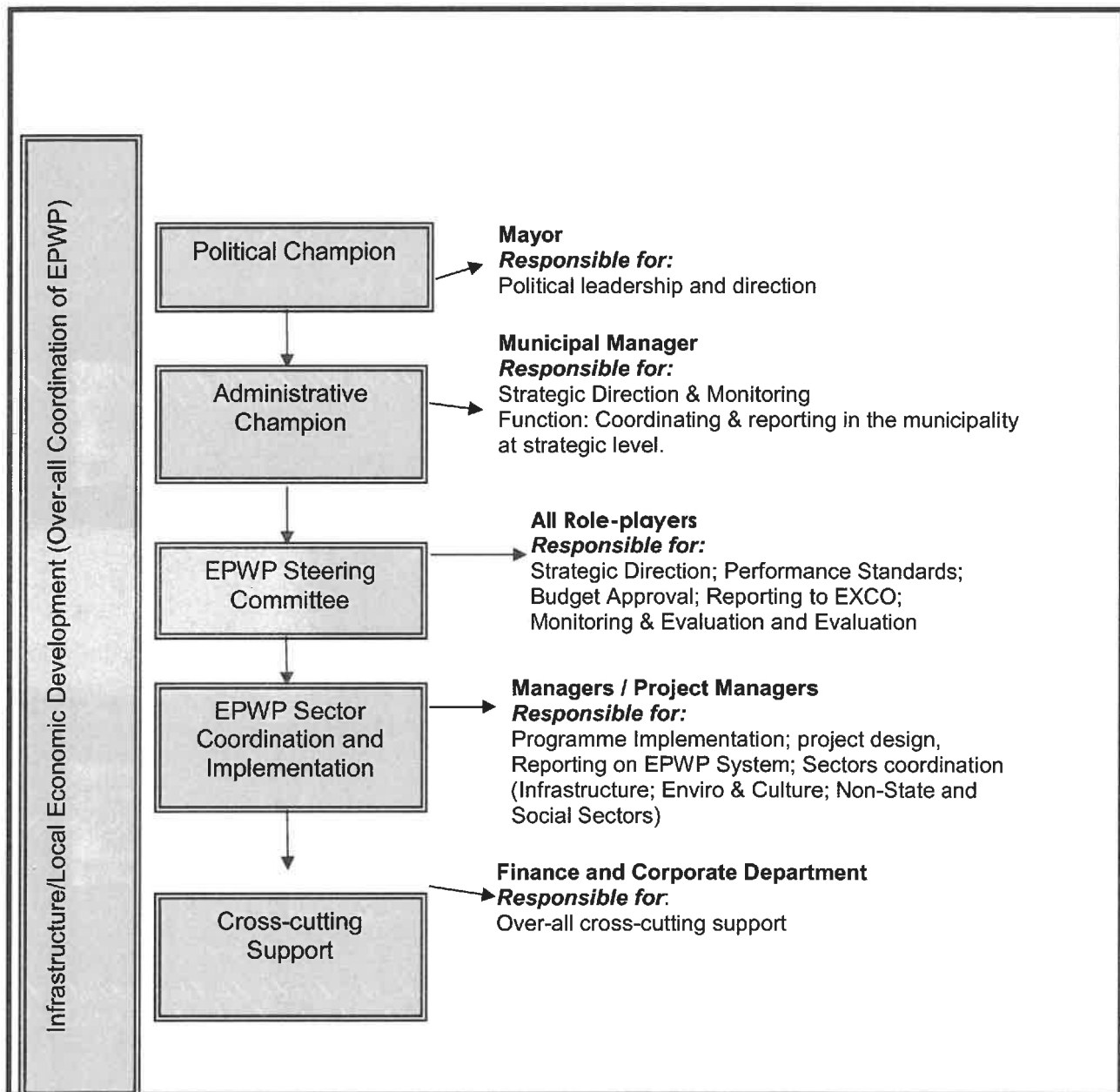
The responsibility of the Steering Committee is to:

- Coordinate the overall municipal-wide coordination of EPWP and related issues;
- Review of the Municipality's EPWP Policy;
- Set EPWP targets for each department and Sectors;
- Create an enabling climate for the successful implementation of EPWP in Uthukela District Municipality;
- Report to the Management Meeting;
- Monitor and Evaluate the Programme;
- Set Performance Standards; and
- Compile an 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.

Figure 2: Overall coordination of EPWP within UThukela District Municipality



RECRUITMENT, PROJECT DESIGN AND SELECTION

- *Project identification*

Projects that are feasible to be delivered using labour intensive methods should be identified

- *Project Design*

The design should optimize the use of locally produced resources. Certain specific clauses related to the use of labour intensive methods should be incorporated into tender/ contract documents under 'Special condition of contracts', 'Specifications' and 'Schedule of quantities' (for the Infrastructure Sector, this is outlined in the Guidelines for Implementation of Labour Intensive Infrastructure Projects under EPWP).

- *Targets Groups*

The EPWP target group is unemployed and unskilled persons EPWP target groups are women (55%) youth (55%) and persons with disabilities (2%). These will be attained by:

(List the strategies to be employed to achieve the above):

- *Recruitment of Beneficiaries*

The recruitment of Beneficiaries should be driven by the Municipality, with support from the Provincial Coordinating Department within the Province or the sector lead Department within the Province. Municipalities may use of unemployment databases/indigent databases. Social Facilitation (rationale) and EPWP beneficiaries must be:

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

- *Conditions of Employment*

EPWP beneficiaries are employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. Ensure full compliance with labour legislation such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA).

EPWP SECTORS

EPWP sector initiatives to be implemented by the municipality are as follows:

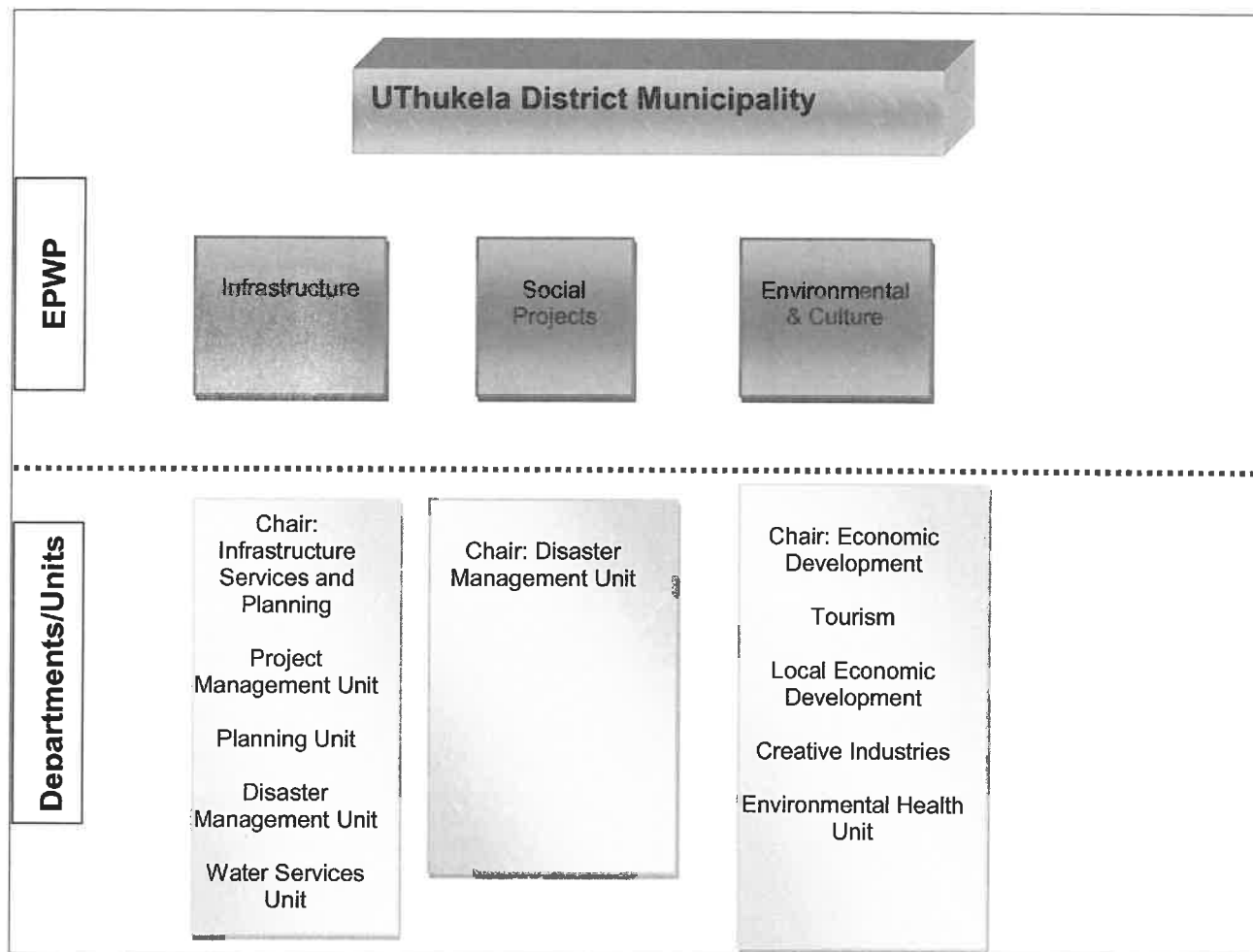
- Infrastructure Sector
- Environment and Culture Sector

- Social Sector

SECTOR CLASSIFICATION AND COORDINATION

Various Departments are grouped according to EPWP Sectors in line with their core businesses as depicted in figure 2 below.

Figure 2: Departments - Sector Classification



EPWP SUPPORT PROGRAMMES

EPWP programmes in the different Sectors will include the following:

TRAINING:

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

The training provided will depend on the type of projects implemented and may vary from learnerships, skills programmes to artisan development programmes. The municipality will optimise on various funding pockets for training including the National Skills Fund (NSF) and the training of municipal officials on Labour Intensive methods will be prioritised to ensure that the municipal projects are designed and implemented labour intensively. Municipal Funding will also be utilised to support training.

ENTERPRISE DEVELOPMENT:

This refers to any form of intervention aimed 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 capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives. It will also maximise the percentage of the annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.

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 NDPW. On annual bases, the Municipality may submit entries for the Kamoso Awards hosted by both National and Provincial Departments of Public Works.

EPWP INCENTIVES

Taking the eligibility criteria into account, the Municipal Manager 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 public sector procurement will be adhered to in the implementation of EPWP within the municipality. 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.

OVERALL COORDINATION

The Municipality will form the EPWP Steering Committee to be responsible for the strategic direction and coordination of EPWP. The Steering Committee will be chaired by the appointed/delegated General Manager. This Committee is constituted as follows:

- A representative from the Corporate Service Unit;
- Champions from Departments;
- Infrastructure Coordinator
- Environment Coordinator
- Social Coordinator

The EPWP Steering Committee will be responsible for;

- Overall coordination of EPWP related issues.
- Regular reviews (annually) of the municipal's EPWP policy.
- Setting overall EPWP targets.
- Creating an enabling climate for the successful implementation of EPWP.
- Compiling an EPWP Management Plan.

The Management Plan includes the outputs of the planning associated with each of the sectors to form a consistent and coherent document. Without a Management Plan control is impossible. The Management Plan is 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.

The overall monitoring, evaluation and reporting of the adopted Programme Performance Indicators (PPIs), and reporting to the Council.

TARGETS

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

Table1: UThukela District Municipality EPWP Phase 3 targets.

Financial Year	Work opportunities (WO)	Full Time Equivalents (FTEs)
2014/15	1227	402
2015/16	1546	507
2016/17	1894	621
2017/18	2370	777
2018/19	2652	871
Total	9689	3178

TRAINING REQUIREMENTS

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.

Consultants And Contractors

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

Table 2: Training Requirements for Private Sector Consultants

	POSITION	NQF	UNIT STANDARD TITLE
1	Person responsible for the design and documentation	7	Development and promote labour intensive construction strategies
2	Person responsible for contract administration	5	Manage labour-intensive construction projects

Table 3: Training Requirements for Private Sector Contractors

	POSITION	NQF	UNIT STANDARD TITLE
1	Site Agent / Site Manager	5	Manage labour-intensive construction projects

TARGET GROUPS AND BENEFICIARIES RECRUITMENT

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries. Women (55%); youth (55%) and persons with 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;
- Residents of designated area where project is being implemented;
- Persons from indigent households; and
- Households with no income and priority given to one individual per household.

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.

PROGRAMME PERFORMANCE INDICATORS (PPIs)

The following PPis are applicable to the implementation of all projects which form part of the EPWP;

- *Work Opportunities*

Opportunity to work provided to targeted individual for any period of time. Quality of WO is measured by duration and level of income and regularity of employment.

- *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.

- *Project Budgets*

The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, environment and social.

- *Person-Training Days*

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

- *Demographics*

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the 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. The expenditure injected into the community through wages being paid to communities. Consider the percentage of project expenditure that was paid in wages.

- *Project Daily Rates*

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

To ensure compliance with the general requirements of the EPWP and specific requirements of any of the conditional grants such as the MIG, the departments will have to record, monitor, evaluate and report on the PPIs in a standard and uniform manner.

Branding

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

IDP

Municipal 2016/2017 IDP captures all EPWP registered projects and EPWP programme is acknowledged as a strategic tool to lessen unemployment frustrations.

REPORTING

There will be continuous reporting using EPWP reporting tools. There will also be a periodical feedback sessions with Department of Public Works officials.

COMPLIANCE (ENDORSEMENT AND SUBMISSION OF POLICY)

The policy will be signed off through Council endorsement.

REVIEW OF THE POLICY

The policy will be reviewed as and when necessary.



SN KUNENE
MUNICIPAL MANAGER

12/06/17

DATE