**Chapter 11**

**LOCAL ECONOMIC DEVELOPMENT**

**11.3. EPWP FLAGSHIP POLICY**

**11.3.1. PURPOSE OF THE EPWP FLAGSHIP POLICY**

The Policy intends to clarify and regulate the processes that must be followed when implementing the EPWP flagship programme coordinated and facilitated by the Department. This Policy intends to achieve the following objectives:

(1) Guide implementing agents and the Department on principles, objectives and conditions governing funding and implementation of the EPWP flagship programme;

(2) Support creation of employment opportunities within Municipalities in the Infrastructure, Social, Environment and Culture Sectors;

(3) Provide an enabling environment for the increased management and effective implementation of the EPWP flagship programme; and

(4) Enable timeous and adequate budget allocation towards the implementation of the programme.

**11.3.2 LEGISLATIVE MANDATE**

The Policy complies with the following legislative and policy prescripts:

(a) the Constitution of the Republic of South Africa, 1996;

(b) the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);

I the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 180 of 1993);

(d) the Division of Revenue Act, 2017;

I the Employment Equity Act, 1995 (Act No. 55 of 1995);

(f) the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005);

(g) the Labour Relations Act, 1995 (Act No. 66 of 1995);

(h) the Local Government: Municipal Demarcation Act, 2002 (Act No. 51 of 2002);

(i) the National Framework for Local Economic Development, 2006;

(j) the National Development Plan 2030;

(k) the National Environmental Management Waste Act, 2008 (Act No. 59 of 2008);

(l) the National Environmental Management: Air Quality Act, 2004 (act No. 39 of 2004);

(m) the Occupational Health and Safety Act, 2004 (Act No. 61 of 2004);

(n) the Skills Development Act, 1998 (Act No. 97 of 1998); and

(o) the Unemployment Insurance Act, 2001 (Act No. 63 of 2001)

**11.3.3. APPLICATION**

The Policy guides the Department in the implementation of the Expanded Public Work Programme flagship programmes at the beneficiary Municipalities as coordinated by the NDPW.

**11.3.3.1 EPWP SECTORS AND PROGRAMMES**

The Expanded Public Works Programme consists of four different sectors: infrastructure, environment and culture, social and non-state sectors. All flagship sub-programme falls under the environment and culture sector.

The environment and culture sector programmes–

(a) Are constituted but not limited to the following flagship projects :

(i) waste management;

(ii) Beadwork; and

(iii) Food security;

(b) Aim to build South Africa’s natural, social and cultural heritage, to create both medium and long-term work and social benefits by–

(i) Creating work opportunities for the unemployed youth, women and people living with disabilities;

(ii) Maintaining Municipal waste management assets to extend the lifespan of the said assets;

(iii) Improving and maintaining public open spaces;

(iv) Revamping and maintaining museums and heritage sites;

(v) Facilitating the improved management of our environment and waste;

(vi) Instilling a sense of community ownership, pride and responsibility;

(vii) Securing a habitable living environment, hence contributing towards a long term sustainability of affected residential areas; and

(viii) Enhancing community and political stability by continuously providing satisfactory services to the communities.

**11.3.3.2. EPWP INSTITUTIONAL ARRANGEMENT**

**(1) The Minister of the NDPW as mandated by Cabinet, champions the EPWP, and must–**

(a) provide leadership on the policy, design and implementation of the EPWP;

(b) report to the Cabinet and to the IMC-PEP on progress in implementing the EPWP and achieving the EPWP targets;

(c) mobilise political leadership at national, provincial and local spheres to ensure the effective implementation of the EPWP in these spheres;

(d) ensure that the NDPW receives the necessary resources to enable it to provide technical support to participating public bodies; and

(e) monitor the implementation, and evaluate the impact, of the EPWP.

(**2)(a) The Deputy Director-General responsible for the EPWP in the NDPW, is the Technical Champion of the EPWP, and has the responsibility to–**

(i) provide guidelines and frameworks on the implementation EPWP in general and sector programmes specifically;

(ii) create EPWP coordination mechanisms that link to structures in all spheres of Government;

(iii) coordinate and support the implementation of the EPWP;

(iv) develop the funding frameworks, conditions and mechanisms for the EPWP;

(v) advise and report to the Minister on all aspects of the EPWP; and

(vi) provide technical support to participating Municipalities.

(b) The Technical Secretariat of the IMC-PEP is responsible for coordination and ensuring buy-in for the implementation of the EPWP across all spheres of Government and state-owned entities.

**(3) The National Coordinator: Technical Level, champions the EPWP in the sector and must–**

(a) liaise with other Departments and stakeholders in the sector;

(b) produce a sectoral plan in consultation with other Public Bodies in the sector to–

(i) identify areas for expansion of EPWP approaches;

(ii) set targets for expansion;

(iii) describe how the expansion is going to be achieved;

(iv) facilitate the meeting of common needs in the sector by developing sectoral guidelines, sectoral training and qualifications frameworks;

(v) monitor implementation against the sectoral plan; and

(vi) produce sectoral progress reports for the NDPW.

**(4) The Provincial Coordinator: Political Level in the office of the Premier must–**

(a) provide leadership and direction on the implementation of the EPWP in KZN;

(b) appoint an MEC to coordinate and lead the EPWP in KZN; and

(c) communicate the mandate to create public employment to all Members of the Provincial Executive Council.

**(5) The Departmental EPWP Coordinator, in consultation with the MEC, must ensure that–**

(a) municipalities are selected to benefit from the EPWP ;

(b) the DDG or his or her delegate reports on the status of EPWP in KZN;

(c) the Chief Director: LED develops implementation strategies in line with policy prescripts across the sectors, with the support of the DPW and the NDPW;

(d) best practices are highlighted and Municipalities are assisted to establish EPWP structures;

(e) EPWP policy discussions filter to Municipalities and provide feedback to Municipalities on challenges;

(f) EPWP is aligned to key policies and strategies in KZN;

(g) KZN is represented on key Provincial and National strategic fora regarding EPWP;

(h) technical support is provided to Municipalities;

(i) all EPWP projects are registered in a beneficiary Municipality’s Integrated Development Plan;

(j) the Memorandum of Understanding between PIA and the Department is signed;

(k) the Memorandum of Understanding, is signed between the Department and the respective Municipalities;

(l) the PSC is established; and

(m) service providers are paid timeously.

**(6) The PSC–**

(a) is composed of the following members:

(i) the Programme Manager of the Department;

(ii) the EPWP Coordinator of the Department;

(iii) a representative from the Department’s Traditional Affairs Branch;

(iv) the Project Manager from the PIA;

(v) the EPWP Municipal Champions; and

(vi) a representative from the Institution of Traditional Leadership;

(b) fulfils the following roles and responsibilities:

(i) monitors and evaluates the progress of EPWP projects implemented by the PIA;

(ii) ensures that the EPWP implementation adheres to all relevant compliance requirements;

(iii) resolves any planning, design, implementation and technical support issues related to project implementation;

(iv) provides feedback to all stakeholders and role players on compliant and non-compliant projects;

(v) ensures participation of all implementing Municipalities;

(vi) shares challenges, solutions and best practices on EPWP implementation; and

(vii) streamlines coordination and ensure that role players work in a structured and proficient manner including training; and

(c) must meet quarterly and be chaired by the DDG or his or her delegate.

(**7) DISTRICT STEERING COMMITTEE: THE ESTABLISHMENT, ROLES AND TERMS OF REFERENCE ARE CONTAINED IN ANNEXURE A.**

**11.3.3.3. GUIDING PRINCIPLES**

The following are the principles guiding the EPWP:

(a) the alignment of EPWP projects to conditions set for implementation and working functions of a beneficiary Municipality;

(b) cooperative governance and partnership to support Municipalities, without impacting on the constitutional responsibilities of local government;

(c) promoting cooperative governance and partnerships amongst the three spheres of Government;

(c) orientation towards responsive actions and achieving impact through ensuring that the programme promotes job creation and poverty alleviation in Municipalities;

(d) sustainable environment protection;

(e) poverty alleviation; and

(f) a pro-poor focus.

**11.3.3.4. KEY CHARACTERISTICS OF EPWP PROJECTS**

The key characteristics of EPWP project are to–

(a) reduce unemployment in Municipalities by employing a large numbers of local, low-skilled, unemployed persons who are willing to work and are defined as the EPWP target group;

(b) employ labour intensive principles, which must be calculated as the percentage of wages against the project costs;

(c) be service oriented, providing a service or developing an asset for the community;

(d) pay participants in line with Ministerial Determination 4: Expanded Public Works Programme, issued in accordance with the provisions of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), which annually determines the remuneration of EPWP participants;

(e) employ unemployed persons from the most vulnerable section of disadvantaged communities, with participation targets for employment of single-female headed households, women, youth, people with disabilities, people who have never worked, people who have been in long-term unemployment and households coping with HIV/AIDS;

(f) meet the proposed targets, which are 55% women, inclusive of the youth, 55% youth, inclusive of young women, and 2% people living with disability;

(g) exclude all persons below the age of 16;

(h) honour unemployment insurance contributions, as EPWP work is classified as employment in the Unemployment Insurance Act, 2001 (Act No. 63 of 2001);

(i) register all participants with the Compensation Fund as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 180 of 1993), to allow for the payment for injuries suffered while on duty; and

(j) ensure that all participants receive training to enhance their opportunities in the labour market, post participation in the EPWP.

**11.3.3.5. MUNICIPAL ELIGIBILITY CRITERIA FOR EPWP FLAGSHIP PROGRAMME**

(1) Municipalities that qualify for EPWP waste management sub-programme are those that have one of the following–

(a) un-serviced areas; due to limited capacity

(b) facilities and labour for bulk waste collection and transportation;

(c) waste disposal sites in the un-serviced areas; and

(d) waste disposal sites, on condition that the Municipality undertakes in writing, as part of the project implementation plan, to register the land fill sites or waste disposal sites within the period of the project.

(2) A Municipality and a Traditional Council may qualify for the EPWP after the Department has received, reviewed and approved a request to provide a service, and receive support for one project involving a number of un-serviced areas.

(3) The projects selected by the Municipality or the Traditional Council must have participants in the project that meet the criteria stipulated in clauses 12(1), (2) and (3) of this Policy.

(4) The MEC can exercise his/her own discretion based on the need analysis from community outreach engagements.

**11.3.3.6. EMPLOYMENT OF PARTICIPANTS AND RECRUITMENT CRITERIA**

(1) The recruitment of participants must be done by the benefitting Municipality based on its indigent register and on further assessment done in accordance with the criteria outlined in the prescribed form, provided that the following factors must also be considered:

(a) households living at or below the Lower Bound Poverty Line as indicated by the Statistics South Africa from time to time;

(b) the level of education considering that illiterate or households with low education levels, have minimal employment opportunities; and

(c) the household size versus income, as this analysis may reduce the household to below the Lower Bound Poverty Line.

(2) The recruitment criteria and preferences must comply with the following requirements:

(a) only South African citizens with valid Identity Documents may participate in the programme;

(b) only persons residing full-time in the designated service areas qualify to participate in the programme, as no transportation or travel allowance will be provided;

(c) only unemployed people from indigent households between the ages 16 and 65 years qualify to be employed in the programme;

(d) recruitment of participants must comply with EPWP equity targets;

(e) persons with disabilities qualify for employment, with the exception of disabilities that do not permit effective completion of the required physical tasks; and

(f) only one person per eligible household qualifies to participate in the programme.

(3) In addition to the criteria contemplated in clauses 12(1) and (2)–

(a) the beadwork project must–

(i) have a minimum of 5 participants who when necessary may be assisted to establish a Cooperative; and

(ii) be run by previously disadvantaged rural women who have the ability to do beadwork and other artistic work; and

(b) the participants for the food security project must have access to arable land, which has a water source close by.

(4)(a) The PIA must sign a contract of employment with each participant in the EPWP, which must be in accordance with the EPWP Special Conditions of Employment and the Code of Good Practice that govern the EPWP.

(b) The contract of employment must stipulate the period of employment in the EPWP and must comply with all legal requirements.

(5)(a) Each participant must sign a resignation form when exiting the EPWP and the PIA must maintain a record of all resignation forms, as a means of tracking attrition in the EPWP.

(b) The PIA must depose to an affidavit where the PIA has not received a formal resignation letter from a participant.

(c) The EPWP project supervisor must contact a participant who has been absent for a period of three consecutive days, before concluding that he or she has absconded or resigned.

(d) Where the EPWP project supervisor has been absent from work for a period of three consecutive days, the PIA must contact the said supervisor to establish the reasons for his or her absence.

(e) The PIA must prepare a consolidated quarterly report to the Department, which must reflect all participants who have resigned from the EPWP.

**11.3.3.7. TRAINING OF PARTICIPANTS**

(a) Each participant must undergo a compulsory pre-work training and each participant and the PIA in the waste management programme must be vaccinated within a period of 60 days of commencing work, in order to prevent or reduce the possibility of infections.

(b) As participants may leave the EPWP due to illness, pregnancy, injury, death or new work opportunities, each Municipality must have a sufficient reserve of qualified persons by training a reserve of at least 10 possible participants, in excess of the 100 usually employed.

(c) Training must be conducted in the language or languages predominantly used in the relevant area to accommodate participants who may not have command of other languages.

(d) Training material must be produced in a local language and with illustrations to assist participants who may be semi-illiterate.

(e) Training must cover–

(i) EPWP objectives and a description of EPWP as a Government programme;

(ii) health and safety matters; and

(iii) labour relations matters.

(Iv) Training of supervisors on programme procedures (SOPs)

**11.3.3.8. CODE OF GOOD CONDUCT BY EPWP STAKEHOLDERS AND PARTICIPANTS**

(1) The implementation of the EPWP must be in line with the Code of Good Practice for EPWP.

(2) The purpose of the Code of Good Practice is to:-

(a) provide good practice guidelines to all stakeholders involved in EPWP in respect of working conditions, payment and rates pay, disciplinary and grievance procedures;

(b) promote a common set of good practices and minimum standards in employment practices among the different EPWP sub-programmes;

(c) encourage optimal use of locally-based labour in EPWP;

(d) encourage a focus on targeted groups namely: women, female headed households, youth, the disabled and households coping with HIV/AIDS; and

(e) empower individuals and communities engaged in EPWP through the provision of training.

(3) In instances where fair dismissal must be practiced this must be undertaken in accordance with code of good practice for dismissal.

**11.3.3.9. PROCUREMENT OF SUPPLIES**

(a) An assessment of the required personal protective equipment and tools of trade must be undertaken and procurement made from suitable service providers.

(b) Identification of prospective service providers must first consider those within the immediate locality of the service area.

(c) Criteria for determining potential and qualifying service providers may include locality, pricing, proven capacity to deliver and financial capacity.

(d) If no qualifying or capable suppliers are available within the immediate locality of a beneficiary Municipality, a supplier may be procured from the immediate District.

(e) Service Level Agreements must be concluded with all service providers, which must clearly stipulate conditions such as delivery places, delivery dates, packaging and determinations for price fluctuation during the period of the contract.

(f) Qualifying service providers must be registered on the supplier database of both the PIA and the National Treasury Central Suppliers Database.

**11.3.3.10. PROGRAMME BRANDING**

(a) All materials purchased with EPWP funds must comply with the EPWP corporate identity manual.

(b) Colours and logos must reflect the EPWP, the Department and the beneficiary Municipality.

**11.3.3.11. PROGRAMME IMPLEMENTATION AGENT**

(1) The PIA must–

(a) be appointed by the Department for the management of the EPWP and enter into a Memorandum of Agreement with the Department, which must contain clear roles, responsibilities, funding and reporting arrangements;

(b) be a registered company or Government entity;

(c) have appropriate financial management and reporting systems that comply with the provisions of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(d) demonstrate a track record relevant to the programme to be implemented or the service required, and any new PIA must demonstrate the institutional capacity and technical skills to implement the programme or to provide the service required;

(e) serve as a representative of the Department in its engagement with beneficiary Municipalities without creating an impression that the programme is initiated or funded by the PIA, or that the PIA is contracted to a beneficiary Municipality;

(f) submit a Project Implementation Plan for approval by the Department;

(g) assume responsibilities for the appointment, management and performance monitoring of service providers;

(h) ensure that each beneficiary Municipality provides a dedicated official to coordinate programme implementation within the Municipality, who must–

(i) ensure that all administrative tasks are undertaken including EPWP reporting; and

(ii) act as the contact person of the Municipality;

(i) establish adequate monitoring tools;

(j) receive and analyse expenditure reports from the service providers;

(k) prepare and submit monthly and quarterly reports to the Department in a prescribed format;

(l) coordinate and attend programme and PSC meetings as scheduled;

(m) monitor progress of project schedules;

(n) ensure compliance with EPWP requirements and manage quality standards;

(o) manage the implementation of the programme according to the project plan;

(p) facilitate vaccination and training of EPWP participants;

(q) sign contracts of employment with participants and supervisors; and

(r) ensure that branding is compliant with the branding requirements of the EPWP.

**11.3.3.12. DISBURSEMENT OF PROGRAMME FUNDING**

(a) The Department may transfer quantified programme budgets to the appointed PIA or the beneficiary Municipality who is responsible for direct purchasing of services and supplies required for the programmes.

(b) The Department may also independently purchase services and supplies for EPWP through SCM processes.

(c) The payment of participants must be done in accordance with the prescribed process.

**11.3.3.13. EPWP EXIT STRATEGY**

(1) The EPWP is a short to medium-term intervention as it is purposed to serve as an enabling conduit for those employed within the programme to access regular employment or to develop business enterprises beyond the life of the programme.

(2) The EPWP presupposes that a participant will be employed on a temporary basis and thereafter exit the programme after obtaining training and work experience.

(3) The exit strategies that may be adopted to ensure that gains made in alleviating unemployment through the programme are not lost are–

(a) Further training of participants to continue operating as independent entities; and/or

(b) Possible absorption by the Municipality.

**11.3.3.13. DISPUTE RESOLUTION**

(1) In the event that a dispute arises between a participant and the PIA: –

(a) the PIA or the beneficiary Municipality must report the matter to the Directorate: EPWP to mediate; and

(b the matter must be submitted to the Chief Director: LED to mediate and to make relevant recommendations in the event that mediation fails

(2) When a dispute is between the PIA and a Municipality–

(a) the PIA must immediately inform the Director: EPWP of the dispute;

(b) the Director: EPWP must immediately conduct an investigation into the matter and make recommendations to the Chief Director: LED and the DDG or his or her delegate; and

(c) the matter may be referred for resolution as contemplated in the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005), and as defined under section 239 of the Constitution of the Republic of South Africa, 1996.

**11.3.3.14. MONITORING AND EVALUATION**

(a) The custodian of this Policy is the Director Deputy General, who is supported by the Chief Director: LED and the Director: EPWP in the implementation of the EPWP.

(b) This Policy must be reviewed annually and may be amended as and when necessary.

**ANNEXURE A**

Kwa-Zulu Natal Province: Terms of Reference for the Establishment of District Steering Committees (DSCs)

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1. **Background**

A resolution was taken at the National EPWP Summit of 2011, and that of 2012, that District Steering Committees (DSCs) would be established throughout the country as a mechanism for EPWP coordination at a district level. In February 2012, the National Department of Public Works produced a document titled *Institutional Arrangements Framework* which outlines the composition, roles and responsibilities of the DSCs.

1. **Current Kwa-Zulu Natal institutional arrangements context**

The province of Kwa-Zulu Natal currently has the following coordination structures for the EPWP:

* Provincial Steering Committee: (for overall provincial EPWP coordination)
* Social Sector Committee: (for overall provincial social sector coordination)
* Environment and Culture Sector Committee: (for overall provincial environment and culture sector coordination)
* Infrastructure Sector Committee: (for overall provincial infrastructure sector coordination)
* Non-State Sector Programme Management Team: (for the coordination of the Non-profit organizations’ component of the Non-state sector programme)
* Training Committee: (to coordinate EPWP training within the province)
* Community Work Programme Steering Committee: (to coordinate the area-based component of the Non-state sector programme), and
* Food for Waste Steering Committee (to coordinate the Food for Waste sub-programme of the environment and culture sector implemented by Department of Public Works and the Department of Cooperative Governance and Traditional Affairs through the Independent Development Trust).

It is notable that all the above structures are at a provincial level and, therefore, a need remains for a structure or structures that will provide oversight, advice and guidance during the implementation of the EPWP at district level of the Kwa-Zulu Natal.

1. ***KZN District Steering Committees (DSCs)***

The DSCs will be formed in all District Municipalities in the province through support from the Provincial Coordinating Department (Department of Transport), Department of Cooperative Governance and Traditional affairs (COGTA) and the National Department of Public Works (NDPW). The aim of these committees will be to facilitate all EPWP activities within a district municipal area.

1. **Composition of the DSCs**

Each DSC will be composed as follows:

* Municipal Manager (convenor and chair).
* Senior officials from all the local municipalities within the district representing all the relevant EPWP sector departments within the municipalities.
* Officials from the lead coordinating department within the Province.
* The Provincial sector coordinating departments in the Province.
* The EPWP Programme Manager.
* Provincial SALGA.
* IDT.
* Any person whom the Municipal Manager of the District Municipality may invite from time to time.

1. **The Roles and responsibilities of DSCs**

The following will constitute roles and responsibilities of the DSCs:

* Monitor and evaluate the progress of EPWP within the district municipality.
* Report to the PSC on the implementation of the EPWP against targets.
* Resolve any planning, design, implementation and technical support issues related to project implementation.
* Provide feedback to all stakeholders and role players on compliant and non-compliant projects.
* Ensure participation of all municipalities in the DSC.
* Sharing of challenges, solutions and best practices on EPWP implementation.
* Streamline coordination and ensure that role players work in a structured and proficient manner.
* Ensure that the targets of the district are realised.
* Ensure that sectoral sub-committees within the municipalities are functional (Infrastructure, Social, E&C and Non-State Sectors).
* Assist in collating reports from sectoral committees.
* Ensure that all departments, municipalities and SOEs in the district contribute to EPWP.
* Ensure that public bodies and non-state agencies increase their investment in poverty alleviation and employment creation programmes.
* Ensure that training and enterprise development are streamlined according to policy documents.
* Ensure that technical support given to public bodies is well coordinated and structured.
* Develop a communication strategy.

1. **Application of these Terms of Reference**

These Terms of Reference encapsulate critical governance structures within the DSCs. Variation may exist with regard to composition and frequency. Additional roles and responsibilities, as well as accountability requirements may be incorporated, in accordance with district specific dynamics.

6.1 **Quorum**  
The quorum will be met only when the Chairperson, Secretary and at least 50%+1 member are present at a meeting. Should this not be achieved at any one meeting, the meeting will be rescheduled to a later date.

The DSCs will meet on a monthly basis and scheduled dates will be approved by the Chairperson. Certain issues raised in the DSCs may be forwarded to the Provincial Steering Committee through the chairperson for consideration, approval or implementation.

1. **Roles of the office bearers of the DSCs**
   1. ***Chairperson***
      1. The Chairperson of the DSC will be responsible for leading the meetings including the logistical arrangements pertaining to such a meetings being successfully held.
      2. The Chairperson will be responsible for the approval of all documentation being drafted within such a forum which, as such, will be deemed binding on the DSC.
      3. The Chairperson will be responsible for the signing of agreements for the terms of service for all members.
      4. The Chairperson may delegate his role to the Deputy Chairperson in his/her absence but he/she may not delegate any role that may hold financial implications or be a cause of amendment to these Terms of Reference.
   2. ***Deputy Chairperson***
      1. The Deputy Chairperson must be a representative of one of the municipalities within the district.
      2. The Deputy Chairperson will be responsible for leading the meeting in the absence of the Chairperson and therefore will take up all responsibilities pertaining to the post of the Chairperson for the term of absence except for those duties that may not be delegated by the Chairperson as stated in his/her role.
      3. The Deputy Chairperson will also be accountable for feedback meetings
   3. ***Secretary***
      1. The Secretary will be an official of the District Municipality who will perform all secretariat services pertaining to the forum.
      2. The Secretariat will also be tasked with the logistical arrangements as per the instructions from the Chairperson.
      3. The Secretariat will be responsible for drafting of minutes during the meetings and ensure that these minutes are distributed to all members within the first week of such a meeting taking place.
      4. The Secretariat will also be responsible for the record management of all documents relating to the DSC and these records must conform to auditing requirements.
      5. The Secretariat will seek authority from the District Municipality for the DSC’s logistical arrangements as these have cost implications. *i.e. venue for the meeting; tea and lunch for the members; electronic projector for presentations and promotional materials*
   4. ***Members*** 
      1. All members to the DSC will have equal powers and responsibilities. Members are accountable to their constituencies whom they represent in relaying their views and opinions and passing on information.
      2. Each member will commit and identify the methodology for feedback sessions with its membership
   5. ***Meetings*** 
      1. All costs for logistical arrangements for this meeting will be borne by the District Municipality.
      2. Authority to hold such meetings must be sought to enable the District Municipality to secure all logistical arrangements as follows:
2. **Capacity plan**

8.1 The members of the Secretariat may, if necessary, be capacitated in respect of the following:

* + 1. Minutes taking
    2. Records Management
    3. Budgeting

This training may be conducted internally where capacity is available; in case where internal capacity does not exist external trainers will be sourced. This training does not necessarily result in any accredited qualification as it is to assist the Secretariat to better undertake their role within the DSC.

1. **Approval and effective date**

The Terms of Reference shall be approved by a resolution of the Kwa-Zulu Natal EPWP Provincial Steering Committee (PSC) and will be affective upon the signing off by the Chairperson of the said PSC.

**10. Glossary**

**-National EPWP Summit:** refers to the Summit of all the mayors that has been hosted by the Minister of Public Works since 2010.

***-Institutional Arrangements Framework*:** This document was part of the Summit and is meant to provide guidance of EPWP institutional arrangements across all levels.

**-Non-state Sector Programme:** There are two components to this sector – the institution-based component implemented through the non-profit organizations (NPOs) and the area-based component (known as the Work Programme) implemented by COGTA through implementing agents.