

**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

**MUNICIPALITY • UMASIPALA • MUNISIPALITEIT**

## TABLE OF CONTENTS

GLOSSARY OF TERMS	3
ACRONYMS	6
1. INTRODUCTION	8
2. AIMS AND OBJECTIVES OF THE POLICY	9
3. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME	9
4. PROVISIONS FOR THE IMPLEMENTATION OF THE EPWP POLICY	10
5. EPWP PHASE 2 TARGETS FOR STELLENBOSCH MUNICIPALITY	11
6. EPWP FUNDING	11
7. INSTITUTIONAL ARRANGEMENTS	12
8. ORGANISATIONAL STRUCTURE	18
9. MONITORING & EVALUATION	19
10. IMPLEMENTATION PLAN	20

## **GLOSSARY OF TERMS**

### **Administrative Champion**

An official responsible for advocating and providing leadership and administrative support to EPWP in the municipality and represents his/her directorate/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 or service potential. CAPEX increases the value of an asset.

### **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

### **Eligible Public Bodies**

Those Public Bodies to whom an indicative incentive grant amount has been allocated in terms of the Division of the Revenue Act.

### **EPWP Project**

A project implemented using EPWP principles and guidelines.

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

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.

### **Impact on Unemployment**

A degree to which unemployment as measured is reduced as a result of the implementation of EPWP.

### **Labour Intensive Work Methods**

Labour-intensive Work Methods is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the project process to achieve the standard demanded by the specification; the result being a significant increase in employment being generated per unit of expenditure by comparison with conventional equipment-intensive methods.

### **Learnerships**

A Learnership is structured learning combining classroom learning and on-the-job training. Learnerships are registered and accredited by a SETA.

### **Participating Public Bodies**

Public bodies across National, Provincial and Local spheres of Government for whom a Full Time Equivalent work opportunities target has been set under the EPWP, in terms of the Implementation Protocol Agreement

### **Person Days of Employment**

An aggregate of the number of people who worked on a project multiplied by the number of days each person worked.

**Political Champion**

A dedicated political office bearer or councillor nominated by Council to be responsible for advocating, providing leadership, oversight and political support to EPWP in the municipality.

**Project Budget**

The project budget is the approved as appeared in the SDBIP.

**Project Wage Rate**

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

**Sector Coordinator**

A Senior Manager or Director appointed by the Municipal Manager to lead and coordinate all the activities of a particular sector e.g. infrastructure.

**EPWP Steering Committee**

Body responsible for advocating and implementing EPWP in the municipality.

**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 Opportunities (WO)**

Paid work created for an individual on an EPWP project for any period of time, within the employment conditions of the code of good practice for special public works programmes 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.

## ACRONYMS

---

CoGTA Department of Cooperative Governance & Traditional Affairs

DOL Department of Labour

DPW Department of Public Works

DORA Division of Revenue Act

EPWP Expanded Public Works Programme

FTE Full Time Equivalent

IDP Integrated Development Plan

LIC Labour Intensive Construction (Methods)

MIG Municipal Infrastructure Grant

MIS Management Information System

SCM Supply Chain Management (Procurement Policies)

SETA Sector Education & Training Authority

SMME Small Micro and Medium Enterprises

SMA Stellenbosch Municipal Area

## 1. INTRODUCTION

The National EPWP framework provides that local government develop an EPWP policy that is embedded within the Integrated Development Plan. The policy is expected to promote EPWP principles and the re-structuring of local government activities to facilitate and create greater employment opportunities per unit of expenditure. It further provides that EPWP projects and programmes must be identified within each department, which can be implemented using labour-intensive or community based service delivery methods, with predetermined key deliverables over a given timeframe in the Infrastructure, Environment, Social & Non State Sectors. The EPWP infrastructure projects will be funded through the Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through DPLG. The Local Economic Development Division in the Stellenbosch Municipality will be responsible for coordinating and supporting the implementation of EPWP.

1.1 It further provides that EPWP programmes and projects must be identified within each department, which can be implemented using labour-intensive or community based service delivery methods, with predetermined key deliverables over a given timeframe in areas such as Infrastructure, Environment & Culture, Social and Non State Sectors in terms of the following legislative & policy framework:

- (a) The Constitution of the Republic of South Africa Act, 108 of 1996.
- (b) The Intergovernmental Relations Framework Act, 13 of 2005.
- (c) Local Government: Municipal Systems Act, 32 of 2000.
- (d) Local Government: Structures Act, 17 of 1998.
- (e) Local Government: Municipal Finance Management Act, 2003.
- (f) The Preferential Procurement Policy Framework Act, 5 of 2000.
- (g) The Provincial Growth and Development Strategy (2003).
- (h) Cape Winelands Growth and Development Strategy (CW-GDS).
- (i) Integrated Development Plan (IDP).
- (j) The Division of Revenue Act, 1 of 2001.
- (k) The Codes of Good Practice for Special Public Works Programmes.



- (l) Ministerial Determination: Expanded Public Works Programme.
- (m) The State of the Nation Address (SONA), 2011 by President Jacob Zuma.
- (n) EPWP National Implementation Framework.

## **2. AIMS AND OBJECTIVES OF THE POLICY**

2.1 The aim of this policy is to institute a sustainable Expanded Public Works Programme (EPWP) within the Stellenbosch Municipality as provided for in the EPWP National Framework. The fundamental objectives of the policy are to:

- 2.1.1 Inform all departments and Units within the Stellenbosch Municipality on how their functions should contribute towards the EPWP.
- 2.1.2 Establish Stellenbosch's EPWP as an approved social economic developmental and poverty alleviation programme that promotes SMME development, employment creation and skills development.
- 2.1.3 Entrench the EPWP methodology within the IDP – a methodology that expands the current service delivery of goods and services to shared economic growth.
- 2.1.4 Ensure development integration across all sectors.
- 2.1.5 Re-engineer how the planning, design and implementation programmes/projects within the existing municipal operational and capital budgets in order, to maximize greater employment opportunities per unit of expenditure (Add second generation compliance issues).

## **3. OBJECTIVES OF THE EXPANDED PUBLIC WORKS PROGRAMME**

3.1 The Expanded Public Works Programme is about the reorientation of line function budgets so that the expenditure by government results in increased employment opportunities and training, particularly for the unemployed and unskilled labour. The following main objectives of the programme, inter alia, to create an enabling environment to:

- 3.1.1 Create employment opportunities for the unemployed within local communities through the implementation of an EPWP implementation plan which collectively cuts

across the different sectors inter alia, the Infrastructure, Social, Environmental and Economic Sectors.

- 3.1.2 Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA & DoL courses, in properly structured learnerships programmes.
- 3.1.3 Of the total annual budget spent, maximizes the percentage retained within the local communities in the form of wages. Promote the procurement of goods and services from local manufactures, suppliers and service providers.
- 3.1.4 Develop skills within communities through EPWP training, by accredited training providers aimed at the developing sustainable skills and capacity within communities.
- 3.1.5 Using clearly defined key performance indicators – monitor, evaluate and report all EPWP initiatives, including those implemented using Provincial and National Government budgets.

#### 4. PROVISIONS FOR THE IMPLEMENTATION OF THE EPWP

The Expanded Public Works Programme is divided in different sectors according to functions and the following four sectors have been developed directed by the Department of Labour which is implemented by all three levels of Government i.e. Infrastructure, Environment & Culture, Social and the Non State Sectors. Each sector will develop and be responsible for implementing its individual sector plans and ensure EPWP compliance in terms of the respective national sector EPWP guidelines. The National EPWP guidelines cover procurement procedures, suggested interventions, required stakeholder skills, roles and responsibilities. The table below indicates the line departments of the Stellenbosch Municipality as per sector.

##### 4.1 Departments by Sectors

<b>Infrastructure</b>	<b>Environment &amp; Culture</b>	<b>Social Sector</b>	<b>Non State Sector</b>
Planning and Development	Community Services	Community Services	NPO's (NGO's, CBO's and FBO's)

Electrical Services		Public Safety	
Engineering Services			
Supporting Departments	Financial Service & Strategic and Corporate Services		

## 5. EPWP PHASE 2 TARGETS FOR STELLENBOSCH MUNICIPALITY

As per the Municipal Protocol Agreement entered between the National Minister of Public Works, Executive Mayor and the Municipal Manager, the following targets have been set for the Stellenbosch Municipality.

Financial Year	Work Opportunities	Full Time Equivalents (FTE'S)
2009/10	238	81
2010/11	272	98
2011/12	349	128
2012/13	454	165
2013/14	572	206
<b>Total</b>	<b>1884</b>	<b>678</b>

## 6. EPWP FUNDING

The Expanded Public Works Programme does not receive special grant funding from National or Provincial Government. The EPWP infrastructure projects are funded through the Municipal Infrastructure Grant (MIG) allocated to municipalities by Treasury through CoGTA. As a municipality, line departments in all other sectors must allocate a portion of their normal budgets to service delivery projects that are identified as labour intensive and in line with EPWP principles. Notwithstanding the above, there are a number of EPWP programmes funded by National and Provincial Sector Departments that the municipality is not accessing yet e.g. the Working for Water programme. Municipal capital budgets and operational budgets must reflect

the identified EPWP projects, targeting five (5) years of the multi-year municipal budgets in incremental percentages as suggested in the table below:

**6.1 Suggested total budget to be spent on EPWP:**

<b>Nature of Funding</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>
<b>Capital Budget</b>	10%	10%	15%	20%	20%
<b>Operational Budgets</b>	5%	5%	5%	10%	10%

The capital budget targets suggested above can only be realized once technically feasible projects are designed to be Labour Intensive. The intention is to develop an integrated plan to increase the number of temporary jobs by scrutinizing all capital projects within the municipality and ensure a Labour Intensive Work Method component and training is build into these projects.

**7. INSTITUTIONAL ARRANGEMENTS**

The institutional arrangement aims to facilitate the Inter-Governmental Relations and to promote cooperation and coordination internally and between the different stakeholders such as National, Provincial and Local Government in order to achieve the objectives of the EPWP.

**Political Support**

In line with the Municipal Protocol Agreement entered between the National Minister of Public Works, Executive Mayor and Municipal Manager, the Executive Mayor will have the following obligations:

### **7.1.1 Obligations of the Executive Mayor**

- 7.1.1.1 Provide leadership and direction on the implementation of the EPWP within the municipality.
- 7.1.1.2 Ensure that the Municipality meets the employment targets.
- 7.1.1.3 Appoint a member of the Mayoral Committee to coordinate and lead the EPWP within the Municipality.
- 7.1.1.4 Assist and mobilise departments within the Municipality to meet the targets.
- 7.1.1.5 Ensure that EPWP is incorporated in the infrastructure plan and development of the Municipality.
- 7.1.1.6 Ensure that the Municipality departments incorporate EPWP FTE targets into their programme plans.
- 7.1.1.7 Ensure that the Municipal' EPWP targets are incorporated in the performance agreements and scorecards of senior officials responsible for implementing the EPWP within Municipality.
- 7.1.1.8 Report on implementation of the EPWP by the Municipality and progress in contributing to the Province's EPWP in the Premier's annual speech at the opening of the Provincial Legislature.
- 7.1.1.9 Report on the implementation of the EPWP within the jurisdiction of the Municipality to the Provincial Steering Committee.
- 7.1.1.10 Ensure that the EPWP is a standing agenda item meetings of the Municipal Executive Committee (Council) and
- 7.1.1.11 Ensure that the Municipality complies with the requirements for disbursing the EPWP incentive grant in particularly to ensure that the Municipality cannot draw down any portion of the EPWP incentive grant from the Provincial Revenue Fund, except in accordance with the terms of a disbursement letter provided by the Department.

## **7.2. Administrative Support**

### **7.2.1. EPWP Steering Committee**

The EPWP Steering Committee will be responsible for the strategic direction of EPWP in the Stellenbosch Municipality. The Directors Forum which consists of the Senior Managers of the Stellenbosch Municipality will act as the Expanded Public Works Programme Steering Committee whereby EPWP will be a standing item in their management agenda.

The Director: Strategic and Corporate Services will act as the EPWP Administrative Champion in order to provide leadership, guidance and administrative support to the EPWP Implementation Group. The EPWP Steering Committee will nominate the EPWP Training Coordinator who will in conjunction with the Senior Officer: Local Economic Development identify and implement “appropriate” training in terms of DOL Linkages Model for on-the-job/project training for EPWP workers and potential SMME’s. Reporting on EPWP will be a standing item on the agenda of the Directors Forum.

### **7.2.2. Role and Responsibilities**

7.2.2.1 The Director: Finance, Director: Public Safety, Director: Community Services, Director: Engineering Services, Director: Planning and Development or respective nominees will be administrative EPWP Champions in their respective Departments.

7.2.2.2 Endorse EPWP projects for the whole municipality.

7.2.2.3 Will set targets and performance standards and budget allocation and ensure it is reflected in the IDP.

7.2.2.4 Ensure that the Tender Specification Committee sits weekly and where possible ensure labour intensive methods are included in the specifications of tenders.

8 7.2.2.5 To guide and monitor the outputs of the EPWP Working Group.

7.2.2.6 To scrutinise the EPWP departmental implementations plans and revise annually.

7.2.2.7 To ensure the ongoing achievement of the EPWP objectives across all departments and sectors.

7.2.2.8 To facilitate integrated implementation of all new EPWP /Sector initiatives.

7.2.2.9 To ensure that information on the extent and impact of the EPWP is communicated to Council, Senior Management and relevant stakeholders.

7.2.2.10 To ensure the submission of progress reports to the DPW.

7.2.2.11 To enforce an effective monitoring and evaluation system for EPWP in the Stellenbosch Municipality, and approve regular reports to be submitted to the national EPWP unit.

7.2.2.12 To ensure compliance all legislative and policy framework for EPWP including Ministerial Determination: Expanded Public Works Programme and Codes of Good Practices: Special Public Works Programme and provisions of the Basic Conditions of Employment Act and other applicable laws.

### **7.3. EPWP Implementation Group**

The Implementation Group will consist of Managers, Heads, Project Managers and relevant staff members of relevant departments responsible for the implementation of EPWP in the Stellenbosch Municipality. The EPWP Implementation Group meetings will be held on a monthly basis and will be chaired by the Manager Local Economic Development.

#### **7.3.1. Roles and Responsibilities**

7.3.1.1 Plan sector training and capacity building, this includes identification of training needs for each sector, linking training to projects.

7.3.1.2 The planning, design and packaging of EPWP compliant projects.

7.3.1.3 Compile EPWP sectors plans for submission and approval by the Steering Committee.

7.3.1.4 Select and approve of beneficiaries in EPWP projects drawn from the unemployment database.

7.3.1.5 Assist the Steering Committee with the setting of targets and performance targets for EPWP.

7.3.1.6 EPWP project identification and budget allocation.

7.3.1.7 Implement Stellenbosch Municipality EPWP sectors plans and related initiatives.

7.3.1.8 Review unit plans for EPWP opportunities and align them accordingly.

- 7.3.1.9 Liaising with the Sector Lead Departments Nationally & Provincially.
- 7.3.1.10 Overall Municipality wide coordination.
- 7.3.1.11 Regular reviews (twice a year).
- 7.3.1.12 Setting overall targets.
- 7.3.1.13 Creating an enabling environment for the successful implementation on the municipal's EPWP.
- 7.3.1.14 Project Managers/Implementers to provide project data or information for capturing by the Data Capturer via LED Unit as part of project registration in the Management Information System (MIS).
- 7.3.1.15 Provide on time, accurate EPWP Monthly Project Report for each implemented project for capturing, updating and reporting on the Management Information System to the LED Section to both National and Provincial Department of Public Works.
- 7.3.1.16 Project Managers/Implements to identify & recruit local labour for EPWP in consultation with LED Section from the Unemployment Database.
- 7.3.1.17 Compiling of an EPWP Management Plan.

### **7.3.2 Guidelines or Criteria for EPWP Local Labour**

The following guide lines or criteria will be used to identify & recruit local labour:

- Unemployed South African.
- Should have a valid South African Identity Document.
- Must be a resident of Stellenbosch Municipality.
- Must be 18 Years or older in terms of age.
- Prioritise women, youth and people with disability
- Close proximity to the project.



## **7.4. Local Economic Development (LED) Section**

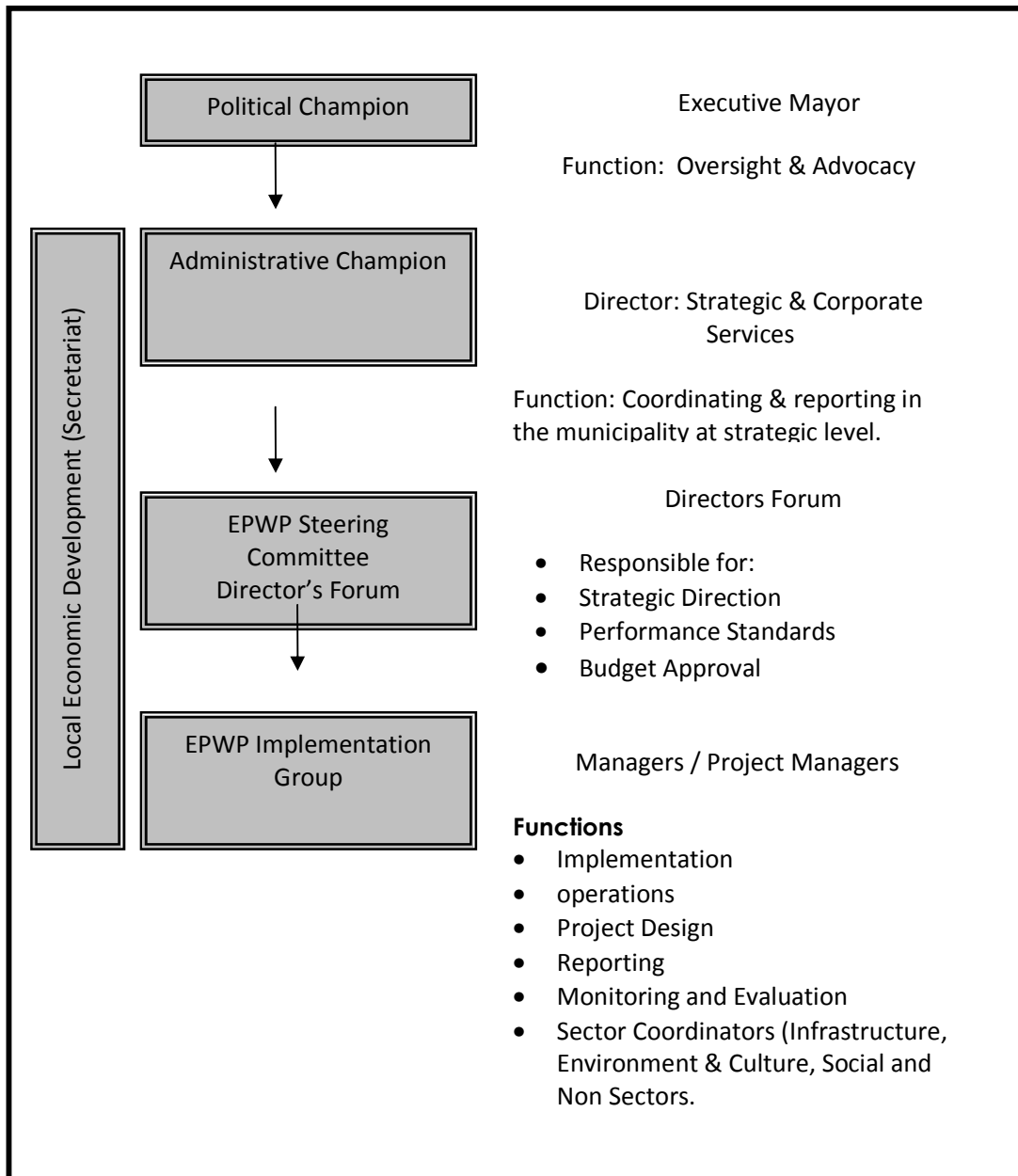
### **7.4.1. Role and Responsibilities**

- 7.4.1.1 Will be overall responsible for coordination and implementation of EPWP in the Stellenbosch Municipality.
- 7.4.1.2 Responsible for the development of the EPWP Policy and Implementation Plan for the Stellenbosch Municipality.
- 7.4.1.3 Will be part of Tender Specification Committee of Supply Chain Management to ensure where possible tender specifications include labour intensive work methods.
- 7.4.1.4 Liaison with National and Provincial Departments and District Municipality and represents the Stellenbosch Municipality on all relevant forums related to EPWP (e.g. EPWP District Forum, Environment & Infrastructure Sector Meetings and Provincial Steering Committee, EPWP Summits, Conferences etc ) and prepare and submit reports on aforementioned activities to the Directors Forum.
- 7.4.1.5 Prepare monthly progress reports on project implementation and targets achieved in terms of EPWP for approval by the Directors Forum before Submission to the National Department of Public Works and Council.
- 7.4.1.6 Capture data, authorise and approve projects in the Management Information System (MIS).
- 7.4.1.7 Liaise with the Department of Community Services to identify beneficiaries from the Unemployment Database which will participate in the EPWP projects.
- 7.4.1.8 Perform the following duties in conjunction with the Skills Development Unit/Human Resources Section:
  - 7.4.1.8.1 Selection of suitable projects for EPWP Labour Intensive Construction or community based operations and maintenance partnerships in all sectors.
  - 7.4.1.8.2 Identification of projects, which are suitable for inclusion as on-site training for formal EPWP learnerships and SMME developmental programmes.

7.4.1.8.3 The identification of projects which are suitable for inclusion in the Municipality's Learnerships programmes.

## 8. ORGANISATIONAL STRUCTURE

The EPWP organisational structure proposed for the Stellenbosch Municipality closely resembles the approach adopted by the DPW.



## **9. MONITORING AND EVALUATION**

A consolidated EPWP report, monitoring progress of all sectors for the Municipality is required by the National Department of Public Works on a quarterly basis, to ensure that overall the Municipality is achieving the targeted outcomes of the programme. The National EPWP Unit requires that report on the following key performance indicators.

- Job Opportunities.
- Person days of Employment.
- Demographic targets (Women, Youth and People with Disabilities)
- Training days.
- Project Budgets.
- Project Wage Rates.

The Senior Officer: Local Economic Development will collate the data obtained from the contractor/service provider and ensure it is registered on a Management Information System. The Implementation Group collates all EPWP reports for compilation of reports per sector on a monthly basis for onward submission to the Steering Committee and after approval to the Provincial Department of Public Works by the Director: Strategic and Corporate Services. In addition the Senior Officer: Local Economic Development will compile an annual report in consultation with the Working Group for submission to the EPWP Steering Committee that reflects on achievements, challenges or blockages and best practices for reporting period as well as an outline of goals and activities for the following year.

## 10. IMPLEMENTATION PLAN

	Activity	Date	Responsibility
	Drafting of EPWP Policy	Completed	LED
	Compilation of Project list	07 July 11	LED
	Identification of Training needs	07- 28 July 11	All Departments
	Circulation of policy for comments	06 September 11	LED
	Due dates for comments	17 September 11	All Departments
	Submission to Standing Committee	08 November 11	LED
	Submission to MAYCO	19 November 11	LED
	Submission to Council	24 November 11	LED
	Identification of Projects and budgets	Ongoing	All Departments
	Including of projects in IDP	To be determined	IDP
	Identification of beneficiaries	Ongoing	LED & Social Development
	Capturing and approval of projects on Management Information	Ongoing	LED
	Project Implementation	Ongoing	Working Group
	Progress reports to Directors Forum	Monthly	LED
	Progress reports to MAYCO	Monthly	LED
	Progress report to Council	Monthly	LED
	Progress reports to DPW	Monthly	LED