



KNYSNA
Municipality
Munisipaliteit
uMasipala

EPWP Policy

2016

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Acronyms & Definitions 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
DPW	National Department of Public Works
DSC	District Steering Committee
ED	Executive Director of the Municipality is a senior municipal manager
Environment & Culture Sector	The sector aims to build South Africa's natural, social and cultural heritage, and in so doing dynamically uses this heritage to create both medium and long-term work and social benefits through sustainable land-based livelihoods, waste management, tourism and creative industries, parks and beautification, coastal management and sustainable energy.
EPWP	Expanded Public Works Programme
EPWP Project	A project implemented using EPWP Principles and guidelines
Full-time Equivalent	Refers to one person's year of employment. One person year is equivalent to 230 per days of work. Person years of employment equals total number of person days of employment created for targeted labour during the year divided 230. For task rated workers, tasks completed should be used as a proxy for 8 hours of work per day.
HOD Forum	Public Works Head of Department Forum
IDP	Integrated Development Plan
Incentive Grant	Incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTE's
Incentive grant	Incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs.

Infrastructure sector	The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
Labour Intensive	Labour Intensive construction is the economically efficient employment of as great a proportion of labour as is technically feasible throughout the construction 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
LED	Local Economic Development
MM	Municipal Manager
MMC	Member of the Mayoral Committee
NCC	National Coordinating Committee
Non-State Sector	The sector aims to foster partnership between non-profit organisations (NPOs), communities and government to create opportunities through socially constructive activities for a large number of individuals within local communities.
NSC	National Sector Committee
PSC	Provincial Steering Committee
PSCC	Provincial Sector Coordinating Committee
Social Sector	The sector aims to drive a sphere of social policy dedicated to human development and improving quality of life in the areas on education, health and welfare.
Task System	A task is a clearly defined quantity of work to be completed to specified quality by a worker for payment of one day's fixed standard wage. The main incentive is that the worker can knock off when she has finished the task set.
Training Person – Days	The number of training person-days is the number of people who attended training multiplied by the number of days training. A distinction must be made between accredited and non-accredited person-days.
Work Opportunity	Paid work 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.

SECTION ONE: INTRODUCTION

1.1 OVERVIEW OF EPWP

The Expanded Public Works Programme (EPWP) is a South African Government initiated programme aimed at creating 4.5 million work opportunities by 2014. 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 is co-ordinated by the National Department of Public Works (DPW), as mandated by Cabinet.

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

The National Development Plan Vision 2030 through the Diagnostic Report identified nine main challenges facing South Africa, amongst others are: two few people work and the quality of education available to the majority is poor. The persistently high rate of unemployment in South Africa (23.9%) is one of the most pressing socio-economic challenges facing government. High youth unemployment in particular means young people are not acquiring the skills or experience needed to drive the economy forward. This inhibits the country's economic development and imposes a larger burden on the state to provide social assistance.

No single policy offers the solution; what is needed is a sustained period of accelerated and inclusive economic growth and a comprehensive set of short-term and long-term policy reforms and initiatives that encompass increasing demand for labour, improving education and skills, and labour market interventions that improve the employability of young people. Expanded Public Works Programme is one of those short-term initiatives by Government aimed to create work opportunities for the marginalised: women, youth and people with disabilities.

The incentives grant was introduced during the second phase of the Programme with the aim to reinforce and reward public bodies that implement labour intensive methods and utilise their existing budget allocations effectively to increase the labour content of service delivery; also to encourage public bodies meet their EPWP targets and rapidly expand job creation.

The main objective of the EPWP programme is to utilise line function budgets (capital, operations and maintenance) so that expenditure by the municipality results in increased employment opportunities and training, particularly for unemployed and unskilled labour.

1.2 PROBLEM STATEMENT

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 the following four EPWP principles:

No	Principle
1.	Adherence to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination
2.	Selection of workers based on (a) A clearly defined process and (b) A defined criteria
3.	Work provides or enhances public goods or community services
4.	Minimum labour intensity appropriate to sector

These 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.

- Fostering synergy and convergence amongst sectors and intra/inter-sectoral collaboration.
- Systematic approach in measuring the 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.

1.3 SECTOR PROGRAMMES

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. These sectors will be explained in the following sub-sections.

1.3.1 THE ENVIRONMENT AND CULTURE SECTOR PROGRAMMES

The aim of the sector is to: 'Build South Africa's natural, social and cultural heritage, and in doing so, dynamically uses this heritage to create both medium and long term work and social benefits.'

- Sustainable land based livelihoods (greening, working for water & wetlands etc.)
- Waste management (working on waste, food for waste)
- Tourism and creative industries (working for tourism)
- Parks and beautification (people and parks, Cemetery Maintenance)

- Coastal management (working for the coast)
- Sustainable energy (working for energy)
- To maintain all municipal waste management assets to extend the lifespan of assets
- To improve and maintain public open spaces
- To revamp and maintain the museums and heritage sites
- To facilitate the improved management of our environment and waste
- Cleaning campaigns

1.3.2 THE SOCIAL SECTOR PROGRAMMES

The objectives of the Sector is to contribute to the overall Government objectives of improving the delivery of health services, early childhood development, community crime prevention, school nutrition and other social development oriented services through programmes such as:

- Community safety programmes (crime reporting, crowd control, school patrol, disaster emergency response, fire fighting, floods Impact support and community safety officials)
- Home community based care (home community based care Services (TB, HIV/Aids) and pharmaceutical assistants,
- Early Childhood Development (early childhood development, homework services, literacy programs, peer education, social issues awareness and career guidance)
- Sports and recreation (life guards, sports academy, seasonal employment: holiday resorts and nature reserves)
- Social Services (domestic violence, rape counselling and support, child labour, suicide counselling, abuse counselling and support, substance abuse). Graduate development programmes (updating indigent register and debt collection).
- To facilitate the implementation of HIV/Aids and Health programmes
- To maintain all the cemeteries and increase the capacity
- To enhance effective law enforcement, disaster management and fire services
- To maintain and upgrade all parks, recreational areas and sport facilities in Knysna area
- To facilitate youth development programmes
- To facilitate people with disabilities
- To implement social programmes
- Implementation of food nutrition programmes for vulnerable people
- Upgrading of existing sport facilities
- Implementing of sport development programmes in different sporting codes

1.3.3 THE INFRASTRUCTURE SECTOR PROGRAMMES

The Infrastructure sector is aimed to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure in terms of the following:

- Road construction and maintenance
- General construction and maintenance (construction of buildings, dams, reservoirs etc. and their maintenance)
- Storm water programmes (storm water drainage systems)
- Water and sanitation projects

- National youth services (aimed at developing and training youth between the age of 18 and 35 years on artisan trades in the built environment).
- Vukuphile programmes (Learnership aimed at training and developing contractors and supervisors in labour-intensive methods of construction).
- Large Projects (aimed at providing support to public bodies in the implementation of projects with a value of greater than R 30 million labour-intensively).
- All infrastructure related programmes.
- To maintain all municipal streets and storm water assets to extend the lifespan of assets
- Integrated Human Settlements

1.3.4 THE NON-STATE SECTOR PROGRAMMES

The objective of the sector is to create an avenue where NPO's can assist government in creating income for large numbers of individuals through socially constructive activities in their local communities.

1.3.5 THE CROSS-CUTTING SECTOR 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. Implementation of skills development programmes and learnerships are linked to the growing economic sectors in the local economy.

1.3.6 THE ENTERPRISE DEVELOPMENT SECTOR PROGRAMMES

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 in order to:

- To enhance Local Economic Development
- Contractor development programmes
- Small Medium Micro Enterprise Incubation Programme

1.4 CHALLENGES AFFECTING MUNICIPALITIES TO DELIVERY ON EPWP OBJECTIVES AND TARGETS

Most public bodies implementing EPWP face similar challenges. The most common challenges includes amongst others the:

- Commitment of political and administrative leadership.
- Capacity in terms of designing projects labour-intensively.
- Capacity in terms of reporting.
- Dedicated coordination capacity within the municipality.
- Low incentive draw-down.
- Achievement of longer duration of work opportunities and FTE targets.

The challenges experienced regarding EPWP specifically in Knysna Municipality include the following:

- Procurement processes
- Late starting of projects
- Capacitation of data capturer/s
- Late reporting by contractors and sub-contractors
- Structure not finalized

1.5 EPWP POLICY OBJECTIVES

The purpose of this Policy document is to provide a framework within which the municipality and its departments implement the Expanded Public Works Programme (EPWP). This policy document is aimed to provide an enabling environment for the municipality to increase the implementation of EPWP, through the re-orientation of the line budget function and channelling a substantial amount of its overall annual budget allocation and human resources towards the implementation of EPWP. Through this policy the municipality is aimed to achieve the following objectives:

1. To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development; by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project.
2. To inform all Departments and Units within municipality on how their functions should contribute towards achieving the EPWP objectives; (clarify the support function roles further within municipalities e.g. finance, corporate service) (Acknowledge that the model varies)
3. To entrench the EPWP methodology within the IDP; (acknowledge EPWP in the IDPs)
4. To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
5. To capacitate SMME's and emerging contractors within local communities by facilitating the transfer of sustainable technical, managerial and financial skills through appropriate Learnership Programmes and SMMEs development initiatives;
6. 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 To maximise the percentage of the municipal's annual total budget spent and retained within local communities by promoting the procurement of goods and services from local manufacturers, suppliers and service providers.
7. Create employment opportunities for the unemployed within local communities in the different inter alia, Infrastructure, Social, Environmental and Economic Sectors.
8. Develop SMME's to execute EPWP work by facilitating the transfer of technical, managerial and financial skills through relevant SETA, Department of Labour and EWPW Contractors training programmes.
9. Of the total budget spent, maximise the percentage retained within Knysna in the form of wages etc.

1.6 LEGAL FRAMEWORK

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

- The Constitution of South Africa (Act No.108 of 1996)

- The Public Finance Management Act (PFMA, 1999).
- Public Service Act (PSA, 1994).
- Municipal Finance Management Act (MFMA, 2003).
- Division of Revenue Act (DORA, 2006)
- The Municipal Systems Act (Systems Act, 2000)
- The Basic Conditions of Employment Act (BCEA, 1997).
- Skills Development Act (SDA, 1998)
- Cabinet Memo 2003 approving the implementation of EPWP
- EPWP Phase 2: Consolidated Programme Overview, 2009.
- Ministerial Determination and the Code of Good Practice for Expanded Public Works Programme.
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012).
- National Development Plan 2011
- New Growth Path 2010
- Knysna Municipal Local Economic Development Strategy (2008)
- Knysna Municipal Integrated Development Plan (2012)
- Knysna Municipal Recruitment and Selection Policy
- Knysna Municipal Youth, gender and disability policy
- Knysna Municipal Procurement Policy
- Integrated Infrastructure Maintenance plan
- Pavement Management System
- Knysna Municipal Supply Chain Management Policy (2016)

1.7 VISION

The vision for EPWP is to provide work opportunities and income support to poor and unemployed people through labour-intensive delivery of public and community assets and services, thereby contributing to development.

This focused mandate of the EPWP Phase 3, emphasizes 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.

Through programmes such as the EPWP, we as Knysna Municipality hope / aim to make a significant impact in our level of employments and poverty while at the same time creating the opportunities for people to gain the necessary skills.

EPWP Intervention focus areas include the following:

- | | |
|--|---------------------------------|
| ✓ Low Volume Roads / Road Maintenance | ✓ Housing |
| ✓ Sidewalks and non-motorised transport infrastructure | ✓ Poverty reduction |
| ✓ Storm water drainage | ✓ Job creation |
| ✓ Building of retainer walls and guard rails | ✓ Human Settlements |
| ✓ Ground rehabilitation | ✓ Social and community services |
| ✓ Roads and storm water | ✓ Environmental initiatives |

1.8 MISSION

1. To have the Mayor/Executive Mayor and the Municipal Manager championing EPWP in the Municipality.
2. All Municipal Directors to have EPWP targets in their Performance Agreements with the Municipal Manager.
3. Establish EPWP Steering Committee within the Municipality who meets regularly
4. To work hand in hand with Department Public Works to make a success of EPWP Programme
5. Report Municipal created work opportunities on monthly bases to the EPWP Reporting System.
6. Ensure involvement of all departments and active participation with regards to the EPWP Programme
7. Ensure alignment with regards to the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination as per the Municipalities own Recruitment and Selection Policy as well as a condition of tender for all EPWP projects which are outsourced but still reported on e.g. construction projects.
8. Ensure alignment with regards to the recruitment and selection process as prescribed in the relevant HR policies of council to ensure that the selection of workers is based on (a) A clearly defined process and (b) A defined criteria.
9. Capacitate the data capturer

SECTION TWO: OVERVIEW OF KNYSNA MUNICIPALITY

2.1 THE ESTABLISHMENT OF THE GREATER KNYSNA MUNICIPALITY

The Knysna Municipality was established as a result of the Local Government Elections of 2000 and in accordance with the provisions of section 12(1) of the Local Government: Municipals Structures Act (Act 117 of 1998). Since then, the Knysna Municipality incorporated the former Councils of Brenton on Sea, Belvidere, Sedgefield, Karatara, Rheenendal and Knysna. The Knysna Municipality consists of 10 wards and is classified as a Category B municipality. The developmental vision of the Knysna Municipality is molded within the context of the 5 National Key Performance Areas of the local government transformation agenda, namely:

- Municipal Transformation and Institutional Development;
- Basic Service Delivery and Infrastructure Investment;
- Local Economic Development;
- Financial Viability and Management; and
- Good Governance and Public Participation.

The Knysna Municipality is located on the South Coast of the Western Cape Province. The local municipality is approximately 500 kilometres east of Cape Town and 267 kilometres west of Port Elizabeth. It forms part of the Eden District Municipality.

The Knysna Municipality area covers a total of 1059 km² that stretches from Swartvlei in Sedgefield in the west to Harkerville in the east. The municipal area is bordered by the Outeniqua Mountains in the north and the Indian Ocean in the south. Knysna town is strategically located next to the N2 highway and estuary.

2.2 DEMOGRAPHIC PROFILE

The Greater Knysna Municipal Area is made up of socially and racially diverse communities and a rapidly growing, predominantly poor population. Knysna town and Sedgefield are the two primary urban settlements where retail and commercial activity are concentrated. On the plateau above the town lie the significant population nodes of Karatara and Rheenendal.

The main population of Knysna is located in the area north of the town generally referred to as the “Northern Areas”. Hornlee, located east of Knysna town, is another significant suburb comprised of predominantly middle to low income families. The Eastern and Western shores of the Knysna lagoon are flanked by attractive and well established “suburban” communities. The most significant new residential developments are the Golf Estates at Simola and Pezula and the Marina on Thesen Island. More than 2,000 housing units will be built in the “Northern Areas” over the next 5 years.

For the year 2011, the Knysna economy grew by 5% y/y from 1.2% y/y in 2009. Since then the local economy has grown by a mere 2.7% in 2013. It is expected that the GDP-R growth outlook will continue to moderate on the back of weaker national and global growth resulting from the aftermath of the

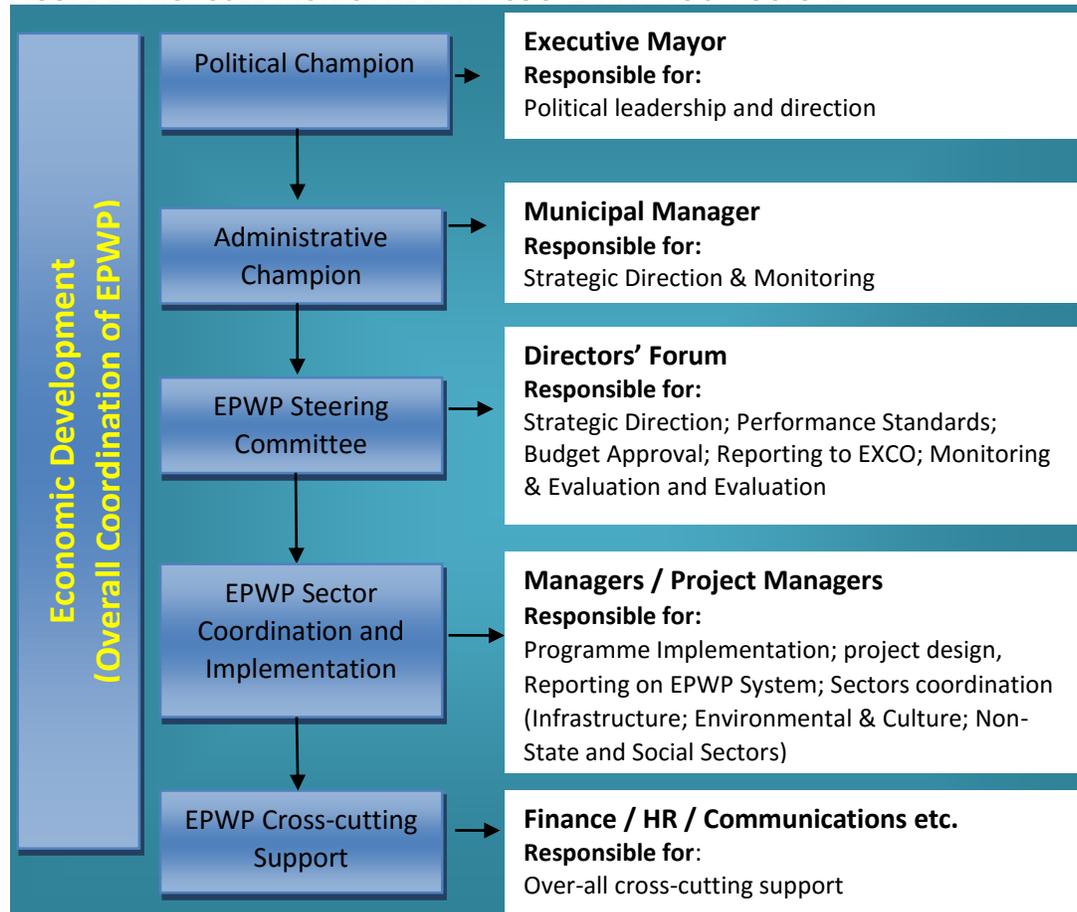
financial crisis. New developments such as the launch of Safair and CemAir’s competitively priced domestic air services at local airports supported the well-developed tourism industry in the Garden Route area. Estate sales have also been on the rise indicating that the property market is recovering. Going forward it is expected that the tourism sector will continue to benefit from the weaker exchange rate resulting from lack of investor confidence as a result of the electricity crisis; SA’s inflation profile and sluggish growth.

Knysna Municipality GDP of R 2,420 billion in 2013 accounted for 4.8% of the Western Cape’s economy, making it the eighth largest non-metro municipality according to growth and size between 2000 and 2013. The main sectors that contribute to the Knysna economy in 2013 were finance and business services (24.5%), wholesale and retail trade (24.5%) and construction (12.5%).

2.3 EPWP INSTITUTIONAL ARRANGEMENT WITHIN THE MUNICIPALITY

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 utilise their budgets to draw significant numbers of the unemployed into productive work, in such a way that workers are given an opportunity to gain life and job specific skills while they work to increase their chances of getting out of the marginalised pool of unemployed people.

FIGURE 1: PROPOSED MUNICIPAL EPWP COORDINATING STRUCTURE



2.4 ROLES & RESPONSIBILITIES

1. **POLITICAL CHAMPION: THE EXECUTIVE MAYOR:**

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and The Executive Mayor. The Executive Mayor will provide leadership and direction on the implementation of the EPWP in the municipality. The Executive Mayor will appoint a Member of the Mayoral Committee/s (MMC/s) to champion and lead the EPWP in the Municipality. (In bigger municipalities 3 MMCs must be appointed to champion and lead each EPWP sector). The appointed MMC/s will also ensure that EPWP is aligned with IDPs and key policies and programmes of the municipality.

2. **ADMINISTRATIVE CHAMPION: THE MUNICIPAL MANAGER**

The Municipal Manager (MM) will appoint the Executive/Director (ED) and or delegate functions of the overall coordination of EPWP to a particular Unit and ensure that all the Executive/Directors have EPWP as an item in their performance contracts/agreements. The appointed/delegated Executive/Director 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 Executive/Director will ensure the effective coordination and monitor the implementation of EPWP within the Municipality; assist and mobilise departments within the Municipality to meet their targets.

2.5 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 Executive/Director. This Committee is constituted as follows:

- Municipal Manager
- Manager Economic Development
- Technical Services
- Environmental Services
- Finance Department / Budget Office
- Solid Waste
- Electrical Department
- Protection Services
- Social Department
- Human Resources Department
- Integrated Human Settlement Department

The EPWP Steering Committee will be responsible for;

- Overall coordination of EPWP.
- Regular reviews (annually) of the municipal's EPWP policy.
- Setting overall EPWP Municipal targets.
- Creating an enabling climate for the successful implementation of EPWP.
- Ensure that there are minimum labour intensity appropriate to sector specific projects

- Compiling an EPWP Management Plan.

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

- Guide the execution of 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
- Communicating new requirements in relation to minimum wage rates, reporting requirements such as certified ID's etc.

2.6 TRAINING

To ensure that efficient reporting on all EPWP projects is being applied officials dealing with the reporting on EPWP project should receive training in the following fields:

- ✓ Reporting
- ✓ Data capturing
- ✓ Financial implementation
- ✓ Monitoring

2.7 COMMUNICATION AND BRANDING

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

SECTION THREE: EPWP IMPLEMENTATION PLAN

3.1 INTRODUCTION

Various Departments and Units are grouped into EPWP Sectors to be implemented by the Knysna Municipality and in accordance with their core focus areas as depicted in the **Table 2** below to lead and coordinate sector activities within the Municipality.

TABLE 1: MUNICIPAL DEPARTMENTS BY EPWP SECTORS

INFRASTRUCTURE SECTOR	ENVIRONMENT AND CULTURE SECTOR	SOCIAL SECTOR
a. Technical Services Department	a. Environmental Department	1. Community Safety Department
b. Housing Department	b. Waste Management Department	2. Social Department
c. Electrical Department	c. Library Services, Heritage, Arts and Culture	3. Finance, HR Communications
d. Finance, HR Communications	d. Finance, HR Communications	4. Public Participation
e. Public Participation	e. Public Participation	5. Parks and Recreation Department
f. Finance Department	f. Finance Department	6. Finance Department
g. Economic Development	g. Economic Development	7. Economic Development

(Source: Knysna Municipality IDP 2012/ 2017 (Municipal Programme / Action)

3.2 PROJECT IDENTIFICATION, DESIGN & SELECTION OF BENEFICIARIES

STEP 1: PROJECT IDENTIFICATION - Suitable projects will be identified by various Municipal Departments using EPWP provided Sectors Guideline. The Municipality will also ensure that the work output of each EPWP project will contribute to enhancing public goods or community services.

STEP 2: PROJECT DESIGN - EPWP Sectors guidelines will also be used at the initial projects design phase to ensure that the projects optimise the use of labour-intensive methods. Specific clauses related to the use of labour-intensive methods will be incorporated into tender/ contract documents under special condition of contracts, specifications and schedule of quantities.

STEP 3: SELECTION OF BENEFICIARIES - The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries. The overall youth target is 55%; women 55% and people with disabilities is 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 within the Province.

EPWP beneficiaries must¹:

- ✓ Be South African citizens with a valid bar-coded ID (certified copy to be provided).
- ✓ Be residents of designated area where project is being implemented.
- ✓ Be persons from indigent households.
- ✓ Be from a household with no income and priority given to one individual per household.

STEP 4: ADHERENCE TO THE EPWP MINIMUM WAGE – The municipality will ensure that they comply with the EPWP Minimum wage and employment conditions under the EPWP Ministerial Determination as prescribed annually.

3.3 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)
2014/2015	156	51
2015/16	193	63
2016/17	233	76
2017/18	290	95
2018/19	320	105
Total	1192	390

(Source: EPWP Phase III, 2015 Dept of Public Works)

3.4 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 full 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 all EPWP Municipal contracts with service providers.

3.5 TRAINING

EPWP 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:

¹ Please refer to the Knysna Municipal Policies for more detail in Annexure A: Recruitment and Selection Policy and Annexure B: Standard Operational Procedures: Recruitment of Short Term Casual Employees.

1. Prioritise accredited project based training including skills programme, artisan development interventions and learner ships.
2. Set aside budget for training to augment the limited external funds
3. Report all training interventions to the EPWP system irrespective of whether internal or external funded.

3.6 EPWP INCENTIVES

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.

3.7 SUPPLY CHAIN MANAGEMENT PROCESS

The legislations and policies governing public sector procurement will be adhered to in the implementation of EPWP within the Municipality. The 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.

3.8 SUPPORT FROM PROVINCIAL AND NATIONAL DEPARTMENTS

The EPWP will be supported from National Departments such as Public Works who have a specific supportive role within the Eden District. The Provincial Offices of the DPW will also be requested to offer assistance from time to time as required.

3.9 TARGETS AND PROGRAMME PERFORMANCE INDICATORS (PPI'S)

These are minimum targets that need to be achieved as outlined in the Protocol Agreement. The performance of the Municipality in the implementation of EPWP will be measured by the following indicators:

1. Work Opportunities (WOs) Created: Opportunity to work provided to targeted individual for any period of time. The quality of WO is measured by duration, the level of income and regularity of employment.
2. Person-days of Employment: The number of person-days of employment created during the period under review. This is calculated by aggregating the duration of each of the job opportunities created and dividing the total by the appropriate unit (days, weeks or months). The result is the number of person-days for any given review period.
3. Project Budgets: The total expenditure aggregated for all EPWP projects inclusive of all the sectors, infrastructure, environment and social.
4. Person-Training Days: The total number of training opportunities aggregated and expressed in the equivalent number of person-training days.
5. Demographics: In line with the EPWP Phase 3 and in recognition of the extremely high rates of youth unemployment, the overall youth target is 55%; women 55% and people with disabilities is

- 2%. The designated target for youth increases from 40% in EPWP Phase 2 to 55% in EPWP Phase 3.
6. 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.
7. 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.
8. Assets created: The unit of measure as identified by the EPWP sector (e.g. hectares of land cleared, kilometres of road constructed)

3.10 FUNDING MECHANISMS

The Municipal Infrastructure Grant (MIG); EPWP Incentive Grant, the municipality's own budget, as well as funding from Provincial and National Departments shall be used in the implementation of EPWP projects within the Municipality.

3.11 REPORTING PROCESS

The Municipality will adhere to the EPWP M&E reporting process by ensuring the following:

1. Recording of the data at the project level using templates provided.
2. Verify if the information/data is correct.
3. Capture the project data on the EPWP reporting system on a monthly basis.

Correct all the non-compliant projects within a week after the data dump and analysis report has been received.

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:

1. Work opportunities created – these are traditional numbers of work opportunities that have been reported through the programme.
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. Service rendered/delivered – reporting of service rendered and its impact is critical for EPWP Phase

The Municipality will also provide the report on the service rendered and the impact to participants and beneficiaries.

3.12 QUARTERLY AND ANNUAL REPORT ON INCENTIVE PROGRAMS

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 concern.

3.13 ENDORSEMENT OF THE POLICY

The EPWP Policy must be endorsed by Council after all the prerequisites have been fulfilled, namely:

- a. Draft EPWP Policy
- b. Workshop of EPWP Draft Policy
- c. Submission to Section 80 Committee Meetings
- d. Second Draft review
- e. Final document to be submitted for approval by Council

3.14 REVIEW OF THE POLICY

There has to be a close co-operation between officials involved in the IDP and the EPWP Programme. EPWP must be an integrated part of the IDP and include projects where EPWP must be implemented. The EPWP Policy will be revised and updated annually in line with the Budget and the IDP processes in terms of projects and targets which need to be met. The EPWP Champion will provide a quarterly report to Council when the Policy has been revised.

3.15 ACTION PLAN PROGRAMME

The following **Table 3** highlights the actions and tasks which will be completed by the Department of Economic Development and the timeframe as part of the implementation programme as required Implementing the policy and capture and reporting on the EPWP job opportunities as per the policy guidelines.

TABLE 3: EPWP ACTION PLAN AND PROGRAMME

TASK	TIMEFRAME	RESPONSIBILITY
▪ Drafting of EPWP Policy	August 2015	Economic Development Department
▪ Compilation of Project list	May 2016	EPWP Steering Committee
▪ Identification of Training needs	September 2015	EPWP Steering Committee
▪ Circulation of Policy for comments	September 2015	All departments
▪ Due dates for comments	Mid-September 2015	All departments
▪ Workshop policy	October 2015	Economic Development Department
▪ Submission to Sec 80	November 2015	Economic Development Department
▪ Submission to Council	November 2015	Economic Development Department

TASK	TIMEFRAME	RESPONSIBILITY
▪ Identification of Projects and budgets	On going	On going
▪ Identification of Projects in IDP		IDP
▪ Identification of beneficiaries	On going	All departments
▪ Capturing and approval of projects on Management Information	Monthly	Economic Development Department
▪ Project Implementation	Monthly	All departments
▪ Progress reports to Section 80 Committees	Monthly	Economic Development Department
▪ Progress reports to Department Public Works	Monthly	Economic Development Department