

POLICY 029/2016 RAADSBELEID

MUNICIPALITY DAWID KRUIPER MUNISIPALITEIT

SUBJECT/ONDERWERP: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) – POLICY AND IMPLEMENTATION GUIDELINES

REFERENCE/VERWYSING: 4.3.1.2

RESOLUTION NR/BESLUIT NO: 44/10.2/2016 (SCM) **DATE/DATUM:** 26 October 2016

That the Expanded Public Works Programme (EPWP): Municipal Policy And Implementation Guidelines be adopted as Council Policy:

Acronyms and Definition of Terms

DPW	National Department of Public Works
DSC	District Steering Committee
ED	Executive Director of the Municipality is a senior municipal manager
EPWP	The EPWP is a nation-wide government-led initiative aimed at drawing a significant number of unemployed South Africans into productive work in a manner that will enable them to gain skills and increase their capacity to earn income as well as develop their community and country. Expanded Public Works Programme
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.
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 hrs/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 FTEs.
Infrastructure sector	This sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
LED	Local Economic Development

MMC	Member of the Mayoral Committee
MM	Municipal Manager
NCC	National Coordinating Committee
NSC	National Sector 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.
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.
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.
EPWP Target group	Poor and unemployed people willing and able to take up the offered work at the agreed wage rate.
EPWP participant	A person employed to work in an EPWP project under the Code of Good Practice for Expanded Public Works Programmes.
Implementing Agent(s)	An individual or legal entity contracted authorized to act on behalf of the sector department, by implementing projects and executing related transactions on their behalf.
Labour Intensity	Labour intensity refers to the expenditure on wages expressed at a percentage of total project expenditure. Labour intensity is an indicator of the project expenditure that is injected into the community in the form of wages.
Monitoring	Monitoring is a process that involves measuring and tracking progress according to the planned situation including; inputs, resources, completion of activities, costs, timeframes, etc.
Ministerial Determination	The Ministerial Determination applies to all employers and employees engaged in Expanded Public Works Programmes gazetted by the Minister of Labour and amended from time to time.
Project	An undertaking to create a unique product or service. It has a defined start and end point and specific objectives that, when attained, signify completion. In implementing EPWP, public bodies should select projects based on their potential to create work opportunities for poor and unemployed people without displacing existing workers.

Programme	A programme is a group of related projects managed in a coordinated way to obtain benefits not available from managing the projects individually.
Public body	Any institution of government administration at national, provincial or local government sphere as well as any other functionary or institution exercising a power or performing a duty in terms of the Constitution. However, a public body may appoint an implementing agent that is either an individual or legal entity contracted and authorised to act on its behalf implementing under the rules and conditions provided by the public body.
EPWP Reporting	Refers to the process of collecting project data in a defined (by National Department of Public Works) format and capturing in the EPWP Reporting System according to defined timeframes
Work opportunity	Paid work created for an individual on an EPWP project for any period of time. The same person can be employed on different projects and each period of employment will be counted as a work opportunity.
CWP	Community Work Programme
DPW	Department of Public Works
E&Cs	Environment and Culture Sector
EPWP	Expanded Public Works Programme
FETs	Further Education and Training
FTE(s)	Full Time Equivalent Job(s)
M&E	Monitoring and Evaluation
NDP	National Development Plan
NGP	New Growth Path
NSF	National Skills Fund
PEPs	Public Employment Programmes
PWD	People With Disabilities
SETAs	Sector Education and Training Authorities
WOs	Work Opportunities

1. **Vision**

To have EPWP as a delivery strategy in the implementation of all municipal projects in order to create work opportunities and alleviate poverty and to lead in the implementation of EPWP in the region/district by 2014 and beyond.

2. **Mission**

- To have the Executive Mayor and the Municipal Manager championing EPWP in the Municipality.
- All Municipal Directors to have EPWP targets in their Performance Agreements with the Municipal Manager.
- Establish EPWP Forum within the Municipality sitting every month.
- Report Municipal created work opportunities on monthly bases to the EPWP Reporting System.

3. **Overview of EPWP**

The Expanded Public Works Programme (EPWP) is South African Government initiated programme aimed at creating work opportunities through service delivery.

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.

4. EPWP Phase III

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 Community Work Programme (CWP), which through the transfer of wages will provide an economic stimulus,, target the poorest areas and consolidate and strengthen markets in marginalised local economies. These types of programmes will broaden the development impact.
- The introduction of a set four of (4) core principles to improve compliance to the EPWP guidelines in terms of **(1) minimum wages and conditions of employment, (2) selection of EPWP workers, (3) provision of public goods and services as well as (4) adherence to a minimum level of labour intensity**. This will assist in creating synergy for the broader development impact and multipliers from PEPs.
- Fostering **synergy and convergence** amongst sectors and intra/inter-sectoral collaboration.
- Systematic approach in the **measuring impact** to be included in the design of the sector programmes, with an explicit intention to strengthen their development impacts and multipliers.
- Strengthening the ability of public bodies to identify and **provide quality assets and services** that have transformative impacts on community development.
- **Training interventions** to be specific to the operational needs of the different sectors. Collaborations with FET Institutions and SETAs to be enhanced to work towards accredited training.
- **Enterprise development** interventions to be limited to sub-programmes that use small and medium enterprises in the delivery of services and assets.

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

This focused mandate of the EPWP Phase 3, 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.

4.1 Introduction and Monitoring of the four (4) EPWP Universal Principles

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

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

The following universal Principles are introduced:

UNIVERSAL EPWP PRINCIPLES

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

4.2 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:

- 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.

5. EPWP Municipal 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:

- 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.
- To inform all Departments and Units within the 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)

- To entrench the EPWP methodology within the IDP; (acknowledge EPWP in the IDPs)
- To develop skills within communities through on-the-job and/or accredited training of workers and thereby developing sustainable capacity within communities;
- 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;
- 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.

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 Municipal Structures Act (Structures Act, 1998)
- 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 EPWP.
- Expanded Public Works Programme Institutional Arrangement Framework, (2012).
- National Development Plan 2011
- New Growth Path 2010

7. 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.

7.1 Roles and Responsibilities

7.1.1 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 Executive Committee to champion and lead the EPWP in the Municipality. The appointed Member of the Mayoral Committee will also ensure that EPWP is aligned with IDPs and key policies and programmes of the municipality.

7.1.2 Administrative Champion: The Municipal Manager

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

8. 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 Director/Unit. This Committee will be constituted as follows:

- A representative from the Corporate Service Directorate;
- Champions from all relevant Departments;
- Infrastructure Coordinator
- Environment Coordinator
- Social Coordinator

The EPWP Steering Committee will be responsible for;

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

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

- Guide the execution of the EPWP, including project selection;
- Document EPWP related decisions and assumptions;
- Define Sector reviews;
- Facilitate communication among stakeholders; and
- Provide a baseline for progress measurement and program control.

9. EPWP Sectors overview

Municipalities are expected to deliver EPWP across the following sectors:

- Environment and culture: Creating work opportunities in public environmental programmes
- Social Sector: Creating work opportunities in public social programmes
- Infrastructure sector: Increasing the labour intensity of government-funded infrastructural projects
- Non-State Sector: Contribution by NPO's, NGO's, and CBO's to the overall government objectives of jobs creation. Municipalities are expected to support the delivery of the non-state sector through measures such as facilitating and mobilising NPOs.

9.1 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)
- Alien vegetation removal (working for water)
- Fire prevention and control (working on fire)

9.2 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 counseling and support, child labour, suicide counseling, abuse counseling and support, substance abuse). Graduate development programmes (updating indigent register and debt collection).

9.3 Infrastructure Sector programmes:

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

- 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.

9.4 Non-State Sector:

The objectives of the sector are 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.

9.5 Cross-Cutting Support Programmes:

9.5.1 Training Support

This refers to capacity building and skills development of both officials and EPWP beneficiaries). Training can either be accredited or non-accredited. 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.

9.5.2 Enterprise Development

This refers to any form of intervention aimed develop small business including cooperatives, through business development support services and access to market in the form of Learnerships and targeted procurement.

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

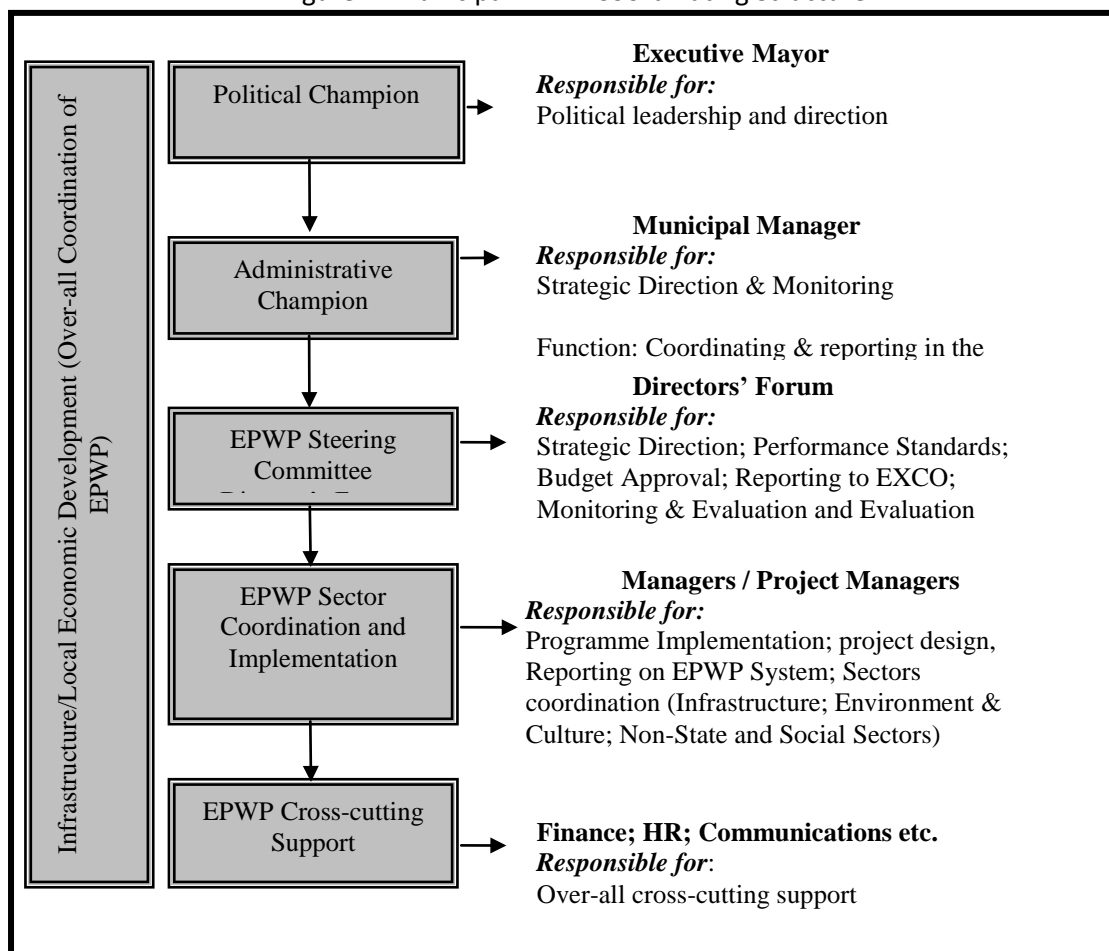
9.5.3 Communication and Branding

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.

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

The organisational structure for the coordination and implementation of EPWP is informed by the EPWP Institutional Arrangement Framework from National Department of Public Works. Figure 1 below depicts the Municipal EPWP Coordinating Structure.

Figure 1: Municipal EPWP Coordinating Structure



Various Departments and Units are grouped into EPWP Sectors to be implemented by the municipality and in accordance with their core businesses as depicted in the Table 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
Civil Engineering Services	Parks and Recreation	Local Economic Development
Electrical Engineering Services	Waste Management; Environmental Health	Fire and Emergency Services Traffic Services
Planning and Development	Tourism; Library Services	Housing
Project Management Unit Finance; HR; Communications; IT	Project Management Unit; Finance; HR; Communications; IT	Project Management Unit; Finance; HR; Communications; IT

11. Project Identification, Design and Selection of beneficiaries

11.1 Project identification

Suitable projects will be identified by various Municipal Departments using EPWP provided Sectors Guideline.

11.2 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.

11.3 Target Groups and Beneficiaries Recruitment

The Municipality will prioritise the EPWP target groups during the recruitment of beneficiaries. **Women (55%); youth (55%) and persons with disabilities (2%)**. By using sound Social Facilitation process, the Municipality will drive the beneficiaries' recruitment supported by the Provincial Coordinating Department and/or Sector Lead Department within the Province.

EPWP beneficiaries must be:

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

12. Conditions of Employment

EPWP beneficiaries will be employed under the conditions of employment stipulated in the Ministerial Determination and Code of Good Practice for EPWP. The Municipality will ensure that its projects fully comply with Labour Legislations such as Unemployment Insurance Fund (UIF), Compensation of Injuries and Diseases Act (COIDA), and Occupation Health and Safety Act (OHSA). Specific clauses addressing Labour Legislations compliance will be put all EPWP Municipal contracts with service providers.

13. 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.

14. Supply Chain Management Processes

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.

15. Support from Provinces and National

National – supportive role i.e. within the region

National (H/O) – called in from time to time through the Provincial offices

16. Targets

These are minimum targets that need to be achieved as outlined in the Protocol **Agreement**, which was signed during March 2011 between the Executive Mayor of the former //KHARA HAI MUNICIPALITY, the Premier of the Northern Cape Province and the Minister of the National Department of Public Works.

Financial Year	Work Opportunities	Full Time Equivalents (FTE's)
2009/10	172	59
2010/11	198	71
2011/12	225	93
2012/13	332	121
2013/14	417	150
2014/15	141	46
2015/16	175	57
Total	1660	597

The new targets to be achieved under EPWP Phase III are as follows (For the New Dawid Kruiper Municipality):

Financial Year	Work Opportunities	Full Time Equivalents (FTE's)
2016/17	276	89
2017/18	343	113
2018/19	381	124
Total	1 000	326

17. Programme Performance indicators (PPIs)

The performance of the Municipality in the implementation of EPWP will be measured by these indicators:

17.1 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.

17.2 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.

17.3 Project Budgets

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

17.4 **Person-Training Days**

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

17.5 **Demographics**

The number of job opportunities created for women, the youth and people with disabilities expressed as a ratio of the total number of job opportunities created for any given period, for each of the Sectors.

17.6 **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.

18. **Funding mechanisms**

The Municipal Infrastructure Grant (MIG), EPWP Incentive Grant, other conditional and unconditional grants, and own sources of funding, will be used in the implementation of EPWP projects within the Municipality.

19. **IDP**

The Municipal Manager will ensure that the EPWP objectives are aligned with the Integrated Development Plan (IDP) of the municipality.

20. **Reporting Process**

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

- RECORDING OF THE DATA AT THE PROJECT LEVEL USING TEMPLATES PROVIDED.
- VERIFY IF THE INFORMATION/DATA IS CORRECT.
- 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:

- **Work opportunities created** – these are traditional numbers of work opportunities that have been reported through the programme.
- **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.
- **Service rendered/delivered** – reporting of service rendered and its impact is critical for EPWP Phase 3. The Municipality will also provide the report on the service rendered and the impact to participants and beneficiaries.

21. **Quarterly and annual report on incentive projects**

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

22. Training of EPWP Participants

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

1. Prioritise accredited project based training including skills programme, artisan development interventions and learnerships.
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.

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

23. Review of the Policy

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

The policy shall be endorsed by Council to ensure that it is binding and all departments comply and will be reviewed as and when required.

24. Endorsement of the Policy

The policy has been endorsed and accepted by Council on: 26 October 2016.