

A - F (32 – 2026) CM 23/06/2026	FINANCE DEPARTMENT: MEDIUM-TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) FOR 2026/27 TO 2028/29 AND THE AMENDMENT 2022/23 TO 2026/27 INTERGRATED DEVELOPMENT PLAN (IDP) (2026/27).
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9.10. That **Council APPROVE** the amended **Policies** and **By-Laws** as contained in **Annexure E** to guide the implementation of the municipality's annual budget.

POLICIES

Annexure E1	Medium – Term Budget Statement Policy (Reviewed).....
Annexure E2	Pricing Policy Statement (Reviewed).....
Annexure E3	Property Rates Policy (Reviewed).....
Annexure E4.1	Provision of Free Basic Electricity Policy (Reviewed).....
Annexure E4.2	Provision of free Basic Water supply services (Reviewed).....
Annexure E5	Waste Management Tariff Policy (Reviewed).....
Annexure E6	Consumer Deposit Policy (Reviewed).....
Annexure E7	Indigent Support Policy (Reviewed).....
Annexure E8	Credit Control & Debt Collection Policy (Reviewed).....
Annexure E9	Provision for Doubtful Debt and Debt Write-Off Policy) (Reviewed)
Annexure E10	Budget Implementation and Monitoring Policy (Reviewed).....
Annexure E11	Municipal Entity Financial Support Policy (Reviewed).....
Annexure E12	Accounting Policy (Reviewed).....
Annexure E13	Electricity Metering for Residential and business Customers (Reviewed)...
Annexure E14	Policy for the vending of pre-paid electricity (Reviewed).....
Annexure E15	Policy for the Estimation and Correction of Energy or Demand Meter Reading and Billing Data (Reviewed).....
Annexure E16	Electricity Tariff Policy (Reviewed).....
Annexure E17	Virements Policy (Reviewed).....
Annexure E18	Consumer Agreement Policy (Reviewed).....
Annexure E19	Supply Chain Management Policy (Reviewed).....
Annexure E20	Treasury Policy (Reviewed).....
Annexure E21	Expanded Public Works Programme Policy (Reviewed).....
Annexure E22	Asset Management Policy (Reviewed).....
Annexure E23	Cost Containment Policy (Reviewed).....
Annexure E24	Policy for the wheeling of Electricity (Reviewed).....
Annexure E25	Policy for Embedded Generation Ekurhuleni (Reviewed).....
Annexure E26	Ekurhuleni Community Enterprise Development Fund Policy (Reviewed).....
Annexure E27	Long Term Financial Strategy 2020/21-2029/30 (Reviewed).....
Annexure E28	Ekurhuleni Public Employment Programme & Implementation Framework Policy (Reviewed).....
Annexure E29	CoE Inventory Management Policy (Reviewed)
Annexure E30	Unauthorised, Irregular and Fruitless and Wasteful Expenditure Policy (UIFW) (Reviewed).....
Annexure E31	Investment Support Package for Developers Policy (Reviewed).....



Policy

Ekurhuleni Public Employment Programme and Implementation Framework

Development Planning and Real Estate Department

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1. Acronyms

EPEP	Ekurhuleni Public Employment Programme
CoE	City of Ekurhuleni
DPRE	Development Planning and Real Estate Department
NT	National Treasury
NDPG	Neighbourhood Development Programme Grant
DH	Divisional Head
HoD	Head of Department
CM	City Manager
DORA	Division of Revenue Act
MFMA	Municipal Finance Management Act
PESP	Presidential Employment Stimulus Programme
EPWP	Extended Public Works Programme
SCM	Supply Chain Management
ToR	Terms of Reference
GDS	Growth and Development Strategy
LRA	Labour Relations Act
BCEA	Basic Conditions of Employment Act
UIF	Unemployment Insurance Fund
SDL	Skills Development Levy
SALGA	South African Local Government Association
SETA	Sector Education Training Authority
SAQA	South African Qualification authority
IDP	Integrated Development Plan
DPWI	Department of Public Works and Infrastructure
COIDA	Compensation for injuries and Diseases Act
SLA	Service level Agreement
UDFG	Urban Development Finance Grant

2. Definitions and Interpretation of the Policy Provision

In this EPEP Policy, unless the context otherwise indicates: -

- 1.1. The headings to the clauses of this Policy are inserted for reference purposes only and shall not govern or affect the interpretation thereof;
- 1.2. Any annexures to this Policy form an integral part hereof and words and expressions defined in this Policy shall bear, unless the context otherwise requires, the same meaning in such annexures;
- 1.3. Unless the context clearly indicates a contrary intention, words importing the singular shall include the plural and *vice versa*;
- 1.4. Reference to any one gender shall include the other gender and any reference to a natural person shall include a legal persona and *vice versa*;
- 1.5. Where the day on or by which anything is to be done is not a business day, it shall be done on or by the first business day thereafter;

Where any number of days is prescribed in this Policy, these shall be reckoned as calendar days, exclusively of the first, inclusively of the last day, unless the last day falls on a weekend or on a public holiday, in which case the last day shall be the next succeeding day which is not a weekend or a public holiday.

Public Employment Programmes	The provision of state-sponsored employment for the working age poor who are unable to support themselves due to the inadequacy of market-based employment opportunities. PEPs entail the payment of a wage by the state, or an agent acting on its behalf, in return for the provision of labour, with the objectives of i) reducing poverty and ii) producing an asset or service.
Presidential Employment Stimulus Programme (PESP)	Programme introduced through the Office of the Presidency to confront and resuscitate the economic activity aiming at retain existing jobs, support livelihoods and provide economic opportunities
Labour-intensive	Labour-intensive projects 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.
Work Opportunity	Paid work created for an individual on a PEP project for any period of time, within the employment conditions as outlined in the Ministerial Determination 4: EPWP Works as gazetted by the Department of Labour and the code of good practice for special public works programmes
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.
Inter-sectoral	The convergence of efforts of different governmental and non-governmental entities to produce comprehensive and integrated policies that aim to achieve integrated results in complex situations.

Ministerial Determination	Determinations made by the Minister of Labour in terms of section 50 of the Basic Conditions of Employment Act, 1997 establishing conditions of employment for employees in the EPWP.
Performance	Performance is the achievement, accomplishment and success towards realising a predetermined objective or target.
Project	A specific component of a programme usually funded by a defined budget. A planned undertaking designed to achieve specific objectives within a given budget and within a specific period. A project usually includes a detailed plan of actions to be undertaken.
Public Body	A public body is any organisation that is defined by legislation as a government institution; and for purposes of this document, refers to a national or provincial department or municipality or state-owned entities within these spheres of government.
Reporting	Reporting is a process that best communicates the required information collected during monitoring and/or evaluation for optimum use by different stakeholders.
Compliance	Compliance means adherence to policies, plans, procedures, laws, regulations, contracts, or other requirements.
Demographic targeting	The EPWP Recruitment Guidelines approved by the Minister of Employment and Labour on 5 December 2017 recommend all EPWP projects to target the recommended share for youth participation, women and for people with disabilities.
Criteria	A set of decisive factors or elements often used to reach a decision.
Code of Good Practice for Expanded Public Works Programmes (EPWP)	The Minister of Employment and Labour issued a Ministerial Determination and Gazetted Code of Good Practice for Special Public Works Programmes that allows for special conditions to facilitate greater employment on Public Works Programmes. The latest version of this is contained in the Ministerial Determination, Gazette No 35310, issued on 4 May 2012.
The EPWP Recruitment Guidelines	Guidelines approved by the Minister of Employment and Labour on 5 December 2017 that recommend all EPWP related projects to target the share for the youth participation, women and for people with disabilities.

Presidential Public Employment Inter-Ministerial Committee (PPE-IMC)	The Commission approved by Cabinet in light of the EPWP Phase 3 that aimed at to ensure that there is greater synergy amongst a wide range of public employment programmes (PEPs) and other poverty alleviation, employment, enterprise development, and skills development initiatives in South Africa
Project Budget	The project budget is the price tendered by the contractor plus the professional fees for the professional service provider appointed to design and supervise the project.
Non-State Sector	Institutions that are considered be non-government in nature and operation. 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.
Private sector partner	Institution operating outside the ambit of the government sector, for purposes of this policy organizations and bodies outside government as contemplated in Section 67 of the MFMA
Infrastructure Sector	The sector aims to promote the use of labour-intensive methods in the construction and maintenance of public infrastructure.
Environmental Sector	The sector aims to promote the use of labour-intensive methods in waste & environmental related projects and maintenance of public open spaces and related amenities.
Social Sector	The sector aims to promote the use of labour-intensive methods in community empowerment initiatives & interventions & related projects
Neighbourhood Development Programme Grant (NDPG)	Grant funding allocated to the implementing agents received from National Treasury which is gazetted Division of Revenue Act (DORA).
Service Level Agreement (SLA)	refers to the agreement entered into between the municipality and any organisation or body which receives a PEP grant in terms of this Policy.
Ekurhuleni Public Employment Programme Sub-Steering Committee	Committee comprised of the Project Managers from implementing departments and entities of the City to advise the broad EPEP Steering Committee
Project/Programme sponsor	National Treasury of South Africa and/or any other institutions that provide monetary support to the municipality for job creation purposes.
Special Adjudication Committee	Committee that attends to the formal objections and disputes emanating from the appointment of the private sector partners. The committee sits when the objections and disputes are received.

3. Background

On 21 April 2020, President Cyril Ramaphosa committed that R100 billion would be invested in job creation as part of a stimulus package for the country. In the Special Adjustment Budget announced in June 2020, an amount of R19.6 billion was allocated for 20/21. Of this amount, approximately R7

billion was allocated for the extension of the Special COVID-19 Grant given its significant poverty impact and trickle-up stimulus effect.

Since then, the Project Management Office in the Presidency has engaged in an intensive planning process, working with national departments, provinces and metros, for the rapid design of employment support programmes that can be rolled out within the next six months despite the many implementation constraints that public bodies currently face.

4. Executive Summary

The Presidential Employment Stimulus was established in response to the devastating impact of the coronavirus pandemic on jobs and livelihoods. Its aim is to protect jobs and livelihoods, and to support meaningful work while the labour market recovers. Beyond providing relief to those who have been most affected by the economic consequences of the pandemic, it recognises that this is a moment of opportunity for change – for new ways of working, and new forms of innovation, in response to an unprecedented crisis

At its heart, the employment stimulus has enabled the most rapid expansion of public employment in South Africa's history, by supporting programmes that could scale up within a matter of months to provide work to those who need it. The stimulus is not only about public employment, however. It has also protected existing jobs in sectors that are most vulnerable and has provided livelihoods support in the form of grants and awards through a range of programmes. This multi-pronged approach is designed to preserve existing employment while creating new jobs and supporting people to create work of their own

The PEP purports to resuscitate the economic activity through mass public employment expansion aligned with the retention of existing jobs in the public sector that support community livelihoods and provide economic opportunities.

PEP intended to create massive work opportunities and self-employment in order to mitigate the high unemployment rates and alleviates poverty.

5. Purpose

The Policy seeks to:

- Provide the framework that guides and direct the implementation of the programme that reposition the City
- Creates an enabling environment for the municipality to institutionalize and increase the implementation of PEP at the departmental level,
- Provide the basis to forge and establish strategic partnership with the private sector institutions

6. Vision

Economic transformation through accelerated massive employment

7. Mission

- To improve the economic activity within the region that drive the community livelihoods and enhance the entrepreneurial capacity.
- To reposition the City in the fight against the scourge of poverty and unemployment.

8. Application of the Policy

This policy (read in conjunction with other applicable policies of the City) applies to the Coordinating department (EDD); implementing departments and entities of the City participating in the Ekurhuleni

Public Employment Programme; private sector partners and implementing agents appointed by the City to implement Public Employment Programme; persons employed to work on the City's Public Employment Programmes and projects; committees and structures involved in the management, governance and implementation of the PEP programme.

9. Scope of the Policy

The policy caters for the recruitment and appointment of the unemployed members of the community of CoE to participate in the EPEP programme.

10. Exclusions

This Policy does not apply to:

- a) Permanent or fixed term contract employees on the City's staff establishment; and
- b) Labour broker employees contracted by the City.

11. Effective Date for The Policy

The EPEP Policy shall take effect from the date of final approval by Council

12. Principles

This policy shall be guided by the following underlying principles:

- a) Compliance – complying with all relevant legislation and government policies relating to EPWP and financial management in particular MFMA;
- b) Equity – establishing fair standards in all aspects of the implementation of PEP in the City;
- c) Equal opportunities for all – ensuring that all qualifying persons enjoy equal access to PEP work opportunities;
- d) Good governance – ensuring that the Public Employment Programme meets the requirements of good governance including prescripts relating to transparency and efficient financial management;
- e) Empowerment – providing opportunities for the empowerment of people, including the poorest members of the community;
- f) Professionalism – ensuring that the City's PEP and projects are managed in a professional manner; and
- g) Access to information and communication - ensuring that information on the City's PEP is readily available and effectively communicated to all stakeholders.

13. Legislative and Policy Environment

Financial regulations and policies provide the regulatory framework for the transfer of funds between the state and non-state institutions.

- Local Government: Municipal Finance Management Act (Act No. 56 of 2003);
- Division of Revenue Act (Act No 5 of 2012); (annually published);
- Local Government: Municipal Systems Act (Act No.32 of 2000);

The implementation of the EPEP programme is based on the national plans and strategies that purports to drive the economic activities and improve the livelihoods of the citizens.

- National Development Plan 2011; and
- New Growth Path 2010.
- South Africa Economic Reconstruction and Recovery Plan (ERRP), 2020
- Medium Term Strategic Framework (MTSF) 2020-2025
- Constitution of the Republic of South Africa;

Labour relations guidelines provide the basis for employer-employee relations in the workplace for sustainable work relations.

- Labour Relations Act, No 66 of 1995, as amended
- Basic Conditions of Employment Act (Act No 75 of 1997);
- Skills Development Act (Act No 97 of 1998);
- Unemployment Insurance Act, No 63 of 2001
- Skills Development Levies Act (Act No 9 of 1999)
- Cabinet Memo 2003 approving the implementation of the EPWP;
- Ministerial Determination and the Code of Good Practice for Expanded Public Works Programme;
- Expanded Public Works Programme (EPWP) Institutional Arrangement Framework, (2012)

14.Roles and Responsibilities: Ekurhuleni Public Employment Programme

14.1. Project/Programme Sponsor

The project sponsor is responsible to allocate the budget for the programme implementation. The project sponsor shall provide guidelines and conditions to ensure smooth implementation of the programme.

14.2. Council

The Municipal Council shall approve the policy and oversee the application of the policy.

14.3. Mayor

The Executive Mayor shall provide political leadership and direction in the implementation of the programme. The relevant Member of the Mayoral Committee as the political Head of Economic Development Department to champion and convene EPEP stakeholders within the municipality.

14.4. City Manager

The City Manager as municipal Accounting Officer shall provide strategic direction and monitoring of the programme. The City Manager or delegated shall appoints members of the steering committee and must also ensure that all HODs of participating Departments are also as Departmental Champions.

14.5. Special Adjudication Committee

- I. Committee that attends to the formal objections and disputes emanating from the appointment of the private sector partners.
- II. The committee sits when the objections and disputes are received from private sector partners that has submitted the EPEP business proposal.
- III. The committee shall attend to disputes that are received within thirty (30) days after the recommended private sector partners award is made.
- IV. The Committee shall within twenty one (21) make a decision on the objections and disputes and advise in writing the partner/s accordingly.
- V. The decision and ruling of the committee on the objections and disputes is final.

The following Departments and Offices, represented by nominees of Heads of Department forms part of the Special Adjudication Committee:

- Development Planning and Real Estate;
- Office of the City Manager; and
- Office of the Executive Mayor.

14.6. Steering Committee

The role of the steering committee is to:

- Oversee the implementation of the programme.
 - Ensure that projects are implemented within the parameters of the PEP Gazette.
 - Review progress on all the projects on a quarterly basis.
 - Consider and recommend the submitted reports where necessary to the City Manager for approval.
 - Facilitate communication between implementing departments and municipal entities.
 - Report to the City Manager, National Treasury relating to progress, achievements and challenges on the programme.
 - Intervene and recommend correctional steps to be taken where applicable.
 - The steering committee will have the right to withdraw projects that has clearly demonstrated under-performance by redirect the allocated funds to well performing projects in consultation with the City Manager and the National Treasury to ensure full expenditure on the grant.
 - Manage the budget votes and created job numbers that are utilized by departments.
 - Monitor progress on expenditure and advise on measures to be taken to ensure full budget expenditure.
 - Meet at least once per quarter to monitor and evaluate the programme in general. Special Committee meetings can be coordinated on an ad-hoc basis with an approval from the EPEP Steering Committee Chairperson
 - Ensure compliance to the CoE SCM policy, MFMA, regulations and grant conditions
 - Monitor the efficiency of the Sub Committee and rule out the submitted recommendation/s.
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- Recommend and approve on an ad-hoc basis, the business proposal/s from the private and public sector institutions that sustainably address challenges associated with unemployment and entrepreneurial development. For such proposal, no financial transaction shall be permitted between institutions.
 - The Chairperson shall be signatory of all Service Level Agreements entered with the respective HODs of the implementing departments as well as the CEO of external agencies/institutions.

14.6.1. Appointment of the Project Managers into the Steering Committee

- The City Manager/delegated in liaison with the HOD's of the participating departments will appoint members from the internal departments and external stakeholders as Project Managers.
- The HOD: Development Planning and Real Estate shall Convene and Chair the EPEP Steering Committee

14.6.2. Composition of the Steering Committee

The Steering Committee, EPEP Sub Committee and Evaluation and Adjudication Committee are comprised of nominated personnel that are officially appointed by the City Manager and/or delegated from the internal departments of the City of Ekurhuleni and municipal entities to assist the Chairperson in fast-tracking processes and other functions of the Steering Committee such as: Applications processing, preliminary adjudication/shortlisting, compliance, policy review and other duties that the Chairperson may delegate from time to time to the Sub-Steering Committee.

14.6.3. Dissolution of the Steering Committee

The membership to the Steering Committee shall be for a period of thirty six (36) consecutive months. The City Manager or delegated reserve the right to terminate membership and/or dissolve the Steering committee.

14.7. Sub-Steering Committee

- Provide executive support to the projects at departmental level.
- Investigate matters of concern and perform monitoring and evaluation on behalf of the steering committee
- Evaluate the business proposal received and submit report to the steering committee
- Prepare reports and submit recommendations for the evaluation of the steering committee
- Ensure project collaboration and share best practices among projects
- The Sub-Steering committee is comprised of personnel nominated from the internal implementing departments and municipal entities.
- Meet regularly to evaluate and monitor the projects implementation.

14.8. Implementing Agents/Departments

- The HODs of participating departments and the CEO of municipal entities shall ensure the effective coordination, monitoring and implementation of the EPEP Programme within their departments and institutions.
- The HODs and CEOs of Municipal Entities shall also be responsible to provide monthly reports on performance in the approved format to the office of the EPEP Steering Committee Chairperson, EPWP Coordinator or delegated.

14.9. Support Department/s

The support departments and institutions shall provide overall cross-cutting support in the management and implementation of the programme.

15. Sector and Programme Classifications

The allocation and implementation of the EPEP programme is dependent on the grant received from the programme sponsor. Furthermore, the IDP deliverables are indispensable in the allocation and distribution of the budget to the implementing departments and approved strategic partners. The service delivery programmes and the private sector partnership programmes are key classifications in the implementation of the EPEP programme.

15.1. Service Delivery Programmes

The service delivery programmes directly purport to improve the efficiency of the municipal service delivery mandates across the City and the municipal entities. The programmes are aligned to the Community Poverty Alleviation and Human Development; Urban and Environmental Management; and Township Economy Development

15.1.1. Request for proposals

The coordinating department shall on an annual basis request from the internal departments and municipal entities to submit the proposals, requesting budget allocation in order to implement the EPEP programme. The request for proposals is dependent on the approval from the EPEP Steering Committee and subsequent budget availability.

15.1.2. Evaluation criteria

- I. The submitted departmental proposals shall be subjected to the vetting and Evaluation before budget allocation can be approved.
- II. The Sub-Steering Committee shall receive, verify compliance on funding applications for both internal and private and give recommendation to the Steering Committee.

- III. The Steering Committee shall review and consider the recommendations and provide final approval for the service delivery programmes.

15.1.3. Budget Allocation and Distribution

The budget allocation and distribution shall be in line with the DoRA and the applicable grant conditions.

15.1.4. Supply Chain Management

The legislations and policies governing municipal sector procurement must be adhered to in the implementation of PEP within the Municipality. The Municipal Finance Management Act (Act No 56 of 2003) and the CoE procurement policies must apply.

15.1.5. Service Level Agreement

Each allocated department to participate in the EPEP service delivery programme shall enter into service level agreement. The Chairperson of the Steering Committee shall monitor the SLA and the implementation thereof.

15.2. Private Sector Partnerships

15.2.1. Private Sector Partnerships No Financial Implications

The services of the private sector institutions and the public sector agencies through partnership play a crucial role within the employment creation and skills development. The EPEP Steering Committee through the Chairperson may recommend and approve on an ad-hoc basis, proposals from the private and public sector institutions that sustainably address challenges associated with unemployment and entrepreneurial development. For such proposal, there shall never be financial implications incurred by the City directly to the public and/or private sector partner.

The City shall mainly make available the database of the unemployed members of the community and the beneficiaries of the job creation programmes. Each recommended external institution to partner with the City on the job creation and skills development shall enter into Memorandum of understanding (MoA). The City Manager/delegated shall sign off and monitor the MoA and the implementation thereof.

15.2.2. Private Sector Partnerships With Financial Implications

Depending on the budget and grant funding availability and subsequent approval of the Private Sector Partnership projects, the CoE shall collaborate with the private sector partner/s in the implementation of the EPEP programme. The purpose is to harvest the creative thinking and innovation in order to maximise the impact, scale up and enhance service delivery capabilities, and the following approval process to be adhered to:

15.2.2.1. Request for proposals

The coordinating department through the office Chairperson of the EPEP Steering Committee shall on an annual basis request from the private sector partners to submit the proposals, requesting budget allocation in order to implement the EPEP programme.

The request for proposals from is dependent on the approval from the Grant funders and subsequent budget availability.

The applicant must be a local institution/organisation that is located or operating within Ekurhuleni municipal boundaries that contributes and/or that will contribute to the local community. Applications are open to South African institutions operating within CoE jurisdiction.

15.2.2.2. The request for proposal advert shall include:

- The closing date for submitting request for funding proposal
- Who the applications should be addressed to
- How the applications for funding should be submitted
- That Council reserves the right not to make any award
- That organisations that have received funding in the previous financial year(s) must first submit a final close-up report on the projects previously funded; and
- That only duly completed applications on the prescribed forms will be considered.
- Funds may not be transferred to any organisation or body that has not submitted a Proposal in response to the public advertisement.
- Non-compliance on the submission of the required documents will result in automatic disqualification.
- Applicants who have not received any correspondence after three (3) months of the closing date should assume that their application has been unsuccessful.

15.2.2.3. Standard Application process

- Applications shall be made on the original prescribed form;
- Applications must be signed by the Head of the Organisation or body and must include the following information:
 - I. Date of application;
 - II. Contact details of the organisation or body;
 - III. Date established and registration number
 - IV. Type of organization;
 - V. Details of previous funding received from the Municipality;
 - VI. Details of other funding received from the Municipality;
 - VII. Purpose or aim of funding;
 - VIII. Detailed description of project to be implemented utilising the funding;
 - IX. Detailed breakdown of projected costs;
 - X. Details of sources of income and funding;
 - XI. Banking details;
 - XII. Business and Residential references;
 - XIII. Certification of details provided by senior person of organization;
 - XIV. Checklist of supporting documentation; and
 - XV. Declaration by the head of the organisation or nominee to the satisfaction of the City Manager that the organisation or body implements effective, efficient and transparent financial management and internal control mechanisms to guard against fraud, theft and financial mismanagement and has in the past complied with the requirements of similar transfer of funds

15.2.2.4. Evaluation criteria

- I. The submitted business proposals shall be subjected to the vetting and evaluation before budget allocation can be approved.
- II. The Sub-Steering Committee shall receive, verify compliance on funding applications for private sector partners and submit report to the Steering Committee.
- III. The Steering Committee shall submit recommendations to the City Manager for approval.

Potential private sector partners are required to score the minimum points to be considered for the next evaluation criterion:

Evaluation Criterion	Max, Points	Min. Points
Project Proposal	50	40
Site Visit	20	15
Interview / Presentation	30	20
Total	100	75

The screening shall be conducted by the relevant and duly appointed EPEP Sub-Steering Committee members who should assess the proposal of the following:

- I. Compliance with the criteria contained in the Policy;
- II. Viability of the project;
- III. Sustainability of the project;
- IV. That the project will be completed within the available funds;
- V. That sufficient evidence of proper financial control will be exercised;
- VI. That applicants have demonstrated that it meets City' strategic objectives;
- VII. Individual applicants to assert / attach proof how the funded project will contribute towards job-creation and/or community benefit.
- VIII. That applicants have demonstrated cost-effective measures and ability to execute project successfully, achieve clearly defined outputs or outcomes and the ability to manage funds effectively;
- IX. That the applicants have agreed to:
 - a) Report monthly to the Accounting Officer on actual expenditure;
 - b) Submit audited financial statements for its financial year;
 - c) Implement effective, efficient and transparent financial management and internal control systems to guard against fraud, theft and financial mismanagement; and
 - d) Have in respect of previous similar transfers complied with all requirements (if any).
 - e) Site inspections conducted (verifying the existence of the organization)
 - f) Through the Economic Development Department, the EPEP Steering Committee will submit approval to the Mayoral Committee for Noting.

The EPEP Sub-Steering Committee: Capturing in conjunction with the EPEP Secretariat shall

- a) Capture the master list of all applications received,
- b) Screen the applications as per approved checklist,
- c) Sort applications determining whether or not all pre-requirements as per the policy, the advert, and the application form have been met,
- d) Elimination/recommendation of applications through utilization of the developed checklist.
- e) Presenting the report of the recommended applicants to the EPEP Sub-Committee: Evaluation and Adjudication.

EPEP Evaluation and Adjudication Committee shall

- a) Receive the report of the recommended applicants from the EPEP Sub-Committee: Capturing
- b) Evaluate the business plans/profiles/proposals,
- c) Score the business plans/profiles/proposals based on return on investment (ROI) on funds requested, i.e. Job creation, skills development, enterprise development, geographic allocation, industry sector, etc
- d) Prepare a comprehensive report to the Steering Committee about applications received based on GEYODI elements (gender, youth and Disability) to ensure inclusiveness and social cohesion, and alignment to departmental priority areas
- e) Conducting site visits verification and scoring in comparison to the business plan/profiles/proposals
- f) Elimination/recommendation of applications based on business plan/profiles/proposals evaluation, site-visits findings and presentations.

EPEP Evaluation and Adjudication shall further

- a) Conduct the interviews with potential private sector partners that has met minimum points in terms of criteria as set out in the proposal evaluation and site visit.
- b) The Committee shall interview the potential private sector partners and score accordingly in relations to the responses provided.
- c) The total scores and/or points received from each potential private sector partner shall be tallied to determine the final consolidated scores/points.
- d) The combined final allocated points for each potential private sector partner shall be used in the determination of the budget allocation to the institutions and the award, proportionally to the total points received.
- e) Submit the report to the Steering Committee for consideration.

15.2.2.5. Budget Allocation and Distribution

The budget allocation and distribution shall be in line with the DoRA and the applicable grant conditions. The application of and compliance to the Section 67 of the MFMA in the transfer of funds to the private sector partner is non-negotiable. The City Manager or delegated through the SLA shall determine the tranche payment upon the submission of the reports.

A. Approval Process

The City Manager or delegated shall consider the recommendations of the Steering Committee, as submitted subject to the following conditions:

- a) Compliance with the EPEP Policy criteria;
- b) Allocations being within the approved and available budgeted funds;
- c) Compliance with the provisions of section 67 of the MFMA

B. Declaration of Interest: Committee Members / Officials Involved in the EPEP Grant Process

- a) Each Committee member/Official involved in the EPEP Grant is required to sign a declaration of interest independence with regard to the following: -
- b) That he/she does not hold a position of Directorship/Partnership with any beneficiary organization awarded a Fund.
- c) That he/she is not associated with the Directors/Partners of a Fund beneficiary organization.
- d) That there is no conflict of interest between his/her personal interests as a Committee member/Official carrying out his duties on behalf of Council and, the interests of the beneficiary organization.
- e) That the Official / Committee member warrants that he/she is not in any way whatsoever related to or associated with any of the funded beneficiaries.

C. Award process for the Private Sector Partners.

- a) Only successful applicants shall be informed in writing of the outcome of their applications by the City Manager or delegated
- b) All applicants that have not been contacted after three months of submitting the application, such should consider that their application was unsuccessful.
- c) Successful applicants will sign the Service Level Agreement with CoE within 30 days of being informed of the result of their application.
- d) CoE reserves the right to conduct site inspections of the Applicant's business premises pre and post the award.

D. Transfer Process

- a) **Tranche payments** of funding allocations shall be transferred to the Bank account/and or third-party suppliers of the applicant in such instalments as agreed to in writing in the signed SLA as well as the payment agreement, approved in terms of the applicable delegated authority.

Tranche	Percentage	Comment
First	40	After the signing of the SLA
Second	30	During third month of implementation
Third	20	At the end of the programme
Fourth	10	Upon submission of close-out report and required documents.

- b) Awards/disbursement to successful applicants shall be made subject to performance & adherence to approved award and Grant conditions.

15.2.2.6. Service Level Agreement

Each allocated private sector partner to participate in the EPEP programme shall enter into service level agreement with the CoE. The City Manager/delegated shall sign off and monitor the SLA and the implementation thereof.

15.2.2.7. Special Conditions

- a) The applicant's key functional areas shall be those that are innovative in nature, realigned to the responsibility of the Municipality, i.e. the applicant must be a corporate, non-profit institution / organization / body, regulated in terms of section 67(4) of the Act, engaging in activities that support the municipality's Strategic Plan and Priorities, functioning in the fields where the Municipality itself is not actively or sufficiently engaged and where it is considered capable of delivering more effectively in terms of civic empowerment and value for money than the municipality could.
- b) The applicant must be a local institution/organisation that is located or operating within Ekurhuleni municipal boundaries that contributes and/or that will contribute to the local community
- c) The allocation of the EPEP Grant should further the rendering of equitable services throughout all communities of the Municipality to the extent appropriate
- d) The applicant must submit a copy of their latest Municipal Services Account or obtain a certified letter from the Chief Financial Officer reflecting the status of the applicant's Municipal services account / debt repayment arrangement;
- e) All applications shall first be considered Sub Steering Committee on the basis of a set criteria, in line with their individual strategic plan, inter alia, recommended on this basis by the Steering Committee and is accordingly submitted to the City manager for approval and the Mayoral Committee for noting.
- f) A copy of the applicant's Constitution, Memorandum of Association and any related documentation, latest financial statements (certified if it is a registered organisation) or management accounts, annual reports, business plan and budget estimates (to be submitted by all applicants) which clearly indicate the benefit to the historically disadvantaged within the Community in the form of Development Programmes, etc., to be attached to the application. Failure to attach the abovementioned document will result in such an application not being processed for consideration.

- g) All the recipients of EPEP Grant shall in terms of section 67 of the Act be required to submit:
- h) Monthly progress reports on how the fund allocation was spent, subject to the proviso that:
 - I. if the project is such that the expenditure is incurred once-off, then the expenditure report must be submitted immediately once the funds are exhausted and if the funds are expended as the implementation of the project progresses, monthly reporting is peremptory until the funds are all spent.
 - II. a final closing report be submitted not later than the end of the financial year of receiving the EPEP Grant, to be collated and submitted to the Mayoral Committee. Failure to submit progress reports / applying the fund for a purpose different from the one its allocated may result in blacklisting and no consideration being given to future applications for the fund and/or the Municipality taking legal action to recover the fund allocated.
- i. Any outstanding expenditure report on a previously allocated fund will automatically disqualify such applicant for consideration for the EPEP Grant.
- j. The EPEP Steering Committee reserves the right to adjust and allocate the budget requested in line with the available budget for the approval City Manager

16. Recruitment and Selection of Beneficiaries

16.1. Advertisement

The available work opportunities shall be advertised in order to attract the unemployed applicants across all the wards and offer fair and equal chance to all. The advertisement shall be made public and distributed through appropriate platforms. All advertisements shall be in a standardized format representing the job specifications and tasks with which it will form the basis for shortlisting and recommendation criteria.

All the received applications shall be used to create a database for the potential beneficiaries of the programme within the financial year. Unless the designation is adjusted; and appropriate participants are not identified, the coordinating department shall advertise and/or readvertise the specific work opportunity/ies to attract the suitable candidates.

16.2. Shortlisting and Recommendation

The Development Planning and Real Estate department shall remain central in the shortlisting, recommendation and approval process of the beneficiaries to participate in the programme. The Head of Department for respective implementing department may from time to time be requested to nominate departmental personnel to form part of the selection panel. The Development Planning and Real department shall take leadership in the recommendation of the appointment of the participants. The advertised job specifications and tasks are the basis for shortlisting and recommendations. Subsequently, a declaration form must be duly completed by all recommended panel members.

16.3. Conditions of Employment

EPEP beneficiaries shall be employed under the conditions of employment as Stipulated in the EPWP Ministerial Determination and Code of Good Practice. The Municipality must ensure that its projects fully comply with all applicable legislation to ensure efficient programme implementation. The appointment of the beneficiaries shall comply with EPWP recruitment guidelines of 55% women, 55% youth and 2% people living with disability.

16.4. Employment Contracting and Placement

- I. The contract of employment shall be standardised to ensure uniformity. The Chairperson of the EPEP Steering Committee shall approve the departmental recommendation and appointment memorandum prior the candidates can be conducted. Each beneficiary recommended for appointment to participate in the EPEP programme shall enter into a formal contract of temporary employment with the City.
- II. The implementing department shall assume responsibility to ensure the contract is duly signed off before placement can commence. Such signed contract shall be submitted to the HR and Finance Department for capturing and stipend processing.
- III. The recommended beneficiaries shall be placed within the implementing department/s for the duration of the contract. Rotation of beneficiaries within projects shall be only recommended by departmental Head and approved by the EPEP Steering Committee Chairperson. The payment of the beneficiaries' stipends in totality shall be paid from the single vote number, centralised within the Development Planning and Real Estate.
- VI. The request for participants contracts extension with comprehensive motivation shall be submitted to the EPEP steering committee Chairperson. Such request must be signed off by the departmental Head of Department and/or delegated. The request for extension is dependent on the availability of the budget and the performance of the project to the maximum of thirty (30) percent of the total project beneficiaries.

The members of the Sub Steering Committee shall generate the report for the Chairperson to accompany the request for extension. Only approved projects may be allowed to submit requests for participants contract extensions. No contract may be extended over a period of twenty-four (24) consecutive months

17. Skills Development

Skills development and transfer of skills is central to the EPEP programme. The skills development interventions provided to the beneficiaries shall be aligned to the SAQA unit standards, accredited and bear credit toward an identified qualification. However, the beneficiaries may be exposed to workshop and non-credit bearing learning interventions that is indispensable to execute their daily responsibilities.

The Development Planning and Real Estate department as coordinating department shall consolidate the training needs from the EPEP implementing departments for training roll out purposes. The DPRE shall prepare the training plan and liaise with the HR as well as Finance for the identification and appointment for the training service provider/s in alignment with the MFMA and internal Supply Chain Management Policy

18. Overhead categories

Overhead categories represent equipment and services needed for the programme to be implemented efficiently. The DPRE shall be central in the coordination and consolidation of the departmental needs relating to personal protective equipment and tools of trade

19. Management and Administration

19.1. Contract Management

- I. It is the responsibility of the implementing department to ensure that applicable documents are attached to the contract before submitting to the HR and Finance department for capturing and processing of stipend. The Implementing Department and the coordinating department shall keep the copies of the contract as per the City' Record Management

policy. A copy of a duly signed contract of temporary employment and its attachments shall be forwarded to the EPEP Secretariat for reporting purposes.

II. Movement of beneficiaries between temporary job creation opportunities within the City is not allowed. There shall be a cooling off period of at least six (06) months for the candidates to be reconsidered for participation in the programme at the end and/or expiry of their EPEP temporary employment contract.

III Beneficiaries contract with outstanding supporting documentations shall not be taken in for approval nor capturing. The candidates with outstanding supporting documentations shall not resume nor be placed for practical experience until such supporting documentations are in order. Subsequently, the start date of the contract shall be adjusted to commence on the first day of the next month. Failure to produce and submit the requested supporting documentation within seven (07) days, the Chairperson of the EPEP Steering Committee or delegated shall withdraw the candidate contract and the replacement shall be sourced in.

19.2. Reporting

I. The contracted EPEP beneficiaries shall be reported on a monthly basis using the National Department of Public Works EPWP reporting template/s. The certified and clearly visible ID copies of the all the beneficiaries shall be submitted once off to the NDPW.

II. The implementing department must adhere to the EPWP M & E reporting process by ensuring that beneficiary data is recorded at the project level using provided templates. Such templates to be forwarded to the coordinating department together with certified and clearly visible ID copies. The coordinating department shall capture the data on the EPWP reporting platform on a monthly basis. Failure to submit monthly progress reports shall adversely affect the future allocation of the budget and/or candidates and potential contract extension. Any potential and eligible contract extension shall be approved by the EPEP Steering Committee Chairperson, depending on the projects performance and subsequent budget/grant availability.

III. The EPEP programme will be reported through EPWP reporting system which requires that each programme and project managers should submit the following documents for reporting purposes and compliance:

- Contracts signed and dated by the project manager/employer, employee and the witness.
- Certified copies of South African IDs or the Smart ID card photo.
- Monthly attendance registers signed by both the project manager/employer and the employees.
- Monthly proof of payments signed by both the project manager/employer and the employees.

IV. EPWP office will assist project managers to ensure that all the documents are submitted in the correct format and timeously.

19.3. Records Management

The implementing department/s shall keep record of the contracts of temporary employment for all the beneficiaries and any other decisions as per the Municipal Records Management Policy.

19.4. Monitoring and Evaluation

The City Manager and the Development Planning and Real Estate Department as well as the EPEP Steering Committee are responsible for the monitoring and evaluation of the allocations, by ensuring that:

- 19.4.1.** A pre-approval process shall be undertaken to ensure that the approved Implementing department, CoE Entities and/or Private sector partners are compliant and have the capacity to spend and report as allocated,
- 19.4.2.** Funds are used exclusively for the purpose defined in the signed Memorandum of Agreement;
- 19.4.3.** Monthly progress reports are submitted timeously as per the SLA and reviewed;
- 19.4.4.** Section 67(4) related beneficiaries receive the benefit, by obtaining receipts of the actual expenditure incurred and any other appropriate evidence;
- 19.4.5.** Where it is found that Grants are used in breach of the Agreement, the provisions of the Agreement must be invoked and the matter be reported to the City Manager, the Council or relevant Committee of the Council;
- 19.4.6.** A register of all payments made in each Financial Year must be maintained. Finance department shall provide all the payments and associated expenditure for each respective vote number.

19.5. Communication and Branding

Communication management is the process to ensure the timely and appropriate generation, collection and distribution of project information. Included in the Communication Management Plan are the following:

- The format, content and frequency of progress reports;
- An outline showing all the reporting relationships;
- A complete stakeholder contact list;
- Meeting schedules;
- A distribution schedule for the minutes of the various meetings; and
- Outlines of typical agendas for the various meetings.

19.6. Appeal and/or dispute resolution and settlement mechanism

The application of the Labour Relations Act (66 of 1995) and the CoE Labour Relations Policy in key in the management of the disputes as well Collective Agreement on disciplinary procedure.

20. Disciplinary Committee

The City Manager or delegated shall establish the standing committee on the disciplinary processes of the EPEP programme. The members of the Steering Committee and the representative/s from the Employee Relations, a division of the Human Resources shall form part of the disciplinary committee. Compliance to the internal regulations and approved policy as well as the national regulation is key.

21. Policy Review

The Policy shall be reviewed every three years or as the need arises

