

PORTFOLIO COMMITTEE :

LOCAL ECONOMIC DEVELOPMENT

Chairperson :

Ald E Gillion

Committee Members :

**Ald D Coetzee, Cllrs R Nutt,
S Silo, R Dees**

LOCAL ECONOMIC DEVELOPMENT PORTFOLIO COMMITTEE

1 June 2022

I N D E X

ITEM

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NUMBER

APPLICATIONS FOR LEAVE OF ABSENCE

STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON

1. ECONOMIC AND SOCIAL DEVELOPMENT REPORT

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**AGENDA of the Local
Portfolio Committee : Local Economic Development
01 June 2022
(Also the agenda for the Mayoral Committee Meeting : 27 June 2022)**

**1.
ECONOMIC AND SOCIAL DEVELOPMENT REPORT**

9/1/2/2

**S Madikane
16 May 2022**

Director: Economic and Social Development

(028) 313 8066

1. Executive Summary

The report is to provide Council with information regarding programs in the implementation of social and economic projects. The report seeks to further solicit support and buy-in from Council in ensuring that the Directorate continue serving the vulnerable groups in the municipal geopolitical space.

2. Service Delivery and Budget Implementation Plan – IGNITE

Directorate: Economic and Social Development

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Promotion of economic and social development

4. Delegated Authority

Executive Mayor

5. Legal Requirements

N/A

6. Background/Discussion/Evaluation/Conclusion

Background

The announcement made to end the period of disaster marking the end of hard lock down regulations which impacted negatively on the economy of the country. This indicated a positive step towards recovery and reconstruction of local economies and businesses. The rescue packages introduced by National Government had a very little impact in terms of financial benefit and impact leaving many businesses both in the formal and informal economies helpless.

The fact that the municipality gained much better insight on the informal economy and its operating sectors gave the Municipality an opportunity to provide better directed service. The Municipality, in partnership with Grootbos Foundation and the Rotary, continues with growing youth-owned enterprises

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through financial support and awareness and has developed a new programme to fund previously funded enterprises to further grow their businesses.

Discussion

A recovery plan was introduced, and the plan aims to ensure that the implementation is not done in a reckless manner but should remove stumbling blocks that have potential of retarding growth and further demoralizing people going forward. The implementation of these initiatives municipal-wide demonstrated that more can be done to improve people's lives and the well-being of the community including that of local businesses and the Municipality.

The Municipality should consider implementing some of the strategies as part of service delivery and future engagements. More Social Development programmes must be promoted through the IGR structure to mitigate the ever-increasing levels of poverty, child headed homes, protection of youth who face the coalface of drug abuse and teens forced into gangsterism that lead to increased social ills.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A:	Overstrand in the District Context (MERO 2020)
Annexure B:	Overstrand Municipality Socio-Economic Profile 2021
Annexure C:	LED Report
Annexure D:	Social Development Report

RECOMMENDATION:

that the report **be noted**.

**AGENDA of the Local
Portfolio Committee : Local Economic Development
01 June 2022
(Also the agenda for the Mayoral Committee Meeting : 27 June 2022)**

RESPONSIBLE OFFICIAL :

**X KOSI
G SMIT**

TARGET DATE FOR IMPLEMENTATION :

14 JULY 2022

**AGENDA of the
Portfolio Committee: Local Economic Development
1 June 2022
(Also the Agenda for the Mayoral Committee Meeting: 27 June 2022)**

**1.
ECONOMIC AND SOCIAL DEVELOPMENT REPORT**

9/1/2/2

**S Madikane
16 May 2022**

Director: Economic and Social Development

(028) 313 8066

**THIS MATTER SERVED BEFORE THE LOCAL ECONOMIC DEVELOPMENT
PORTFOLIO ON 1 JUNE 2022, WHICH PORTFOLIO SUPPORTED THE
RECOMMENDATION**

RESPONSIBLE OFFICIAL :

**X KOSI
G SMIT**

TARGET DATE FOR IMPLEMENTATION :

14 JULY 2022

Annex A



GROWTH POTENTIAL STUDY 2018

According to the study, the OD was ranked second among all the districts and has shown improvement in relative performance across all themes, particularly the human capital theme. The study also shows that the OD is in the global growth zone, indicating a strong potential for economic progression in the future. The study also shows that the OD is in the global growth zone, indicating a strong potential for economic progression in the future.

- Positive Z-score performance
- Relative Z-score performance

POSITIONS FOR GROWTH

INNOVATION POTENTIAL



ECONOMIC

- Extent and diversity of retail and services sector
- Tourism potential
- Economic size and growth
- Economic diversity
- Market potential
- Change in labour force
- Property market



PHYSICAL ENVIRONMENT

- Availability and quality of water
- Natural potential



INFRASTRUCTURE

- Road network and quality
- Transport and communication
- Availability of municipal infrastructure



INSTITUTIONAL

- Quality of governance
- Safety and security
- Administrative and institutional function
- Availability of community and public institutions



HUMAN CAPITAL

- Poverty and inequality
- Human resources
- Population structure and growth

The Growth Potential Study 2018 (GPS18) is a five-year information update on the GPS13. The study determines the municipal growth potential relative to other municipalities in the Province by reviewing thematic indices for **growth preconditions** (economic, physical-natural and infrastructure indices) and **innovation potential** (institutional and human capital indices).

The economic, institutional and human capital indices have scored higher in the OD in the GPS18 compared with GPS13. However, there was a decrease in the physical-natural and infrastructure themes.

CHALLENGES identified by the study in the OD include:

- Slow growth rate in the economically active Overstrand population is a concern;
- Concerns around basic service provision have been identified within Theewaterskloof;
- Per capita income is a concern within Swellendam; and
- Change around economic empowerment is an issue within Swellendam.

GROWTH OPPORTUNITIES identified by the study include:

- Growth observed in the economically active population could be indicative of increased opportunities;
- Skilled labour has shown growth in Swellendam;
- Provision of ICT infrastructure within the Overstrand municipal area is an opportunity;
- Potential (opportunity) around cultivated areas within Theewaterskloof;
- High matric pass rate within Cape Agulhas creates further opportunity; and
- Overstrand identified as an area where educational levels of the working-age population create a potential for opportunity.

At a comparative municipal level, the Swellendam and Cape Agulhas municipal areas are classified as having “medium” growth potential, while the Theewaterskloof and Overstrand municipal areas are classified as having “very high” overall growth potential.

Positive changes between GPS13 and GPS18 at a municipal level include gains made in the human capital theme in the Overstrand, Theewaterskloof and Cape Agulhas municipal areas. Swellendam is the only municipal area that showed regression in the human capital theme. Swellendam did, however, show improvement in the institutional and infrastructure themes. Furthermore, the improvement in the human capital and institutional themes assisted the Cape Agulhas municipal area in moving into positive overall growth potential territory.

• Source: DEA&DR 2020

The Z-Score is a method (statistical test) that can denote the range (gap) between the lowest- and highest-scoring municipalities, i.e. the greater the difference, the greater the gap. It signifies the extent of relative municipal performance. For instance, the further away from zero the indicator scores, the further away from the average score for municipalities, relative to one another. This type of scoring is useful to identify outliers and indicate areas for improvement or praise.





OVERSTRAND: AT A GLANCE

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Overstrand: At a Glance

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Demographics

Population Estimate: 2021; Estimated Households: 2020



Population

107 810



Households

30 075

Education

2020



Matric Pass Rate 80.0%

Retention rates 71.4%

Learner-Teacher Ratio 30.9

Poverty

2020



Gini Coefficient 0.648

Human Development Index 0.777

Health

2020/21



Primary Health Care Facilities

5

excl mobile/satellite

Immunisation Rate

89.8%

Maternal Mortality Ratio (per 100 000 live births)

0

Teenage Pregnancies - Delivery rate to women U/18

10.5%

Safety and Security

Actual number of reported cases in 2020/21



Residential Burglaries

1 306

DUI

132

Drug-related Crimes

1 136

Murder

56

Sexual Offences

124

Access to Basic Service Delivery

Percentage of households with access to basic services, 2020



Water

98.4%

Refuse Removal

94.1%



Electricity

89.0%



Sanitation

93.0%



Housing

77.6%



Road Safety

2020/21

Fatal Crashes 8

Road User Fatalities 10

Labour

2020

Unemployment Rate (narrow definition)

16.2%



Socio-economic Risks

- Risk 1** Demand for services
- Risk 2** Protest action
- Risk 3** Rising levels of inequality

Largest 3 Sectors

Contribution to GDP, 2019

Finance, insurance, real estate & business services

23.6%

Wholesale and retail trade, catering and accommodation

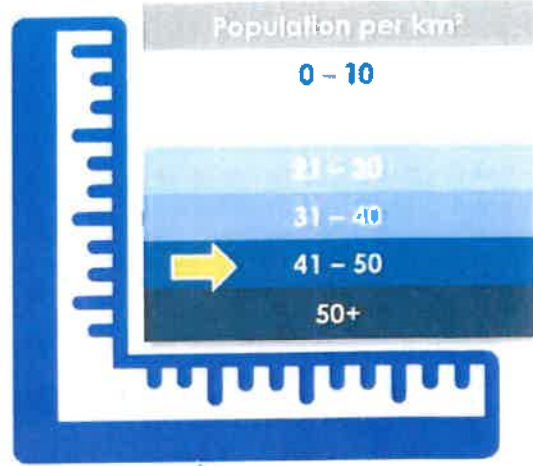
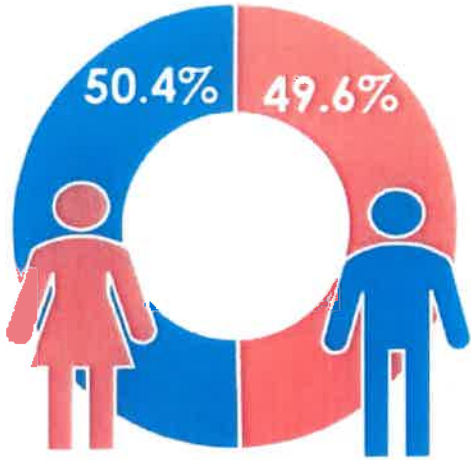
20.2%

Manufacturing

15.5%

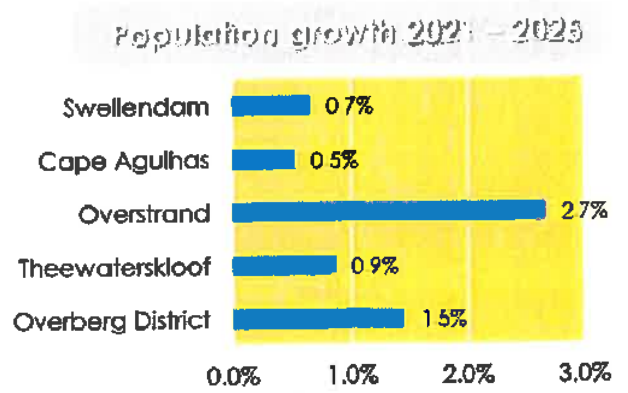
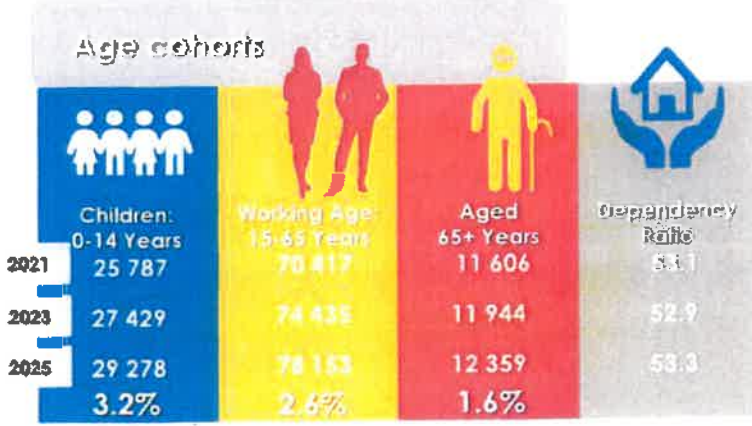
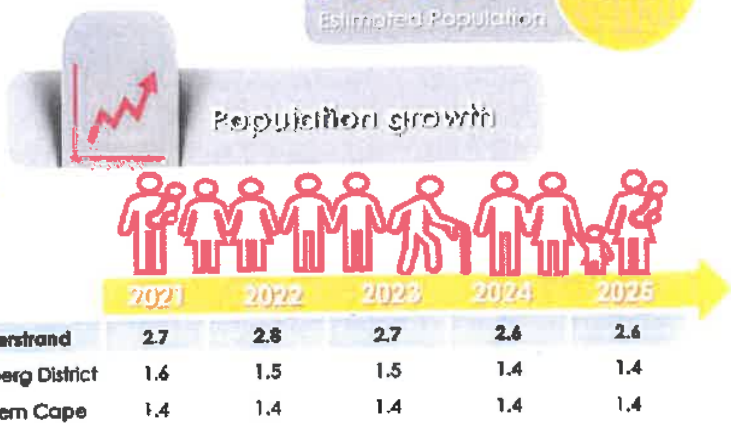
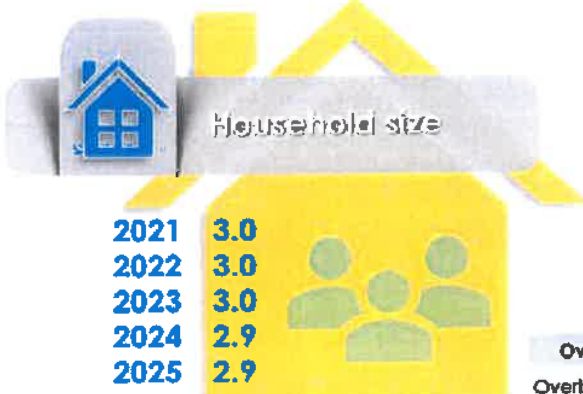
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DEMOGRAPHICS



Number of males per 100 females

	2021	2022	2023	2024	2025
Overberg	102.0	102.6	102.7	102.8	102.8
Theewaterskloof	106.8	107.6	107.7	107.9	108.0
Overstrand	98.6	99.1	99.1	99.2	99.2
Cape Agulhas	98.6	99.3	99.6	99.8	100.0
Overstrand	100.0	100.4	100.5	100.5	100.4



Demographics

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21

Population

The Overstrand municipal area currently (2021) has a population of 107 810. This total is expected to increase to 119 791 by 2025, equating to an average annual growth rate of 2.8 per cent. This is the highest population growth rate in the Overberg District. In comparison, the Theewaterskloof, Swellendam and Cape Agulhas municipal areas are anticipated to grow at 0.9, 0.7 and 0.5 per cent respectively while the District average will be 1.5 per cent.

Sex Ratio

The overall sex ratio (SR) depicts the number of males per 100 females in the population. The data indicates that there is slightly less males than females in the municipal area in 2021. The ratio will however increase slightly towards 2025.

Age Cohorts

Between 2021 and 2025, the largest population growth is expected to occur in the child cohort (0 - 14 years) which grew at an annual average rate of 2.6 per cent. The working age and aged cohorts are anticipated to grow by 2.6 and 1.6 per cent respectively. The growth in the child and working age cohorts indicate that the municipal area is no longer perceived to be only a retirement destination of choice, but that it is able to attract a younger, working-age demographic in search of work opportunities and an improved work-life balance.

Household sizes

Household size refers to the number of people per household. The average household size in the Overstrand municipal area is currently (2021) 3.0 which is estimated to decline slightly towards 2025. Contributing factors to a stagnation or decline in household size growth could include, but are not limited to, lower fertility rates, occurrences of divorce, ageing population, etc.

Population density

Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision makers to mitigate environmental, individual health and service delivery risks. In 2021, the population density of the Overberg District (CKD) was 24.9 persons per square kilometer. In order of highest to lowest, the various local municipal areas in the CKD compare as follows:

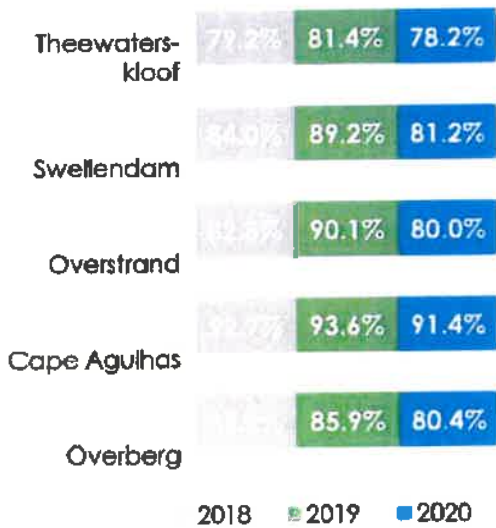
- Overstrand 63.1 people/km²
- Theewaterskloof 38.0 people/km²
- Cape Agulhas 10.2 people/km²
- Swellendam 10.2 people/km²



Educational facilities



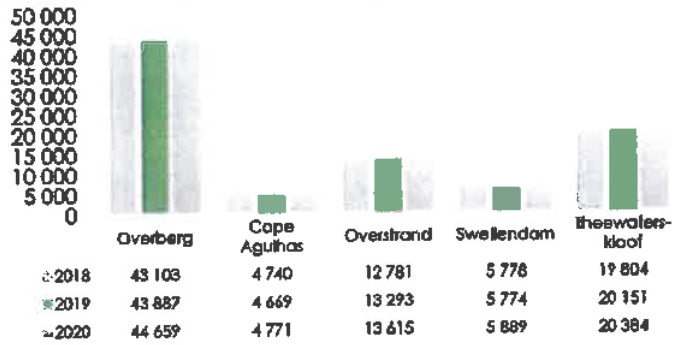
Education outcomes



EDUCATION



Learner enrolment

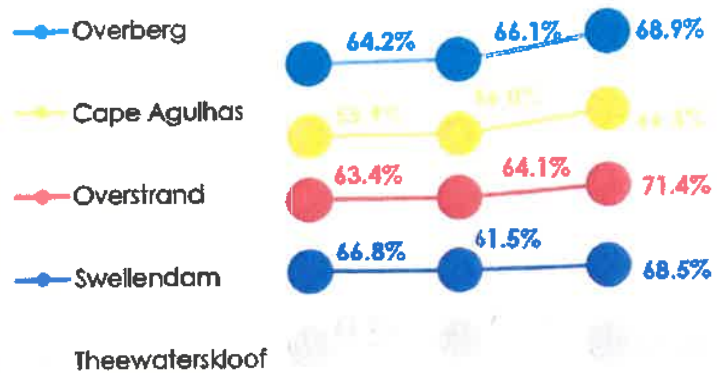


Learner-Teacher Ratio 2018 - 2020

Overberg	30.6 30.1 30.0
Cape Agulhas	29.8 28.3 28.2
Overstrand	31.89 31.7 30.9
Swellendam	27.3 26.7 27.9
Theewaterskloof	31.1 30.6 30.7



Learner retention



Education

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Z1

Learner enrolment, the learner-teacher ratio and learner retention rate

On average, the learner enrolment in the Overstrand municipal area increased by 3.2 per cent annually from 2018 to 2020 which is notably higher than the District total of 1.8 per cent across the same period. The difference could be attributed to a number of factors including demographics and socio-economic context.

The learner-teacher ratio in the Overstrand municipal area has gradually decreased from 31.9 in 2018 to 31.7 in 2019 and 30.9 in 2020. The 2020 figure is slightly above the District (30.1) and Provincial (30.3) averages. It is commonly assumed that children receive less personalised attention in larger class environments and that high learner-teacher ratios are detrimental to improved educational outcomes. The learner-retention rate in Overstrand improved from 64.1 per cent in 2019 to 71.4 per cent in 2020 which is above the District (68.9 per cent) and Provincial (67.8 per cent) averages.

Number of schools

The number of public ordinary schools in the Overstrand municipal area has remained unchanged at 17 since 2018.

Number of no-fee schools

In an effort to alleviate some of the funding challenges the Western Cape Department of Education (WCED) offered certain fee-paying schools to become no-fee schools. The proportion of no-fee schools in the Overstrand municipal area has remained unchanged at 70.6 per cent since 2018. This is the lowest percentage of no-fee schools in the District. Given the extent of poor households in the municipal area, this percentage should arguably increase to ensure equal access to education opportunities.

Schools with libraries and media centres

Schools with libraries and media centres in the Overstrand municipal area decreased from 14 in 2019 to 13 in 2020. The availability of library facilities within schools contribute towards narrowing the academic attainment gap by allowing students access to information which is in turn directly linked to improved education outcomes.

Education Outcomes (Matric Pass Rates)

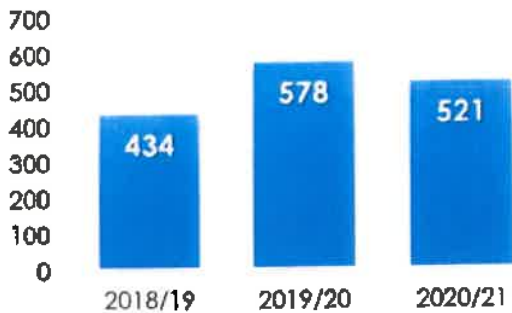
Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty reduction plans can be realised. Following a positive increase from 82.5 per cent in 2018 to 90.1 per cent in 2019, the matric pass rate in the Overstrand municipal area decreased sharply in 2020 to 80.0 per cent. The declining trend is observed in most districts as a result of COVID-19 and the extent to which the pandemic disrupted the academic year.

HEALTH

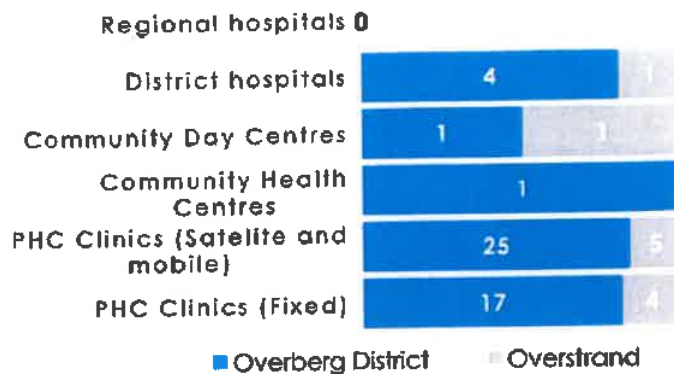
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Tuberculosis



Healthcare facilities



Maternal health

	Maternal Mortality Rate		Delivery rate to women under 20 years		Termination or pregnancy rate	
	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21
Overstrand	0.0	0.0	11.5	10.5	0.7	0.9
Overberg District	0.0	22.1	13.1	14.0	0.6	0.7

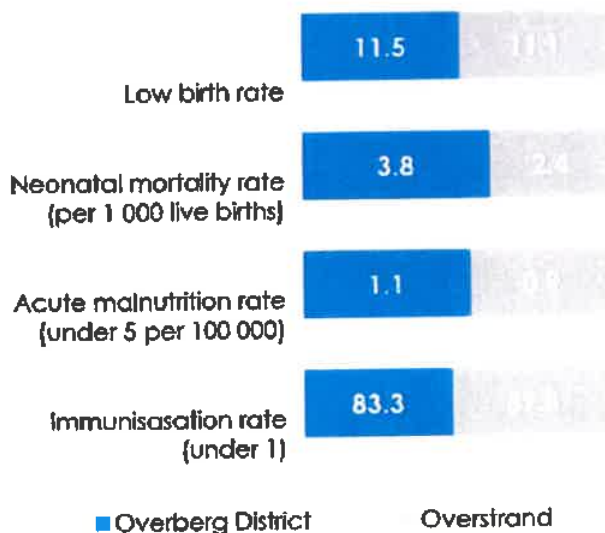


Emergency medical services

Health Indicator	Overberg District	Overstrand
EMS Operational Ambulances	26	5
No. of operational ambulances per 10 000 people	1	2



Child health



HIV/AIDS

Area	Total Registered patients receiving ART		Number of new ART patients	
	2019/20	2020/21	2019/20	2020/21
Cape Agulhas	951	964	109	97
Overstrand	6 000	5 997	639	388
Overberg District	13 712	13 490	1 547	1 050

Health

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Healthcare Facilities

According to the 2019 Inequality Trend report by Statistics South Africa, 75.1 per cent of households in South Africa usually use public healthcare facilities when a household member gets ill compared to 24.9 per cent who use some private healthcare facilities in 2017. This is associated with the low proportion of households with access to Medical Aid which is low at 16.9 per cent for South Africa and 25 per cent for the Western Cape in 2017. The Overstrand municipal area had 5 fixed and 5 non-fixed primary healthcare clinics (PHC) in 2020/21. Although there are no community health centres in the municipal area, there is 1 community day centre.

Emergency Medical Services

Provision of more operational ambulances can provide greater coverage of emergency medical services. The Overstrand municipal area currently has 2 ambulance per 10 000 inhabitants. It is worth noting that this number only refers to Provincial ambulances and excludes all private service providers.

HIV/AIDS/TB

The number of clients (patients) that remain committed to their antiretroviral treatment (ART) plan in the Overstrand municipal area remained relatively unchanged between 2019/20 and 2020/21. In total, 5 997 registered patients received antiretroviral treatment in the municipal area in 2020/21. The number of new patients receiving ART in turn declined by 251 to 388 patients in 2020/21.

There has been an average annual decline of 4.9 per cent between 2016/17 (638) and 2020/21 (521) in the number of registered patients receiving TB treatment in the Overstrand municipal area. The District as a whole experienced a 9.5 per cent decline across the same period.

Child Health

There has been an improvement in most child health indicators in Overstrand between 2019/20 and 2020/21 i.e. the immunisation rate increased from 78.1 per cent to 89.8 per cent; the neonatal mortality rate (NMR) (per 1 000 live births) decreased from 7.7 to 2.4 and the low birth weight was recorded at 11.1 per cent, down from 12.2 per cent. The number of malnourished children under five years (per 100 000) however increased (worsened) from 0.5 to 0.9.

Maternal Health

There were no maternal deaths in facility in the Overstrand municipal area in 2020/21.

The delivery rate to women between the ages 10 – 19 decreased from 11.5 per cent in 2019/20 to 10.5 per cent in 2020/21.

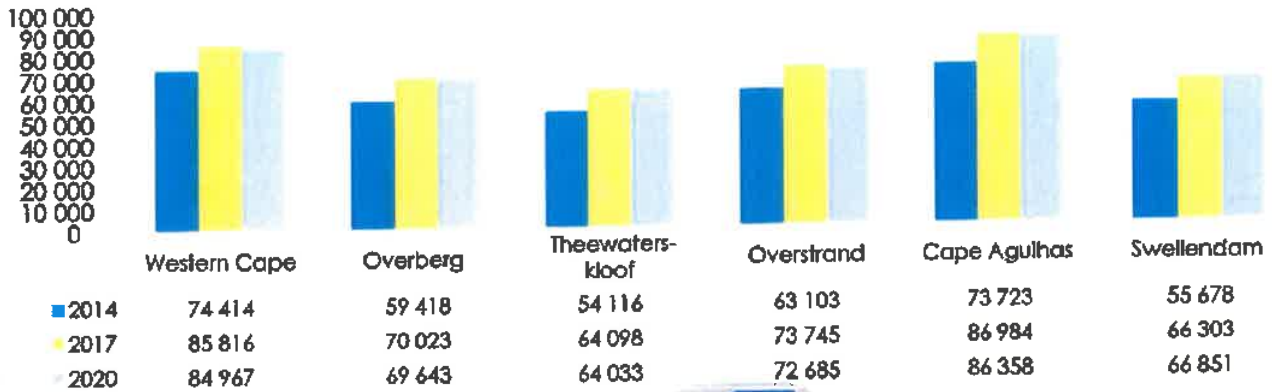
The termination of pregnancy rate in the municipal area was recorded as 0.9 per cent in 2020/21, up from 0.7 per cent in 2019/20. Overstrand had the highest termination of pregnancy rate in the District (lowest was Cape Agulhas at 0.3 per cent). Although the rate is relatively low, it is still the third highest in the entire Western Cape (outside of the City of Cape Town). A low termination rate is strongly associated with a decrease in unwanted pregnancies which in turn attests of improved family planning and access to health care services (for example, access to contraception, sexual education programmes, counselling etc.).

POVERTY

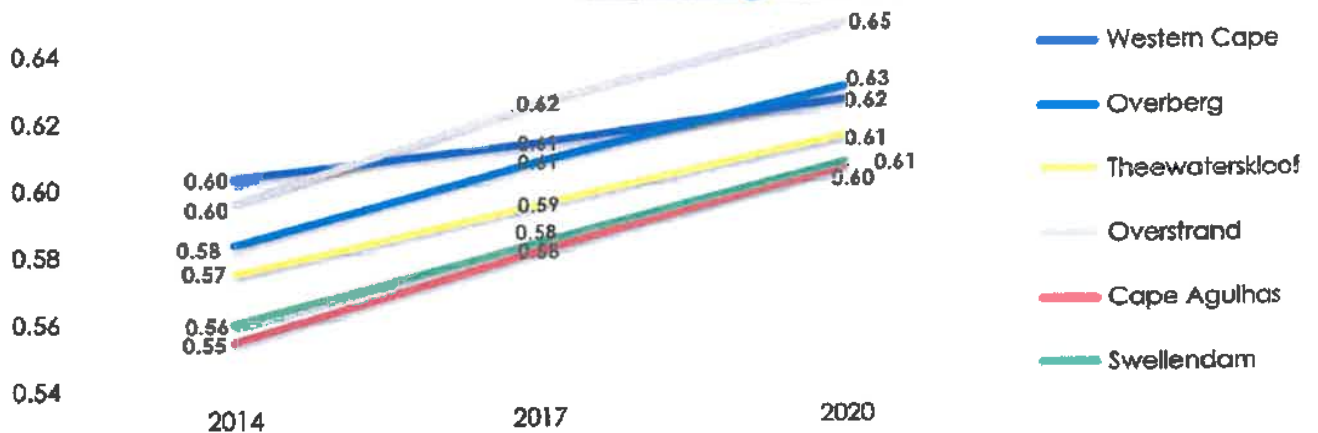
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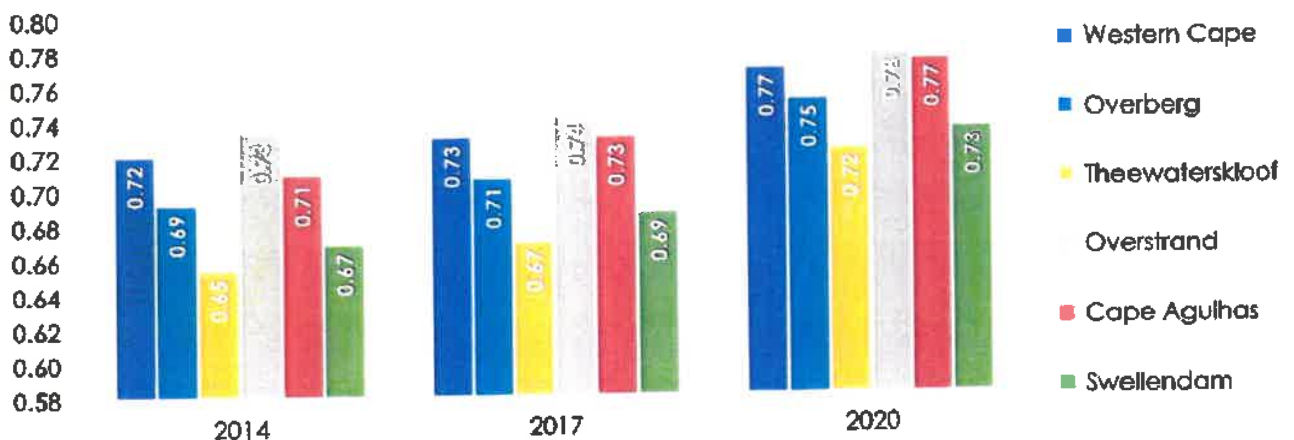
GDP per capita



Income inequality



Human development



Poverty

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GDPR Per Capita

An increase in real GDPR per capita, i.e. GDPR per person, is experienced only if the real economic growth rate exceeds the population growth rate. GDPR per capita (constant prices) in the Overstrand municipal area was R72 685 in 2020 which is notably higher than the District average of R69 643. The highest GDPR per capita was observed in Cape Agulhas (R86 358). The Provincial average was R84 967.

Income Inequality

The National Development Plan (NDP) has set a target of reducing income inequality in South Africa from a Gini coefficient of 0.7 in 2010 to 0.6 by 2030. Income inequality in the Overstrand municipal area has gradually worsened from 0.596 in 2014 and 0.625 in 2017 to 0.648 in 2020. The municipal area's Gini coefficient was in 2010 (0.565) still within the NDP target. The Overberg District had a Gini coefficient of 0.629 in 2020.

Human Development

The HDI is a composite indicator reflecting education levels, health, and income. It is a measure of peoples' ability to live a long and healthy life, to communicate, participate in the community and to have sufficient means to be able to afford a decent living. The HDI is represented by a number between 0 and 1, where 1 indicates a high level of human development and 0 represents no human development.

An overall improvement in human development is observed across the entire Western Cape with HDI levels increasing in all local municipal areas since 2014. In 2020, the HDI score for Overstrand was at 0.777 the highest in the District – Cape Agulhas, Swellendam and Theewaterskloof had HDI scores of 0.773, 0.733 and 0.722 respectively. The Overberg District as a whole had an average of 0.750. Overstrand's HDI score is also higher than the Provincial average of 0.769.

Naturally, per capita income as per definition is expected to mimic the trend of HDI and this is clearly displayed in the graphic above. In short, what this graphic illustrates is that for the most part an increase in GDP per capita across a particular region is generally accompanied by an improvement in HDI levels with a short lag.

BASIC SERVICE DELIVERY



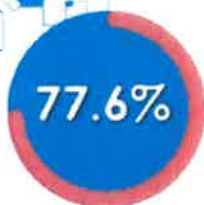
Total number of households

30 075

Overstrand Municipality

87 777

Overberg District



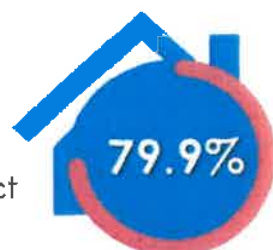
Formal main dwelling

23 339

Overstrand Municipality

70 169

Overberg District



71.5% Overstrand
72.4% Overberg
Household structure
on separate stands/yard



1.1% Overstrand
1.3% Overberg
Traditional dwelling



4.8% Overstrand
6.3% Overberg
Flats/apartments/
duplexes/condos/other
shared property

1.7% Overstrand
1.7% Overberg
Other/unspecified



1.2% Overstrand
1.2% Overberg
House/flat/room in
backyard



7.9% Overstrand
5.7% Overberg
Informal dwelling in
backyard



10.4% Overstrand
11.1% Overberg
Informal dwelling
not in backyard



Piped water inside dwelling/within 200m

Overstrand 98.4%

Overberg 97.2%



Electricity as primary source of lighting

Overstrand 89.0%

Overberg 90.1%



Flush/chemical toilet

Overstrand 93.0%

Overberg 88.6%



Refuse removed at least once a week

Overstrand 94.1%

Overberg 82.8%

Free basic water



2016 2017 2018 2019

Free basic electricity



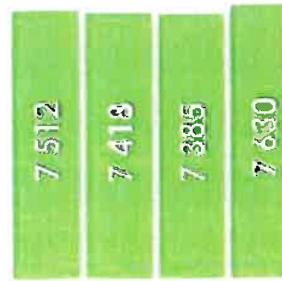
2016 2017 2018 2019

Free basic sanitation



2016 2017 2018 2019

Free basic refuse removal



2016 2017 2018 2019

Basic Service Delivery

The Constitution stipulates that every citizen has the right to access to adequate housing and that the state must take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. Access to housing also includes access to services such as potable water, basic sanitation, safe energy sources and refuse removal services, to ensure that households enjoy a decent standard of living.

This section considers to what extent this has been achieved by reflecting on the latest available information from Quantec Research for 2020. The latest official statistics was collected by Statistics South Africa for the 2016 Community Survey; the 2022 Census will provide the updated official statistics. The information on free basic services is obtained from Statistics South Africa's Non-Financial Census of Municipalities survey findings.

Housing and Household Services

With a total of 30 075 households in the Overstrand municipal area, 77.6 per cent had access to formal housing – the lowest formal housing access levels in the District. The municipal area also had the highest percentage of residents (19.4 per cent) living in informal dwellings in 2019. Access levels to basic services in the municipal area were as follows in 2019:

- Piped water inside/within 200 m of the dwelling: 98.4 per cent
- Flush or chemical toilet: 93.0 per cent
- Electricity (for lighting): 89.0 per cent
- Refuse at least weekly by local authority: 94.1 per cent

With the exception of electricity services, these access levels were all above the Overberg District averages for all services.

Free Basic Services

Government provides a basket of free basic services (water, sanitation, refuse removal and electricity) which aims to improve the lives of the poorest and most vulnerable communities. In order to qualify for the basket of free basic services, a household must be classified as an indigent household as per criteria determined by individual local municipalities. In general, a household is classified as indigent when the occupants in said households earn a combined income of less than a certain amount (poverty threshold) defined by the indigent policy of a municipality at that point in time. Municipalities review their indigent policies (and as such the determined amount) on an annual basis to bring the defined amount in line with reigning socio-economic conditions. According to the Department of Local Government, the number of registered indigent households in the Overstrand municipal area decreased from 7 630 in 2019 to 7 595 in 2020.

The number of households receiving free basic services in the Overstrand municipal area gradually decreased between 2016 and 2018 before increasing in 2019. It is important to note that households must register to be eligible for free basic services. The total number of indigent households to receive services free of charge does therefore vary on an annual basis.

Increased economic hardship as a result of COVID-19 is expected to impact negatively on poorer households and their ability to afford quality services. The general expectation is that the number of indigent households in the municipal area will increase over time.

SAFETY AND SECURITY

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MURDER		2018/19	2019/20	2020/21
Actual Number	Overstrand	48	65	56
	Overberg District	113	137	118
Per 100 000	Overstrand	47	62	52
	Overberg District	38	46	39

SEXUAL OFFENCES		2018/19	2019/20	2020/21
Actual Number	Overstrand	146	111	124
	Overberg District	359	303	300
Per 100 000	Overstrand	144	105	115
	Overberg District	122	101	98



DRUG-RELATED OFFENCES		2018/19	2019/20	2020/21
Actual Number	Overstrand	1 446	1 138	1 136
	Overberg District	3 515	2 643	2 643
Per 100 000	Overstrand	1 423	1 084	1 053
	Overberg District	1 194	880	867

DRIVING UNDER THE INFLUENCE		2018/19	2019/20	2020/21
Actual Number	Overstrand	286	296	132
	Overberg District	702	737	309
Per 100 000	Overstrand	281	283	123
	Overberg District	239	245	101



Fatal Crashes	Overstrand	21	23	8
Road User Fatalities	Overstrand	26	33	10



RESIDENTIAL BURGLARIES		2018/19	2019/20	2020/21
Actual Number	Overstrand	1 939	1 684	1 306
	Overberg District	3 471	3 055	2 511
Per 100 000	Overstrand	1 909	1 605	1 211
	Overberg District	1 179	1 017	823

Safety and Security

Murder

The number of actual murders in the Overstrand municipal area decreased from 65 reported cases in 2019/20 to 56 in 2020/21. This amounted to a decrease in the murder rate from 62 occurrences per 100 000 people to 52 (-16.8 per cent). The municipal area's murder rate was in 2020/21 notably higher than the Districts average (39). Overstrand's murder rate for 2020/21 was relatively on par with that of the Province as a whole (52).

Sexual Offences

The rate of sexual offences in South Africa is amongst the highest in the world. Sexual offences in the municipal area increased by 8.6 per cent from 105 occurrences per 100 000 people in 2019/20 to 115 in 2020/21. The rate across the District in turn decreased ever so slightly from 101 in 2019/20 to 98 in 2020/21. The Western Cape average was significantly lower at 90 in 2020/21.

Drug-related Offences

Occurrences of drug-related crimes declined significantly across the entire Western Cape - the drug-related crime rate in the Province decrease by 29.8 per cent from 890 occurrences per 100 000 people in 2019/20 to 625 in 2020/21. The drug-related crime rate in the Overstrand Municipal area in turn decreased by 2.9 per cent to 1 053 occurrences per 100 000 people across the same period. The rate across the District as a whole decreased slightly from 880 occurrences in 2019/20 to 867 in 2020/21 (1.5 per cent decline).

Driving under the influence (DUI)

A total number of 132 cases of driving under the influence (DUI) of alcohol or drugs were registered in the Overstrand municipal area in 2020/21. Expressed per 100 000 people, the DUI rate for the municipal area was 123 occurrences in 2020/21. This amounts to a decrease of 56.6 per cent from 2019/20. The DUI rate for the municipal area was notable higher than that of the District (101) and the Provincial (53) average.

Fatal crashes and fatalities

Fatal crashes in the municipal area decreased from 23 in 2019/20 to 8 in 2020/21. The number of road-user fatalities in turn also decreased from 33 to 10 across this period.

Residential Burglaries

Residential burglaries in the municipal area decreased sharply from 1 684 reported incidents in 2019/20 to 1 306 in 2020/21. The burglary rate per 100 000 people subsequently decreased by 24.5 per cent to 1 211 in 2020/21. Despite the decrease, the 2020/21 total was still significantly higher than the District total of 823.

Economy and Labour Market Performance

SECTOR	GDP			Employment		
	R million value 2019	Trend 2015 - 2019	Real GDP growth 2020e	Number of jobs 2019	Average annual change 2015 - 2019	Net change 2020e
Primary Sector	355.0	-4.3	14.4	4 331	26	-412
Agriculture, forestry & fishing	344.8	-4.4	15.2	4 321	26	-412
Mining & quarrying	10.2	-0.5	-18.8	10	0	0
Secondary sector	1 619.3	0.7	-11.5	5 959	-16	-593
Manufacturing	1 023.7	2.0	-8.1	3 385	55	-210
Electricity, gas & water	145.6	1.3	-5.6	90	1	-3
Construction	450.1	-2.6	-22.8	2 484	-72	-380
Tertiary sector	4 634.2	1.3	-6.7	26 310	464	-1 586
Wholesale & retail trade, catering & accommodation	1 333.1	1.4	-10.1	10 085	233	-698
Transport, storage & communication	746.9	2.7	-14.1	1 729	53	-55
Finance, insurance, real estate & business services	1 556.6	1.0	-4.8	6 469	169	-317
General government	573.4	0.4	0.4	2 902	-2	26
Community, social & personal services	424.2	1.1	-2.5	5 125	11	-542
Overstrand	6 608.6	0.8	-6.6	36 600	474	-2 591

Skill Levels Formal employment	Skill Level Contribution 2020 (%)	Average growth (%) 2016 - 2020	Number of jobs	
			2019	2020
Skilled	21.7	0.4	5 249	5 013
Semi-skilled	46.8	-0.3	11 585	10 824
Low-skilled	31.5	-1.2	7 829	7 269
TOTAL	100.0	-0.4	24 663	23 106

Informal Employment	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Number of informal jobs	11 351	11 348	11 447	12 065	12 430	12 939	11 971	12 586	12 422	11 937	10 903
% of Total Employment	37.0	36.3	35.5	36.0	36.3	36.2	33.7	34.6	33.8	32.6	32.1

Unemployment rates	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Overstrand	12.2	12.7	12.6	12.3	12.8	12.1	13.7	14.3	14.4	16.0	16.2
Swellendam	6.5	6.6	6.4	6.0	6.2	5.4	6.0	6.2	6.1	6.7	6.7
Theewaterskloof	8.4	8.7	8.4	8.0	8.4	7.3	8.2	8.6	8.6	9.4	9.4
Cape Agulhas	7.0	7.2	7.0	6.8	7.0	6.4	7.1	7.4	7.4	8.1	8.3
Overberg District	9.1	9.4	9.2	8.9	9.3	8.3	9.4	9.8	9.8	10.8	10.9
Western Cape	15.9	16.1	16.1	16.0	16.4	16.5	17.7	18.4	18.3	19.6	18.9

Economy and Labour Market Performance

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Sectoral Overview

In 2019, the economy of the Overstrand municipal area was valued at R6.609 billion (current prices) and employed 36 600 people. Historical trends between 2015 and 2019 indicate that the municipal area realised an average annual growth rate of 0.8 per cent. Growth within the various economic sectors has been relatively subdued in recent times – while the primary sector declined by 4.3 per cent between 2015 and 2019, the secondary and tertiary sectors only grew by 0.7 and 1.3 percent respectively. The economy is overall expected to contract by 6.6 per cent in 2020 while the municipal area is estimated to shed 2 591 jobs amidst the prolonged impact of the COVID-19 pandemic.

In terms of sectoral contribution, the finance, insurance, real estate & business services (R1.557 billion), wholesale and retail trade, catering and accommodation (R1.333 billion) and manufacturing (R1.023 billion) sectors were the main contributors to growth in the municipal area. All these three sectors are expected to decline in 2020.

Employing 10 085 people, the wholesale and retail trade, catering and accommodation sector was in 2019 the biggest contributor to overall employment in the municipal area. This sector was also able to create the most jobs between 2015 and 2019 (233). With the exception of general government, all sectors will shed jobs in 2020. The largest job losses will in 2020 occur in the wholesale (698) and community, social & personal services (542) sectors.

Formal and Informal Employment

It is estimated that total employment in Overstrand will in 2020 amount to 34 009 workers of which 23 106 (67.9 per cent) are in the formal sector while 10 903 (32.1 per cent) are informally employed.

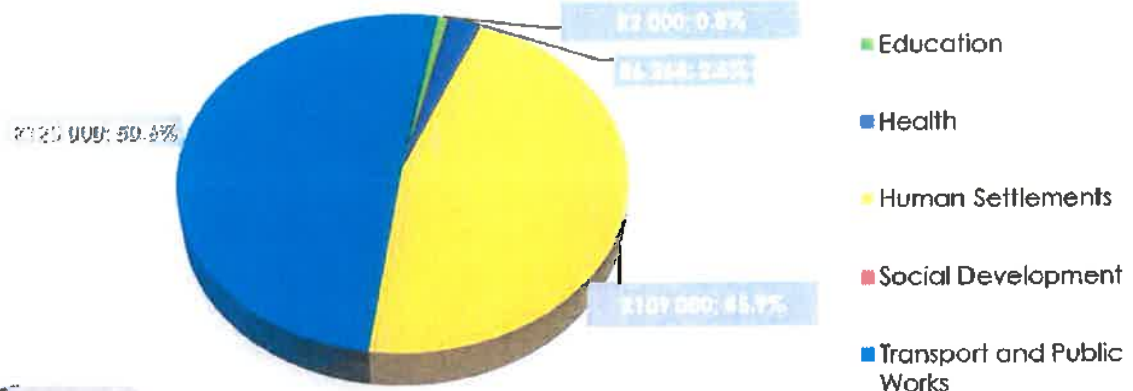
Most of total formal employment in the municipal area consisted of semi-skilled (46.8 per cent) and low-skilled (31.5 per cent) workers. Although skilled labour only contributed 21.7 per cent to total formal employment, it was the only category to experience positive average annual growth between 2016 and 2020 - the skilled cohort grew on average by 0.4 per cent while the semi-skilled and low-skilled categories declined by 0.3 and 1.2 per cent respectively. The growth in the skilled category (albeit low) reflects the market demand for more skilled labour. Evidently, the demand for skilled labour is on the rise which implies the need to capacitate and empower low-skilled and semi-skilled workers. Formal employment in the municipal area on average declined by 0.4 per cent between 2016 – 2020.

Unemployment

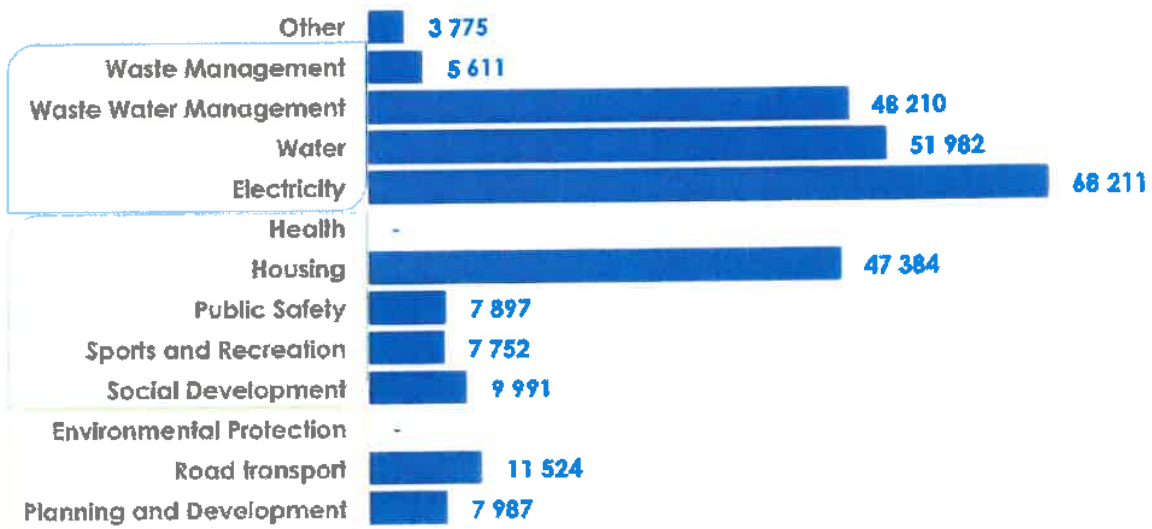
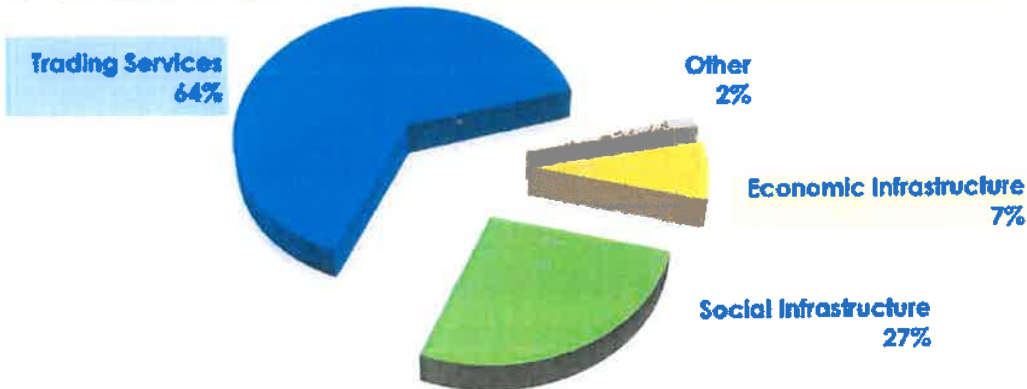
At 16.2 per cent, Overstrand had the highest unemployment rate in the entire District in 2020. This is significantly higher than any other local municipal area in the District. Although Overstrand's unemployment rate was higher than the District total (10.9 per cent), it was still below the Provincial average of 18.9 per cent. These estimates are based on the narrow definition of unemployment i.e. the percentage of people that are able to work, but unable to find employment. In turn, the broad definition generally refers to people that are able to work, but not actively seeking employment.

PUBLIC INFRASTRUCTURE SPEND

Provincial Infrastructure spend (R'000)



Municipal Infrastructure spend (R'000)



Public Infrastructure Spend

The following section reflects on provincial and municipal infrastructure spending priorities for 2021/22.

Spending on Social Infrastructure

Spending on social infrastructure aids in social development and has the spill-over effect of enabling economic growth. The Western Cape Government (WCG) will spend 49.4 per cent of its infrastructure budget on social infrastructure.

As displayed in the pie chart, the WCG will for 2021/22 be directing R109.0 million (45.9 per cent of its infrastructure budget to be spent within the geographical boundaries of the Overstrand municipal area) towards human settlements. This is crucial in light of in-migration, population growth, land invasions and increasing demand for housing. The Municipality has allocated a further R47.4 million towards this function.

A healthy and resilient community increases productivity and reduces pressures on government resources. Spending on health is especially necessary in response to the pressures of the COVID-19 pandemic on health infrastructure. To this end, the provincial spend on Health related infrastructure within the municipal area will amount to R6.2 million (2.6 per cent) of infrastructure spending towards Health. The WCG allocation towards Education infrastructure amounts to R2.0 million. Although the WCG has not made any infrastructure allocations to the Social Development function, the Overstrand Municipality has committed R10.0 million towards this cause. The Municipality has also allocated R7.8 million and R7.9 million towards respectively the Sports and Recreation and Public Safety functions. This will serve to improve the quality of life of individuals in the municipal area.

Spending on Economic Infrastructure

Economic infrastructure is defined as infrastructure that promotes economic activity. Considering the sluggish economic growth throughout the country, spending on economic infrastructure is crucial to stimulating economic activity.

The WCG allocated R120.0 million (50.6 per cent of the infrastructure budget) towards economic infrastructure, more specifically towards road transport. Road transport and public works related infrastructure go a long way towards unlocking the region's economic potential. The Municipality also contributes towards this end by allocating R11.5 million (4.3 per cent of the total capital budget) towards road transport. Although the Municipality has made no allocation towards Environmental Protection, it will avail R8.0 million for Planning and Development initiatives.

Spending on Trading Services

Basic services are crucial to improving the living conditions of citizens within the municipal area and enabling economic activity for businesses via access to water, electricity, sanitation and refuse removal. The majority of the Municipality's infrastructure budget (R174.0 million; 64.4 per cent) has been allocated towards the provision of basic services. Of this amount, R68.2 million will be spent on electricity, R52.0 million on water management, R48.2 million on waste water management and R5.6 million on refuse removal. These funds will be applied to reduce backlogs, improve service delivery standards and to expand the current network amidst rising population growth and the subsequent increased demand for basic services.

SOURCES

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1. Demographics

- Population: *Department of Social Development, 2021*
- Sex ratio: *Department of Social Development, 2021*
- Age cohorts: *Department of Social Development, 2021*
- Number of households: *Department of Social Development, 2021*
- Household size: *Department of Social Development, 2021*
- Population density: *Department of Social Development, 2021*

2. Education

- Learner enrolment: *Western Cape Education Department, 2021; Annual Survey of Public and Independent Schools (ASS), 2021*
- Learner-teacher ratio: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*
- Learner retention: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*
- Educational facilities: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*
- No-fee schools: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*
- Schools with libraries: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*
- Educational outcomes: *Western Cape Education Department, 2020; Annual Survey of Public and Independent Schools (ASS), 2021*

3. Health

- Healthcare facilities: *Department of Health, 2021*
- Emergency medical services: *Department of Health, 2021*
- HIV/AIDS: *Department of Health, 2021*
- Tuberculosis: *Department of Health, 2021*
- Child health: *Department of Health, 2021*
- Maternal health: *Department of Health, 2021*

4. Poverty

- GDP per capita: *Statistics South Africa, 2021*
- Income Inequality (Gini-coefficient): *Quantec Research, 2021*
- Human Development (Human Development Index): *Quantec Research, 2021*

SOURCES

5. Basic services

- Households: Quantec Research, 2021
- Access to housing: Quantec Research, 2021
- Access to water: Quantec Research, 2021
- Access to electricity: Quantec Research, 2021
- Access to sanitation: Quantec Research, 2021
- Access to refuse removal: Quantec Research, 2021
- Free Basic Services: Statistics South Africa, *Non-Financial Census of Municipalities 2020*

6. Safety and security

- Murder: South African Police Service (SAPS), 2021, own calculations
- Sexual offences: South African Police Service (SAPS), 2021, own calculations
- Drug-related crimes: South African Police Service (SAPS), 2021, own calculations
- Driving under the influence: South African Police Service (SAPS), 2021, own calculations
- Residential burglaries: South African Police Service (SAPS), 2020, 2021 calculations
- Road user fatalities: Department of Transport and Public Works, 2021

7. Economy

- Sector Performance: Quantec Research, 2021
- Employment growth per sector: Quantec Research, 2021
- Trends in labour force skills: Quantec Research, 2021
- Unemployment rates: Quantec Research, 2021

8. Public infrastructure spend

- Provincial Infrastructure Spend: Estimates of Provincial Revenue and Expenditure (EPRE), 2021; Overview of Adjusted Provincial and Municipal Infrastructure Spend (OAPMII), 2021
- Municipal Infrastructure Spend: Final approved 2021/22 municipal budgets, Budget Schedule A5

SUMMARY OF ACTIVITIES

1. **Standard Operating Procedures (SOP) – Identification of the Child Headed Homes in the Overstrand.**

UPDATE:

A meeting was held with the User Departments on the 21st of April 2022 to deliberate over the challenges experienced thus far. This was

... *See Addendum (#01) Updated SOP is attached.*

Child Headed Homes in the Overstrand

- LED and Social Development are in the process of conceptualizing a project to assist Child-headed homes. A preliminary verification exercise was conducted to determine the scope of the challenges.

The project started from EPWP point of view but needed strong social services to be sustainable i.e Social Services, Home Affairs, Education and Social Worker intervention.

2. **Garden monitors – Impact**

UPDATE:

- The project proved to be a great opportunity to youth, it employed 8 young people from 8 previously disadvantaged communities (Hawston, Mount Pleasant, Kleinmond – Mooiuitsig, Pearly Beach, Masakhane, Blompark, Zwelihle, Stanford).
- Garden Monitors Visited 577 Gardens, 25 Households are selling from the garden, 2345 people are eating from the gardens.

Beseemhoutkloof pig farm

- Legal Entity Registration – the Cooperative registration process is on progress, farmers submitted documents although 3 farmers submitted uncertified ID copies. A list of cooperative members has been submitted to SEDA cooperative unit, who referred the process to their procedure for all cooperatives to first get necessary training prior registration. The training is scheduled for 21-22 June for 2 Cooperative groups (Hermanus and Gansbaai-Stanford).
- Department of Agriculture Engagements - There have been engagements with LED and the Department of Agriculture's Extension Officer on major issues highlighted

by the Mayor and Farmers and made it clear that none of the infrastructure and assistance would be erected until a lease is signed with farmers.

3. **LED Outreach - Stats**

UPDATE:

There is a clamoring for more information about the services which are rendered by the LED Department, Tourism and Social Development. The week of the 16th to the 20th May is set aside to bring the services to the communities around the Overstrand.

4. **Global Database - (Private sector partnership)**

UPDATE:

The rationale behind creating a universal recruitment platform is to collaborative partnerships to combat the perennial challenge of unemployment. Both players within the Private Sector as well as the Public collaborate

a) **Advocacy Campaign**

Major Employers in the Overstrand were visited with the view to engage them on the need for a Universal Database in the Overstrand. The reception was overwhelmingly positive, and commitment was secured for the roll out of the project

The Following Companies were engaged:

1. HIK
2. Spar (Owners of all spars in the Overstrand)
3. Build It (Owners in the Overstrand)
4. Checkers
5. Woolworths
6. Hygrove Farm

b). **PROJECT ACTION PLAN:**

1. Communication with EPWP Projects User Departments to arrange available training dates for DEL to train current EPWP Employees before contracts end: 13/05/2022
2. Universal Unemployment Database Verification during the Database Outreaches: 16/05/2022- 20/05/2022 (Hermanus, Hawston, Gansbaai, Kleinmond & Stanford)

3. Schedule a Virtual Meeting with all Unemployment Database Stakeholders:
17/05/2022
4. Follow up from HIK on the DEDAT Learner ships & Employment Opportunities:
18/05/2022
5. Initiate industry readiness trainings for Marine Hotel, Woolworths, Checkers etc.
30/05/2022
6. Universal Unemployment Database App Research, Initiation and Implementation:
31/05/2022
6. Men on the street
- UPDATE:
- The project seeks to find short – long term employment for job seekers on the street, seeking employment opportunities. The Project was launched in August 2020 and has made a significant impact in finding jobs.
 - There is an existing database of all men on the street with 205 people registered. In 2021 40% of people on the database had no tax numbers and a process to assist with Tax number registration was launched by LED and 7 were successfully registered.
 - In 2021 36 people were linked with construction job opportunities from established contractors and sub-contractors. in 2022, 6 people from the Kleinmond Men on The Street Database were recruited during Easter Holidays. 13 people from Zwelihle Men on The Street Database were hired by Sub contractors. 30 names (from Stanford Database) were requested by CLO of Ingonyama Construction. Today a total of 85 workers have been linked from the Men on the Street Database and 55 have been hired already.
7. EPWP policy and recruitment
- UPDATE:
- Both the EPWP Policy as adopted by the Overstrand Municipality and the National Recruitment Strategy are attached.
- ... see Addendum (#02 and #03)
8. Contractor Development - Financial
- UPDATE:

- ***Grant Total of Contracts:***

As of April 2022, there are 252 contracts within the organization.

- ***Number of Contracts by Directorate:***

Community Services: 70 contracts.	15 of these have Social Responsibility
Finance: 73 contracts	None of these have Social Responsibility
Infrastructure and Planning: 57 contracts	39 of these have Social Responsibility
Local Economic Development: 1 contracts	None
Management Services: 31 contracts	None
Protection Services: 20 contracts	4 of these have Social Responsibility

- ***Contracts with social responsibility commitment.***

Out of the total of 252, 58 contracts have this regulation. Detailed commitments may be provided a little later. Above, you may note the comparison.

- ***Subcontracting:***

5 contracts have a subcontracting clause. Detailed commitments may be provided a little later. All of them are under the Infrastructure Directorate.

The Expanded Public Works Programme (EPWP)

Standard Operating Procedure

Prepared by: LED Manager

Checked by:

Active Date:

Approvals:

Approved by: _____ Date: _____

Name:

Approved by: _____ Date: _____

Name:

Approved by: _____ Date: _____

Name:

Approved by: _____ Date: _____

Name:

Key words

Unemployment, Expanded Public Works Projects, Standard Procedure,
Recruitment, induction, selection, seasonal workers, database.

1. PURPOSE

The purpose of the Standard Operating Procedure (SOP) is to ensure strict adherence to pre-determined standards of the EPWP related projects to carry out operations accurately. To ensure consistency is allowed for a formal execution of duties, effective tracking of mechanisms and all signed responsibilities. Furthermore, it provides a step by step and a hierarchical guide to parties involved including multiple stakeholders (primary and secondary) for both clarity and full understanding of pertinent details.

It promulgates and certifies a coherent flow of operations by the EPWP (workers recruitment, induction and selection) administrators and other parties involved in the LED EPWP apex. Furthermore, it is to drive and ensure maximum consistency to carry out the daily activities towards tackling the recurring challenges that might be encountered by the administrators.

Hence EPWP project requires and demands commitment to principles of consistency, credibility, alignment and maximum communication towards the accomplishment of both the participating Directorates (budget holders) and the LED's EPWP administrators. It is therefore expected to inflict a high degree of focus towards step by step, hierarchical guidelines and standard procedures.

2. SCOPE

The main determining factor in the work to be accomplished by the Overstrand Municipality to deliver services is conformity to the Expanded Public Works Programme. This section presents a breakdown of functions to be performed and the mandatory processes to be applied consequently:

2.1 EPWP projects

The Expanded Public Works Programme (EPWP) is the vehicle conceptualized and executed by the Department of Public Works that provides a safety net for the unemployed. It is also one of the significant methods to reduce levels of poverty and unemployment in the Country. It is done through:

- Giving the unemployed access to temporary work.
- Helping unemployed people through skills programmes and work experience.
- Ensuring that unemployed people receive an allowance for any work they have completed as part of the EPWP.
- Enhancing EPWP participants' chances of finding jobs or starting their own businesses.
- Strengthening the ability of public bodies to identify and provide quality assets and services that have transformative impacts on community development.

The programme involves the use of line function budgets so that government expenditure results in more work opportunities, particularly for unskilled labour. This gives effect to the

fact that the grant is only an incentive to encourage Municipalities to create as many job opportunities as possible.

The EPWP Integrated Grant Funding allocated through the DORA is provided in tranches on presentation of a business plan.

2.2 Limitations

The limitations imposed on each project as prescribed by the instructive memorandum. The memorandum is an instructive document drafted specially by the participating Directorates, describing the boundaries of the proposed project, (refer to the memorandum attached). For this document is an essential part of a quality system, all the relevant and specific instruction is determined by the participating Directorates and the applicability of these instruction is intended to be connected to the due processes initiated by the LED's EPWP division.

These processes range from:

-
- (a) Recruitment and selection
 - (b) Induction
 - (c) Processing of contracts and management
 - (d) Prepare schedule of time sheets for management
-

3. REQUIREMENTS

The following requirements must be observed at all times when considering participants:

3.1 Registration on the unemployment database

All EPWP beneficiaries/ participants must be registered on the job-seekers database administered at LED office. The job-seekers database form can be obtained from the Municipal Administrative offices (Kleinmond, Gaansbaai and Stanford) and from LED offices (Hermanus). Whereas the recording and capturing of the information from the form can only be accomplished at the Municipality's LED office and below are the main requirements when capturing information

3.2 Completion of registration forms

The registration form is accessible originally from the LED office, usually printed in hard copies. LED administrators' full assistance in ensuring access follows a legitimate process:

- (a) Registration form is all time available and ever ready for use on every desktop of each workstation (LED office including satellite offices)
- (b) Forms are printed in bulk in avoidance of delays, shortages, poor supply of printing equipment, unexpected and unannounced power shutdowns etc.

- (c) Assistance in the front desks to avail and assist with material support and consultative assistance following uncertainties and misunderstandings with complete acknowledgement of illiteracy issues for some job seekers.
- (d) An Administrator remains patient for the submission of the forms and goes through the entire document for errors and blank spaces and considered complete and ready for capture.

3.3 Income tax number

The income tax number is obtainable from any SARS (South African Revenue Services) offices and consists of a reference number which is used by SARS in tracking payer's tax records.

- (a) Each job seeker shall be requested for a tax reference number, the challenge is the inability of prospective workers to forward an income tax reference number (an application not be processed but rather captured incomplete).
- (b) An applicant shall be requested and encouraged to contact or visit SARS offices for tax reference number.
- (c) Alternatively, an applicant shall be informed about SARS visit to the surrounding areas and be encouraged to diarise the dates.
- (d) Prospective workers who had never been employed can be assisted by the Finance Department to obtain income tax numbers.

3.4 Banking details

Banking details forms a critical part of the whole system, for payments cannot be processed without appropriate and active bank account. An applicant with no bank account shall be sent back to confirm banking details with her/his bank of choice. Those who do not have bank accounts, their applications cannot be processed, this prevents challenges and crisis in payments processes by the Salary Department.

3.5 Updated Curriculum Vitae

The applicants are encouraged to bring CV's for verification and assurance purposes. Furthermore, the information provides is certainly accessible from the registration form provided due to its correspondence to the database system.

3.6 Criteria for Appointment of Workers

Directorates must include in the memorandum the criteria for appointment of workers to facilitate the process of recruitment and selection of employees

3.7 Induction session

All supervisors must be present during induction sessions to ensure the following:

- Full grasp of what is expected of the EPWP beneficiaries
- That the employment contracts are signed at induction
- Fully briefed on the roles and responsibilities constitute a flow of operations without bottlenecks, following is the outline of the responsibilities of the LED team and

4. RESPONSIBILITIES

Outlining clearly defined and actual responsibilities constitute a flow of operations without bottlenecks; following is the outline of responsibilities of parties involved:

	Item	Responsibility
1.	LED team coordinator: Led unity	(a) Provide full guidance to the administrators (b) Communication with the database administrator (c) Full communication with the stakeholders (d) Interact and report with the workers (e) Monitoring and evaluation of the programme.
2.	Database administrator Led unity	(a) Thorough and regular monitoring of the database, his/her responsibility ties the entire recruitment process for masses of data depends on the extent to which, he/she ensures accurate batches of information captured. (b) Direct liaison with the seasonal worker programme coordinator from the LED team
3.	EPWP administrators	(a) They perform the administrative functions, ranging from receiving of applications, processing, recording and data gathering for reporting purposes. (b) Their relationship with the coordinator and the database administrator essentially reflects the full image of the service.
4.	Human Resource Department	(a) Preparation and verification of contracts completeness (b) Linking the newly signed and approved contracts to the Municipal system (c) Generate pay number (d) Adding the newly added workers to the Municipal Pay Day System
5.	Salaries Department	(a) Processing and approval of payments (b) Constantly update LED with any new requirements regarding payment schedules (c) Assist generate tax numbers on registration on database stage for only first timers (d) 10:30 and 11:30 when there is seasonal participants. (e) When there is a year-end budget 11:00 (f) Payment schedule errors like payee numbers are rectified before payments

6.	Directorates	<ul style="list-style-type: none">(a) Drafting and approving the memorandum(b) Supply the appropriate guidelines (background, nature) and details of the actual jobs to be filled.(c) Supervisors to ensure timesheets are in order and correct for processing

5. STANDARD PROCEDURE

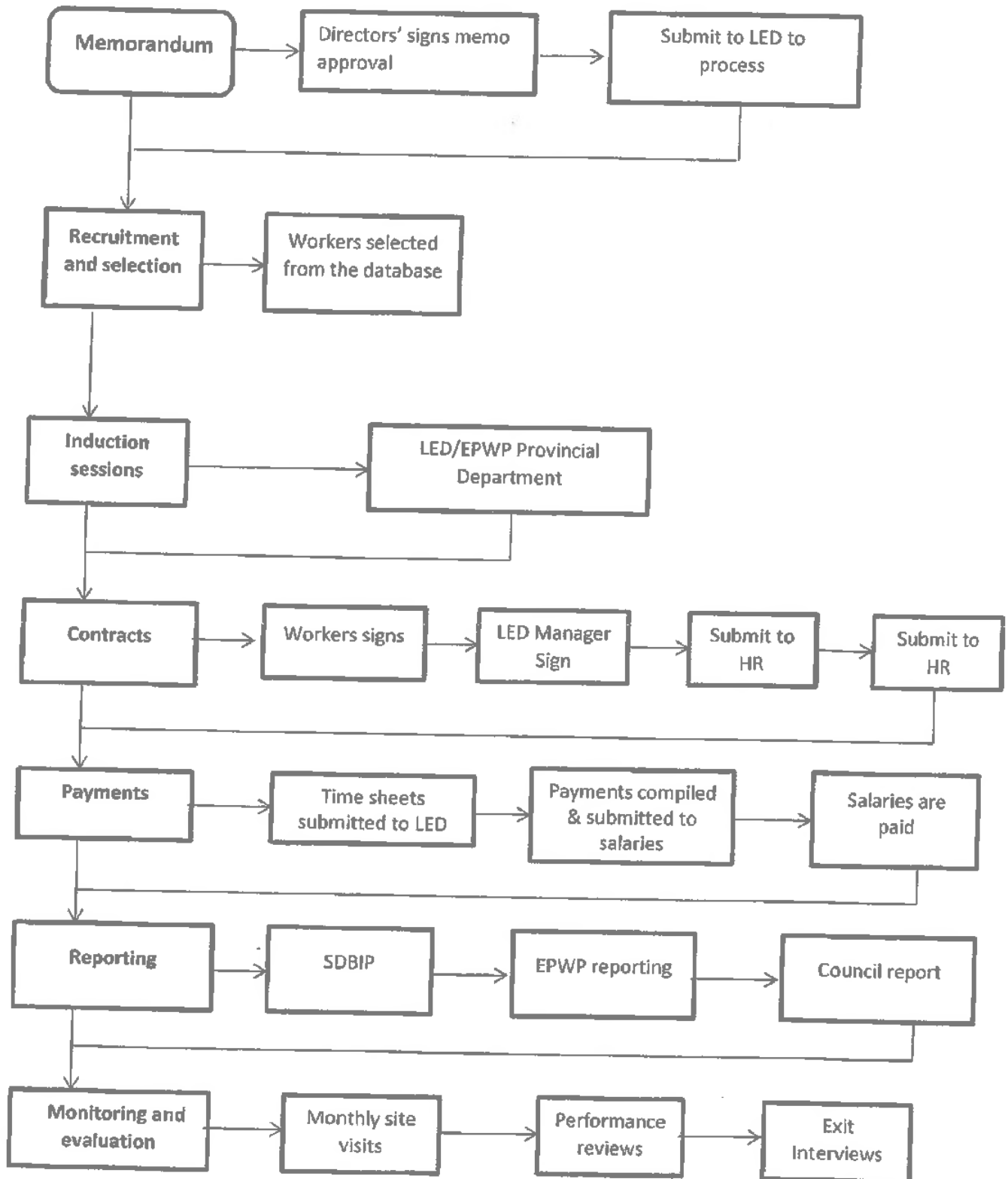
ITEM	DESCRIPTION	WHO	WHEN
<p>1. Memorandum Use the LED template</p>	<p>The memorandum drafted by the contributing Directorate must outline the following;</p> <p>1.1 The scope of the project 1.2 Total number of workers to be employed on the project 1.3 Duration of Project 1.4 Daily wage rate 1.5 Budget Availability (B'Key and Costing) 1.6 List of Duties attached to the memo 1.7 Criteria for the selection of workers 1.8 Requirements for the position 1.9 Inclusion of the Personal Protective Equipment 1.10 EPWP SCOA form</p>	<p>This is initiated by the Directors and signed off by their respective Departments</p>	<p>6 weeks prior to the expected start date of a project. (All contracts)</p> <p>Emergency EPWP (must be confirmed by the user department's director)</p>
<p>2. Recruitment and Selection of Workers</p>	<p>Workers will be selected from the unemployment database aligned with the Overstrand EPWP Policy and the EPWP Recruitment Guidelines. Adverts will be placed in the case where the unemployment database does not have people who meet the project requirements.</p> <p>Notice boards, community halls, libraries and social media</p>	<p>LED/Officials nominated by the participating line departments.</p>	<p>7 working days – after 7 working days LED will start the process of recruitment.</p>

3. Induction Session	<p>All workers recruited on EPWP must be inducted. Workers are inducted on the following;</p> <p>3.1 Background and understanding of EPWP</p> <p>3.2 Basic conditions of employment (Ministerial Determination)</p> <p>3.3 Induction to worker on what is expected of them (Daily tasks)</p> <p>3.4 Workers issued with appropriate PPE</p> <p>3.5 A step by step guide to leave application process, timesheet signing</p>	<p>LED/EPWP Provincial Department/Participating Line Departments.</p> <p>On request from the LED office- HR & Salaries Departments to be present during the induction process to avoid more hitches</p>	3 Weeks before the contract start date
4. Employment Contracts	<p>4.1 Contracts are signed by the workers with all the supporting documents/information (Certified copy of ID, income tax number and Completed Bank form)</p> <p>4.2 Contracts are signed off by LED Manager/Director</p> <p>4.3 The Contracts should be signed by everyone responsible before being sent to HR and Salaries</p> <p>4.4 Contracts are submitted to HR</p> <p>4.5 Contracts are submitted to Salaries Department</p> <p>4.6 and tested for verification and accuracy</p>	<p>4.1.1 LED</p> <p>4.2.1 LED</p> <p>4.3.1 LED</p> <p>4.4.1 LED</p> <p>4.4.1 HR Department</p> <p>4.5 Salary</p>	<p>4.1.1.1 On the day of Induction Session</p> <p>4.2.1.1 On day of induction or one day after the induction session</p> <p>4.3.1.1 Two- three weeks before the start date of contracts</p> <p>4.4.1.1 The contracts should accommodate the payment arrangements</p>

<p>5. Payments</p>	<p>5.1 Pay numbers provided for each worker</p> <p>5.2 Time sheets should be submitted to LED Department.</p> <p>5.3 Payment schedule to be compiled and submitted to Salaries Department for payment of workers</p> <p>5.4 Pay slips are available weekly to the LED office</p> <p>5.5 Salaries will communicate any Bottlenecks /discrepancies on time</p>	<p>5.1.1 HR</p> <p>5.2.1 Line Departments</p> <p>5.3.1 LED</p>	<p>5.1.1.1 2 days after the contracts has been submitted to HR</p> <p>5.2.1.1 Mondays before 10h00 am</p> <p>5.3.1.1 Tuesdays before 10h30 am</p> <p>5.3.1.2 10:30 and 11:30 when there are seasonal participants.</p> <p>5.3.1.3 When the is a year-end budget at 11:00</p> <p>5.3.1.4 Payment schedule errors like payee numbers are rectified before payments</p>
<p>6. Leave Application</p>	<p>6.1 Leave forms should be submitted to HR department and copy to LED for payment purposes</p> <p>6.2 HR department to capture leave & & immediately inform LED about the available.</p> <p>6.3 LED keep record of all leave applications</p> <p>6.4 Request Payee numbers and captured leave report every Monday 15:00</p>	<p>6.1.1. Line Department</p> <p>6.1.2. HR</p> <p>6.1.3. LED</p>	<p>6.1.1.1. Annual Leave (AL) – Before participant take leave</p> <p>6.1.1.2. Sick leave (SL)– Immediately when back from SL</p> <p>6.1.1.3. Family Responsibility leave (FRL)– Immediately when back from FRL</p>

7. Reporting	7.1 SDBIP Reporting (Number of work opportunities created) 7.2 EPWP Reporting (EPWP Reporting System) 7.3 Report to Council 7.4 EPWP Evaluation Report 7.5 EPWP Annual Evaluation Report	7.1.1. LED 7.1.2. LED 7.1.3. LED 7.1.4. LED 7.1.5. LED	7.1.1.1 Quarterly 7.1.1.2 Monthly 7.1.1.3 Quarterly 7.1.1.4 Quarterly
8. Monitoring and Evaluation	8.1 Monthly Site visits and performance review (one Site visit per month). 8.2 Exit interviews must be conducted to a sample of workers appointed on the project. 8.3 When Site visits are scheduled proper communication should be made in time to the relevant line managers	8.1.1 LED 8.1.2 LED 8.1.3 LED	8.1.1.1 Monthly once a month 8.1.1.2. End of project 8.1.1.3. Monthly

EPWP PROCEDURAL FLOW CHART



**OVERSTRAND
MUNICIPALITY**



**EXPANDED PUBLIC WORKS PROGRAMME
(EPWP) POLICY**

MARCH 2014

GLOSSARY OF TERMS / DEFINITIONS

EPWP – THE EXPANDED PUBLIC WORKS PROGRAMME

The Expanded Public Works Programme (EPWP) is a nation-wide National Government programme to draw significant numbers of unemployed into productive work, accompanied by training, so that they increase their capacity to earn an income.

LABOUR-INTENSIVE PROJECTS

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 significant increases in employment generated per unit of expenditure by comparison with conventional equipment-intensive methods.

PERSON-DAYS OF EMPLOYMENT

The aggregate of the number of people who worked on a project multiplied by the number of days each person worked;

JOB OPPORTUNITY

Paid work created for an individual on any EPWP project for any period of time.

DEMOGRAPHIC CHARACTERISTICS OF WORKERS

The number of workers that fall within the following categories:

- Youth (18-35 years of age)
- Women
- People with disabilities

1. STATEMENT OF PURPOSE

EPWP is a nationwide short and medium term government initiative aimed at alleviating poverty by utilising public sector budgets to draw significant numbers of the unemployed into productive work whilst enabling these workers to gain skills while they work.

The purpose of this policy document is to provide a framework for the implementation of the Expanded Public Works Programme (EPWP) within the Overstrand Municipality (OM), which includes the operations of the entire Municipal Directorate directly affected by the programme.

The thrust of this policy framework is to create work opportunities for the unemployed using the Overstrand Municipality's expenditure in the short to medium term (about 3-5 years), in line with the government directive. It is also envisaged that the incentive will kick-in over this period and this will allow the Municipality to sustain the implementation of this programme over the long-term.

The Overstrand Municipality, through its co-ordinating Directorate, will co-operate with other spheres of Government to ensure effective and compliance for a successful and impactful EPWP programme.

2. POLICY OBJECTIVES

EPWP projects and programmes must be identified, using labour-intensive methods with predetermined key deliverables over a given timeframe in the **environmental, social and economic sectors**. This is to be achieved by channeling funds of the Municipal annual budget allocation (capital projects, setting up a special vote to kick start the programme) towards implementation by;

- 2.1 Implementing **labour-intensive infrastructure projects** that can create short-term jobs for the unemployed within the local communities. Projects are to be identified in the Capital and Operational Budgets as negotiated with budget holders;
- 2.2 **Capacitating SMME's and emerging contractors** within the local communities by facilitating the **transfer of skills** (managerial, technical and financial) through an **appropriate Learnership Programmes**;
- 2.3 To engage area management/operational departments of the Overstrand Municipality in identifying labour-intensive projects and recruitment of suitable people based on defined targets.

- 2.4 Entrench the EPWP methodology within the Municipality's Integrated Development Plan – a methodology that expands the current service delivery model of goods and services to ensure shared growth;
- 2.5 Ensure developmental integration across all sectors, re-engineer planning, design and implementation of projects / programmes within the existing Municipal operational and capital projects;
- 2.6 Establish the Overstrand's EPWP as an approved socio-economic developmental and poverty alleviation programme with sustainable exit strategies that maximises SMME development, employment creation and skills development.

3. LEGAL FRAMEWORK

3.1 The Constitution of the Republic of South Africa

The Constitution of the Republic of South Africa, 1996 sets out a broad framework for local government. In accordance with this framework the objectives of local government are to:

- Provide democratic and accountable governance of local communities;
- Ensure the provision of services to the community in a suitable manner for the benefit of present and future generations;
- Promote social and economic development;
- Promote a safe and healthy environment; and
- Encourage the involvement of communities and community based organisations in the matters of local government.

3.2 Integrated Development Planning

In addition to providing traditional services such as water and sanitation, Municipalities have an expanded role to play. The development role of Municipalities is described in the Local Government: Municipal System Act, 2000, (Act 32 of 2000) (Systems Act). The Systems Act provides for the development of the Integrated Development Plan (IDP) as a key strategic planning document.

EPWP's project co-ordination, reporting and drive and see to the inclusion of same in the Municipality's IDP, will be the responsibility of the Directorate: Economic Development.

3.3 Financial Support to Municipalities

The Division of Revenue Act (DORA) provides inter alia for the assisting of Municipalities by transferring funds to same for specific purposes. In terms of Section 21 of the Division of Revenue Act, the Minister of Finance has to publish the conditions associated with the funding allocations made to Municipalities. The Municipal Infrastructure Grant (MIG), which is a consolidated grant mechanism and approved by Cabinet on 05 March 2003, provides annually the bulk of the funds are to be allocated to Municipalities on the basis of a formula. The MIG as a conditional grant, is subject to a number of conditions, of which poverty alleviation is a condition associated with EPWP and that must be adhered to. One of the elements of the formula used to calculate the total allocation to Municipalities relates to past performance in implementing the EPWP. Successful implementation of the EPWP will thus impact positively on future MIG funding allocations for the Overstrand Municipality.

3.4 Conditions of Employment

The Minister of Labour has in terms of Section 50 of the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) made a Ministerial Determination which establishes conditions of employment for employees in Expanded Public Works Programmes. Task-based and time-based payments to participants in the EPWP are set in terms of this Ministerial Determination. The Code of Good Practice for employment conditions of work for the Expanded Public Works Programmes, does not impose any legal obligations in addition to those in the Basic Conditions of Employment Act. The Code provides guidelines for the protection of workers engaged in Expanded Public Works Programmes, taking into account the need for workers to have basic rights, the objectives of the programme and the resource implications for Government.

The Overstrand Municipality will determine the minimum wages to ensure parity is achieved for similar jobs within the Municipality's area.

4. SECTORS IDENTIFIED FOR EMPLOYMENT OPPORTUNITIES

Though the Municipality has made significant contributions to the creation of employment opportunities through initiatives such as;

- Working for Water
- Cleaning projects
- Local Labour [LLPP]
- Township renewal projects
- Working for the coast
- Reservists – Protection Services

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- [MIG] Municipal Infrastructure Grant
- Other Infrastructure Projects
- Housing

The following sectors are identified for employment opportunities:

- Infrastructure – Increase the labour-intensity of infrastructure projects;
- Environment and Culture – work opportunities in cleaning and arts;
- Social – opportunities in public social programmes; and
- Economic – developing SMME's and emerging service providers.

5. CO-ORDINATION WITHIN THE MUNICIPALITY

- The EPWP cuts across all Directorates of the Municipality and said Directorates must make a systematic and conscious effort in utilising their budgets to achieve the intended impact.
- The EPWP will be co-ordinated and managed within the Directorate: Economic Development.
- The EPWP must be a standing discussion item at Executive Management Team (EMT) and Top Management Team (TMT) meetings.
- Quarterly reports must be submitted to the Executive Mayor for consideration.

6. ORGANISATIONAL STRUCTURE

6.1 The programme will be co-ordinated and managed within the Directorate of Economic Development. As such an EPWP unit can be established within the said Directorate.

6.2 The EPWP Unit will be responsible for:

- Municipality – wide co-ordination of EPWP related issues;
- Regularly review the policy to ensure that it is in line with relevant legislation and improvement in project delivery and to submit reports to Council in this regard;
- Setting EPWP targets in collaboration with all the Directorates;
- Creating and enabling environment for the successful implementation of the Municipal EPWP;
- Ensuring proper management and guidance for project selection and execution;
- Documenting EPWP related discussions and assumptions;
- Facilitating communication amongst stakeholders;
- Overall monitoring, evaluation and reporting of the programme; and
- Reporting to EMT and TMT.

6.3 The LED Manager (as EPWP Driver) must;

- Liase with other directorates within the Municipality;
- Keep abreast with sector specific developments;
- Liase with and represent the Overstrand Municipality on the relevant Provincial EPWP Co-ordinating Committees;
- Monitor, evaluate and report on progress and specific KPI's and
- Disseminate information internally as and when needed;
- Keep a record and provide information to a central database on emerging contractors and local labour in the Municipality.

6.4 Directors will be responsible for:

- Ensuring that information on the extent and impact of the EPWP in the Municipality is communicated to all the stakeholders including ward councilors/committees;
- Create awareness amongst staff about the benefits of labour-intensive infrastructure projects;
- Timeously plan for the execution and implementation of programmes in line with achievable timeframes.

7 KEY PERFORMANCE INDICATORS [KPI]

The KPI's to be achieved in the implementation of the EPWP will be as follows:

7.1 Employment Opportunities

The number of employment opportunities created, irrespective of the duration of each job within the financial year.

7.2 Person – Days of Employment

The number of person – days of employment created during the said financial year.

7.3 Project Budgets

The total expenditure inclusive of EPWP projects and all the sectors i.e. infrastructure, social, environment and culture including economic.

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7.4 Demographics and Overstrand wide

The number of jobs created for women, youth and people with disability including equitable distribution within the Overstrand main economic towns.

7.5 Emerging Suppliers / Contractors

The number of service providers trained, through appropriate learnerships and total monetary value of contracts awarded.

7.6 Expenditure Retained within Local Communities

The amount of the budget spent and retained within local communities through procurement of goods and services from local service providers for the said financial year.

7.7 Remuneration and Tasks


Payment of beneficiaries according to the defined minimum and maximum as stipulated by the fund. Rates will otherwise be determined based on signed MOA's.

Policy Section	Local Economic Development
Current update	N/A
Previous Review	N/A
Approval by Council	20 March 2014

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EPWP RECRUITMENT GUIDELINES

Name of Guidelines	EXPANDED PUBLIC WORKS PROGRAMME RECRUITMENT GUIDELINES
Name of Branch:	EXPANDED PUBLIC WORKS PROGRAMME

SOP developed by:	
Name:	Adv. S Vukela
Capacity:	Director General: Department of Public Works
Signature	

Approval of Guidelines	
Name:	Ms N.M Oliphant
Capacity:	Minister: Department of Labour
Date of approval:	05/12/2017
Signature	



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Glossary of Terms

Term	Definition
Code of Good Practice for Special Public Works Programmes	The Minister of Labour issued and gazetted a Code of Good Practice for Special Public Works Programmes that guide stakeholders in EPWP with regards to working conditions, payment and rate of pay, disciplinary and grievance procedures. It further promotes a common set of good practices and minimum standards in employment practices among the different EPWP sub-programmes within South Africa. Refer to Gazette No 34032, 18 February 2011.
EPWP Target group	Poor and unemployed, local South Africans willing and able to work at the wage rate offered. The target group is further disaggregated, with predetermined targets for women, youth and persons with disability.
EPWP Participants	A person employed in an EPWP project.
Indicators	Indicators are qualitative and/or quantitative markers that define how performance toward the achievement of the programme, project or activity objective will be measured. There are different levels of indicators including – input, output, outcome and impact. The indicators selected will be what performance is measured against.
Minimum Wage	Is the lowest daily rate an employer may legally pay an EPWP participant.
Ministerial Determination	The Ministerial Determination applies to all employers and employees engaged in Expanded Public Works Programmes gazetted by the Minister of Labour. Refer to Gazette No 9745, May 2012.
Unemployment Insurance Act (UIA) 63 of 2001	The Unemployment Insurance Act (UIA) 63 of 2001 applies to all employers and employees engaged in Expanded Public Works Programmes. All projects must be registered with UI all employees must be registered on commencement of employment.
Compensation for Occupational Injuries and Diseases Act (COIDA) 130 of 1993.	The Compensation for Occupational Injuries and Diseases Act (COIDA) 130 of 1993 applies to all employers and employees engaged in Expanded Public Works Programmes. All projects must be registered on commencement.



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Monitoring	Monitoring is a process that involves measuring and tracking progress according to the planned activities including; inputs, resources, completion of activities, costs, timeframes, etc.
Programme	A programme is a coordinated approach to explore a specific area related to an organisation's mission. It usually includes a plan of action or events which identifies staff and related activities or projects leading towards defined and funded goals.



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Public body	A Government department, municipality or State Owned Entity that implement EPWP programmes or projects.
Public Employment Programmes (PEPs)	PEPs refer to interventions that respond to economic and unemployment challenges in a country. Through such interventions governments inject money into the economy through the creation of work opportunities.
Target community	All persons living in the municipal ward in which an EPWP project is being implemented.
Work Opportunity	<p>Is defined as "Paid work created for an individual on an EPWP project for any period of time."</p> <p>The same individual may be employed on different projects and each period of employment, in each project, will be counted as a work opportunity. There is no standard length of time for a work opportunity.</p> <p>Work opportunities are counted on an annual basis. In each financial year the EPWP starts from a zero base and counts all the opportunities created in that financial year.</p>

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1. INTRODUCTION

The Expanded Public Works Programme (EPWP) is one of Government's medium to long term strategies to reduce unemployment and alleviate poverty through the creation of work opportunities using labour-intensive methods. The EPWP is implemented in four sectors namely: Infrastructure, Social, Environment & Culture and Non-State. All spheres of government and State-Owned Entities are expected to implement the programme. The EPWP Phase I was implemented from 1 April 2004 to 31 March 2009, with a target of creating 1 million work opportunities, which was achieved one year ahead of schedule. Phase II of the EPWP was implemented from 1 April 2009 to 31 March 2014 and created more than 4 million work opportunities against a target of 4.5 million work opportunities.

Phase III, which is currently being implemented, started in April 2014 and ends in March 2019 with a target of creating six million work opportunities. The objective of EPWP Phase III 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."*

In EPWP Phase III the following four principles were adopted as core elements of Public Employment Programmes (PEPs) in South Africa:

- a) Workers to be recruited through a fair and transparent process.
- b) The adherence to the minimum wage.
- c) Work provides or enhances public goods or community services.
- d) Compliance with minimum labour-intensity appropriate to a particular Sector.

Employment of EPWP participants is governed by the following documents:

- a) **Code of Good Practice, Notice No. 129** issued by the Minister of Labour in terms of the Basic Conditions of Employment Act, 1997 as appeared in Gazette No. 34032 on 18 February 2011; and
- b) **Ministerial Determination 4: Expanded Public Works Programmes, Notice No. 347** issued by the Minister of Labour in terms of the Basic Conditions of Employment Act, 1997 as appeared in Gazette No. 9745 on 04 May 2012.

These Guidelines have been developed to ensure public bodies comply with the principle of selecting workers through a fair and transparent process.



2. PROBLEM STATEMENT

The high demand to participate in an EPWP project coupled with local and municipal dynamics may impact negatively on the recruitment of participants. Potential challenges include:

- a) patronage in the recruitment of participants,
- b) inconsistency in the process of recruiting participants,
- c) lack of transparency, and
- d) poorly defined criteria and processes.

These pose a reputational risk to the EPWP brand and where such problematic practices occur, or are perceived to occur, they may lead to delays or disruptions in the implementation of projects. Thus a clearly defined recruitment process that speaks to the recruitment of participants and defines the role of stakeholders is needed.

3. PURPOSE

The purpose of these EPWP Recruitment Guidelines is to ensure uniformity, across all sectors, in the recruitment of participants from within the EPWP target group.

The Recruitment Guidelines provide guidance in the selection of participants to be employed in an EPWP project. It seeks to eliminate any unfair and biased processes in the recruitment of participants and to provide a fair, transparent, equitable and an unambiguous process to be adhered to by all implementing bodies.

The EPWP Recruitment Guidelines will be utilised by implementing public bodies, while the national Department of Public Works will provide oversight as the overall coordinator of the EPWP.

4. OBJECTIVES

The objectives of these Recruitment Guidelines are to:

- a) provide guidance to EPWP stakeholders on their roles and responsibilities in the recruitment of EPWP participants,
- b) foster consistency in the recruitment of EPWP participants,
- c) provide guidance to stakeholders to ensure compliance with the recruitment procedures, and
- d) ensure transparency across all sectors in the recruitment of EPWP participants.



5. RECRUITMENT GUIDING PRINCIPLES

Recruitment of EPWP participants must comply with the following fundamental principles as outlined in Table 1 below:

Table 1: Fundamental Principles of the EPWP Recruitment Guidelines

1.	Fairness	<ul style="list-style-type: none"> • The process must have a predictable methodology that affords equal opportunity to the targeted community members (refer to the Code of Good Practice for EPWP). • The process shall not be manipulated for gain; neither shall there be any form of discrimination on the basis of race, tribe, place of birth, ethnic or social origin, language, social status, religious belief, political affiliation, opinion, custom, culture, gender, marital status, pregnancy and disability (refer to Section 2 of the Constitution of RSA, 1996).
2.	Transparency	<ul style="list-style-type: none"> • Members of the target community shall be afforded the opportunity to monitor the recruitment process. • Before the recruitment process commences, the targeted community must be made aware of, and there must be general consensus on the conditions to be met for transparency to be deemed to have occurred. • Regarding work requiring persons with a particular profile (e.g. skills & qualifications) the selection criteria shall be specified for such work prior to the recruitment of participants. Should persons outside the target community be appointed, it must be established that such skills were not available from the target community at the time of recruitment. • A process for swift corrective action must be outlined and agreed upon by relevant stakeholders before the selection of participants.
3.	Equity	<p>Potential EPWP participants shall be given equal opportunity to access full and active participation in all aspects of the programme/project implementation cycle.</p>
4.	Ethics	<ul style="list-style-type: none"> • All involved in managing the recruitment process shall conduct themselves in a manner that demonstrates professional integrity. • Ethical behaviour shall include: <ul style="list-style-type: none"> ○ Avoidance of conflict of interests. ○ Be devoid of personal gain. ○ Be devoid of undue favours.
5.	Accountability	<p>The office/s (of the public body) managing the recruitment process shall be answerable to relevant stakeholders for actions.</p>



6.	Respect for environment	With the aim of preserving the heritage and environment of South Africa, the EPWP stakeholders should endeavour to sustain the agreed heritage and environmental objectives for the benefit of future generations.
7.	Commitment	Nurturing and protecting the well-being of the individual, family, communities and the nation should be advanced through diligent execution of EPWP programmes and projects.

6. RECRUITMENT GUIDELINESS AND TARGETS

6.1. Roles and Responsibilities

Public bodies or, in the case of the Community Work Programme (CWP), the relevant publicly appointed Implementing Agencies are responsible for the recruitment and selection of EPWP participants on each project. The Implementing bodies will plan the recruitment process in consultation with local community leaders to ensure coordination, and if possible, combine recruitment for multiple projects.

6.2. Responsive to EPWP Requirements

The recruitment process shall be informed by and aligned with the EPWP requirements.

The targeting of participants shall seek to optimise the achievement of EPWP objectives and targets, and to contextualise the recruitment of participants in terms of local realities.

Recruited participants shall be made aware of the provisions of the EPWP Universal Principles, the Ministerial Determination, and the Code of Good Practice for the EPWP. As per the Code of Good Practice Notice No. 129 of 18 February 2011, the local community through all the structures available, must be informed of and consulted on the establishment of an EPWP project.

6.3. Community Participation in the Planning Processes

Before initiation of an EPWP project, the target community shall be mobilized to set up committees that will serve as the entry point for community participation and representation in the various phases of the project implementation cycle. The community shall be involved in identification and prioritization of the assets to be developed.

6.4. Wage Determination

The public body or implementing agency shall set the wage level before the recruitment of participants, so that participants are not paid less than the minimum wage and not more than prevailing wages for similar work in the project area. This is to avoid displacing workers in formal employment or those otherwise engaged in other sustainable income earning initiatives.

6.5. Adequate & Accessible Information

Community members shall have access to relevant, timely, accurate, and complete information to participate in the recruitment process. All reasonable efforts must be made to

announce the intention to recruit youth, women and persons with disability. Employment opportunities shall be communicated through various channels that optimise the effectiveness of reaching the intended participants. These may include:

- a) Flyers and notifications at local government offices and facilities,
- b) Existing community structures and communication channels,
- c) Existing or specially convened public meetings/gatherings, and
- d) Local community radio stations, newspapers, etc.

The announcement should always specify how, where and when potential candidates can register or apply for work on relevant EPWP projects. In addition, employment conditions (including responsibilities, wages, entitlements, health and safety, and contract duration) should be made known before the recruitment begins. Once appointed, each participant must be issued with a written contract.

6.6. Induction

An induction session will be conducted with all newly recruited EPWP participants to inform them about the programme, their duties, expectations and the Ministerial Determination.

6.7. Eligibility

The recruitment process shall be aligned with the self-targeting, community, and geographic targeting as per the EPWP Phase III. In order for youth to be eligible they must at least be 16 years old and not older than 35 at the time of the start of the work. In addition, participants should:

- a) reside within the ward in which the project is to be implemented. In the event that there are insufficient participants in the ward, then participants may be drawn from neighbouring wards (close to the project site). This practice may not always be applicable, for example, programmes such as *Working on Fire* which is not ward specific, may choose to recruit participants from a larger geographic area such as a municipality or province.
- b) be available to work on the dates as required by the project.
- c) apply or register for the work in accordance with the manner specified by the recruiting body.

6.8. Targeting and selection

All EPWP implementing bodies must endeavour to meet the prevailing demographic targets for EPWP Phase III, namely: 55% women, 55% youth and 2% persons with disabilities.

If more participants apply for work than the project can offer, the required number of candidates should be selected through a lottery process from all of those who applied, taking into account the above demographic target.

The prioritisation of participants to be recruited shall be agreed upfront (e.g., female-headed households, those receiving social grants, etc.). Other special considerations include:



- a) to ensure fairness and equity, the following criteria are suggested to help in targeting the poorest of the poor, namely persons who come from households:
 - i. where the head of the household has less than a primary school education,
 - ii. that have less than one full time person earning an income, and
 - iii. where subsistence agriculture is the source of income.
- b) persons with disabilities shall be actively sought for participation in the programme. The United Nations definition of a person with a disability shall be used.
- c) Persons with disabilities will be recruited based on consultation with local structures and community associations for persons with disabilities.
- d) Persons receiving social grants, including disability grants, are eligible to participate in the EPWP.

7. MONITORING AND EVALUATION

- 7.1 **Process:** the monitoring and evaluation will be done at various levels depending on the roles of the various stakeholders. The national DPW will monitor compliance of implementing public bodies to the Recruitment Guidelines by performing sampled assessments on implementing bodies.
- 7.2 **Indicators:** All implementing public bodies must have objectively verifiable (dynamic, cross-sectional and longitudinal) monitoring and evaluation indicators to assess compliance with the Recruitment Guidelines.
- 7.3 **Tools:** the monitoring and evaluation tools must be linked to the indicators and EPWP Reporting System (EPWP-RS). Mechanisms must be in place to:
 - a) Verify compliance to agreed performance standards.
 - b) Institute appropriate action against persons contravening these Recruitment Guidelines.
 - c) Sanction those performing below the expected ethical standards.

8. MEASURES REQUIRED TO DEAL WITH NON-COMPLIANCE

- 8.1 Non-compliance will be dealt with at operational levels using existing institutional policies.
- 8.2 Implementing bodies must institutionalise a mechanism to expose non-compliance with these Recruitment Guidelines.
- 8.3 Implementing bodies must have mechanisms for redress and/or sanctions when duties and commitments are not met.
- 8.4 The Public Employment Programmes Inter-Ministerial Committee (PEP-IMC) may be leveraged if issues are not resolved at the operational level.



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9. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS IN THE RECRUITMENT PROCESS.

Public Body	Responsibility	Roles
National Department of Public Works	To coordinate and monitor the implementation of the EPWP	<ul style="list-style-type: none"> To develop strategic documents to assist in the implementation of the EPWP. To conduct workshops on the implementation of the document. To ensure alignment of the existing EPWP municipal policies to the Recruitment Guidelines. To conduct evaluation assessments on the impact of the Recruitment Guidelines. To develop mechanisms for monitoring the compliance of implementing bodies to the Recruitment Guidelines. To monitor on a sample basis compliance to the EPWP Recruitment Guidelines.
Lead Sector Departments	To implement the EPWP and to report on programme performance of implementing bodies that utilize their own budgets and the Integrated Grant from DPW.	<ul style="list-style-type: none"> To inform the relevant local municipality about planned projects to be implemented within its boundaries. To ensure that the recruitment process is undertaken in partnership with the ward committees and other community structures where projects are implemented. Ensure wage rates comply with the EPWP requirements to avoid conflict among communities and spheres of government. The local authority to be part of the recruitment process to ensure convergence amongst spheres of government occurs in an efficient and coherent manner. Monitor the implementation of the EPWP Recruitment Guidelines.
Provincial Departments of Public Works	<ul style="list-style-type: none"> To implement the EPWP and to report on all work opportunities created utilizing their own budgets and the Integrated Grant from the national DPW. To coordinate the implementation of the EPWP 	<ul style="list-style-type: none"> To provide support on the roll-out of the Guidelines within the province. To make use of the existing coordination structures to discuss the progress on the implementation of the Guidelines. To identify areas of concern with regard to the implementation of the EPWP and communicate these to the national DPW.

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	<p>by all public bodies in the province.</p> <ul style="list-style-type: none"> • To ensure that all EPWP work opportunities are reported on the EPWP Reporting System (EPWP-RS). • To provide assistance and support to the public bodies in the province with institutional arrangements to improve performance. • To assist public bodies in the province with interventions to implement the EPWP as well as to achieve their set targets. 	<ul style="list-style-type: none"> • To develop objective monitoring and evaluation indicators to monitor the implementation of the Guidelines. • To provide technical support to the public bodies. • To ensure the social facilitation and induction workshops cover the Recruitment Guidelines Principles.
<p>Other Provincial Departments</p>	<p>To implement the EPWP and to report on all work opportunities created utilizing their own budgets, as well as the integrated Grant from DPW.</p>	<ul style="list-style-type: none"> • To inform the relevant local municipality about planned projects to be implemented within its boundaries. • To ensure that the recruitment process is undertaken in partnership with the ward committees and other community structures where projects are implemented. • Ensure wage rates comply with the EPWP requirements, to avoid conflict among communities and spheres of government. • The local authority to be part of the recruitment process to ensure convergence amongst spheres of government occurs in an efficient and coherent manner. • Monitor the implementation of the EPWP Recruitment Guidelines.
<p>Local Municipalities</p>	<p>To implement the EPWP and to report on all work opportunities created utilizing their own budgets, as well as the integrated Grant from the national DPW.</p>	<ul style="list-style-type: none"> • Must ensure that the recruitment process for EPWP participants is aligned to the Recruitment Guidelines. • To ensure that during the facilitation process, the communities are made aware of the recruitment process to be followed, the Ministerial Determination and the Code of Good Practice. • To workshop the ward committee members and Project Steering Committee (PSC) members on the recruitment process and EPWP Recruitment Guidelines.



- A process of redress should be properly outlined before the commencement of the recruitment process.
- Monitor the implementation of the Recruitment Guidelines.

10. APPLICABILITY

These Recruitment Guidelines apply to all National and Provincial government departments, Municipalities, Public Entities, Non-Profit Organizations and other bodies implementing the Expanded Public Works Programme.

11. EFFECTIVE DATE

These Recruitment Guidelines will take effect 20 days from the date of signature by the Director-General of the Department of Public Works.

12. AUTHORITY FOR THIS GUIDELINES

These Recruitment Guidelines are issued in terms of the EPWP Ministerial Determination Gazette number: 35310 4th May 2012 and the Code of Good Practice as published in Gazette number: 34032 of 18th February 2011.

MS N.M OLIPHANT, MP

MINISTER: DEPARTMENT OF LABOUR

DATE: 5/12/2017

INITIAL: MNO



MINISTER
LABOUR
REPUBLIC OF SOUTH AFRICA

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Mr N.P.T Nhleko, MP

Minister of Public Works

Private Bag X 91551

CAPE TOWN,

8001

Dear Minister Ntleko

**APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS: EXPANDED PUBLIC
WORKS PROGRAMME (EPWP) RECRUITMENT GUIDELINES**

Kindly be advised that your draft guidelines indeed comply with the requirements of the Ministerial Determination and Code of Good Practice on EPWP. Please take note however that non-compliance with the Unemployment Insurance Act is still experienced in certain projects. For this reason it would be appreciated if reference could be made to Unemployment Insurance Act (UIA) 63 of 2001 as amended as well as the Compensation for Occupational Injuries and Diseases Act (COIDA) 130 of 1993.

C39
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Please note that I have taken the liberty of incorporating this aspect in the Guidelines for your consideration.

I hope that you will find this in order.

KINDEST REGARDS



DATE: 05/12/2017.....

MN OLIPHANT

MINISTER OF LABOUR

**HAWSTON LIGHT INDUSTRIAL HUB PICHING RESULTS | 13 MAY 2022 | LED
BOARDROOM | 9:00-14:00.**

OVERVIEW

Following an open and fair process for Hawston Businesses to apply for space at the light industrial hub, the LED office received seven applications in total. The application process was open for five working days and assistance for struggling applicants was granted. The seven applicants were all invited to pitch or present their business cases to a panel of judges, independently appointed by the Overstrand Municipality.

THE JUDGING PANEL

The panel was appointed considering the expertise with 8 years experience conducting pitching and sitting in panels and recently conducted pitching sessions with close 90 entrepreneurs in April for the 8th Edition of the LED-Grootbos Entrepreneurship Programme. The proposed panel, will be made of:

- **Simone Davel** (Project Manager – Grootbos Foundation) Lead Project Manager for Enterprise Development and Entrepreneurship Programmes
- **Adre Smit** (Representative of the Hermanus Rotary Club) an official partner and funder of the Joint Entrepreneurship Programme between LED-Overstrand Municipality and the Grootbos Foundation.
- **Sisonke Gxamesi** (Independent Consultant Linked with Grootbos Foundation)
- **Luvo Bomvana** (LED Projects Coordinator) – Lead Project Manager for Enterprise Development and Entrepreneurship Programmes.

THE PRESENTATION GUIDE AND CRITERIA

The assessment of the applicants was guided by the following nine pointers or indicator to understand each business case in depth and this was communicated 5 days before presentations:

1. **The business idea** – What are you going to sell or what services are you going to render in those premises?
2. **Start Up or Existing** – Are a start-up or existing business (if existing, tell us about the operations of your business in the past 3 years?
3. **Economic Impact** – What value will your business bring into the Community?
4. **Start Up Capital** – Do you have a start-up Capital, if yes is it sufficient to sustain your business?
5. **Market analysis** – Do you have customers? Present a detailed market analysis and trends in your field and demonstrate your target market.
6. **Marketing** – What's your marketing strategy? Given the area is new and a bit isolated from the community. Do you have signage?
7. **Social Responsibility or environmental impact** – How will you contribute to the socio-economic issue of Hawston. How are you going to protect environment?
8. **Occupation Plan** – If you get selected, when will you be very to move it? Can you share your timeframes with us?
9. **Vision-** Where do you see your business in 5 years' time?

PRESENTATION RESULTS

No.	Applicant's name	Outcomes	Business Idea	Comment
1.	Oscar Delmore Fisher	Successful	Kelp and Sea Weeds Supplier	Employs 12 permanently and might employ 10 more
2.	Percy Basson	Successful	Laundry and Car Wash	Great potential given the demand presented
3.	Edward Frank Carelse	Successful	Sells Gas Stoves and Tyre Fittings	Great potential given the current energy crisis and the demand
4.	Erica Rudolph	Successful	Second Hand Tool Hiring and Laundry (Households)	One of the creative and rare concepts
5.	Eli-Ross Gillion	Successful	Mushroom Cultivation	Very innovative and youth owned local business with great potential
6.	Andrew Van Kewerl	Unsuccessful	Hair Salon	The presentation was not convincing and the concept does not fit the light industrial standards
7.	Ivor Leonard Sias	Unsuccessful	Refused to present and retaliated	Retaliated and refused to follow guidelines and politicised the pitch.

NB!!For detailed assessment please consult the panel assessment sheets

PANELS RECOMMENDATIONS

- More than 60% of the businesses pitched **will** need a great amount of water to ensure flow and feasibility. Therefore Overstrand Municipality must consider how the water billing will work and whether additional water connections can be installed.
- It would also be great if the could be a rates waver for the first 3 months and not to charge excessive rental fees, given that these are SMME's trying to find their feet.

SUPPORTING DOCUMENTS

1. Judging panel notes
2. Attendance register
3. Presentation guide

4. Application form
5. Applications received
6. In Principle Memo for Appointment of a judging panel.
7. Pictures
8. Videos (available on request)

OVERSTRAND FOR ALL

OCCASIONAL REPORT TO THE CHAIRPERSON OF THE ECONOMIC, SOCIAL DEVELOPMENT AND TOURISM PORTFOLIO

SOCIAL DEVELOPMENT DEPARTMENT

OVERSTRAND LOCAL DRUG ACTION COMMITTEE

Rationale

The Prevention of and Treatment for Substance Abuse, Act No. 70 of 2008 (hereafter, the Act), determines that a municipality must establish a Local Drug Action Committee (LDAC) to represent such municipality and to give effect to the Mini Drug Master Plan.

Activities

Section 61 of the Act, prescribes the following functions for a Local Drug Action Committees must:

- (a) ensure that effect is given to the National Drug Master Plan (NDMP) in the relevant municipality;*
- (b) compile an action plan to combat substance abuse in the relevant municipality in cooperation with provincial and local governments;*
- (c) ensure that its action plan is in line with the priorities and the objectives of the integrated Mini Drug Master Plan and that it is aligned with the strategies of government departments;*
- (d) implement its action plans;*
- (e) annually provide a report to the relevant Provincial Substance Abuse Forum concerning actions, progress, problems and other related events in its area (quarterly reports must be submitted to the Provincial Substance Abuse Forum, as well as an Annual Report. These reports are submitted to the Western Cape Premier before being submitted to the Central Drug Authority); and*
- (f) provide such information as may from time to time be required by (CDA).*

Establishment of a LDAC

Section 60 of the Act prescribes the establishment of LDAC's as follows:

The LDAC must consist of interested persons and stakeholders who are involved in organisations dealing with the combating of substance abuse in the municipality. The

members of the Local Drug Action Committee must be appointed by the Mayor of the municipality and must consist of:

- (a) officials from government departments represented at local level;*
- (b) a member of the South African Police Service nominated by the local police station Commissioner;*
- (c) a correctional official nominated by the area Commissioner of Correctional Services ;*
- (d) a representative from an educational institution in the area nominated by the Mayor of the relevant local municipality;*
- (e) a representative from prevention, treatment and aftercare services within the municipality nominated by the Mayor of the relevant municipality;*
- (f) a representative from the local health authority nominated by the Mayor of the relevant municipality;*
- (g) a representative of the local business sector nominated by the Mayor of the relevant municipality;*
- (h) a legal professional from the local community nominated by the Regional head of the Department of Justice and Constitutional Development; and*
- (i) a representative from the local traditional authority.*

In addition to these, we also recommend that a representative from an area based drug action committee, must also form part of the LDAC. The LDAC is a centralised structure that is necessarily limited in size, but it also has limited reach and influence in the various areas of the Overstrand (for example there are only two recognised organisations in the Overstrand that fall in the category "... prevention, treatment and aftercare services within the municipality...". Substance abuse on the other hand is a societal problem that requires the involvement of as many local stakeholders as possible to oversee and champion the implementation of programmes. Area based committees can include as many stakeholders as is reasonable and practical. Area based committees will be established in Gansbaai, Zwelihle / Mount Pleasant, Hawston and Kleinmond.

A Local Drug Action Committee must designate a member of the committee as a chairperson of that committee. The provincial coordinator from the Department must assist in the development of these structures. The Local Drug Action Committee may co-opt additional members with special skills, expertise, as and when required. A Local Drug Action Committee must be linked to the Provincial Substance Abuse forums at local government level. The municipality in which a Local Drug Action Committee is situated must, from moneys appropriated by the municipality for the purpose, provide financial support to the local drug action committee. The National Drug Master Plan 2019-2024 further notes that it is the

collective responsibility among departments to capacitate LDAC's and not the sole responsibility of municipalities.

Nominations and recommendations for the appointment of an Overstrand LDAC:

REPRESENTATIVES	NOMINATED BY	RECOMMENDED
Officials from government departments represented at local level;	Mayor	<ul style="list-style-type: none"> • Environmental Health (co-opt) • Department of Social Development Gansbaai • Department of Social Development Hermanus • Overstrand Municipality: <ul style="list-style-type: none"> - Protection Services - Social Development - Local Economic Development - Infrastructure and planning - Sports and Recreation •
Member of the South African Police Service	Local Police Station Commissioner	
Correctional official	Commissioner of Correctional Services (P Waggenstroom)	
Representative from an educational institution in the area	Mayor	
Representative from prevention, treatment and aftercare services within municipality	Mayor	<ul style="list-style-type: none"> • Blompark Ikamva • Hawston Health and Welfare Organisation • Sustainable Futures Trust
Representative from the local health authority	Mayor	<ul style="list-style-type: none"> • Sr Gerty Smith • Provincial Hospital Hermanus – Social Worker
Representative of the local business sector	Mayor	
Legal professional from the local community	Regional Head of the Department of Justice and Constitutional Development	
Representative from the local traditional authority	Not Applicable	

Recommendation

- That the Executive Mayor of Overstrand consider the role and functions of the LDAC and nominate representatives and appoint them for a period of 5 years, not exceeding the term of office of Council;
- That, after the appointment of the LDAC, the social development department arrange a workshop for the committee on their roles and functions and to draft a local drug action plan; and
- That the social development department establish area based drug action committees.

ONE GARDEN ONE HOME PROJECT

Rationale

Between 2020 and 2021 at the height of the COVID pandemic the need for food security among vulnerable households got amplified. The immediate response to this need was addressed through food kitchens and the distribution of food parcels. To ensure more long term food security the idea of "one home one garden" was established. To this end the department of agriculture distributed planter boxes with vegetable seedlings to some needy households, the Local Economic Development department also distributed same and later seedlings only to those with enough space in their gardens to plant directly into the soil. This project aims to continue with these earlier initiatives with the aim of increasing the footprint of vegetable gardens in our communities and to increase food security.

Implementation plan

Total number of planter boxes to be distributed: 2116

Beneficiaries who will benefit from this round of distribution are:

Households who previously applied but did not receive a planter box. These total 1476

Community based organizations will receive the remaining 640 planter boxes.

Estimated time to deliver 2116 boxes = 27 days

1. Overview

Total number of planter boxes to be distributed: 2116

Beneficiaries who will benefit from this round of distribution are:

Households who previously applied but did not receive a planter box. These total 1476

Community based organizations will receive the remaining 640 planter boxes.

Estimated time to deliver 2116 boxes = 27 days

2. Beneficiary selection

In 2021 interested people were requested to apply for a planter box through the one home one garden initiative. A voluntary and a door application process was followed in particularly previously disadvantaged areas. Due to financial constraints, not enough seedlings and or planter boxes could be procured to honour all the applications that was received.

In this round of distribution the focus is first and foremost on honouring all the applicants on the "waiting" list that did not receive planter boxes during previous rounds. The remaining boxes will be distributed to organisations and to additional households in areas that were under-represented during distribution.

3. Distribution

The 1476 households are distributed as follows:

Area	Totals	Estimated delivery days	Planned delivery dates
Gansbaai area	192	4	10- 13 May
Buffeljagsbaai	2		
Pearly Beach	5		
Eluxolweni	15		
Masakhane	111		
Blompark	60		
Organisations	25	Actual 5	Actual 10-13 and 16 May
Stanford	13	1	18 & 19 May
Die Kop	6		
Stanford	7		
Greater Hermanus	1241	20*	17 May – 13 June
Zwelihle	693	16	
Mount Pleasant	182	4	
Hawston	366	9	
Greater Kleinmond	29	2	15-16 June
Kleinmond	28		
Mooiuitsig	1		

* NOTE: delivery will happen simultaneously in Hawston and Zwelihle, but not Mount Pleasant hence the total days is the sum of Zwelihle and Mount Pleasant.

4. Logistics

The distribution plan is based on the assumption that we can deliver 45 planter boxes per day. Planter boxes will be delivered to the homes of beneficiaries. One truck will be used to transport sandbags (three sand bags per planter box) for the planter boxes and planter boxes. The truck will be accompanied by a light duty delivery vehicle with seedlings. The project is labour intensive and highly dependent on the availability of transport. That being said it takes between 90 and 120 minutes to load and deliver a truck with 15 -20 boxes, soil and seedlings.

Soil, seedlings, and planter boxes will be delivered to depots, at the required quantities for the areas, and be distributed from there.

Greater Gansbaai (completed)

Depot: Spaces for sport

Greater Hermanus

Hawston (active)

Depot: Hawston Thusong

Zwelihle and Mount Pleasant

Depot: Overstrand Municipality, Magnolia Street (to be confirmed)

5. Progress

Distribution in the Gansbaai area (Buffeljagsbaai; Pearly Beach; Eluxolweni; Masakhane and Blompark) started on Tuesday 10 May and finished on Monday 16 May. A total of 2017 planter boxes were distributed during this time. More seedlings will be distributed to community gardens in the area during the following two weeks; and seedlings and planter boxes to Stanford. We have also started in Hawston on 17 May 2022.

Sustainability and way forward

Within the next two weeks garden monitors will start visiting households that received planter boxes in the Gansbaai area.

We are also mindful of an initiative by Food4Thought and Magic of rolling-out vegetable containers. It is their vision that these will be stationed in the various communities. Household vegetable producers will be able to sell their vegetables here and the general public will be able to buy fresh vegetables from the container shops.

To ensure the long term sustainable of food security in the Overstrand, the establishment of municipal nurseries should be considered. These nurseries could be run by community organisations already busy with food gardens, EPWP workers, agricultural learnerships or a combination of these to produce not only vegetable seedlings, but also other plants to supply municipal demand.

RECOMMENDATION

That the Directorate prepares a business plan for the proposed nursery.

SATELITE THUSONG: GREATER GANSBAAI

Rationale

Gansbaai has been identified to establish a satellite Thusong Service centre for various reasons. One of the main reasons is the population growth, but also because Gansbaai has no formal public transport plan. Another reason is that Gansbaai is very far from the Overstrand Thusong in Hawston and it is costly for citizens to access services in Hawston. The proposed satellite centre will also give the surrounding communities i.e. Franskraal, Uilkraalmond, Eloxulweni, Baardskeerderbos, Pearly Beach and other informal settlements access to government services on a regular basis.

The community of Gansbaai identified the need for a Thusong centre during the Integrated Development Plan process and it is listed as a priority for Ward 1 in the 2nd review of the 05 year IDP 2019/20 in terms of Section 34 of the Municipal System Act 2000.

The Overstrand Municipality (Directorate: Local Economic, Social Development and Tourism) then approached the Department of Local Government: Thusong programme with a proposal to transform one of the existing community halls in Gansbaai into a satellite Thusong Service Centre.

Activities

The Masakhane Community Hall has been identified as a suitable venue to establish the Satellite Thusong Service centre during a site visit on 20 April 2021. However, with subsequent site visits the **Western Cape Provincial Government: Directorate Service Delivery Integration Thusong Programme** (herein after the Department) has found the facility to be inadequate since too much work will need to be done to convert it into a Satellite Thusong.

SUGGESTED SCHEDULE OF SERVICES TO BE RENDERED AT THE SATELITE THUSONG CENTRE

Service Provider	Public/Private/Civil Society	Services rendered	Dates at the centre
Overstrand Municipality (LED)	Public	SMME registration Emerging Contractors Entrepreneurship training	Daily
Overstrand Municipality	Public	WARD COMMITTEE PUBLIC MEETINGS/ HOUSING	Every second month
OVERSTRAND Municipality	Public	HOUSING	Weekly or bi weekly

GCIS	Public	Media and communication	Continuous
SASSA	PUBLIC	Grant Applications	2x per month
DEPT. OF HEALTH	PUBLIC	Chronic Medication Youth Clinic Awareness campaigns	2x per month
CDW	Public	Information on government programmes and community support	Daily
DSD	Public	Substance Abuse support, gender based violence and other social ills NPO registration & compliance	Daily
CAPE ACCESS CENTRE	Public	IT	
THUSONG OFFICE	Public	General enquiries, venue management, other administrative duties	Daily
SARS	Public	Tax related services	Once a month-more during tax season
Dept. of labour	Public	Employment matters- UIF etc.	Twice monthly

The Western Cape Provincial Government: Directorate Service Delivery Integration Thusong Programme will make "maintenance" funding available which can be used to upgrade an existing facility to ensure that it complies with the standards associated with the Thusong programme. They will provide the branding of the facility and will provide operational funding. This is usually for a year three (3) year period.

The Overstrand municipal Council, in April 2021, supported the need for a satellite Thusong in Gansbaai.

We are currently in discussion with the Department for more detailed information on the specifications required for a satellite Thusong. We are awaiting this information.

Recommendation

That Council note the progress and need for a satellite Thusong in Gansbaai.