

**REPORTS OF OVERSIGHT COMMITTEES REPORTING DIRECTLY TO THE COUNCIL** allowed. in terms of Section 8(1)(f)(b)(i) of the Rules and Orders for consideration by the Council

Agenda of the Council Meeting of the

CITY OF TSHWANE METROPOLITAN MUNICIPALITY

to be held in the Council Chamber, Second Floor, Tshwane House, Madiba Street, Pretoria, on **THURSDAY, 25 JANUARY 2024** at **10:00**, to consider the matters as set out in the agenda.

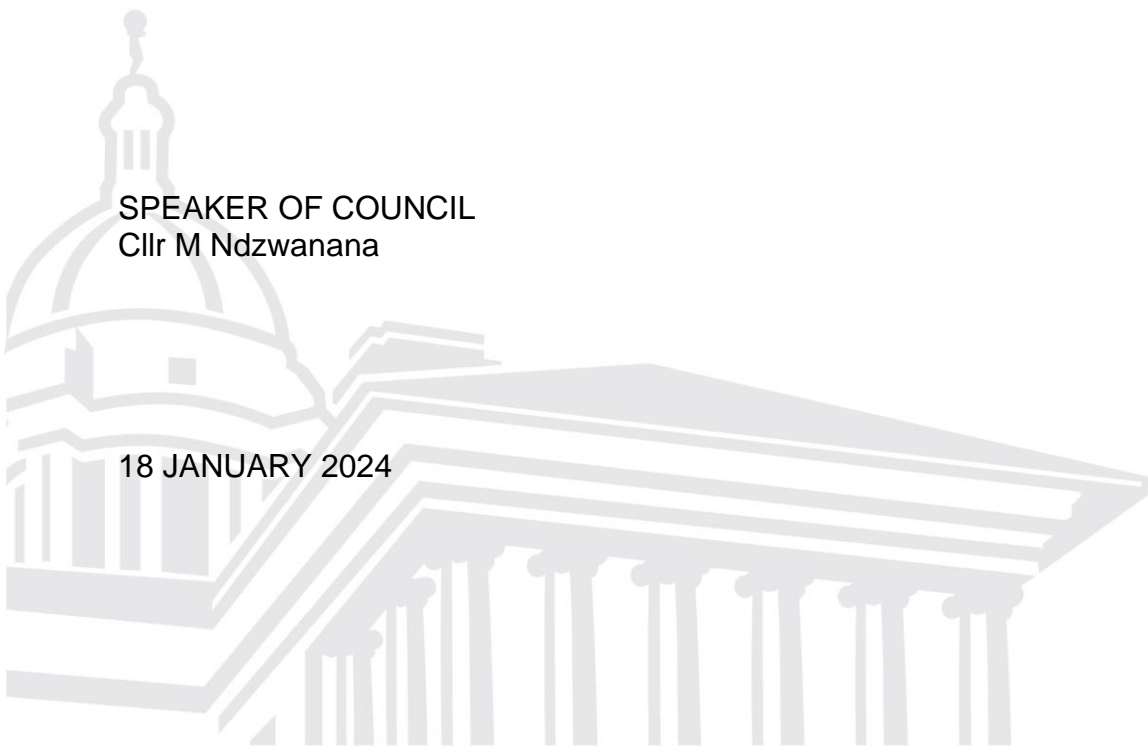
PAGES

D. FROM THE SECTION 79 OVERSIGHT COMMITTEE:  
COMMUNITY AND SOCIAL DEVELOPMENT SERVICES:  
16 JANUARY 2024 .....

4 –

SPEAKER OF COUNCIL  
Cllr M Ndzwana

18 JANUARY 2024



## F. REPORTS TO COUNCIL

The Speaker, in terms of Section 8(1)(f)(b)(i) of the Rules and Orders, proposes to Council that the reports contained in this Agenda, from the meeting of the Section 79 Oversight Committee: Community and Social Development Services held on 16 January 2024 be submitted for consideration, and subsequently requests the Chair of Chairs, Alderman IP du Plooy, to present the reports to Council.

COUNCIL AGENDA : CITY OF TSHWANE METROPOLITAN MUNICIPALITY:  
25 JANUARY 2024

REPORTS TO COUNCIL

INDEX

*(The recommendations appear on the pages indicated in brackets)*

	Pages
<b>D. FROM THE SECTION 79 OVERSIGHT COMMITTEE: COMMUNITY AND SOCIAL DEVELOPMENT SERVICES: 16 JANUARY 2024</b>	
1. Community and Social Development Services 2nd Quarter/Mid Term Performance Report for the Period 1 July 2023 to 31 December 2023 (Financial and Non-Financial) <b>(From the Section 79 Oversight Committee: Community and Social Development Services: 16 January 2024)</b> .....	4 – 8( <b>8</b> )
2. Community and Social Development Services Department Expanded Public Works Programme Division Status Quo Report <b>(From the Section 79 Oversight Committee: Community and Social Development Services: 16 January 2024)</b> .....	9 – 20( <b>20</b> )
3. Community and Social Development Services (CSDS) Department Status-Quo Report on the Number of CSDS facilities that do not Comply with OHS including Plans to ensure that they comply. <b>(From the Section 79 Oversight Committee: Community and Social Development Services: 16 January 2024)</b> .....	21 – 25( <b>25</b> )

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COUNCIL AGENDA: CITY OF TSHWANE METROPOLITAN MUNICIPALITY:  
25 JANUARY 2024

REPORTS TO COUNCIL

Felix Rajuili (012 358 6104)  
COUNCIL: 25 January 2024

1. 2ND QUARTER/MID TERM PERFORMANCE REPORT FOR THE PERIOD 1 JULY 2023 TO 31 DECEMBER 2023 (FINANCIAL AND NON-FINANCIAL)  
**(From the Section 79 Oversight Committee: Community and Social Development Services: 16 January 2024)**

1. PURPOSE

The report covers the performance information from 01 July 2023 to 31 December 2023. The report further focuses on the implementation of the approved 2023/2024 SDBIP as approved in conjunction with the predetermined developmental objectives as encapsulated in the approved 2023/2024 Municipality's Integrated Development and Plan (IDP).

2. STRATEGIC PRIORITIES

- 2.1. Provide stringent financial management and oversight.
- 2.2. A business-friendly city that promotes employment and economic growth.
- 2.3. A caring city that supports the vulnerable and provides social relief.
- 2.4. A professional public service that drives accountability and transparency.
- 2.5. Creating a healthy and vibrant city.

3. BACKGROUND

The report evaluates actual performance of the Department as measured against the performance indicators and targets in its 2023/2024 IDP, Annual Budget and SDBIP.

Furthermore, the report depicts the performance of the Department as per the three (3) IDP Key Performance Indicators and nine (09) SDBIP/Business Plan for the department, which are discussed in section four (4) below.

4. DISCUSSION

This section of the 2023/24 2ND QUARTER/MID TERM Performance Report will focus on the Department's actual performance against the planned targets as derived from the Department's IDP, SDBIP/Business Plan and the MTREF.

Discussed in this sub section of the report are the following three sub sections:

- IDP Scorecard (Non-Financials)
- SDBIP/Business Plan Scorecard (Non-Financials)
- MTREF (Financials)
- IDP Scorecard

#### 4.1. IDP Scorecard (Non-Financials)

Key Performance Indicator	Annual Target for 2023/24	YTD Target	YTD Actual	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Variance	October	November	December
Number of work opportunities created through public employment programmes (incl. EPWP, CWP and other related employment programmes)	18197	8500	7933	3500	3723	5000	4210	-790	2523	526	1161
Number of indigent households supported by the City through its social package per year	3000	1500	1531	750	762	750	769	+19	177	272	320
Number of indigent households exited from the indigent register per year	2500	1250	1722	625	965	625	757	+132	380	266	111

#### 4.2. SDBIP/BUSINESS PLAN SCORECARD

The table below shows the departmental performance against the Business Plan Scorecard.

Key Performance Indicator	Annual Target for 2023/24	Q1 Target	Q1 Actual	Q2 Target	Q2 Actual	Variance	Oct	Nov	Dec	Target YTD	Actual YTD
1. Number of work opportunities created by the department through EPWP and other related programmes	120	30	55	30	0	-30	0	0	0	60	55
2. Number of beneficiaries supported with food parcel	1400	350	730	350	643	+293	258	217	168	700	1373
3. Number of beneficiaries benefited through homelessness programme	2400	600	620	600	685	+85	233	327	125	1200	1305
4. Number of programmes implemented against GBV & F	20	5	0	5	11	+6	6	1	4	10	11
5. Number of Arts, Culture, Libraries & Heritage programmes implemented	20	5	11	5	15	+10	3	3	9	10	26
6. Number of Sport Programmes implemented	5	1	9	2	8	+6	8	0	0	3	17
7. Number of Community facilities maintained	20	5	0	5	5	0	0	0	5	10	5
8. Percentage of CLS grants spent (Opex&Capex)	100%	10%	0	45%	11%	-44%	1%	11%	11%	55%	11%
9. Number of children benefited from Council managed ECD centres	180	45	178	45	0	-45	0	0	0	90	180

### 1.1. MTREF

This section details the MTREF spending for the period 1 July to 31 December 2023 for the 2ND QUARTER/MID TERM of the 2023/24 FY. The section will detail the grant spending, operational MTREF spending and Capital spending.

## 1.1.1. GRANT SPENDING

Detail	Curr Bdg 2023'24 (1 - 12)	Actuals 2023'24 (1 - 12)	Variance (R)	Act vs Cur Bdg (%)
Comm Libr Serv Rev	10 152 000	1 799 984	8 352 016	17.7
Opex: Grant :EPWP	16 502 000	11 551 000	4 951 000	70.0
* Operational Government Grants & Subsidies	<b>26 654 000</b>			
Capex: Upgrading of Caledonian	2 000 000	1 605 724	394 276	80.3
812954 Capex: Community Library Services	12 294 000	3 510 092	8 783 903	28.6
* Capital Government Grants & Subsidies	<b>14 294 000</b>	<b>5 115 816</b>	<b>9 178 179</b>	<b>35.8</b>
<b>** Total</b>	<b>40 948 000</b>			

NOTE: There is R5 148 518 committed transactions on CAPEX: CLS which will make an Assigned amount R8 568 610 and percentage of **70.4**

## 1.1.2. OPEX SPENDING

In this subsection, the operational expenditure and revenue for the period 1 July to 31 December 2023 for the 2ND QUARTER/MID TERM of the 2023/24 FY is summarised according to the expenditure groups per the table below.

Detail	Curr Bdg 2024 (1 - 12)	Actuals 2024 (1 - 12)	Variance (R)	Act vs Cur Bdg (%)
** Rental of Facilities and Equipment	1 419 821	1 530		
** SaleService (Other Revenue)	897 786	297 009		
** Operational Government Grants & Subsidy	26 654 000	11 551 000		
** Capital Government Grants & Subsidies	12 294 000			
** Operating Revenue (Other Revenue)	9 543			
<b>*** Total Revenue</b>	<b>41 275 149</b>	<b>11 849 539</b>	<b>1</b>	
** Employee Related Costs	247 052 424	149 071 380	97 981 044	60.3
** Remuneration of Councillors	1 227 847	546 840	681 007	44.5
** Depreciation and Amortisation	173 796 576			
** Operating Costs (Mun Rates & Serv + Gen Expendit)	36 791 256	6 725 338	30 065 918	18.3
** Contracted Services	66 145 968			
** Transfers & Subsidies	289 575			
** Inventory Consumption	7 344 388			
<b>*** Total Expenditure</b>	<b>532 648 033</b>	<b>156 343 558</b>	<b>376 304 475</b>	<b>29.6</b>

NOTE: Updated revenue figures – No S4HANA reports available on the system yet. “old SAP” figures drawn are not accurate reflection of the revenue collected. The Actuals on the expenditure leg include only Employee Related Costs, Remuneration of Councillors and Operating Costs (Municipal Rates & Serv and Locomotion allowance & Compensation) drawn on “old SAP”. Report on other Actuals cannot be drawn on the new S4HANA system as the system is still being developed to draw OPEX reports.

5. HUMAN RESOURCES

None.

6. FINANCES

None.

7. CONSTITUTIONAL AND LEGAL FACTORS

None.

**During the discussion of this item by the Section 79 Oversight Committee: Community and Social Development Services at their meeting held on 16 January 2024, the Chairperson requested the Acting Group Head: Community and Social Development Services to present the report to the members of the Committee.**

**The Acting Group Head presented the report whereafter the Chairperson opened the floor for Councillors to raise questions and concerns. The following Councillors participated in the debate:**

**Councillor AC Nefdt,  
Councillor ME Mlotshwa.**

**The Section 79 Oversight Committee: Community and Social Development Services resolved to recommend as set out below.**

RECOMMENDED:

That cognisance be taken of the contents of the reports.



F. Rajuili (012 358 6104)  
COUNCIL : 25 January 2024

2. COMMUNITY AND SOCIAL DEVELOPMENT SERVICES DEPARTMENT  
EXPANDED PUBLIC WORKS PROGRAMME DIVISION  
STATUS QUO REPORT  
**(From the Section 79 Oversight Committee: Community and Social  
Development Services: 16 January 2024)**

1. PURPOSE

The purpose of this report is to provide status quo to section 79 committee on Recruitment Process, deployment/placement and Supervision, Training; and Monitoring and Evaluation system in the Expanded Public Works Programme.

2. STRATEGIC OBJECTIVES

- A City that facilitates economic growth and job creation.
- A City that cares for residents and promotes inclusivity.

3. BACKGROUND

EPWP is a nation-wide initiative aimed at drawing significant numbers of unemployed South Africans into the productive employment sector. The programme was introduced in the country in 2003 as one of National Government's vehicle for job creation, poverty alleviation and wealth creation. The programme is implemented by all public bodies and non-state entities in the country. Its implementation is categorised into four sectors, i.e. Infrastructure, Environment and Culture, Social and Non-State. The Non-Sector is only applicable to NGO, CBO and Private Sector. Local government does not create work opportunities under the non-state sector.

In its broadest sense, the Expanded Public Works Programme is aimed at:

- Creation of short-term work opportunities, coupled with skills development.
- The restoration of the dignity of the marginalized communities by giving them opportunities to earn an income and support their dependents.
- Creating and/or maintaining a socially and/or economically useful infrastructure.
- Alleviating unemployment and reducing poverty.
- Providing exposure to the workplace with the aim to gain experience to obtain more sustainable employment in the labour market.

Its short to medium term employment is achieved through initiative which focuses on the use of government expenditure and Grants when implementing projects and programmes. It is anticipated that the EPWP will continue to exist until the successful reduction of unemployment is realised.

The EPWP involves re-orientating line function budgets so that the COT expenditure results in more work opportunities, particularly for unskilled labour.

It is important to note that the EPWP is not restricted to the creation of work opportunities in the infrastructure sector only, but other sectors as well; Social, Environment and Culture sectors; and what has been introduced recently is the “green economy”.

For the 2023/2024 financial year, the City has a target of 18 197 work opportunities that must be created through the City’s CAPEX and OPEX Budget (this includes Grants). The Target was distributed amongst all departments in the city using a formula which determines a number of work opportunities a department should create according to the budget allocations.

Work opportunities that are created through CAPEX projects, which are in the main, created through contractors/service providers appointed by the city. These work opportunities are reported by the City’s infrastructure Departments.

Work Opportunities that are created through the OPEX budget include, but not limited to, the following programmes (that are implemented internally):

- EPWP (Gata Le Nna programme)
- Public Employment Programme
- EPWP Artisans Programme
- HIV/AIDS / Peer Educators
- Internship Programmes.
- Facility Management
- Maintenance Projects
- Security

Through the EPWP initiatives, the City will endeavor to create temporary work opportunities that provide income to the poor and unemployed with the primary output of the programme being defined as Full Time Equivalent (FTE). In the main, the city will use projects with the following key characteristics to advance the objectives of EPWP:

- Employment of local low skilled people, targeting the unemployed, who are willing to work as EPWP target group.
- Projects or programmes with high labour intensive where large percentage of the overall project budget is paid out as wages to the EPWP target group.
- Projects or programmes that provide a service to or develop an asset for the community.

## 4. DISCUSSION

### 4.1 RECRUITMENT PROCESS

EPWP Participants are recruited in accordance with the following process :

In all EPWP employment opportunities – all Participants are to be drawn from an EPWP Database (of registered and eligible candidates);

The process of selecting EPWP Participants from the EPWP Database will occur by way of an electronic/automated Random Selection/Lottery System.

The Lottery/Random Selection Process will take place in a CoT boardroom/office / MS Teams with affected and invited stakeholders present for all CoT internal projects. In CAPEX Projects, the invite will be extended to Ward Councillors and members of the PSC (if established).

The Random Selection/Lottery Process will only be informed and effected by a signed EPWP-RFP from the PMs/Champions/Departments.

In the event the EPWP-RFP is unclear, the PM/Champion will be tasked with providing further clarity noting that; the EPWP pre-set Criteria & Guidelines will supersede the process and stated requirements.

In the event the selected ward does not have enough/no EPWP Participants, the selection will be conducted in the closest (nearest) ward.

After each lottery, CSDS is tasked with the printing of Lottery Lists which are to be signed by GH, CSDS.

The record (signed list), and a copy is scanned and given to CoT Internal Audit a scanned copy and electronic version.

#### Post Random Selection/Lottery Process

The integrity of each Random Selection must be certified in writing by an internal auditor and these records are to be kept by the EPWP Division. The list to correlate with the list signed by GH CSDS.

In the event the integrity of any random selection process/lottery is called into question by any interested party, the certificate of the Internal Auditor will serve as proof of such integrity – in efforts of remedying the impasse.

In the event Internal Audit exceeds their turn-around/lead times of five working days – GH, CSDS to escalate to GH, Chief Audit Executive Internal Audit on a feasible way forward [mindful of the process flow timelines].

#### **Contracting of participants:**

The process of contracting EPWP Participants is owned by the EPWP Division.

Contracting can only happen once Internal Audit has issued a Certificate of Compliance/Lottery Certificate.

Only Participants from the vetted & signed list qualify for contracting.

In the event selected participants are not available or; are unwilling to participate, the contingency list will be used to replace the unavailable participants.

Selected participants who prove to be unreachable, lists are shared with ward councillors to assist in tracking down the unreachable participants.

EPWP Division ensures that all selected participants are contacted and informed of their EPWP work opportunity in CoT. Participants are provided with an appointment letter/acknowledgement letter, which proves that they have been processed.

A detailed memorandum of the processed participants must be produced and signed off by Divisional Head: EPWP, CSDS and to Group Human Capital together with copies of: recognised form of identification, stamped Bank Form and signed EPWP employment contract for loading on the SAPS System. This process is to be done with strict adherence to pre-set lead times as prescribed by the CoT Finance Department. Furthermore, the EPWP Division will use the contract and copies of: recognised form of identification for reporting on the EPWP National System.

The EPWP Division will allocate Contracted Participants according to Departments.

### **CAPEX Project Process**

After Internal audit has issued a Certificate of Compliance/Lottery Certificate, the selected participants are forwarded to the Project Manager/Champion, Requesting Department, by the EPWP Division.

The Project Manager/Champion, Requesting Department will hand over the list of selected participants to an appointed, external Service Provider – who will do the contracting.

In the event selected participants are not available or; are unwilling to participate, the contingency list will be used to replace the unavailable participants [within five (05) working days].

Service providers are to compile all mandatory documents (Form of ID, Attendance Registers, Contracts, Payment Record, Training Registers if applicable) and submit to PM/Champion who will; in turn, submit to the EPWP Division in compliance with the EPWP Division's pre-set lead times.

### **Handover/Participants Allocation (Internal or grant funded Projects)**

PMs/Champions will be expected to:

Perform day to day management of all selected Participants,  
Manage the Attendance Registers – which is to be submitted to the EPWP Division on a monthly basis together with training Interventions Register (where applicable),  
EPWP Division to compile monthly payment lists and submit Group Human Capital in adherence to the pre-set lead times set by CoT Finance Department,  
The Group Human Capital Department will generate Payslips according to submitted payment list [from EPWP Division],

### **End of contract process (CoT Internal Projects)**

At the conclusion of each EPWP Project, PMs/Champions will issue all Participants with Certificate of Service. The certificate will be given to Participants who have worked on an EPWP Project for a period of six (06) months and above, unless requested by a participant who worked for a shorter duration.

The Group Human Capital will do the termination of employment at the end of each stipulated period [typically 12 months] in compliance with pre-set lead times.

From inception to conclusion, the EPWP Division employs the Processes, explained above, in the recruitment of all EPWP Projects & Programs.

#### RECRUITMENT PROCESS CHALLENGES AND SOLUTIONS:

The EPWP division has noted the following challenges in the recruitment process and have proposed mitigation for each-

##### A. Inconsistencies in the captured information on the database.

after the 2019 system overhaul, which was followed by 2021 verification; the database still has inconsistencies which is a result of a lack of capacity, in the Division and has negative effect on the implementation of the recruitment process. The information that is captured by the nominated capturers (based on the application forms), is not verified before it forms part of the main database.

Proposed and implemented solutions:

The introduction of the self-registration through the use of USSD has not only reduced the burden of capturing forms but also ensures accuracy in the personal information on the system. The USSD system also allows verification step before records are moved to the main database.

Proposed improvement on the USSD system is the inclusion of the Voter District, as reflected on the IEC reports, on each applicant.

##### B. Repeating Participants and non eligible participants

Since the implementation of the lottery system, we have witnessed and also have reported cases of participants contracted outside of the audited lottery selection and also participants that have participated more than once in the past 4 years and or participated while on 12 months "cooling off" period.

Proposed and implemented solutions:

Through the City ICT, the EPWP Division has requested an integration of lottery system and appointments, by Group Human Capital. This upgrade will ensure no-one get to be appointed unless they have been selected from an audited lottery. Further to this development, participants on a cooling off period will not be selected or appointed.

##### C. Undocumented Foreigners Contracted

There are reported cases of undocumented foreigners participating in infrastructure projects. This comes as a result of the recruitment process not being followed by departments OR it being rejected, and projects stopped.

Proposed and implemented solutions:

Contractual obligations, on the side of the appointed contractor, to only appoint through the EPWP Lottery Database. Consequence management process should be affected should contractor/service provider not comply with the City's EPWP Recruitment guidelines.

Public awareness and education on the City's EPWP database/registration and contracting should be done, to ensure that community members have an understanding of how it works.

#### 4.2 GRANT FUNDED PROJECTS DEPLOYMENT/ PLACEMENT AND SUPERVISION 2023/4 FY

The EPWP Division is responsible for the implementation of two Grant funded project:

##### 1. Public Employment Programme (PEP)

The grant for this project is R145 million for the 2023/4 Financial Year, with a target of 7000 work opportunities.

##### 2. Integrated EPWP Grant

The grant for this financial year R16 million and the target is 2500 work opportunities.

The two grants create work opportunities that are supposed to augment service delivery in the City.

Even with the above frame and context, the EPWP Unit operates within set prescriptions (by National Government), as well as practical limitations. These extend to:

#### CO-CREATION:

For maximum, visible, and sustained impact, various departments within the city, will have to collaborate with the EPWP Division. Our key competency/function as custodians of the program, is to facilitate, implement and manage this resource pool.

Other departments – who's competency and KPIs are directly impacted (Waste Management, Parks etc.), will have to serve as this resource pool's "requesters" as per the EPWP Guidelines. The EPWP Division will effectively enable. Part of the 'requesters' responsibility is to supervise the participants and submit monthly reports, including attendance registers, to the EPWP Division.

Currently, we have a total of **3721 Participants** working within the city (as requested by Departments), and we have intentions of placing additional resources/participants in January 2024 – until the 08 September 2023 Lottery Selection is exhausted. Through this, we aim to contract an additional **4000 Participants** that will:

- Augment,
- Further support, and,
- Intensify the city's service delivery.

This, we believe, will address most [if not all], concerns in the City

Deployment of Participants per region:

**Region 1: 924**

Department	Number of participants
Environment and Agricultural Management (Waste Management)	315
ROC	600
Health	8
EMS	1

**Region 2: 489**

Department	Number of participants
Environment and Agricultural Management (Waste Management)	193
ROC	295
EMS	1

**Region 3: 786**

Department	Number of participants
Environment and Agricultural Management (Waste Management)	203
ROC	334
Health	9
Tshwane Fresh Produce Market	10
Tshwane Bus Services	30
Group Property	22
Office of the City Manager	45
Group Finance (SCM Stores)	3
Food Bank	6
EMS	26
Early Childhood Development Centres	24
Group Audit and Risk	5
CSDS	19
Economic Development and Spatial Planning	4
Water and Sanitation	4

**Region 4: 169**

<b>Department</b>	<b>Number of participants</b>
<b>Environment and Agricultural Management (Waste Management)</b>	<b>37</b>
<b>ROC</b>	<b>113</b>
<b>Health</b>	<b>12</b>
<b>EMS</b>	<b>7</b>

**Region 5: 157**

<b>Department</b>	<b>Number of participants</b>
<b>ROC</b>	<b>147</b>
<b>Health</b>	<b>10</b>

**Region 6: 956**

<b>Department</b>	<b>Number of participants</b>
<b>Environment and Agricultural Management (Waste Management)</b>	<b>430</b>
<b>ROC</b>	<b>471</b>
<b>Health</b>	<b>33</b>
<b>EMS</b>	<b>3</b>
<b>Early Childhood Development Centres</b>	<b>19</b>

**Region 7: 240**

<b>Department</b>	<b>Number of participants</b>
<b>Environment and Agricultural Management (Waste Management)</b>	<b>110</b>
<b>ROC</b>	<b>130</b>

**4.3 EPWP TRAINING IN 2023/4 FY**

Training and skills transfer forms part of Expanded Public Works Programme objectives. In EPWP, training is a cross-cutting function which supports all EPWP Sectors: namely: Infrastructure, Social and Environment & Culture. its nature and types of courses are informed by the various sectors as well as the training needs. It ensures that participants gain skills while they work on EPWP projects with the aim of enhancing their chances of being placed on other viable programmes upon exit from EPWP projects.



Training in EPWP context is any structured learning or skills development intervention which is intended to enhance productivity during project implementation and facilitates placeability and employability beyond the EPWP project. Training components include the theory, practical learning and workplace learning.

To ensure that Expanded Public Works Programme participants receive training during their period of employment. The training should be implemented in a uniform manner by regions and departments for projects and programmes implemented directly by the city.

Work opportunities were reported and created in all programmes and projects across the city. Through this projects and programmes, health & safety training was received by all participants as this is a mandatory training to be provided to all participants.

1. Health department provided training to 550 participants. Training received was on the following:
  - Drug and Substance abuse
  - HIV and AIDS Peer Educator
  - Sexual and Gender based violence awareness
2. A total of 366 participants on both Gat Le Nna and Public Employment Programme received training in Financial Management. This training was acquired through Old Mutual. All other participants on these programmes will receive training on Financial Management.
3. TLMA, through it's apprenticeship programme, has trained 80 Artisans and 69 are currently under the EPWP Artisans programme. All the artisans trained has trade certificates and are fully qualified artisans.

#### UPCOMING PLANS ON TRAINING

In partnership with the Institute for Future of Work in the Tshwane University Of Technology, a grant application was submitted under the Unemployment Insurance Fund (UIF) Labour Activation Programme for the training of over 5000 job seekers on the EPWP Database. The objective of the programme is to train and provide people of Tshwane with practical work experience. The award process has not been concluded for the Labour Activation Programme and the process has experienced a number of delays.

#### TRAINING CHALLENGES IN EPWP AND PROPOSED SOLUTION

- A. The appointed service providers do not report on the training they provide to EPWP participants, as a result, the EPWP Division is unable to account for the Training under infrastructure sector.

Proposed and implemented solutions:

Training and reporting should be made mandatory for all service providers/ contractors appointed in the City.

- B. There is currently no budget allocated for training under the grant funded programmes. The focus has been mainly on the creation of work opportunities, in order to reach set targets.

Proposed and implemented solutions:

- Allocate funds from the grant towards accredited training of participants.
- Fast track the advertisement and appointment of service providers for EPWP Training.

#### 4.4 MONITORING AND EVALUATION

As custodians of the EPWP function in the City, The EPWP Division is entrusted with EPWP monitoring and evaluation for all projects in the City.

It entails the following:

Departments and Regions:

- The EPWP Division facilitates appointments of EPWP Champions in all Departments to ensure reporting and compliance.
- The EPWP Division also conducts workshops and social facilitation on inception of projects. One on one meetings are held with Departmental champions to resolve any EPWP related challenges.
- EPWP reporting templates are circulated to all departmental champions for monthly reporting. Reminders are sent monthly before the reporting due date.
- Reports are verified and checked by the EPWP Division and consolidated into one report for the month.
- Performance evaluation letters are issued to all Group Heads, at the end of each quarter.
- Project Steering Committee meeting are held each quarter with all departmental champions to discuss performance and share best practices.

Grant Funded Projects

- EPWP Division creates a resource pool that is used by department to augment service delivery in the City.
- Departments are responsible for day to day supervision of participants and the signing of attendance registers.
- Monthly reporting templates are circulated to departments.
- Departments submit (monthly) reporting template and attendance registers for all Grant funded project participants, no later than the 5<sup>th</sup> of every month.
- The submitted reports and attendance registers are verified and checked. Payroll is compiled and processed based on the submitted reports.
- Regular engagements are held with departments and supervisors to resolve any EPWP related challenges.

## MONITORING AND EVALUATION CHALLENGES AND SOLUTIONS

A. Under reporting in departments is still a challenge. Through engagements with the departments, these are the known root causes:

- Lack of contractual obligation on reporting on the side of service providers.
- Contracting of illegal foreign nationals due to lack of skills locally and or cheap labour.
- The protection of personal information act is used for not providing reporting documents.

Proposed and implemented solutions

- EPWP Mandatory reporting clause should be on all contracts, in the City.
- Skills needs assessments should be conducted and training should be targeted for those skills and provided for job seekers on the EPWP database.

B. The monthly report and attendance registers on the grant funded programmes are still paper based and manual. With the high intakes, the capacity is usually lacking to ensure accuracy in our payroll.

Proposed and implemented solutions

Fast track the appointment for service provider for a time management solution for Grant funded project. This will entail biometric/paperless clocking system that will automatically feed into the payroll.

## 5. CONCLUSION

1. 3721 work opportunities are created from the grant funded programmes.
2. Recruitment process requires on-going improvements and upgrading to deal with all challenges in the City
3. Participants are deployed and allocated to various departments and performing functions that are in-line with the City's core functions and service delivery.
4. Supervision of grant funded program participants is done by the benefiting departments. There is a need to augment the supervision because of the large intake of participants
5. The training should be a mandatory requirement for all tenders and programmes to ensure that participants receive training to gain experience and to obtain more sustainable employment in the labour market.
6. Reporting should be mandatory for all tenders to enable monitoring and evaluation in the City.
7. Artificial intelligence and technologies should be utilized for the more efficient implementation of the EPWP in the City

**During the discussion of this item by the Section 79 Oversight Committee: Community and Social Development Services at their meeting held on 16 January 2024, the Chairperson requested the Acting Group Head: Community and Social Development Services to present the report to the members of the Committee.**

**The Acting Group Head presented the report whereafter the Chairperson opened the floor for Councillors to raise questions and concerns. The following Councillors participated in the debate:**

**Councillor SP Lelaka,  
Councillor T Vilakazi.**

**The Section 79 Oversight Committee: Community and Social Development Services resolved to recommend as set out below.**

**RECOMMENDED:**

1. That public awareness and education needs to be conducted on the City of Tshwane EPWP recruitment process.
2. That more improvements are required on the lottery system to ensure fair selection.
3. That database verification and cleaning is required to ensure accurate selections.
4. That a policy review is required to address gaps in the EPWP implementation.
5. That a training programs plan should be developed and funded in the 2024/5 financial year for the grant funded programs.
6. That other training avenues and funding should be explored to increase skills availability in the EPWP Database.
7. That implementation of time management system should fast tracked and in place in the 1 July 2024 intake.
8. That a supervision structure should be put in place for the grant funded projects to augment the Department's supervision, by 01 July 2024.

Ref: 8/5/1/CSDS-FM/07/12/2023  
COUNCIL: 25 January 2024

4. COMMUNITY AND SOCIAL DEVELOPMENT SERVICES (CSDS) DEPARTMENT  
STATUS-QUO REPORT ON THE NUMBER OF CSDS FACILITIES THAT DO NOT  
COMPLY WITH OHS INCLUDING PLANS TO ENSURE THAT THEY COMPLY  
**(From the Section 79 Oversight Committee: Community and Social  
Development Services: 16 January 2024)**

1. PURPOSE

The purpose of this report is to inform the Section 79 Oversight Committee: Community and Social Development Services about the status quo on the number of CSDS facilities that do not comply with OHS and the plans to ensure that they comply.

2. STRATEGIC OBJECTIVES

SO. 3: To fight poverty, and build clean, healthy, safe, and sustainable communities.

SO. 2: Accelerate higher and shared economic growth and development.

3. BACKGROUND

The mandate of CSDS Department is the provision of community facilities at which all the community and departmental activities take place, and these are also the aspect of service delivery of this department which is most visible to the public and community leaders.

The CSDS Department is responsible for ensuring that all facilities within its management are OHS compliant in accordance with the Occupational Health and Safety Act 85 of 1993 and Regulations as amended March 2017. Currently most of the facilities within the CSDS Department lack maintenance that might leads to the facilities being OHS non-compliant (major non-conformance) and other major risks.

Currently the CSDS Department under its three divisions has the following facilities to operate and maintain in terms of its mandate and OHS requirements:

3.1. Division - Arts, Culture and Libraries

Cultural Facilities:

Region	Facility	Major non-conformances identified (OHS)
1	Ga-Rankuwa Arts & Craft Centre	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> <li>• Leaking fire hydrants.</li> <li>• Burst sewerage pipes.</li> </ul>
1	Mabopane Dance Hall	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> </ul>
2	Makgoba Sebothoma Hall	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> </ul>
2	Suurman Community Hall	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> </ul>
3	Saulsville Arena	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> </ul>
4	Centurion Auditorium	<ul style="list-style-type: none"> <li>• None</li> </ul>
5	Cullinan Library Park	<ul style="list-style-type: none"> <li>• None</li> </ul>
6	Solomon Mahlangu Square	<ul style="list-style-type: none"> <li>• None</li> </ul>

Museums:

Region	Facility	Major non-conformances identified (OHS)
3	Pretoria Art Museum	<ul style="list-style-type: none"> <li>• Faulty aircon units.</li> </ul>
3	Melrose House	<ul style="list-style-type: none"> <li>• Roof collapsing due to leaks.</li> </ul>
3	Fort Klapperkop	<ul style="list-style-type: none"> <li>• Firefighting equipment need service.</li> </ul>

### 3.2 Division – Sport, Recreation, and Infrastructure Development

#### Sport Stadiums:

Region	Facility	Major non-conformances identified (OHS)
1	Ga-Rankuwa Stadium	<ul style="list-style-type: none"> <li>• Firefighting equipment need to be serviced</li> </ul>
3	Pilditch Stadium	<ul style="list-style-type: none"> <li>• Lifts not working</li> </ul>
3	Lucas Moripe Stadium	<ul style="list-style-type: none"> <li>• Lifts not working.</li> </ul>
3	Caledonian Stadium (Currently under construction)	<ul style="list-style-type: none"> <li>• Construction not complete.</li> </ul>
1	Giant Stadium	<ul style="list-style-type: none"> <li>• Lifts not working.</li> <li>• Inadequate security leading to the facility being vandalized</li> </ul>

### 3.3 Division – Social Development and Strategic Interests Group

#### Creches:

Region	Facility	Major non-conformances identified (OHS)
3	Boikanyong	Firefighting equipment need service.
3	Itumeleng	Firefighting equipment need service.
3	Mina Soqa	Firefighting equipment need service.
3	Nkhensani	Firefighting equipment need service.
5	Itireleng	Firefighting equipment need service.
5	Mabolepi	Firefighting equipment need service.
5	Tiendheleni	Firefighting equipment need service.
5	Magobatho	Firefighting equipment need service.

#### 4. DISCUSSION

The CSDS Department is the custodian of 23 community facilities which are under the operation and maintenance management of its three divisions, and from all the community facilities under the department there are 24 identified major non-conformances per facility in terms of OHS act and its regulation.

From all identified major non-conformances per facility, the details in terms of challenges in implementing corrective measures and progress status will be provided in the table below:

Name of the facility	Challenges in implementing corrective measures	Progress status
<ul style="list-style-type: none"> <li>Melrose House</li> </ul>	The pre-approval was done, and quotes have been generated.	On going
<ul style="list-style-type: none"> <li>Pretoria Art Museum</li> </ul>	HVAC contract not in place	The appointment is currently being finalized
<ul style="list-style-type: none"> <li>Ga-Rankuwa Stadium</li> <li>Fort Klapperkop</li> <li>Makgoba Sebothoma Hall</li> <li>Saulsville Arena</li> <li>Suurman Community Hall</li> </ul>	Leaking hydrants and firefighting equipment servicing took longer due to the delays in finalizing the service providers appointment.	Service provider contract now finalized
<ul style="list-style-type: none"> <li>Pilditch Stadium</li> <li>Lucas Moripe Stadium</li> <li>Giant Stadium</li> </ul>	Lifts not working: The delays in renewal of service providers led to the lifts not maintained and serviced accordingly.	Ongoing
<ul style="list-style-type: none"> <li>Ga-Rankuwa Arts &amp; Craft Centre</li> </ul>	Burst sewerage pipe (No challenges).	The issue has been attended.
<ul style="list-style-type: none"> <li>Itereleng, Tiendheleni, Mabilepi, Mmagobatho, Boikanyong, Itumeleng, and Mina Soga ECD Centers</li> </ul>	Firefighting equipment servicing took longer due to delays in finalizing the service provider appointment.	Service provider contract now finalized

#### 5. IMPLICATIONS

##### 5.1 HUMAN RESOURCES

The report does not have any immediate human resources implications.



## 5.2. FINANCES

No Financial implication on this report.

## 5.3 CONSTITUTIONAL AND LEGAL FACTORS

None

## 5.4 COMMUNICATION

No communication implications.

## 6. CONCLUSION

CSDS is experiencing a severe lack of general resources to enable the sufficient maintenance of the community facilities to be OHS compliant. The financial situation of the City is unlikely to change any time soon and alternative models and processes need to be explored and implemented to ensure that the facilities meet acceptable OHS and industry standards.

**During the discussion of this item by the Section 79 Oversight Committee: Community and Social Development Services at their meeting held on 16 January 2024, the Chairperson requested the Acting Group Head: Community and Social Development Services to present the report to the members of the Committee.**

**The Acting Group Head presented the report whereafter the Chairperson opened the floor for Councillors to raise questions and concerns. The following Councillors participated in the debate:**

**Councillor AC Nefdt.**

**Members of the Committee requested that they be given feedback on OHS compliance monthly by the Community and Social Development Services Department.**

**The Section 79 Oversight Committee: Community and Social Development Services resolved to recommend as set out below.**

### RECOMMENDED:

That the Community and Social Development Services, Section 79 Oversight Committee engages the Group Finance Services Department and Section 79 Oversight Committee to increase maintenance budget allocation to implement preventative maintenance and identified OHS major non-conformance at all CSDS facilities.