

SA52/2005

MEMORANDUM OF AGREEMENT FOR EXTENDED PUBLIC WORKS PROGRAMME TO BE IMPLEMENTED IN MATJHABENG (3/3/27) (PMU)

PURPOSE

To request Mayoral committee to adopt the Memorandum of Agreement for Extended Public Works Program as approved policy so that the PMU may implement the program in the 2005/6 financial year onwards.

BACKGROUND

As part of the Expanded Public Works Program (EPWP), the Department of Public Works (DPW) has embarked on a program to develop emerging contractors into fully fledged labor intensive construction contractors. This program is implemented in collaboration with CETA (Construction Education and Training Authority) and participating Public Bodies (Municipalities or Provincial Departments). The program is called the EPWP Contractor Learnership Program. By the end of the program, the beneficiary contractors should be registered enterprises able to tender for, build and maintain low-volume roads, storm water drains, pipelines and sidewalks using labor-intensive methods. The program is implemented through a tri party agreement between the major stake holders: DPW, CETA and the participating Municipality.

*** See the attached annexure on pages 14 to 17 for the sample of the Agreement and some clarification of EPWP.

RECOMMENDATION**IT IS RECOMMENDED THAT:**

1. Mayoral Committee approves that the implementation of Extended Public Works Program as explained in Annexure A be as accepted as approved policy for the PMU to implement with immediate effect.
2. Mayoral Committee approves that the Memorandum of Agreement attached as Annexure B be signed by the Acting Municipal Manager.

THE MAYORAL COMMITTEE RESOLVED TO RECOMMEND (12 DECEMBER 2005)

1. That the Mayoral Committee **APPROVES** the implementation of the Extended Public Works Program as explained in Annexure A and it **BE ACCEPTED** as approved for the **PMU TO BE IMPLEMENTED** with immediate effect.

2. That the Mayoral Committee **APPROVES** that the Memorandum of Agreement attached as Annexure B **BE SIGNED** by the Acting Municipal Manager.
3. That the PMU **SUBMITS** a progress report on a monthly basis.

SUBMITTED FOR CONSIDERATION

SA52/2005

MEMORANDUM OF AGREEMENT FOR EXTENDED PUBLIC WORKS PROGRAMME TO BE IMPLEMENTED IN MATJHABENG (3/3/27) (PMU) (P 6 : ANNEXURES P 14 – 17)

PURPOSE

To request Mayoral committee to adopt the Memorandum of Agreement for Extended Public Works Program as approved policy so that the PMU may implement the program in the 2005/6 financial year onwards.

COUNCIL RESOLVED (15 DECEMBER 2005)

1. That the Council **APPROVES** the implementation of the Extended Public Works Program as explained in Annexure A and it **BE ACCEPTED** as approved policy for the PMU **TO BE IMPLEMENTED** with immediate effect.
2. That the Council **RATIFIES** the signing of the Memorandum of Agreement attached as Annexure B by the Acting Municipal Manager.
3. That the PMU **SUBMITS** a progress report on a monthly basis.

MUNICIPALITY
UMASIPALA

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MATJHABENG



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Date: 26 November 2005

Your Ref.

Our Ref.

OFFICE OF THE ACTING MUNICIPAL MANAGER

CLARIFICATION OF THE EXPANDED PUBLIC WORKS PROGRAMME

INTRODUCTION

As part of the Expanded Public Works Programme (EPWP), the Department of Public Works (DPW) has embarked on a programme to develop emerging contractors into fully fledged labour intensive construction contractors. This programme is implemented in collaboration with CETA (Construction Education and Training Authority) and participating Public Bodies (Municipalities or Provincial Departments). The programme is called the EPWP Contractor Learnership Programme. By the end of the programme, the beneficiary contractors should be registered enterprises able to tender for, build and maintain low-volume roads, storm water drains, pipelines and sidewalks using labour-intensive methods. The programme is implemented through a tri-party agreement between the major stake holders: DPW, CETA and the participating Municipality.

ROLES AND RESPONSIBILITIES

CETA

The CETA will be responsible for:

- selecting and appointing training providers,
- funding the learnerships,
- ensuring that Learnerships are registered with the Department of Labour,
- performing Education and Training Quality Assurance (ETQA)

Department of Public Works

- DPW will appoint people to facilitate the implementation of the learnerships together with the CETA and the relevant province / municipality

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- DPW will source and provide mentorship services to learners

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Public Bodies

Public bodies will participate in the programme on a voluntary basis. In order to participate, a Public body must sign the MOA with DPW and the CETA. The MOA sets out the roles and responsibilities of the various parties, and sets out a basic policy framework for the implementation of the programme, to which all the parties to the MOA will agree to abide by.

In summary, the roles and responsibilities of the participating Public body will be to:

- act as "Employer" or "Lead Employer" in the Learnership Agreement,
- select contractor and construction supervisor learners according to the selection criteria and selection process as formulated by DPW and CETA,
- provide projects where learners will gain work place experience. These projects must be funded by the Public body out of equitable share infrastructure budgets or out of Provincial Infrastructure Grant and Municipal Infrastructure Grant funding. The projects should be labour intensive. These project must comply with the following:
 - Performance guarantees are waived,
 - Retention is limited to a maximum of 5% of the contract value.
 - These projects will be awarded to the learner contractors on a negotiated price basis. (The Tender Board and therefore Supply Chain Management Units of municipalities) have already given approval for awarding these contracts on this basis)

ALLOCATION OF LEARNERSHIPS TO PUBLIC BODIES

DPW will communicate with all Public bodies to offer them the opportunity to participate in the learnership programme. DPW will then allocate the learnerships to Public bodies, on a first come first serve basis, taking into account practical matters such a class size and budgetary constraints of public bodies. DPW and CETA will limit the maximum number of learnerships allocated per Public body in accordance with the number of contractors that the estimated future expenditure on labour-intensive projects that the Public body can sustain.

The Public body should be able to demonstrate that they can allocate approximately R5 million per learner contractor to training projects over the two year learnership period.

Public bodies with contractor development programmes that focussed on labour-intensive construction and have contractors trained under the previously dispensation will be encouraged to have these contractors RPL'd and entered into learnerships, as long as they are selected through the open selection process.

RECRUITMENT AND SELECTION OF LEARNERS

All learners must be selected through an open and transparent advertisement and selection process. The core selection requirements of the CETA and DPW will be included in the MOA between the three partners (DPW-CETA- Public body) and these cannot be altered.

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The learnership opportunities must be advertised in the local media (for a municipality, this means at least media which operate in the area of the municipality; for provinces, this means at least media which operate in the area of the province). The selection process will be overseen by a selection committee, which will be appointed by the management team, and will consist of representatives of:

- DPW
- relevant Public body
- CETA
- training provider
- mentor (if appointed at the time of selection)

In addition, ABSA Bank will be involved in the selection process, and will sit with the selection committee, in order to provide information and advice as regards the financial and credit record status of the prospective learners.

The selection process shall endeavour to meet the following targets:

- at least 85% of the selected learners should be historically disadvantaged individuals.
- at least 50% of the selected learners must be women and/or disabled.
- at least 50% of the learners must be youth (younger than 35 years).

The learners applying as:

- Contractor must have at least Grade 10.
- Supervisors must have at least Grade 12

(applicants can approach the CETA Regional Manager or Training Provider for RPL if necessary, and can be eligible if they obtain Grade 10/Grade 12 through RPL before the closing date of the advertisement).

Further application criteria:

- Applications must be for a contractor and two high-level site supervisors under the contractor, per application.
- The learners applying as a high level supervisor must be employed by the contracting company for at least the period of the learnership.
- The learners must have indicated in writing that they are willing to go onto the learnerships on a full-time basis.

These learnerships DO NOT specifically target the unemployed or unskilled. These people are targeted as workers in the EPWP. This learnership programme targets those people, within the affirmative action framework described above, that will have the best chances of succeeding as small contractors and construction site supervisors.

The following characteristics of applicants will therefore count in their favour in the selection process:

- Experience in the construction or contracting sector
- Higher qualifications than the minimum specified
- Experience in owning/ running or managing a business (for contractors)

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- Access or ownership of capital or assets that would be useful for the contracting company (for contractors).

DURATION AND CONTENTS OF THE LEARNERSHIPS

The duration of each learnership will be stated in the Learnership Agreement and will be approximately two years. At the end of the learnerships, the successful learners will obtain an NQF Level 2 Construction Contractor (labour intensive) qualification, and the contractor's high-level supervisors will obtain an NQF Level 4 Construction Processes Supervisor (labour-intensive construction) qualification.

The learnerships will be programmed to consist of an appropriate mix of structured (class-room) training, and workplace experience. Work experience will be provided through three separate and independent on-site training-projects provided by the participating province or municipality, in terms of separate and independent agreements with the Learner Contracting Company, of the following duration:

- The first project will be approximately 3 to 4 months
- The second project will be approximately 6 to 12 months
- The third project will be approximately 6 to 12 months

ACCESS TO CREDIT

DPW entered into an agreement with ABSA bank to provide access to credit and financial services to those learners who require it. This will enable the learners to purchase the hand-tools, vehicles and light construction equipment which they will need to carry out the work, and to have access to working capital until they receive their progress payments.

Once short-listed for interviews, a credit check is carried out by ABSA on the credit history of the potential Learner Contractors. In cases where potential Learner Contractors are rejected by ABSA for access to credit due to poor credit history, the potential Learner Contractor may still be admitted on the programme, provided that they are able to obtain credit from other sources during the course of the Learnership programme.

MENTORSHIP AND CONSTRUCTION SUPPORT SERVICES

DPW will appoint mentors for each Learnership programme. This mentor will be appointed for the entire learnership period, so that the learner contractor/supervisor can receive advice in managing and running the business even if no contracts are being executed. Mentors will have the necessary construction and business administrative knowledge, experience and will be conversant with labour-intensive construction methods. The success of the learnership depends on the implementation of related knowledge in the workplace. The mentor plays a vital role in this regard. Support to the learners should reduce over time as the learner gets more experience. Training providers and mentors will be required to provide full reporting on support, mentorship provided and progress made by learners.

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DIRECTORATE: CORPORATE SUPPORT SERVICES (HUMAN RESOURCES)

To: As per Distribution List

From: Training Manager

Date: 26 April 2007

Ref: 5/6/2/8

BRIEFING SESSIONS: INDUCTION POLICY

Council approved an Induction Policy and also resolved that same should be communicated to all employees.

Briefing sessions on the core of this Policy and Procedure are scheduled to take place as follows:

• **Officials (Levels 3-15)**

DATE	VENUE	TIME
9 May 2007	Odendaalsrus (Town Hall)	8h30-13h00
14 May 2007	Allanridge (Town Hall)	8h30-13h00
18 May 2007	Welkom (TS du Plessis)	8h30-13h00
21 May 2007	Hennenman (Community Centre)	8h30-13h00
29 May 2007	Ventersburg (Town Hall)	8h30-13h00
30 May 2007	Virginia (Board Room; 3 rd Floor)	8h30-13h00

• **Officials (Levels 16-18)**

DATE	VENUE	TIME
7 May 2007	Hennenman (Community Centre)	8h30-13h00
11 May 2007	Welkom (Ferdinand Meyer Hall)	8h30-13h00
16 May 2007	Ventersburg (Town Hall)	8h30-13h00
23 May 2007	Odendaalsrus (Town Hall)	8h30-13h00
31 May 2007	Virginia (Board Room 3 rd Floor)	8h30-13h00
22 May 2007	Allanridge (Town Hall)	8h30-13h00

Kindly inform and avail officials on the applicable dates to attend these important briefing sessions.

DJF KRUGER
TRAINING MANAGER