

Annexure 5

	Work Instruction	
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Divisional Capital Programme**

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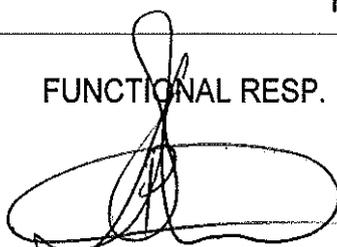
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COMPILED BY

FUNCTIONAL RESP.

AUTHORISED BY



**Annaline Hambly
National Electrification
Planning Manager**

**Peter Sebola
Capital Programme
Manager (Electrification)**

**Ayanda Noah
Managing Director
(Distribution Division)**

Content

	Page
1 Introduction	2
2 Expanded Public Works Programme	2
3 Supporting Clauses	4
4 Authorisation	8
5 Revisions	8
6 Development team	8

1 Introduction

This document serves as a Work Instruction for the implementation of the Expanded Public Works Programme (EPWP). The Department of Public Works (DPW) in conjunction with the Department of Minerals and Energy (DME) requires information for reporting purposes. The EPWP Unit within Department of Public Works has to report to Cabinet on progress with regard to the implementation of the EPWP. The EPWP Unit requests National, and Provincial Sector Departments, as well as municipalities to report on progress on EPWP projects.

The EPWP include labour-intensive infrastructure projects, in providing employment opportunities to local unemployed people using labour intensive construction. Training or skills development to those locally employed workers and building cost-effective and quality assets.

2 Expanded Public Works Programme

2.1 Requirements

Annexure A of this document must form part of Capital Programme contracts provided by the Regional Contracts Managers and related staff working on Electrification (households, Schools and Clinics), Sub-transmission, Minor Reticulation and Refurbishment projects. If no permanent or temporary people are employed, a zero figured report must be submitted.

2.2 Time frame

The EPWP is scheduled to be reported on, to DME on a monthly basis for electrification projects as well as quarterly. Quarterly reports will also be compiled for DPW on Sub-transmission, Minor Reticulation and Refurbishment projects.

2.3 Quality

The EPWP project implementation will be done as per the Guidelines for the Implementation of Labour-intensive Infrastructure Projects under the Expanded Public Works Programme (EPWP). DME has indicated that audits will be conducted on projects to verify the data.

Labour-intensive Infrastructure Projects refers to methods of construction involving a mix of machines and labour, where labour, utilising hand tools and light plant and equipment, is preferred to the use of heavy machines, where technically and economically feasible.

2.4 Resources

Divisional Capital Programme will manage the consolidation of the reports received from the regions. The regions Project Managers will be responsible to obtain Annexure A for reporting purposes as part of the close-out package. Project Services will be responsible to capture the data.

2.5 Reporting

The Minor Reticulation projects will require the contactors to submit this report along with each invoice submitted for payment. Electrification, Sub-transmission and Refurbishment projects will be reported on upon

completion of projects as per Annexure A of this document that forms part of the close-out documentation package. Annexure A upon completion must be signed off by the contractor.

2.7 EPWP Audits

Audits will be performed by DME on an ad hoc basis after the completion of a project. The clerk of works (COW) to verify that the data reported as per Annexure A is in line with the Safety register signed and this will be done on a spot check basis only. The Contractor will be accountable for the information reported on.

3 Supporting Clauses

Index of Supporting Clauses

3.1 Scope	3
3.2 Normative/Informative References.....	3
3.3 Definitions.....	4
3.4 Abbreviations.....	5
3.5 Roles and Responsibilities	5
3.6 Implementation Date	5
3.7 Process for monitoring	5
3.8 Related Documents.....	5
Annexure A.....	7

3.1 Scope

The scope of this Works Instruction covers the Expanded Public Works Programmes' report that forms part of the Close-out process for Electrification, Sub-transmission, Minor Reticulation and Refurbishment projects.

3.1.1 Purpose

The purpose of this document is to ensure a standardised report is completed by the Contractor and submitted to the Project Manager upon completion of Electrification, Sub-transmission and Refurbishment projects and with each invoice for Minor Reticulation projects.

3.1.2 Applicability

This Work Instruction shall apply throughout Eskom Distribution Regions, its divisions, subsidiaries and entities wherein Eskom has a controlling interest.

3.2 Normative/Informative References

Parties using this Expanded Public Works Programme – Capital Programme, Work Instruction shall apply the most recent edition of the documents listed below:

- ✓ Guidelines for the Implementation of Labour-Intensive Infrastructure. Projects under the Expanded Public Works Programme (EPWP)

3.2.1 Normative
ISO 9001:2000 Quality Management Systems

3.2.2 Informative
Guidelines for Implementation of Labour-Intensive Infrastructure, Expanded Public Works Programme (EPWP)
– Capital Programme.

2.3 Definitions

<p>Person days of Work</p> <p>Example Person 1 worked for 10 days Persons 2 and 3 worked for 8 days Each and Person 4 worked for 3 days</p>	<p>This refers to the total number of days that an employee spends working in a workplace</p> <p>The number of people who worked on a project times the Number of days each person worked, $(1 \times 10) + (2 \times 8) + (1 \times 3) = 29$ person-days of work to be reported</p>
<p>Number of Job Opportunities</p>	<p>1 job opportunity = paid work created for an individual on an EPWP project for any period of time. In the case of social sector projects, learnerships will also constitute job opportunities. The same individual can be employed on different projects and each period of employment will be counted as a job opportunity.</p>
<p>Average Daily Minimum Wage</p>	<p>Refers to the sum of the total wages earned by employees within a specific sector divided by the total number of employees.</p>
<p>Permanent Workers</p>	<p>Employed from beginning of construction till end of construction, thus the entire duration of the project. This does not include permanent people employed by the contractors on their payroll.</p>
<p>Temporary Employment</p>	<p>Temporary workers are employed for a fixed period but not for the entire duration of the project.</p>
<p>Demographic Characteristic</p> <ul style="list-style-type: none"> ➤ Youth ➤ People with disabilities ➤ Other 	<p>The definitions contained in the Preferential Procurement Regulations of 2001 for these categories of beneficiaries will be utilised. It should be noted that the attributes of workers are counted (i.e. A worker can thus fall within all three categories at the same time).</p> <p>Refers to workers from age 18 to 35</p> <p>Employment Equity Act 55 of 1998, defines people with disabilities as people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment</p> <p>People outside the category of Historically Disadvantaged Individuals</p>
<p>Person-Days of Training</p>	<p>1 training day = at least 7 hours of formal training. The number of training person days is the number of people who attended training x number of days of training</p>

3.4 Abbreviations

3.4.1 **BEE:** Black Economic Empowerment

3.4.1 **BWO:** Black Women Owned

3.4.2 **DME:** Department of Minerals and Energy

3.4.2 **DPW:** Department of Public Works

3.4.3 **EPWP:** Expanded Public Works Programme

3.4.4 **EE:** Eskom Enterprise

3.4.5 **MEW:** Major Engineering Works

3.5 Roles and Responsibilities

Eskom Contracts Manager will include the report to the contractors as part of Capital Programme's contracts. The contractor as part of the close-out package will provide the completed report to the Project Manager. Project Services will keep the EPWP documents on the project file after capturing the information for the monthly report and submit the report to Divisional Capital Programme. The Project Manager must ensure that the EPWP report is completed before sign-off of the last invoice.

3.6 Implementation Date

The implementation date is 1 April 2007

3.7 Process for monitoring

The information may be audited by DME upon completion of the project, and thus it will be required that the signed safety register as kept by the contractor and be made available by the contractor to either Eskom or DME. No last invoice may be paid until the EPWP report has been submitted.

Note: that the above documentation must be kept on the contract file in an auditable way; additional information or documents may be added by the regions.

3.8 Related Documents

Guidelines for the Implementation of Labour-Intensive Infrastructure projects. Projects under the Expanded Public Works Programme (EPWP)

4 Authorisation

This document has been seen and accepted by:
Peter Sebola – Capital Programme Manager - Electrification

Name	Designation
MM Ntsokolo	Managing Director (Distribution Division)
R Stephen	General Manager – Capital Programme

5 Revisions

Date	Rev.	Remarks
April 2007	0	A work instruction with Unique Identifier was put together and aligned in compliance with the Eskom documentation requirements

6 Development team

**This document was seen
and accepted by:**

Name

S Prinsloo

ASGISA – Project Manager

A Hambly

National Electrification Manager

Eskom – Distribution Regions

Annexure A



**EXPANDED PUBLIC WORKS PROGRAMME REPORT
Divisional Capital Programme**

Project Name:

Local Municipality Name:

Project Dates:

Start:

Completion:

Person-days of work:
(Excluding Person-days of Training)

Number of Temporary Job Opportunities	People without disabilities				
	Grand Total	Men		Women	
		Over 35	Youth 18 to 35	Over 35	Youth 18 to 35
----- People with disabilities -----					
Number of Permanent Workers <i>(Not full-time employees of contractor)</i>	People without disabilities				
	Grand Total	Men		Women	
		Over 35	Youth 18 to 35	Over 35	Youth 18 to 35
----- People with disabilities -----					

Average Daily Minimum Wage

Number of Non-Accredited Training

Persons Trained

Person-Days of Training

Total Number of Connections

km of line built

Cable Installed

MVA

Contractor Name

Contractor Status

SMME

BEE

BWO

EE

MEW

TSI

Other

Signed by Contractor..... Date: