



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

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OFFICE OF CLLR ERNEST SONNENBERG MAYORAL COMMITTEE MEMBER: UTILITY SERVICES

13 November 2013

Dustin Kramer,
Deputy General-Secretary
Social Justice Coalition
dustin@sjc.org.za

Dear Mr Kramer,

The Project Initiation Document (PID) that is used for the planning of the Janitorial Services motivates for financial resources based on the foreseen requirements of the programme.

The PID is a funding application document required for all EPWP programmes. The PID contains the following information relevant to our discussions.

- 1) The PID which falls within the reticulation branch of water and sanitation is titled:**
Informal Settlements- Water and Sanitation Maintenance and Janitorial Services.
- 2) The Project Description includes the following:**

As part of this administration's commitment to building a Caring City, the City of Cape Town has introduced a daily janitorial service for flush toilets in identified and qualifying Informal Settlements.

The programme for this financial year considers the employment of over 1200 Janitor workers, over 100 Team leaders, over 100 Supervisors and close to 50 Clerks for the period 01 July 2013 to 30 June 2014.

The abovementioned staff will be/are trained in community development and how to establish and maintain health and hygiene standards in informal settlements.

They will be/are among others responsible for minor repairs and maintenance of water and sanitation infrastructure; taking down of broken toilet structures, cleaning of waterborne toilets and ablution blocks; monitoring, evaluation and reporting of service delivery defects/ faults, monitoring, evaluation and reporting on servicing contractors performance/ compliance with servicing standards; establishment and maintenance of community health clubs for education and awareness of health and hygiene issues; locating and or verification of water and sanitation infrastructure (water meters,

standpipes, toilets, fire hydrants), tagging assets with unique asset identification numbers to enable accurate reporting of assets where operation and maintenance is required, GPS coordinating assets.

3) The Project detailed description includes:

Activity	Equipment / Service		Skills Training	
	Existing	Required	Required training budgeted for / on the job	Training needs not budgeted for
Area Cleaning	Brooms Black bags	Wheel barrow Refuse removal	Safety when using equipment	Life skills
Monitoring and Evaluation and Report of Service Delivery Defects	Notebooks and reporting templates, Handheld Radio's		Safety when using equipment	Life skills
Cleaning of Toilets	Brooms, Cleaning chemicals, rags, PPE		Safety when using equipment	Life Skills
Basic Plumbing and Repairs	None	Water pliers, PPE	Safety when using equipment	Basic Plumbing
Health and Hygiene Education and awareness	None	Audio visual equipment, posters, education and awareness facility kits, load hailers	Basic health and hygiene credibility skills Community health club tool kits	Basic health and hygiene credibility skills Community health club tool kits

4) The employment terms are/will include:

Weekdays, Saturdays, Sundays and Public holidays

5) The Project programme includes:

	Project Milestones	Target Date dd/mm/yyyy
1	PID Approved (<i>template</i>)	Ongoing
2	Project Resources Acquired (tools, etc.)	Ongoing
3	Commence with Jobseeker Recruitment & Selection	Ongoing
4	Appoint Workers/Sign Contract/Contract Start	Ongoing
5	Submit Worker Contract/ID/Bank Form/Bank Statement	Ongoing

6	Submit Cover spreadsheet with all contracts (template)	Ongoing
7	Commence with Work	Ongoing
8	Submit Timesheets (template)	Weekly
9	Issue Payslips	Bi Weekly
10	Submit Project Labour Reports (template)	Monthly
11	Submit Project Progress Reports (template)	Monthly
12	Project Close Out Report (template)	
13	U19 Distribution for UIF	
14	Project Implementation Start	1 July 2013
15	Project Implementation End	30 June 2014

6) Primary cost elements: Non Capital work

- Cleaning costs
- Hire of LDV, P/Van, Bus, Special Vehicle
- Medical Health Services and Support
- Minor tools, Equipment and Other
- Printing stationery and photographic
- Training
- Uniform and protective Clothing
- Contracted Serv EPWP

Yours Faithfully,




Councilor Ernest Sonnenberg
Mayoral Committee Member for Utility Services