

STAFF INDUCTION MANUAL



Water Affairs
Agriculture, Forestry and Fisheries
Environmental Affairs





Staff Induction Manual

Department of Water Affairs and Working for Water Programme

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OVERVIEW

DEPARTMENT OF WATER AFFAIRS- CORE VALUES FOR TRANSFORMATION:

We recognise that people are the cornerstone of the Department's success and diversity is valued as a source of strength. We strive for a Department that fosters personal growth and achievement hence the Working for Water Programme which strives to manage, control and eradicate invasive alien plants which consume a lot of water.

The Mandate of the Department of Water Affairs

It is estimated that invasive alien plants are using 7% of our water; more than indigenous plants. This poses serious threats for our water security. The impacts of these plants are more likely to worsen with climate change. The water problem posed by invasive alien plants is greater than the impact on water supply. They also have negative impacts on water quality, through sedimentation, siltation of dams and estuaries, collapsing of river banks, thermal pollution and (particularly in the case of water weeds) the clogging of waterways and depletion of oxygen in the water.

The mandate for water security of the Department of Water Affairs (DWA) obliges the department to invest in the control of one of the fastest growing threats to water quality and quantity. The nature of invasive alien plants is that they will invade the very same areas which DWA tries to ensure that the forestry and agricultural industries protect – the riverine areas, wetlands and mountain catchments, inter alia. The work of Working for Water is proven to be critical for in-stream flow requirements – ensuring that there is enough water in the rivers during dry periods. Many of our worst invaders, particularly from a water perspective, are trees introduced for plantations.

OVERVIEW OF THE WORKING FOR WATER PROGRAMME

During 1994, as part of an ongoing transformation process, the South African government initiated a number of strategies aimed at addressing economic and social issues that would improve the living conditions of all South Africans. These included the Reconstruction and Development Programme (RDP)



Hi I'm Veronica and
welcome to
Working for Water.

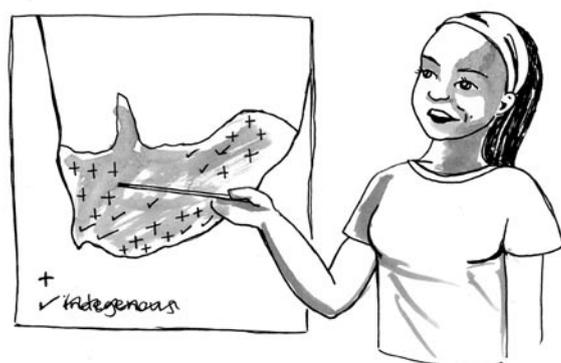
and later, the Growth, Employment and Redistribution (GEAR) macro-economic policy. The RDP was the platform through which the Working for Water (WfW) Programme was initiated and first implemented.

The RDP has since been absorbed into the various implementing government Departments and funding is channelled through National Treasury to poverty relief projects and programmes throughout the country. The Department of Water Affairs, the administrative home of Working for Water, funds the poverty relief commitment of Working for Water Programme.



The Working for Water Programme works in partnership with local communities, to whom it provides jobs, and also with Government departments including the Departments of Environmental Affairs and Tourism, Agriculture, and Trade and Industry, provincial departments of agriculture, conservation and environment, parastatals, research foundations educational institutions (including universities and schools) NGOs, and private companies.

The Working for Water (WfW) programme has been an inspiration in our young democracy. It has about 367 projects focusing on the eradication, controlling and management of invasive alien plants (IAPs) with a labour-intensive emphasis that focuses on the most marginalised in society. Large parts of potentially productive land in South Africa have been invaded by alien vegetation.



These alien trees and shrubs are capable of invading indigenous vegetation because they originate from similar environments. They do not have common enemies in their newly found habitats and are therefore well adapted to local conditions. Being introduced into an environment where their natural enemies do not occur, they are able to grow faster, mature earlier, and produce many more seeds than native species. As a result of this they out-compete the indigenous vegetation, resulting in the replacement of the natural vegetation with dense infestations of alien plants. This impacts negatively on water resources, socio-cultural, socio-economic and the ecological integrity of our natural ecosystem.

In South Africa, the total area invaded by aliens is approximately 10.1 million hectares. If the invaded area is 'condensed' to adjust the cover to 100%, the equivalent of about 1.7 million hectares are fully invaded. This is approximately the area of the Gauteng Province. The plants invade at a rate of 5% per annum, doubling their impact every 15 years.

It is estimated that the annual use of water by terrestrial, woody, alien invaders across the whole country is approximately 3 300 million cubic meters or 6,7% of the estimated mean annual run-off for the country with the exclusion of the considerable impact that invasive alien plants are having upon our invaluable groundwater reserves.

International research indicates that globalisation increases a countries vulnerability to invasive species exponentially. South Africa is regarded as one of the world leaders in its efforts to control invasive alien species (IAPs). It gives WfW Programme a unique opportunity to continue to be a world leader and plans ahead to avoid the potential risks of invasive species. This involves developing and sustaining a systematic programme to ensure that the present spread of invasive plants is reigned in, biological control, stricter controls being imposed on what plants are allowed into and out of the country and new legislation which forces landowners to accept responsibility of managing IAPs on their premises.





DWAF aims to protect the agriculture and forestry industries. E.g., Riverine areas and wetlands.



Purpose

The purpose of this book is to create awareness of the Working for Water Programme holistically. The information is intended to be used by Working for Water officials nationally and regionally as well as other interested parties.

Vision

The core business of Working for Water is the management of invasive alien plants (IAP) to:

- enhance the sustainable use and conservation of our natural resources, and
- promote socio-economic development as part of the Governments Expanded Public Works Programme.

Mission

The Working for Water Programme will contribute to the sustainable prevention and control of invasive alien plants, thereby optimising the conservation and use of natural resources. In doing so, it will address poverty relief, develop skills and promote economic empowerment and transformation within a public works' framework.

Working for Water is an Expanded Public Works Programme (EPWP).

- To reduce poverty
- To provide employment and develop skills through various technical and life skills training opportunities to previously disadvantaged people. There are many EPWPs in South Africa – Working for Water is just one of them. In other programmes people are employed to look after, manage and clean beaches, build roads, schools, bridges, and others.

There are specific Conditions of Employment for working on EPWPs. The criteria includes conditions about who is selected to work, how long he/she will work, and the training he/she will get.





Objectives

Working For Water Key Objectives

Natural Resource Management

To manage IAPs:

- To maintain and increase water security.
- To maintain and improve productive potential of agricultural lands.
- To maintain and improve ecosystem services

Socio-Economic Development

To manage IAPs:

- To contribute to an enabled environment for sustainable targeted employment opportunities in the natural resource management market.
- To facilitate broad-based economic empowerment.
- To build social capital.

IAP Management Strategy

Managed priority invasive alien species of plants:

- Priority emerging species.
- Priority species for biological control.
- Priority transformer species.

Areas of prioritisation for IAP clearing:

- Riparian zones, mountain catchments, wetlands and aquifers
- High-altitude areas
- High-priority fire management areas
- Protected and threatened ecosystems
- Control areas in terms of the Regulations
- Rangelands susceptible to invasions

Working for Water Programme and Departmental Responsibilities: Position of the WfW Programme within Department of Water Affairs.

The Programme is structured along the lines of the Department of Water Affairs's administration procedures, which are structured such that they suit the programme's objectives and implementation processes. The Programme among other things concentrates on facilitating partnerships and integration of activities as well as developing operational frameworks and procedures to increase successful delivery. Focus on the core objectives of the Programme is needed in the short term.

The Programme is a co-ordinating and facilitating body, based within the department (as lead agency and sponsor) but functioning to serve the major departments responsible for rural service delivery. This national structure should be duplicated at provincial/regional level to facilitate the efficient agreement to deliver project activities which will support and reinforce the objectives of a truly integrated, multi-sectoral rural development programme.

CORPORATE SERVICES

The Corporate Services Branch has developed considerably over the years. It is comprised of four units namely: Administration, Finance, Human Resource, and Communication and Education. It also plays a major role in the relationships with the corporate service capacities within DWA, as well as with other partners and implementing agents

OBJECTIVES OF THE WORKING FOR WATER COMMUNICATION PROGRAMME

COMMUNICATION OBJECTIVES

The key objectives of the programme's communications activities in 2008 and up to the next State of the Nation Address will be to:

- Highlight achievements, progress and services made available as a result of the programme's activities, including in particular, social and economic opportunities and services and how to access them.
- Consolidating the positive image of Working for Water by highlighting and publicising organisational and sector successes.
- Addressing issues with potential for major impact on the image of the Programme and Government.
- Highlight the impact of invasive alien plants on the country's biodiversity and encourage the general public to be visible and get involved during National WeedBuster Week.
- Contributing and promoting integrated communications with other departments thus promoting Intergovernmental Relations especially in the support and participation for cluster communications. Improving and strengthening partnerships with the public and stakeholders.
- Positioning Working for Water Programme as a crucial role-player in eradicating poverty and unemployment and developing skills within the historically disadvantaged individuals (HDIs).
- Intensify communication with the public, emphasising interactive communications and partnerships.
- Change perceptions by communicating with managers and staff through internal publications (Shota, DWA Speaks, Working for Water E-News) and HR News.
- Communicating the vision and mission of the Programme.
- Encouraging communication within and between regions and the Working for Water National Office.
- Lend capacity and support to DWA Communications Services as needed.
- To encourage full involvement and participation of all staff members in social events and briefing sessions.
- Managing information published on the website.

ENVIRONMENTAL EDUCATION OBJECTIVES

The Working for Water Environmental Education Programme (EEP) encompasses groups of people located both in the formal education and non-formal education sectors. The projects and activities planned for implementation will include and consider learners and educators in schools, youth out of school, communities, NGOs, businesses and departmental partners. The impacts of invasive alien plants stretch across the broad spectrum of our society and this motivates for the wide range of projects.

The key objectives of the programme's educational activities are as follow:

- To drive the IAP education Programme within our schools with the help of the DWA 2020 Vision for Water Schools Education Programme (VfWSEP).
- To facilitate Educator workshops in conjunction with the Department of Education.
- To establish "environmental education champions" in schools to ensure ecological sustainability.

- To promote access to parks/reserves involved in environmental education programmes.
- To develop appropriate resource materials for formal and non-formal IAP education.
- To implement education, skills training and capacity building projects for internal and external audiences e.g. Project Flagship Symposium aimed at identifying best practices and resolve challenges faced during the implementation of IAP clearing methods.
- To establish, strengthen and manage strategic educational partnerships internally and externally.

FINANCE UNIT

Aim

- To co-ordinate and manage all budgetary activities in the Programme and the Department which are related to financial management, expenditure, and revenue collection.
- To render a satisfactory payment service and ensure compliance with financial prescripts i.e. Treasury regulations, financial delegations, Financial regulations in terms of the Public Finance Management Act and the PFMA. There are relevant sections of the PFMA mandating the Department i.e. to create a conducive environment for service delivery.
- Comply with 30 day payment cycle.
- To manage allocation and budget spending of the Programme.
- To administer personnel remuneration.

Functions

- To provide guidance about Financial matters to management as well as other people.
- To give budgetary assistance and reporting to management.
- Payment of claims to other departments and institutions.
- To make payments to suppliers within 30 days as well to employees in respect of subsistence and transport.
- To co-ordinate information about queries from the office of the Auditor General and internal audit.

Travel And Subsistence

The travel and subsistence are a means whereby officials are reimbursed for travelling expenses they have incurred while on official business trips at other centres. This functional area also caters for the granting of an advance to an official who is going on an official visit.

Purpose

- To compensate an officer or employee who in the interest of the State is on official duty away from his or her headquarters within the framework of the provisions.

Process Of Claiming

- A claim in respect of subsistence and other relevant expenses shall be submitted to the finance office immediately when an official returns to headquarters after he/she has been away on official duty. For periods longer than 24 hours actual expenses can be reimbursed as specified by law on submission of documentary proof of payment (for meals, parking, toll gates, cash receipts slips which are daily specified and for accommodation an account, statement, invoice and or a receipt) A special daily allowance as determined from time to time will be paid for. In case where supporting documentation has been lost, a sworn affidavit confirming the concerned expenditure can be accepted by the supervisor if she or he is satisfied that the expenses are fair and reasonable.



General Guidelines

Travel and subsistence is not intended to:

- Enable an official to entertain.
- Compensate an official for any inconvenience.
- Supplement salary.

Implementing Agent's Agreement

An Implementing agent (IA) is appointed to manage and implement projects on behalf of the Programme and the Department where to build and beef up capacity for the programme and as a means to strengthen collaboration and relation. Some of the IA namely; South African National Parks (SANParks), South African National Biodiversity Institute (SANBI), Agricultural Research Commission (ARC), Council for Scientific and Industrial Research (CSIR) and Independent Development Trust (IDT) are partially state funded, in other words we are supporting them to remain viable in the long run, while as the WfW Programme we aim at aiding to the development and aspirations of the Programme both socially and ecologically.

Purpose

The IA's purpose of appointment is aimed at clearing invasive aliens plants from catchments areas of the rivers of our country on behalf of the Programme. Part of the programmes mission is to uplift previously unemployed and/disadvantaged persons and maximising economic impacts (e.g. job creation and economic empowerment). IA's (Implementing Agents) help us to optimise this particular function. Contractors are employed and trained to fulfil this function and at the same time become independent and competent in the labour market.

Process Of Claiming

All disbursement made by an IA on behalf of the Programme will be refunded on production of claims prepared in the prescribed format agreed to in the contract. All expenditure and procurement will be carried out in accordance with the procurement procedures of IAs as approved by DWA. The advance paid to the IA at the beginning of the financial year in order for an IA to start work, is recovered from these claims at the financial year end.

Policies And Prescripts

We adhere to the following policies and prescripts:

- Legal mandate Section 18.1 of the PFMA
- Compliance: -Section 38.1 (g)(j) and (n) of the PFMA -National Treasury Regulations -PPPFA of 2003 -Treasury regulations
- Financial delegations: Section 44 of the PFMA

Payments

Requirements In Respect Of Payments

Payments from voted moneys shall be made only in respect of –

- (a) any authorised transfer payment;
- (b) services rendered to the Department;
- (c) amounts payable in terms of any law;
- (d) the performance of a contractual obligation;
- (e) the execution of a judgement of a court of law;
- (f) any authorised advance;



- 
- (g) expenditure that can be met within the available funds; and
 - (h) expenditure which strictly conforms to the purpose voted; provided that no payment is made before it is due unless specifically provided for by a particular contract.

A progress or part payment in respect of stores, equipment and services rendered or work done shall not be made unless it is supported by a certificate that the amount of the payment is fully covered by the value of stores or equipment already delivered, the services already rendered or work done.

Expenditure And Expenditure Vouchers

Incurring of and authority for expenditure:

Unless an authority specifies some other date, or from the nature of the authority it appears otherwise, the date of such authority shall be the date on which expenditure may commence or be incurred. Unless explicitly stated therein, authorities for expenditure shall not have retrospective effect.

Authorities for expenditure, unless renewed, automatically lapse on the last day of a financial year to which they refer, but authorities for recurrent services or payments due in terms of a law, regulation or contract shall be regarded as renewed by the general authority of an appropriation act.

Only a written approval to incur a financial liability shall be accepted.

In all cases where a specific authority for expenditure is granted the relevant voucher shall contain a reference to such authority.

Method of dealing with payments and vouchers:

All officials shall make suitable arrangements to ensure that all claims payable by their offices are received within a reasonable period in order to preclude claims being submitted long after services have been rendered.

All officials certifying claims must ensure that all claims presented for payment have not already been paid. All claims accepted shall be dealt with immediately and the relevant documents passed for payment without delay. All concerned officials must take care that payments for services rendered and supplies delivered under contract are in accordance with the conditions of the contract.

Monthly accounts and statements of outstanding balances shall immediately be checked with the records of the Department and if there is a discrepancy in the outstanding amounts the matter shall immediately be taken up in writing with the concerned supplier.

Prior to a payment being made the person checking the voucher for payment shall certify it accordingly and ensure that the following requirements have been complied with, viz. That the claim is –

- (a) a proper charge against State moneys and has not already been paid;
- (b) in accordance with a law, regulation, tariff or agreement or that it is fair and reasonable;
- (c) covered by necessary authority;
- (d) correct with regard to the period covered by the claim;
- (e) correct with regard to computations;
- (f) supported, where applicable, by the necessary documents or an explanation of their absence; and
- (g) In general, in order.



- (g) the person being referred to in the above-mentioned instruction, is the authorised official to whom this task has been entrusted by delegation to check and authorise the payment before it is sent through for payment. Thus, it is the responsibility within each line function where expenditure is incurred and payment in terms of delegation being authorised, to ensure that the mentioned requirements are adhered to before the account can be certified as “payable”.

Certificates in support of vouchers shall be given only by officials who have actual knowledge of the services or supplies.

Cases where certificates result in irregular, unauthorised, fruitless or wasteful expenditure will be dealt with in terms of Chapter 4 of the Treasury Regulations.

The following shall be certified in respect of the various services and claims:

- (a) Goods supplied –
that the supplies were in fact required for official purposes and for an approved service, were on receipt correct and in good condition and that the receipt of the supplies had been entered in the records;
that the rates are in accordance with a contract or that they are otherwise fair and reasonable and that the supplier is entitled to payment.
- (b) Services rendered –
that the services rendered were necessary for official purposes and were satisfactorily carried out, and that the charges are according to the relative tariff, contract or agreement, or otherwise are fair and reasonable and that the supplier is entitled to payment.
- (c) Subsistence and other allowances –
as provided on the prescribed form.
- (d) Claims for petty cash –
that the expenses were actually incurred and paid on behalf of the Department.

An initial or progress payment in terms of a contract shall not be considered an advance but shall be brought into account as a direct charge and a voucher for such payment shall –

- (a) show the total amount payable in terms of the contract;
(b) show the total amount of all previous payments under the contract;
(c) show the total payments to date, including the payment being made by the voucher;
(d) show the balance due; and
(e) be supported by a certificate from a duly authorised official that the supplier is entitled to the payment in terms of the contract.

Payments for supplies or services or work done under contract shall be supported by certificates by authorised officials to the effect that such payments are in accordance with the terms of the contract and, where applicable, that work to the value of the amount to be paid has been properly performed.

Where the services of professional consultants are used to supervise work given out on contract, a certificate that a progress payment has become due under the contract may be accepted from such consultants for the purpose of payment subject to the provisions of paragraph 4.2.2.12.

Any final payment upon the completion of a contract shall, in addition to the certificate referred to in paragraph 4.2.2.11, be supported by a certificate by a duly authorised official in the Department that the terms of the contract have been properly complied with.





All claims shall be examined and, if in order, paid as soon as possible and no payment shall be delayed with the object of avoiding an excess on a main division. If an excess is unavoidable a timeous request for virement must be submitted to the Chief Financial Officer. Lack of a virement approval will result in unauthorised expenditure.

Payments may be made only to claimants to whom they are due or to their duly authorised representatives. Paying officials shall satisfy themselves that the representatives concerned are duly authorised by power of attorney or other proper authority to receive such payments.

If an error or overcharge is made on an invoice or claim or if such invoice or claim contains an item which is not acceptable as a charge against voted money, or if a payment voucher differs from the account submitted, the correct amount due shall be paid and the supplier or claimant notified accordingly.

Where requisitions, invoices or statements comprise supporting documents to a payment voucher, sufficient detail shall be given on the voucher to ensure that the expenditure can be identified should the requisitions, invoices or statements become detached or removed.

After payment, the supporting documents concerned shall be stamped "PAID".

Unless determined otherwise in a contract or other agreement, all payments due to creditors must be settled within 30 days from date the invoice or claim has been received, in the case of civil claims, from the date of settlement or court judgement.

Official order forms

A delegated official must appoint responsible and trustworthy officials in writing to sign official order forms issued for the procurement of services and goods. Officials so appointed shall satisfy themselves that the order is according to contract or that State Tender Board exemption has been obtained, that the recommendation/approval of the Departmental Control Committee etc. and Treasury approval, where applicable or any other approval, has been obtained and that the details are endorsed on the order form.

Orders for the purchase of provisions, stores and requirements, and requisitions for the supply of services shall be placed only on the prescribed forms and such forms shall constitute an essential part of any vouchers submitted in support of payment. Where a service is rendered regularly in terms of a standing contract or where a continuing service such as the supply of water and electricity is provided by a local authority, order forms are not required. In such cases suitable departmental records shall be kept to avoid double payments.

When supplies or services are urgently required and are ordered by fax, telephone etc. the order number shall be given to the supplier. The official order form shall then be forwarded to the supplier as soon as possible after the order has been placed.

Where the issue of an official order for the supply of goods or services has been overlooked and the omission is only discovered later, the order form shall nevertheless be completed to avoid double payments. In such cases the supplier's copy, after having been suitably endorsed, shall be placed in the order book under the date on which the goods were purchased and a suitable endorsement made on the order book copy.





The payment copy of the order shall be retained in the issuing office until the supplies or services requisitioned for or ordered are received or rendered when the necessary certificates of receipt shall be completed and the voucher submitted for acceptance and payment.

To prevent double payments in cases where the payment copy of an order has been mislaid, the following procedure shall be followed unless otherwise prescribed in the case of computerised systems:

- (a) A form, containing all the details appearing on the missing order form, shall be dispatched by the issuing office to the recipient of the goods or service for certification that the goods have been received and are as ordered, or that the service has been satisfactorily carried out, if such is the case.
- (b) When the certified form is received back in the issuing office the book copy of the order form shall be endorsed as follows:
 - (i) "Original payment copy mislaid – not previously paid"; and
 - (ii) the conditions of paragraph 5.1.4 of this document must be adhered to.
- (c) Thereafter a photostat copy or a duplicate of the book copy shall be used to serve as the payment copy and, as proof that the order has been executed, the certified form shall be attached and submitted together with the invoice for payment.

PROCUREMENT PROCEDURES WfW NATIONAL OFFICE

Procurement:

An order number is needed to obtain any kind of service or purchase

No order number – no payment!!!!

WfW offices use the DWA procurement system for any services or purchases. This system is called Logis. This is the electronic version of the provisioning administrative system, which means that whatever information was captured on the system in the first step, cannot be changed afterwards.

The bas system (basic accounting system) is used for the financial side of procurement (payment).

This office consists only of a chief user whilst the accounting office is situated in Worcester.

This office only supplies the correct paper work, whereas Worcester office will produce the final product.

(An order number / payment)

This office has neither order books nor cheque books to supply an order number or payment instantly.

Suppliers number:

A supplier number is connected to a company's (or an individual's) name, address, telephone and fax numbers as well as their banking details.

A company with branches all over might have a bank account for each branch or one bank account for all branches.

That is why the details of the company on the bank entity maintenance form must be correct. If not, another company might get the order and the payment.



The Logis system consists of a database where companies have to register their banking details. We can easily establish whether a company (or one of its branches) is registered on the system (in other words that the specific company is issued with a supplier number and banking details).

Some companies might be registered on the system, in other words, Consists of a supplier number, but no banking details is available.

If the company is not registered on the system a bank entity maintenance form must be completed by the company, accompanied by a tax clearance form from SARS and then captured on the system to be registered. (time frame – 2 to 3 days)

Without a suppliers number no transactions can be executed!!!!

ICN number

An ICN number is connected to the kind of service you require or the product/item that you purchase.

Thousands of products have already been registered on the Logis system, but it happens that sometimes we need an item that has not been registered on the departments database.

When this occurs we need to apply for an ICN number at head office Pretoria. (Time frame – 7 days) we need to stipulate the specifications of the item very clearly. The product name, size, what it is made of, the price, the company that supplies it and a copy of the quote must be sent to HO Pretoria. (Examples are the yellow basin plugs that we installed at Parliament and all the secondary industries items)

How To Apply For An Order Number:

All branches have been supplied with their own unique purchase form.

This form identifies the branch/project number that is connected to the budget allocation of the BAS (basic accounting system) system.

We should all know by now which budget codes (account) our unit operates with.

- Decide on what we need and call for quotations from the chosen companies
 1. An amount up to R30 000.00 = 3 written quotes (more quotes if possible)
 2. An amount up to R500 000.00 = Price quotations :
 - Request a Price Quotation Number from Head Office - Daniel Mokwena = 012 336 8855. Use SBD forms 1.1; 2; 4; 6.4; 7.1; 8; 10 and have it completed by the as many companies possible.Do the evaluation and appoint a company by doing a submission to BAC.
 3. An amount over R500 000.00 = Invitation to BID ,BAC approval
 4. Quotes on Company Letterheads will only be accepted, no e-mail messages!!!
- Read all the fine print on the quotations. Do not accept a quote that reads... **CASH ON DELIVERY; 40% DEPOSIT; PAY WITHIN 7 DAYS** etc. The Government operates on a 30 days after statement/ invoice-received payment.
- Make sure that the VAT is specified. It is either vat inclusive or exclusive. The Government is of the opinion that *what we see* is **VAT INCLUSIVE**.
- After choosing the Company, please come to the Supply Chain office to determine whether this Company is registered on the System. If not, let the Company complete the necessary forms. At the same time, find out if the item required has been allocated an ICN number.



- After all this information is correct, complete your unit's purchase/service form.
 1. The Branch Manager must approve all purchases/services up to the value of R500 000.00.
 2. All Branches are to keep a hand held budget system. The person that signs in the field 'budget verified' will confirm that money is available to procure the item/service stated on this form.
 3. State the Company's correct name, address, fax- and telephone numbers as this is connected to the Supplier Number.
 4. Specify the quantity of items needed.
 5. Specify how many payments this order must be paid with. If it is a once off payment the number '1' will indicate that. If you want the order to be paid with part payments, please indicate by completing that field on the form.
 6. When training is required please state the name of the candidates and the date on which the training will take place. (*inform the training unit as well as HR*)
 7. When catering is needed, please state the number of people being catered for and for what occasion and on which date. Should it be a meeting an Agenda should be attached
 8. When you acquire a service where the company needs to have the payment upfront, for instance, a registration fee or an exhibition fee, request a PRO FORMA INVOICE from the Company. An order number can be raised and arrangements can be made that a payment is made at the same time. This procedure only goes for upfront fees etc.
- Take the completed form, accompanied by all relevant documents (quotes etc) and approval signatures to the Supply Chain Office. (KEEP A COPY OF YOUR REQUEST FORM)
- Supply Chain will allocate a Logis (internal request) number to the request, register the transaction in the Logis hand held register and capture and approve the request on the Logis system.
- This documentation will be faxed to Worcester where the accounting stores are situated.
- Worcester staff will verify the request, approve the request and capture it on the Logis system for the requiring of an order number. (Time frame = 2 to 3 days)
- The Supply Chain Office daily checks the system for order numbers and as soon as one is allocated for your request, you will be informed by e-mail or telephonically. Keep this order number for any future reference or inquiries. It is very time consuming if you enquire on order numbers that has already been allocated to you.
 - Some Companies prefer to have the official order purchase document. This can be faxed to the Company on request by the Worcester Office.
- Please note that this order number is only for the items you requested on your original order form. Please do not add extra items or increase the quantity of items requested on the purchase form.
- Upon receiving the order number you can let the company know to go ahead with the service you acquired. *Inform the company to state the order number on all documentation for future reference.*
- When the service is rendered the company will supply you with an Invoice for payment. If you are satisfied with the service, you can sign the invoice off and bring it to the Procurement Unit for payment.
 1. Please note that only original Invoices are accepted.
 2. When a copy of an invoice is presented for payment, the person concern will certify the document to be a true copy of the original.
 3. Should the request require more than one payment, the documentation will be given to one of the financial clerks and payment certificates will be completed for payment. *Take note that should the payment be for consulting services or the appointment of a PsP a copy of the signed contract must accompany the invoice.*
- The Supply Chain Office will register the invoice in the invoice register and courier the invoice to the Worcester Office for payment. (a copy will be kept on the Logis file)



- Worcester Office will do the payment and it will show on the Logis System.
- Normally it takes 7 working days, from the date that the payment was approved by the Finance unit in Worcester Offices, for the monies to be paid into the Company's bank account.
- All payment enquires must be done at the Procurement Unit and not at the Worcester Office.

SHOULD YOU PURCHASE AN ASSET, BRING THIS ITEM TO THE PROCUREMENT UNIT FOR IT TO BE BARCODED AND REGISTERED AS AN ASSET OF THE DEPARTMENT. THIS ITEM WILL BE ALLOCATED TO YOUR NAME AND YOU WILL BE HELD RESPONSIBLE TO KEEP IT SAFE AND IN GOOD CARE.

NOTES:

- ONLY USE A BLACK PEN FOR FAXES, OTHER COLOURS DO NOT COPY WELL
- MAKE SURE THE COMPANY IS REGISTERED ON THE SYSTEM
- DO NOT ACCEPT QUOTES THAT REQUIRES DEPOSITS OR CASH ON DELIVERY (COD)
- KEEP A COPY OF YOUR REQUEST FORM AND ALL RELEVANT DOCUMENTATION
- LETS DO IT RIGHT THE FIRST TIME!!!!!!!!!!!!!!

HUMAN RESOURCES MANAGEMENT UNIT

1. Role and Overview of the WfW Human Resources (HR) Unit within DWA

- To manage human resources and administration at the National Office.
- **To ensure that all relevant HR functions viz; recruitment, selection, Performance Management Development System (PMDS), and conditions of service are performed effectively adhering to Batho Pele and employment equity.**
- To render one stop effective and efficient HR services to the National Office.

To ensure that PMDS exists for staff performance of Working for Water staff is in line with Departmental guidelines.

- The PMDS cycle consists of four phases namely; Phase 1 (1st quarter) which commences from 1 April to 30 June. At this phase the work plan is discussed between the employee and his/her supervisor and is typed into a formal document signed by both the supervisor and the employee which is placed on file.
- Phase 2 (2nd quarter) which runs from 1 July to 30 September looks at the progress of the agreed upon planned first quarter work and a possible review of the workplan is discussed between the supervisor and the employee and corrective action is identified. If need arises a Personal Development Plan (PDP) and which is agreed upon based on previous quarter's progress review is effected.
- Phase 3 (3rd quarter) runs from 1 October to 31 December. This entails the review of progress in terms of the PDP and reasons for non-performance are discussed between the supervisor and employee and corrective action is decided and recorded in the workplan.
- Phase 4 (4th quarter) runs from 1 January to 31 March and evaluates the performance for the year of the employee and the Annexure 3 is completed and attached to all the four completed quarter reviews and submitted to HR for presentation to the Moderating Committee.



- During June every year the Moderating Committee (which comprises of the Director: Working for Water, the Deputy Directors and an external member) assesses all the scores allocated for the four quarters. The entire panel decides on a final score for each employee based on valid performance and development of the employees. Deserving staff will receive merit awards according to set Departmental scales.

ADMINISTRATION UNIT

The unit is responsible for the following:

- Manages Transport function (i.e Phavis, Subsidized vehicle ,Flights & accommodation)
- Manages facilities
- Ensuring Occupational Health & Safety plans are in place
- Access control
- Security services
- Manages building lease agreements
- Provide Registry duties (i.e mails, record keeping etc)
- Manages and provide Reception/switchboard services
- Provides cleaning services
- Administers Departmental cell phone

STRATEGIC SERVICES BRANCH

RESEARCH UNIT

Research is a major pillar on which the Working for Water Programme is founded, seeking to ensure that the Programme develops and follows best prevention and management practices. The Implementation Unit should by all means fully engage in research questions so that they incorporate findings into their implementation work.

The capacity to create, store and retrieve appropriate knowledge is critical to providing cutting edge solutions to the detrimental impacts of invasive alien plants on our natural resources. In order to implement this we have currently identified broad research themes under which we have commissioned a range of research projects.

Working for Water Programme is a key contributor to the body of knowledge about invasive alien plants in Africa and the world over. Approximately 2.5% of the total programme budget is currently allocated to research, even though evidence suggests that the return on this investment is considerable. The strides that have been made in identifying and releasing biological agents in managing invasive alien plants is significant, and a cost-effective tool in ensuring sustained management of the problem. Very little is still understood around the processes and impacts of invasions across the various biomes in South Africa, and investments in this area are constantly improving management practice. The impact on the livelihoods of beneficiaries is another key barometer to measure the effectiveness of the Programme and investments have been made in this regard, and will continue.

A major challenge within the research is to functionally involve our beneficiaries in the knowledge-creation process, and to improve our operational efficiency. This could be done by translating our research findings into policy, and by improving our clearing methods based on the findings of research. The Programme has also invested in the appointment of a panel of experts to advise on its research investments and thus ensuring value for money, within climate where research funding is hard to come by.

The effective management of natural resources requires carefully considered strategies and cost-effective interventions that can only come about through cutting edge research and development.

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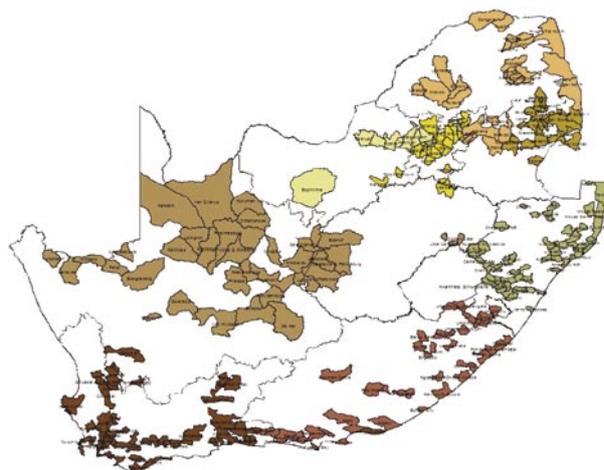




PLANNING UNIT

The Planning Unit is working towards an optimal strategic basis for the selection of project work. In development programmes of the nature of Working for Water it is the selection of individual projects which is crucial to success. Planning is the key to proper project selection.

Working for Water currently has about 367 projects country wide. All project data is recorded on the Working for Water Information Management System. Each province has its own Data Set which is usually managed by a Regional Data Manager, with the assistance of Geographical Information Systems officers (GIS), Data Capturers and Geographical Programming System (GPS) operators. WfW also has partnership programmes with SANPARKS and South African National Defence Force (SANDF), which also use the same software. Projects are mainly located within catchment boundaries, except areas where the partners' alien clearing occurs within a National Park or Base.



Project Implementation

The scale and type of invading alien plants varies from region to region. In addition new species are continually being identified and as a result Programme teams are increasing the number of species being tackled annually. Each species has its own cycle and clearing method. Some require herbicides and others do not. The follow-up cycle also differs. Some require follow-up a few months later, others are only followed up every three to five years. Often an area is infested with more than one species, complicating the clearing operation.

Strategies for Addressing the Problem

A public works development programme has been identified to clear land of invasive alien plants. This is the bulk of the work of the programme, consuming just over 92% of the budget. The key challenges are providing the appropriate training and ensuring productivity. Biological control will potentially provide a lasting solution to the problem. The programme invests over 3 % of its budget in biological control, which results in a yield ten times the costs. Public education and communication is essential to ensure that citizens take collective responsibility for the problem. With an investment of nearly 3% this strategy takes the problem to school children, water users and landowners, thus increasing the available resources to tackle the problem. Legislation is the vital stick needed to ensure that landowners take responsibility and to ensure less expansion of the problem. The Programme hopes to increase investment in this area to 1% of the proposed budget.

Project Selection

Project selection is based on existing research, input from departmental regional offices, mapping information, the various participating departments' priorities in conjunction with the Water Resource Planning Directorate. The following criteria are used to guide project selection:

- Follow-up of areas previously cleared;
- Impact on regional water resources;

- 
- The extent and distribution of alien species;
 - Levels of poverty and unemployment;
 - Financial sustainability and potential for income from water users;
 - The availability of a suitable implementing agent; and
 - The potential for institutional partnerships.

Land ownership in catchment areas varies, thus meaning the Programme must work on private land to combat the problem. Landowners are often not directly responsible for the infestation of invading aliens on their land which is generally caused by seed pollution from state and forestry land. The Programme needs to be careful not to subsidise private landowners with poverty relief and trading account funds. It has a contract binding all private landowners to contribute to the clearing operations.

Clearing Methods

A range of possible clearing methods exist with different species and conditions requiring different methods. Regions have opted for a variety of strategies due to climatic conditions and terrain. The Programme is currently performing cost-benefit analyses with the intention of developing standards and cost guidelines for all species and regions.

Investment in Core Social Development Issues

One of the key objectives of the programme is to invest in the most marginalised sectors of society. The programme attempts to identify the poorest of the poor through negotiations with various partners and stakeholders, for example, the Department of Public Works, to support the Masakhane Campaign (“Let us build together”) actively and effectively.

MONITORING AND EVALUATION UNIT

The ongoing monitoring of the programme’s interventions and evaluation of this information to guide the further development and adjustment of these interventions, is key in ensuring that the outcomes strived for is achieved. Although the roll-out of an effective framework has been hampered by capacity constraints, efforts are ongoing in ensuring that this happens. Ongoing assessments of projects in accordance with standards are being facilitated by the Programme, which is a direct measure to ensure compliance within its implementation. The ongoing analysis of this compliance is an important indicator in assessing whether core competencies are being developed within the Programme to ensure effective implementation, and review of the standards to accommodate changes within the operational environment. The longer term impact analysis of the programme’s interventions has given rise to two Monitoring and Evaluation (M&E) initiatives, viz. one that focuses on biophysical impacts and the other on social and economic impacts. It is hoped that the ongoing development and implementation of these initiatives will guide the improvement of the programme’s operations.

IMPLEMENTATION BRANCH

Implementation is at the heart of the Working for Water Programme. The unit has three subdivisions namely; the Technical, Social Development and Training, and a co-responsibility for the co-ordination and the management of programme's implementation in the regional offices.

TECHNICAL UNIT

Aquatic Weed Control and Biological Control – Implementation

Biological Control

The tools to control invasive alien plants include saws, loppers, brush cutters, hatchets, herbicides and biological control agents.

These operations are categorized as;

- manual removal – pulling the weeds out by hand and disposing of them
- mechanical control – cutting weeds down as close to the ground as possible
- chemical control – the application of registered herbicides
- Biological control – the introduction of insects and pathogens (fungi), which damage the weed
- Integrated control – a combination of control methods.

While cutting and/or applying herbicide has the immediate affect of killing the weed, the operations must be repeated regularly to control re-growth from coppicing and seed germination. These operations are also regarded as relatively expensive and impact on the environment through leaving behind brush which is a fire risk and putting chemicals into sensitive areas.

Mechanical control



Chemical control



Biological control



Biological control works on the environmental principles that have allowed a plant to become invasive. Alien plants have been introduced from other countries. In their country of origin, they have evolved with the climate and other organisms. While some other organisms benefit the plant through pollination and seed distribution, others feed on the plant or use it.

The organisms, which feed on the plant, cause damage to seeds, flowers, stems, roots and shoots, preventing the plant from invading its natural area. This impact on the plant is a population dynamic, which installs a natural balance in the ecosystem. Biological control is a method, applied across the world, which uses the plants natural enemies to impact on the vigour and spread of a plant species where it has been introduced to another country.



Scientists go to the weeds country of origin and search for insects and pathogens, which are seen to cause damage to the plant. These organisms are collected and imported into quarantine, under strict control and legislation. The organisms (usually insects) are tested or screened for “host specificity”, which must show that they will not breed or feed on any other plants. If the insect agent passes the specificity test, it is evaluated and approval for its release is given.

The insects are then available as biological control agents, which are reared and released against the invasive alien plants, which they target. Some bio-control agents are highly effective and have helped to control huge areas of cactus and water weeds. Other agents have less of an impact but do help to prevent the weeds from spreading.

Aquatic Weeds

Aquatic weeds are invasive alien plants, which grow in the fresh water systems across the country. Some of these plants are free floating and move across the water surface, others are rooted to the bottom and are under-water plants.

Water weeds are notorious for being able to spread very quickly and are usually difficult to control. They prefer waters which carry high nutrient loads from pollution. They cause systems to stagnate, increase water borne diseases, increase floods, prevent access to the water, damage pumps and dam walls, increase siltation and increase water loss by up to 80%.

Some of these plants are free floating, move across watersurfaces, others are rooted to the bottom or under - waterplants.



There are 23 known species of alien water weeds in South Africa. Water hyacinth is one of the most common but others, such as Kariba weed, Azolla and Water Lettuce have infested huge water systems before they were brought under control by highly effective biological control agents. Many of these weeds have been introduced by people, from ponds and aquariums and are easily spread by birds, boats and fishermen.





It is important to try to prevent the weeds from entering other water systems, where they have not yet established and to monitor these systems so that the weeds can be eradicated early in the invasion. It is generally accepted that once these weeds have established on a system, they will be there for a long time because they have highly developed mechanisms for survival and spread, some have seeds that can survive for 15 years before germinating.

Because these weeds occur in the water, they require specialised operations to control them. Applying herbicides on water systems requires special precautions as people use the water for recreational, domestic and agricultural purposes.

Working for Water Programme aims to reduce the amount of herbicides used on the water through using biological control, manual and mechanical control in an integrated control system. Because the weeds spread rapidly, it is necessary to use chemical control and the safest herbicides are selected. Because of the difficulty in reaching some of the sites, helicopters and aeroplanes are sometimes used to apply the herbicides.

Water systems, rivers and dams have an inherent risk of drowning and often are home to dangerous animals, no person is allowed to work on water weeds without the prescribed water weed control safety training and safety equipment.

The book, 'Invasive Aquatic Plants', by Lesley Henderson and Carina Cilliers is a good reference to identify water weeds.

SOCIAL DEVELOPMENT UNIT

The Working for Water Programme strategic plan indicates that the Programme has two desired outcomes; natural resource management and improvement of sustainable livelihoods. The first outcome focuses on the impact the Programme aims to have on the environment in which we work and the latter focuses on the impact the Programme aims to have on beneficiaries involved in it. This then is divided into two broad categories; 'Training' and 'Social and Economic Development'. The latter is managed and coordinated through the Social Development unit. The strategic plan further divides this into benefits derived during the two years in the programme, and the development of human and social capital, each expanded on below.

Employment Opportunities provided in the Working for Water Programme:

By definition, jobs created in the Expanded Public Works Programme are temporal. The Ministerial Determination on Special Public Works Programmes stipulates that beneficiaries are only allowed to participate in the Programme for a maximum of twenty four months over a five year period. This means that the Programme has twenty-four months over a five year period to empower beneficiaries. Our primary activity in doing this is job creation, thus providing more than just an income. The benefits derived include a sense of self-worth, a sense of purpose and an improved social standing.

The Expanded Public Works Programme stipulates that 60% of the programme's beneficiaries should be women, 25% youth and 2% persons with disabilities. This is based on the principle that women have historically been under-represented in the workplace and the Programme targets women for capacity building in order to improve their employability. There is at the same time, an ever increasing number of female-headed households. With the scourge of alcoholism in many of the areas the Programme targets, it has been noted that women use their income for the provision of food and caring for children than men do.



EPWP aims to empower beneficiaries in a 24 month cycle over a 5 year period with job creation.



While targeting women, it is incumbent on the Programme to create an enabling environment for women to prosper; hence the Programme runs a gender mainstreaming project that addresses the issue of integrating women into the workplace and highlights the specific skills that they bring.

EPWP aims to empower beneficiaries in a 24 month over a 5 year period with job creation.

Although the youth target has consistently been met, no formal Programme has been put in place for the specific development of youth. The ten-year review of democracy in South Africa indicated that the face of the unemployed youth in the country has changed over the first ten years of our democracy. In 1994 the category of unemployed youth was largely characterized as unskilled and uneducated. This was as a result of the country's social and political history. By 2004, this had changed. The category contains more youth who have completed schooling and even obtained further education and training, but are still unemployed. In developing a youth programme, Working for Water needs to take this change into consideration.

The target of persons with disabilities has to date been the most difficult to achieve given the nature of the Programme; which landscape where operations are done and the long distances which the beneficiaries have to walk as some areas are not easily accessible by means of vehicular transport. Over an above, the type of work that offered is labour intensive. This is an area that needs development.

Employment Opportunities Created in the Natural Resource market:

Working for Water Programme's service delivery mechanism is the contractor system. Groups of between 10-15 people arrange themselves into business units and compete amongst each other for blocks of work. The work is allocated on a task basis and payment is made on completion of the work that has been set out.



Each team is managed by an emerging contractor, who in most cases is the sole proprietor of the company that has been established. During the formation and registration of the company, the contractor becomes the employer of the workers, though in essence still an emerging contractor, as their participation in the Programme is also of a developmental nature. The contractor undergoes special training aimed at helping him/her understand the fundamentals of managing his/her own business.

After the completion of the 24 cumulative months of work, the contractors and workers are required to exit the Programme. This is in order to ensure that the benefits of the programme are spread as widely as possible. In recent studies commissioned by the Programme, it has been shown that after exiting the Programme, the contractors and beneficiaries seldom use the knowledge and skills received while in the Programme, and many find themselves worse off than before joining the Programme. For this reason, the Programme is in the process of developing an exit strategy that will ensure that the beneficiaries are capacitated in the skills required in the labour market. Current policy interventions in this regard include the development of contractor assessment criteria, a review of the contractor development model, a review of the policy for work done on private land, the use of learnerships as a capacity building tool, a review of the quotation package and feasibility studies into the use of value added industries (VAI).

Partnerships are being developed with the Small Enterprise Development Agency and the EPWP Economic Development Sector to promote the empowerment of contractors in order to ensure sustainability for the businesses.

Human and Social Capital Developed

The key principle governing the Expanded Public Works Programmes is the use of government funding in order to provide skills through training and short term employment and thereby to deliver goods and services to the public. For the Working for Water Programme, the goods and services delivered include increased water availability, improved ecosystem functioning and an increase in the productive potential of land. In doing this, contractors and workers receive training and experience in integrated environmental management. The training received includes functional/vocational, life skills, health and safety, and contractor development.

The Working for Water Programme has a strong emphasis on HIV and AIDS and the potential impact this could have on the economically active individuals in the population. The Working for Water HIV and AIDS workplace policy is widely regarded as progressive and a best practice model. The policy is implemented through peer educators who are responsible for educating and raising awareness amongst their peers of HIV and AIDS, universal precautions, voluntary counseling and testing and positive living. In addition to this, the training includes anti-stigma and pro-integrations aspects.

Another important aspect of HIV and AIDS education is sexual and reproductive health. This was born out of a need identified in a project where a number of young women experienced unplanned pregnancies. Through a partnership with the Planned Parenthood Association of South Africa training was developed to focus on the different methods of contraception and safe sexual practices.

The intention in the near future is use these models to develop programmes aimed at substance abuse and employee wellness more generally. Proposals have also been made for the expansion of the scope of the peer educators to become Community Development Workers. This would add additional value to the services already being rendered not only to workers and contractors but also to the communities they come from.



In contributing to the community as stakeholders, Working for Water Programme has made use of the services of community structures called Advisory Committees (ACs) to recruit contractors and workers, to monitor the progress of projects and to advise the Programme about the project as may be expected and required from time to time. These committees, made up of a wide array of community members have over the last number of years fizzled out and in many projects are no longer active. The critical role that they fulfilled in garnering buy-in and as the link between the community and the programme is still required. For this reason, existing structures that fulfill a similar function are being approached to have Working for Water included in their terms of reference.

To enhance these Social Development programmes, the Programme has identified several commemorative days which are celebrated by the teams, in an effort to build the common good.

These include:

- **World Aids Day** Celebrated annually on 1 December. The focus of this day is to highlight issues pertaining to those infected and affected by HIV and AIDS. The events are hosted by the Programme's regional offices in collaboration with the provincial and/or local Department of Health. A key message at all of these events is the A-B-C of safe sexual practices; -Abstain, Be Faithful, Condomise – and the importance of Voluntary Counseling and Testing.
- **16 Days of Activism of no violence against women & children** Celebrated annually from 25 November, the International Day of No Violence Against Women & children to 10 December, the International Day for Human Rights. It is an international campaign headed by the United Nations to raise awareness of violence perpetrated against women and children. For Working for Water, these events often coincide with World Aids Day, but regions are encouraged to host additional events to highlight this type of violence.
- **Sexually Transmitted Infections (STI) /Condom Week.** This international campaign runs during the second week of February. In most countries it is known as condom week, but in South Africa it has been extended to include sexually transmitted infections, to highlight the health risks posed by these and in particular the increased risk of HIV infection. For the Programme, activities focus on the distribution, education and awareness raising of condoms, and their effectiveness in curbing the spread of STIs.
- **National Women's Day** Celebrated on 9 August annually, it is the day we remember the contribution of women in the fight against apartheid, and the many battles that they still fight. In the WfW Programme, it is an opportunity to promote gender mainstreaming and celebrate the efforts made by women in the achievements of the Programme. The events, hosted by Working for Water regions focus on women's rights issues as human rights issues and seek to dialogue on creating an enabling environment for the women in the Programme to excel.
- **National Heritage Day** Celebrated on 24 September. The aim of the day is to create a sense of personal and national pride as South Africans, as we celebrate our differences and similarities in our diverse cultures as South Africans.

Other events WfW participates in:

- **Water Week** Celebrated in the third week of March. The campaign is headed by the Department of Water Affairs to highlight the plight of the estimated 1.1 billion people globally, with inadequate access to safe, drinking water. The week is also an opportunity to highlight the ongoing efforts of the department in delivering this most precious resource to the portions of our population who still do not have adequate access. Events are planned for the Working for Water teams to highlight the importance of water and promote its sustainable use. It is also used as an opportunity to show the teams the impact of their work on water security.



- **Sanitation Week** Spearheaded by DWA's Chief Directorate: Sanitation. The aim of the week is to highlight the plight of the estimated 2.6 billion people globally who do not have access to adequate sanitation, and the threats that hold for health, security and dignity. The week is used to highlight the activities of the department towards sanitation service delivery. For the WfW teams, the emphasis is on promoting Health and Hygiene.
- **Arbor Week** which is celebrated in the first week of September. During this week the focus is on raising the importance of trees as sources of oxygen, food, energy, shelter and aesthetics. Indigenous, non-invasive trees are planted around the country. Working for Water has also started several memorial gardens where trees are planted during this week to commemorate those who have passed away while working in the programme.
- **WeedBuster Week** Celebrated in the second week of October. The events of the week include clearing demonstrations, motivational talks and site visits. It is the culmination of the ongoing efforts by Working for Water and our partners to manage this threat to our water security, biological diversity and agricultural production. This is the opportunity for Working for Water Programme to raise awareness of the risks associated with invasive alien plants and to promote voluntary, proactive responses to managing the problem. For the teams, this week offers an opportunity to showcase the work that they do on a daily basis.

TRAINING UNIT

The Working for Water training programme is co-funded by the Department of Labour for skills development. The objective of the training programme is to contribute to the social and economic empowerment of all beneficiaries in order to create sustainable livelihoods. The role of the training unit is to prescribe and oversee the training of contractors and workers in task related fields, vocational, business and life skills. To ensure that its expectations and those of workers are met, the unit has embarked on a "Training the Trainers" programme. The Ministerial Determination on Special Public Works Programmes states that a person employed within the Working for Water programme must attend a minimum of 48 days of training.

The training programme comprises of the following four areas of learning:

- **Functional or technical training** – training specific to the removal of invasive alien plants and project team activities.
- **Contractor development training** – training aimed at enabling learners to pursue business and entrepreneurial opportunities.
- **Social development training** – training that addresses life skills and aimed at addressing social development prevalence in the programme.
- **Exit strategy training** – training aimed at enabling beneficiaries to enter into the job market after exiting their employment from the Working for Water. Depending on the nature of the job, the worker will go through a number of courses to equip him or her for employment within the programme. Courses include amongst others chainsaw operations, herbicide application, fire awareness, incident investigation, and first aid.

The objectives of the Working for Water training programme are:

- To equip beneficiaries with the basic knowledge, understanding and skills required to implement and deliver on the Working for Water's core business.
- To create opportunities for beneficiaries to become eligible for further employment through transferring relevant skills, such as the use of chainsaw, herbicide, limited pest control and so on.
- To raise the level of environmental awareness.



- To enhance the productivity and work ethic of beneficiaries through high quality training.
- To empower disadvantaged beneficiaries – especially women, youth and disabled.
- To promote life long learning in line with the National Skills Development Strategy.
- To ensure a return on training investment through improved productivity and a broader scope of opportunities for beneficiaries.
- To optimise the benefits of the communities from which beneficiaries are selected through training and social development.

Workers leaving Working for Water should know how to complete a questionnaire.



EXIT STRATEGY

The Ministerial Determination on Special Public Works Programmes (SPWP) with regard to the Basic Conditions of Employment (published in the Government Gazette on the 25 January 2002) states that a worker may not be employed for longer than 24 months in any five-year cycle on a SPWP. It is also anticipated that a minimum of ten percent of the participants will be able to secure employment upon their exit, based on the training and support they gain on the SPWP.

The following summarise the essential points of the short-term policy position of Working for Water:

- In terms of the Ministerial Determination, all persons employed under the Special Public Works process are required to be exited after completing 460 days of work and training opportunities in the programme.
- The 48 days of training that will be offered to workers whilst under the employment of the programme will consist of the following:
 - Functional or Technical Training
 - Business Development Training
 - Social Development Training
- All workers, contractors and others who are required to exit in terms of 1 must be given notice that they must exit within three calendar months of receiving the notice.
- During the three calendar month period, those exiting will be given ten days of additional training to facilitate their exiting, specifically aimed at improving their ability to access work opportunities in the regions that they reside.
- The programme does not guarantee that any other work will be given to the teams to be exited during this three-month period, although every effort will be made to ensure that these teams get a similar proportion of work to that being given to the teams not being exited.
- Teams and individuals who have already been given notice to exit, must do so as soon as the ten-day training has been completed.
- Individuals within teams where the contractor is being exited, but who have not completed their 460 days' work, will be accommodated in other teams until they have had the 460 days of work (including training), unless they choose to remain with the contractor. When they do eventually leave the employment of the exited contractor they will be entitled to work out the "credits" owing to them.
- However, a worker who has a baby and takes maternity leave is, provided the SPWP is still in operation, entitled to an additional 24-month cycle within the original 5-year cycle on her return to work from maternity leave.



- In the event where the contractor does fall pregnant, they are able to re-enter the programme as a worker. Workers leaving Working for Water should complete a checklist.
- In addition to the worker statement as specified in the Ministerial Determination, a checklist will be developed for every worker which should capture: -Date on which they entered the programme. -Amount of days for which they were paid . -Medical examinations (Entry, Interim and Exit). -Positions held. -Functional / Technical training received. -Business Development training received. -Social Development training received.

GEOGRAPHIC INFORMATION SYSTEM (GIS) (INFORMATION MANGAGEMENT SYSTEM) AND MAPPING

The Working for Water Information Management System (WIMS), is a planning and monitoring tool designed to monitor and record all activities within the programme. It is also a powerful implementation tool for project managers and source of information for other implementing GIS established in 1998. Up till then, no standardized mapping was done in the programme to indicate where clearing had taken place. Geographical Information Management Systems (GIMS)/Land Resource International (LRI) were tasked with completing a requirements analysis for the programme and designing a database and GIS standards. They were also tasked with the development of a GIS Management System to assist with the management of mapped data and contract generation as well as the capture of subsequent clearing data (employment and training etc.) The first WIMS system was rolled out in 2000.

In 2005 the system management and maintenance was awarded to new service provider Arivia.kom. Part of this entailed a re-architecture of the system to enable DWA to have ownership of the system and source codes and simultaneously enhance and streamline the system. Improvements included moving from access to SQL server.



The system is now operational, with about 10% of the functionality undergoing major enhancement.

Information Flow -Mapping Invasives

Data is collected by mapping stands of alien plants with either a Global Positioning System(GPS) or digitising them on screen using the latest Aerial Photos to get what is known as polygons (a set of points on a map connected with a line, which is closed and thus has an area). All polygons get verified on species data, size, density collected (according to Working for Water Mapping Standards).





Cleaning and Importing GPS Data

Data is downloaded from a GPS and cleaned with GIS software like ArcView, ArcGIS and Mapinfo. Once satisfied that data is of correct quality, data gets imported into the specific project in WIMS where it is assigned, a unique Identifying number. The Polygon is now known as an Nbal (Natural Biology Alien).

Adding Data to Mapped Areas

Nbals can be added and updated via the WIMS system, with the help of Project Managers and Mappers, especially as alien plants is not a stagnant body and clumps can either grow bigger or denser as time pass.



Generating Contracts (Clearing Document used for Tenders)

To clear an nbal, species must be verified and system updated. A contract then gets generated. WIMS uses entered data, together with built in Norms and Standards (provided by technical advisors and research) to determine the workload, which is called person days. A pdf (Portable document Format) with a map and tables are created per contract and gets issued to workers to include in their tender.

Capturing Quotes, Orders and Invoices Against Clearing Site

Data Capturers Capture all data linked to a contract, namely quotes, orders, invoices. All of this data is linked to the spatial side.



Capture additional Data like: Employment, Training

To enhance employment data and to provide data to the Expanded Public Works, WIMS requires that we capture vital indicators, like name, id, health status, age, Job function, timesheets, Wages. Further more Training done by personnel is also captured: duration, course types, Service Providers.

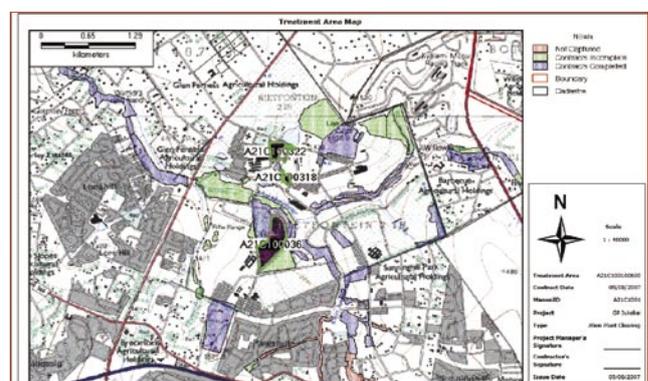
Generating Maps and Reports for Management

As WIMS is mainly a Spatial Information Data Base, great emphasis is on the mapping part of the system. Maps could be built, for management purposes, Audit Maps, Contract maps. WIMS Reports are also a vital component of the system. Data can be extracted from WIMS by using Crystal reports, SQL queries from reports in the system itself.

HEALTH AND SAFETY SUB-UNIT

Purpose

To manage and co-ordinate Health & Safety and Compensation for Occupational Injuries and Diseases Act (COIDA) within a legal compliance framework in support of Working for Water Programmes objectives.





Responsibilities

Management, implementation and monitoring of Occupational Health & Safety within Working for Water Programme.

- Establishing and review Health and Safety objectives, considering legal and other requirements, SHEQ hazards and risks, technological options, financial capabilities, operational and business requirements and the views of interested parties.
- Development of a Health and Safety Management System, policies, standards and safe work procedures to achieve its objectives.
- Identify designated responsible persons for the achievement of these objectives at relevant functions and levels of the programme.
- Identify timeframes and suitable resources by which objectives are to be achieved.
- Identify and provide training required by designated persons to achieve these objectives
- Develop, manage and monitor Health and Safety systems in line with legal compliance to relevant legislation to eliminate or minimize risk.
- Implement, maintain and continual improve on Health and Safety management systems.
- Assure conformance to internal policies and legislative requirements.
- Enable in-house conformance measurement to Health and Safety specifications.
- Carry out, analyze and provide recommendations on Workplace Risk Assessment.
- Ensure health and safety management system addresses the Workplace Risk Assessment in the following manner: -be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive; -provide for the classification of risks (raw, residual and significant) and identification of those that are to be eliminated or controlled by measures as defined in OSHAS 18001; -be consistent with operating experience and the capabilities of risk control measures; -provide input into the determination of facility requirements, identification of training needs and/or development of operational controls; and -provide for the monitoring of required actions to ensure both the effectiveness and timeliness of their implementation.

Develop and co-ordination of health and safety education and training interventions to enable preparedness for risk and hazards.

Establish and maintain a H&S administrative information system, such as paper or electronic form, that:

- describes the core elements of the management system and their interaction; and provides direction to related documentation;
- ensure they are periodically reviewed, revised as necessary and approved for adequacy by authorized personnel;
- current versions of relevant documents and data are available at all locations where operations essential to the effective functioning of the H&S system are performed;
- obsolete documents and data are promptly removed from all points of issue and points of use or otherwise assured against unintended use; and
- archival documents and data retained for legal or knowledge preservation purposes or both, are suitably identified.

Ensure operational control measures for risk areas by:

- establishing and maintaining documented procedures to ensure compliance;
- stipulating operating criteria in the procedures;
- establishing and maintaining procedures related to the identified SHE risks of goods, equipment and services purchased and/or used by the Department; and
- establishing and maintaining procedures for the design of workplace, process, installations, machinery, operating procedures and work organization, including their adaptation to human capabilities, in order to eliminate or reduce SHE risks at their source.



Develop, improve and maintain plans and procedures to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them. These plans need to be reviewed, particular after the occurrence of incidents or emergency situations.

Introduce special intervention Programmes to further promote health and safety.

Establish and maintain procedures to monitor and measure H&S performance on a regular basis to enable us to identify or provide for:

- monitoring the extent to which H&S objectives are met;
- proactive measures of performance that monitor compliance with the H&S management programme, operational criteria and applicable legislation and regulatory requirements;
- reactive measures of performance to monitor accidents, ill health, incidents (including near-misses); and
- recording of data and results of monitoring and measurement sufficient to facilitate corrective and preventive action analysis.

Keep the programme abreast of changes in legislation.

Co-ordinate and execute Incident Investigations:

- the handling and investigation of: • — accidents; • — incidents; • — non-conformances;
- taking action to mitigate any consequences arising from accidents, incidents or non-conformances;
- the initiation and completion of corrective and preventive actions; and
- confirmation of the effectiveness of corrective and preventive actions taken

Establish Health and Safety Committees and provide support structures for these committees.

Carry out Internal Audits to determine:

whether or not the H&S management system:

- conforms to planned requirements of H&S specification and relevant legislation;
- has been properly implemented and maintained; and
- is effective in meeting the organization's policy and objectives;
- review the results of previous audits;
- provide information on the results of audits to management;
- audit procedures shall cover the scope, frequency, methodologies and competencies, as well as the responsibilities and requirements for conducting audits and reporting results.

Management review:

- review the H&S management system, to ensure its continuing suitability, adequacy and effectiveness.
- review shall address the possible need for changes to policy, objectives and other elements to the management system, in the light of management system audit results, changing circumstances and the commitment to continual improvement.

Conflict Management:

Management of H&S budget:

- Ensure sufficient funding for the development and maintenance of a sufficient H&S and COID management system.



Management and co-ordination of the Compensation for Occupational Injuries and Diseases Act (COIDA) system:

- Develop and manage an administrative procedure of a Legal compliance framework for COIDA
- Describes the core elements of the management system and their interaction.
- Ensure they are periodically reviewed, revised as necessary and approved for adequacy by authorized personnel.
- current versions of relevant documents and data are available at all locations.
- archival documents and data retained for legal or knowledge preservation purposes or both, are suitably identified.
- Assessing validity of claims with respect to the COIDA Act.
- Complete Annual assessments and ensure Good Standing with the Compensation Commissioner.

Reporting:

- Compile legal Compliance audit reports indicating contraventions and recommendations and improvements.
- Compile comparative quarterly reports on health and safety performance.
- Compile Health and Safety training report for DWA.
- Updating and distribution of injury on duty database.
- Monthly reporting of injury on duty statistics.
- Quarterly reporting of injury on duty.

Training:

- Develop and co-ordinate Health and Safety standards training
- Develop COIDA training manual and provide training on COIDA.
- Provide training on the Occupational Health and Safety Act and Regulations.
- Commission consultants for H&S training.
- Develop and provide Incident investigation and Health and Safety training with regards to OHS Act and Regulations to Health and Safety Committees.
- Management of H&S training budget for specific training requirements for management.



STRATEGIC PARTNERSHIP BRANCH

The unit branch has a number of Implementing Agents (IA) agreements with South African National Parks (SANParks), South African National Biodiversity Institute (SANBI), and Independent Development Trust (IDT). The unit has two sub-units Partnerships management or IA management and value added industries (VAI).

1. SOUTH AFRICAN NATIONAL BIODIVERSITY INSTITUTE (SANBI)

The South African National Biodiversity Institute (SANBI) has an agreement to operate as the implementing agent on behalf of the Department of Water Affairs. SANBI will develop relationships with partner agencies such as the Department of Agriculture, Department of Water Affairs, Department of Environmental Affairs and Tourism (both National and Provincial) National Parks, the Botanical Society, Working-for-Water regional offices and others to ensure overall co-ordination, management and implementation of the early detection of invasive alien plants programme.

2. SOUTH AFRICAN NATIONAL PARKS (SANPARKS)

Vision And Objectives:

Programme Vision

The restoration of SANParks land, through the empowerment of neighbouring communities, by clearing invasive alien plants.

Objectives

- The rehabilitation and maintenance of SANParks and adjacent land where appropriate, that is being invaded by alien plants.
- To provide work and training for neighbouring communities.
- The development of some value added industry opportunities aimed at neighbouring communities where feasibility has been tested.
- The establishment of a role model for government partnerships and cooperative governance.
- The optimal use of government resources available to SANParks and the DWA.
- The promotion of awareness and education on invasive alien plants amongst tourists and student groups.
- The development of best management practices for the management of invasive alien plants in National Parks and immediate surroundings as buffer zones.
- They are contracted to clear their own land

Independent Development Trust (IDT) Operation Vuselela

Department of Defence (DOD) Operation Vuselela - Vision

The restoration of DOD land, through the empowerment of military veterans, by clearing invading plants.

Objectives

1. The rehabilitation of DOD land that is being invaded by alien plants.
2. To provide work and training for military veterans.
3. The development of some value added industry opportunities aimed at military veterans organisations.
4. The establishment of a role model for Government partnerships and cooperative governance.
5. The optimal use of Government resources available to DOD and DWA.



During August 2005 the Minister of Water Affairs & Forestry and the Deputy Minister of Defence signed a letter of agreement (attached) for the implementation of Operation Vuselela with the vision and objectives as shown above. Although Operation Vuselela has been operational for some years the programme was never properly coordinated with some regions not being able to implement the projects with proper collaboration and inputs from DOD. The only operational projects until recently were in North West, Gauteng and in the Western Cape. North West and Gauteng were managed by the Gauteng office of WfW and the ones in the Western Cape by WfW National office. There are major demands for projects in the Eastern Cape, Northern Cape as well as Northern KwaZulu Natal. IDT

was appointed as IA to manage and coordinate the Operation Vuselela in August 2005, over the past years there has been progress in job creation. Because of the uncoordinated nature of the current implementation arrangements it was agreed at the National Coordinating Committee of 23 November 2005 to engage with IDT about acting as implementing agent. IDT has been implementing the programme since then.

Special Partnership Programmes

Right to Work Community Works Programme

The Partnerships Branch has put together an Action the Concept that came from the Deputy President's office, that is, as a structure extension to Social Grants that the beneficiaries should have guaranteed jobs and training for at least 5 days in a month. Through the European Union (EU) funds organised by Trade and Industrial Policy Strategy (TIPS) Working for Water piloted the Project In Sekhukhune District Municipality and Tubatse local Municipality it was piloted to for the restoration of degraded land by clearing Alien Invasive Plants, the Donga restoration, fencing of grazing land as well as setting up of nurseries. Studies conducted has indicated that Shekhukhune Land Is extremely degraded and the situation will continue to deteriorate, so the area needs an intervention. R2 million was spent on the pilot

- Sekhukhune Working for Woodlands was initiated in 2008.
- An assessment to expand the project has been done and together with Land Care, District and Local Municipality Aganang Municipality has been identified for the extension of the Project. The negative environmental impacts caused to humans and livestock by the spread of *Opuntia Imbricata* in Aganang municipality prompted the assessment that resulted to the operation plan created to clear in Aganang.
- The uniqueness of the activities done in the project are that not only Alien Invasive are cleared but an intergraded land rehabilitation strategy is used i.e. Donga restoration, fencing to protect the degraded grazing land, grass replanting are part of the activities.
- Few other initiatives that are under assessment for potential partnerships projects under Community Works Programme include partnership with Agananang Municipality, 10 villages have been identified as the most affected and that fall within the riparian zone. IDT will be appointed Implementing Agent to roll out the operations.





VALUE ADDED INDUSTRIES UNIT

Value Added Development

One of the aims of the Sector Collaboration Unit is to mainstream invasive alien plant management in the operations of Working for Water and other agencies.

The objectives of the Value Added Industries initiatives in Working for Water are:

- Minimising the net cost of clearing of invasive alien plants with commercial potential;
- Maximising economic impacts (e.g. job creation and economic empowerment); and
- Optimising cleared Biomass to enhance environmental impacts.



The unit is doing feasibility studies analysis on the technical, environmental, social and economic feasible within Regions. This brings to a development of the business plan for implementation of VAI industries by identifying the potential sites, Biomass availability, Infrastructure status and the potential markets. The enterprise development envisaged is separated in two phases: the conceptualization phase and implementation phase. During the conceptualization phase the VAI is conceptualised and designed to service a specific geographic location, interest group and/or market niche. This includes background research, identification of VAI concept, feasibility assessment of such a concept and the development of a business plan. Then this brings to the implementation phase of the projects.

Product Development - Syringa Bioscience

Syringa initiative launched in 1999 is a multidisciplinary and collaborative research and development action, concentrating on using integrally the botanical biomass resulted from the clearing operations of Working for Water Programme. From this aspect activities are divided into sectors of specific work (botanical raw materials, extraction, standardization) and stabilization of new raw materials (extracts), formulation, manufacturing and of course, the large extent of laboratory work.

From this, organised activity resulted into obtaining groups of products from alien invasive plants as soil development products (MEOF write in full it is appearing for the first time), plant growth regulators (both, inhibition and development), pesticides (insecticide and fungicide), essential nutrients (fodder) for animals; groups of products for medicine, with various applications and other products, including cosmetics, biodiesel/paraffin, machinery and (products for other industries, This statement is too vague and generic). The vision of this initiative is to add-value to botanical biomass provided by Working for Water operations, by enabling the use of these plants for the benefit of people and animals in South Africa. Thus, the initiative has three main targets: agriculture, medicine and other industries. To date three products produced through this initiative have been registered with the Department of Agriculture and 27 products have been registered with the Department of Health (Medicines Control Council).





For medicines the initiative investigated problems in the wide area of infections (microbial and parasitic) in the process of training students from the universities of technology Tswana University of Technology (TUT), Venda University of Technology (VUT), Johannesburg University of Technology (JUT), North West University of Technology (NWUT) and in collaboration with Stellenbosch or Pretoria Universities, where academically sound methods and tries help the unit to understand the background of the problems and to verify the units work by a third neutral party. Testing on animals of our products is carried out at Onderstepoort Veterinary Institute and Potchefstroom University (Pathological Labs).

Training

Training is a very important aspect of the initiative including for senior staff. Training students how to apply their theoretical knowledge in practice and performing by rotation all stages from preparing extracts to the final products, gives them solid practical experience that helps them to compete in the labour market especially in the industry of bioscience. According with the proposal needs the unit proposes 8 students for variant I and 24 students for variant II.

Primary Processing

This activity is done in the rural area where the clearing operations are located. They are done at Dennilton in Limpopo, Brits in North West or Baberton in Mpumalanga. People involved in these activities are trained how to collect, dry, mill and pack separate every component of the plants (bark, roots, flowers, leaves, branches, sawdust. After that the raw material is transported to the extraction factory. For one kilogram (kg) of fruit or berries a person is paid R3.00, R1.00/kg for sawdust, bark and roots; and R10.00/kg for leaves or flowers). For specific operations the payment is separate. A large number of people are employed in these operations due to the fact that collections are made manually and because the quality of the raw material depends on the outcomes (both, products and quality) This activity takes place on a high level in at rural levels.

WORKING FOR WOODLANDS

Research estimates that woodlands occupy approximately 42 million hectares of South Africa, of which 19 million hectares are protected. Of the remaining 23 million hectares that are modified to other land-use options, a preliminary estimated 10-30% are either visibly (degradation is clearly visible but if protected might be able to recover over time) or heavily degraded (unrecoverable degradation). To optimise the benefits from these woodlands there is an urgent need for a country-wide woodland restoration programme. Poor and energy and food insecure communities have relied heavily on biomass for survival over many decades. This has led to rural communities being caught up in a seemingly ever-worsening poverty-degradation spiral. This spiral has to be broken if South Africa's marginalised rural poor who operates within the 2nd economy of the country are to enter the 1st economy. The restoration of degraded woodlands might be such a strategy. The Unit is involved in a number of Woodland Restoration which includes Ngwenya Location in Middledrift a project that was initiated in honor of the Late Mr. Luyolo Mququlwa.

The aim of the project includes:

- restoration of the composition, structure and function of indigenous woodlands and to thereby enhance ecosystem functioning, such as carbon sequestration and water regulation and purification
- Improvement of the sustainability of livelihoods, productive potential of land (reducing environmental risks), and promotion of economic empowerment in rural areas to promote the development of a market for ecosystem services.



WORKING FOR WETLANDS

Working for Wetlands Programme uses wetland rehabilitation as a vehicle for job creation, skills development, and the wise use of wetlands, following an approach that centres on cooperative governance and partnerships. The Programme is managed by the South African National Biodiversity Institute (SANBI) on behalf of the Departments of Environmental Affairs and Tourism (DEAT), Agriculture (DoA), and Water Affairs and Forestry (DWA). With funding provided by DEAT and DWA, Working for Wetlands forms part of the Expanded Public Works Programme (EPWP) which seeks to draw unemployed people into the productive sector of South Africa's economy, gaining skills while they work and increase their capacity to earn income. Rehabilitation projects maximise employment creation, create and support small businesses, and transfer relevant and marketable skills to workers.

In 2007/8, the Programme's 40 projects spanned state, communal and private land across all nine provinces and targeted 91 wetlands ranging from unique palmiet wetlands to estuarine salt marshes and rivers. New projects launched included Kouga and Tsitsikamma in the Eastern Cape, Kuruman in the Northern Cape, Bullfrog Pan in Gauteng, Mutale in Limpopo, and Duiwenhoks/Goukou in the Western Cape.

Research is an important part of the work undertaken by Working for Wetlands. It manages the National Wetlands Inventory, a pioneering effort to map and characterise the wetlands of South Africa. The project has to date mapped over 114,000 wetlands. It is progressively building on this baseline by including wetland-related datasets submitted by various government bodies, wetland forums and conservation organisations, all of which contribute to improving the depth and accuracy of the data.

Working for Wetlands Programme was integral to the development of the WET Management Series. This is a set of tools developed by a team of specialists lead by the University of KwaZulu-Natal, with funding provided by the Water Research Commission and SANBI. The tools are designed to help wetlands workers assess the goods and services that individual wetlands provide, and to measure wetland health. Besides having direct application in wetland rehabilitation planning processes, the tools will be useful for a range of other applications.

Public awareness of wetlands is a key component of the Programme. Its website provides an introduction to the Programme, team and projects, and also offers information about wetlands. Resource materials are produced and distributed widely to highlight the value of healthy wetlands. The Gumboot, an electronic newsletter about wetlands, the Programme and its partners, is produced every month and distributed to people concerned about wetlands, journalists, and high-level stakeholders, and from time to time journalists and stakeholders are invited to visit projects. Working for Wetlands partners with many other stakeholders to celebrate World Wetlands Day every year, and also forms part of the planning team of an annual wetlands conference, the National Wetlands Indaba.

The Gumboot is the Programme's electronic newsletter.





Key Performance Indicators 2007/8			
	Target	Actual	% achieved
Wetlands rehabilitated	91	91	100
Number of people employed	1,710	1,986	116
Job days of work provided	274,400	232,396	85
Training days	35,530	28,547	80
Average employment period	7,6 months	5,6 months	
Historically disadvantaged enterprises utilised	250	213	85

The health and well-being of people is intricately linked to the state of their environment. For example, their exposure to water-borne diseases is reduced if they have a good, clean water supply -whether from taps or directly from rivers. There are many such benefits, or ecosystem services, that nature provides that are essential to human health and well-being, but to be able to provide these services, ecosystems need to be kept in a healthy condition. As an ecosystem becomes degraded, or less healthy, the services it supplies are usually reduced. Ecosystem services operate on such a vast scale and in such complex ways that most cannot be replaced by human technology. The health and well-being of people therefore depends on maintaining healthy ecosystems.

Wetlands before clearing



Wetlands after clearing



If we protect healthy wetlands to keep them in a good condition, and rehabilitate those that have been degraded, we can avoid much suffering due to droughts, floods and compromised livelihoods, especially for the most vulnerable members of society.

Wetlands and Water

Wetlands play an important role in ensuring a steady supply of clean water, which is essential for human health. In areas where people use water directly from natural sources such as rivers, wetlands play a strong role in keeping people healthy. For those who get their water from taps, healthy wetlands in river systems contribute significantly to reducing the cost of purifying water.

Wetlands are uniquely designed to purify water through natural processes, acting like the kidneys of the landscape. Firstly, they slow down water flow and this allows sediments in the water to be deposited. Then, wetland plants, such as bulrushes and reeds, and wetland soils and microbes stabilise and store or use many pollutants including excess nutrients and toxins from sewage and agricultural chemicals and fertilisers. They can also trap many heavy metals including cadmium, zinc and mercury that result from mining and industrial processes. Wetlands also act like sponges, slowing down flood waters, storing water when it rains, and then releasing it slowly during the dry season, helping to ensure steady river flow.





As urbanisation increases, so does the pressure to provide adequate sanitation and water. South Africa's water resources are already well utilised and in many areas show signs of stress because of high demand. The answer to our looming water crisis does not lie only in complex and expensive engineering solutions. Nature provides robust and free technology, which we should recognise, respect and protect. Although wetlands are not the only solution for clean water, they are a key part of the answer.

Life in Wetlands

Wetlands are warehouses of biodiversity. They support plants and animals that are specially adapted to wetlands and can live nowhere else, and also provide feeding, roosting and breeding sites for a range of other species. Even in urban areas they are important refuges for small mammals, birds and amphibians. Different wetland types support different communities of plants and animals. For example, mud flats are ideal for small wading birds such as sanderling and curlew sandpiper, and large hunting birds such as pelicans and cormorants prefer open water. Hippos spend their days submerged in rivers, lakes or estuaries, and reedbuck prefer wetlands to dry habitats. Many small mammals such as the swamp musk shrew, the vlei rat, the water mongoose and the spotted-neck otter live close to wetlands, using them as feeding grounds.

Wetlands And Floods

Healthy wetlands help to reduce the impact of fast-flowing floods. Because they are generally flatter areas of marshy ground with reeds or other special plants, they force river waters to slow down and spread out. Although much of the destructive impact of floods is related to people building their homes or roads in floodplains or farming too close to rivers and wetlands, the destruction of wetlands has reduced the natural landscape's ability to manage normal spikes in rain or drought cycles.

Food From Wetlands -farming In Wetlands

In many rural communities produce from subsistence agriculture helps ensure that people have adequate nutrition. In some parts of the country wetlands are the best sites for farming. Common crops such as cabbages are grown on the edges of wetlands and there are also some plants, such as amadumbe, that are grown in wetter soils. Wetlands provide good, nutritious food for livestock and in fact, some wetlands can provide up to five times more grazing than terrestrial grasslands. However, it is important that wetlands are grazed wisely and that they are protected from overtrampling and degradation. Many South African wetlands can be used sustainably for low-density subsistence agriculture and sensitive grazing but most are not suitable for large-scale agriculture.

Medicine from Wetlands

In South Africa traditional medicine is the preferred primary health care choice for about 70% of people, and every year 28 million South Africans use about 19,500 tons of medicinal plant material. Wetlands support a great diversity of plant species, some of which are used in traditional medicines. For example, the wetlands of the Eastern Cape and KwaZulu-Natal yield the river pumpkin, which is used to ease childbirth and treat kidney and bladder infections, and the white arum lily is used to treat headaches.

Wild fires are having a major impact on the economy of our country; causing annual losses estimated at over R3 billion per year, employment, lives and livelihoods. Although fire is a critical component of ecosystem functioning, mismanagement of fire is having serious negative impacts on the integrity of natural systems, and the services they provide. As with most negative impacts, it is the poor who are disproportionately disadvantaged by the consequences of these wild fires.

WORKING ON FIRE



Working on Fire (WoF) offers very high returns on investment, both for the nature of the work, and because of its low costs-per-person day of work; excellent training; demand for the services of those exiting from the programme, and the goodwill created by the work of WoF.

WoF operates across all provinces, as part of the Expanded Public Works Programme, and (like Working for Water) draws its work force from the poorest of the poor, focusing on marginalized groups, including by race, gender, disability and age. It works closely with the National Disaster Management Centre in the Department of Provincial and Local Government as well as Provincial and Municipal Disaster Management Centres, offering trained capacity to assist in a variety of situations, when called upon to do so.

Veld and forest fires regularly devastate the country's landscapes, with uncontrolled fires affecting natural eco-system function, endangering life and ruining property. Risk, severity and frequencies have increased because of encroaching human settlement, commercial development and infestation by invasive plants. However fire is a natural function – many species are fire-adapted and need fire for their survival.

The Working on Fire Programme was the result of many hours of debate between a range of committed National Department and private sector partners. It aims to provide a platform from which integrated fire management can be implemented, while providing training and job opportunities for unemployed men and women under Government's Expanded Public Works Programme.

In 2003 the Forest Fire Association (FFA), an established private sector veld fire fighting initiative was awarded the tender to implement an aerial and ground resource plan. The FFA took up the challenge and began trading as Working on Fire in order to profile the programme and its aims. Within the first year of operation 40 fire-fighting bases had been established, each in partnership with a range of local partners, each with a 22 person hand firefighting crew in place. Aerial resources were distributed across Summer and Winter fire danger areas and additional WOF dispatch and co-ordinating centres were established.



Today, Working on Fire [the Forest Fire Association] now comprises Working on Fire -Aviation, Working on Fire -Management Services, Working on Fire Programme, Working on Fire Commercial Operations and Firewise, the advocacy and awareness arm. All units are managed separately along business principles and this is essential in order to be efficient, cost effective and sustain the aim of a nationally co-ordinated aerial and ground fire-fighting resource.

The foundation stones of Working on Fire are its grassroots partnerships with other fire fighting agencies, including conservation agencies, district and local municipalities and the forestry industry. It is crucial that Working on Fire remains in constant contact with its partners. Its role is not to replace or overlap with existing fire services, but to support and assist when a situation threatens to get out of control, while promoting and facilitating the practice of integrated fire management.

Actual fire suppression is a mere 5% of the work of ground crews. Out of the fire season they are active with preparedness and prevention work such as fire breaks, controlled burning and community awareness -raising, operating from their home base which is managed by the partner on the ground.

While the focus of Working on Fire will always be fire, its underlying motivation was poverty relief and skills development. The training programme builds self esteem and helps beneficiaries to fulfil their potential. Currently approximately 2000 fire fighters, most of whom are under 35 and were unemployed, have been trained in a multitude of skills. They are all super fit, proficient in first aid, know how to fight a fire and are undergoing life skills training that incorporates HIV and AIDS awareness and personal finance. Natural leaders have been identified and have been trained and promoted to fill management positions. The Working on Fire Programme is not intended as permanent employment but rather as a three year training programme that can supply well -trained fire fighters and managers to the forestry industry, Fire Protection Associations, conservation agencies and local municipalities, while maintaining an elite veldfirefighting corps as a national disaster management resource.

It is envisaged that the Programme will grow from the original 40 teams to 200 teams an estimated number of 5 000 people, stationed at bases across the country, subscribing to a high standard of fitness, discipline and training, ready to serve their communities in times of need.

INTEGRATED FIRE MANAGEMENT

Integrated fire management is a series of actions that includes:

- Fire awareness activities
- Fire prevention activities,
- Prescribed burning,
- Resource sharing and co-ordination
- Fire detection
- Fire suppression
- Fire damage rehabilitation at local, provincial and national levels in order to create a sustainable and well balanced environment reduce unwanted wildfire damage and promote the beneficial use of fire.





Fire Awareness

About 90 % of our “unwanted” fires are caused by people and their activities. This is why fire awareness raising programmes need to target people.

Fire Prevention

Fire Prevention is accomplished by either removing the source of the firebrand or removing the fuel it may ignite. It is the first line of defence. Preparation and regular maintenance of fire breaks and fuel reduction through block burning are strategies that use fire as a tool to reduce wildfire risk. Control and maintenance of fire – prone invasive alien plants, fireproofing and fuel reduction by removing fuel load are additional fire prevention strategies. National legislation and local bylaws may be enforced, when landowners are negligent of their duty of care responsibilities.

Prescribed Burning

Many of South Africa’s biologically diverse ecosystems are fire adapted and depend on fire to regenerate and survive. However in many areas a nature –driven fire regime is no longer possible. The environment and its fuel load may need to be managed to reduce wildfire risk, while maintaining ecological patterns and processes, by using fire in a prescribed burning programme.

Resource, Operational and Jurisdictional Co-ordination

Numerous Co-ordinating Centres co-ordinate the various local, provincial and national fire fighting organisations’ resources, needs and actions. This is vital for efficient, effective and safe operations. Not all fire departments or organizations have wildland fire protection as their primary mission -the majority are involved with a wildland fire on occasion. In order to promote integrated fire management throughout South Africa it is necessary to concentrate on addressing the co-ordinated management of wildland fires, as well as the establishment of efficiently operating Umbrella Fire Protection Associations. Key to the success of effective integrated fire management are operations centres, well staffed and efficient, able to set priorities, move resources as required, and monitor weather in order to forecast special weather conditions that favour rapid spread of fire. Implementing, co-ordinating and monitoring readiness actions according to weather conditions are essential to ensure the success of initial attack.

Large, uncontrolled fires are a problem for wildland fire fighting organizations world-wide. In many respects, such ‘potential disaster’ fires are a problem distinct from day-to-day operations. From anticipated disaster through to the point at which they become an extreme emergency, requiring extended attack, large fires need sophisticated operational co-ordination. Internationally trained and recognised Type 3 Incident Command Teams are specifically trained in order to adapt and fit into any type and size of incident that requires extended attack.

Fire Detection

Before anything can be done about controlling a fire, its existence must be known. Working on Fire is promoting an integrated fire detection system for South Africa. This will draw on and combine all available means to ensure that every wildfire that occurs is discovered and reported to a co-ordinating centre early enough for it to be controlled or managed by the local fire fighting force.



Fire Suppression

All fires start small! The objective is to keep them small, controlling them before they cause injury to the public or seriously damage property and resources. This requires initial attack strategies and tactics to control or contain fires in the safest, most efficient and cost-effective manner. Initial attack is deemed successful when the fire is contained before it can outstrip the locally available firefighting resources.

Large, uncontrolled fires are a national problem. This can be due to errors or failures in performance in making a successful initial attack on the fire, and should be addressed using the Incident Command System. This command system can be adapted to fit any type or size of incident, whether it is a veld fire, flood or riot. If the ICS is not implemented correctly, the initial attack errors are followed by similar containment failures at later stages, resulting in missed opportunities to control the fire at a lower level of damage or costs than finally incurred.

After a fire has been contained, the ground crews go over the area to ensure that all burning and smouldering material is extinguished, in order to prevent the fire re-igniting. This is called “mopping up” and it is a critical element of successful fire suppression.

Post Fire Rehabilitation

Fire can have a destabilising effect on land. After an “unwanted” fire, land should be evaluated in order to establish whether there is a danger of landslide or erosion. In some instances intervention is necessary in order to ensure that all resource management perspectives will be met. Fire damage rehabilitation measures should be initiated when required.



THE GLOBAL INVASIVE SPECIES PROGRAMME (GISP)

The Global Invasive Species Programme is an international partnership dedicated to tackling the global threat of invasive species. Established in response to the first international meeting on invasive alien species held in Trondheim, Norway (1996), GISP's mission is to conserve biodiversity and sustain livelihoods by minimising the spread and impact of invasive species. GISP provides support to the implementation of Article 8(h) of the Convention on Biological Diversity and has contributed extensively to the knowledge and awareness of invasive species through the development of a range of products and publications including the Global Strategy on Invasive Alien Species and Invasive Alien Species: A Toolkit of Best Prevention and Management Practices. A dedicated GISP Secretariat was established in 2003 to facilitate and co-ordinate implementation of the global strategy on invasive species and in 2005, GISP was constituted as a legal entity with four founding partners i.e. CABI, IUCN, the South African National Biodiversity Institute (SANBI) and The Nature Conservancy (TNC). The GISP Secretariat is currently hosted by CABI Africa in Nairobi, Kenya, headed by an Executive Director and supported by a team of Directors located in GISP partner organisations around the world.

GISP mission is to conserve biodiversity and sustain livelihoods by minimising the spread and impact of invasive species. Working primarily at international and regional levels, GISP aims to build partnerships, provide guidance, develop a supportive environment and build capacity for national approaches towards the prevention and management of invasive species by pursuing three key objectives:

- Facilitating information exchange;
- Supporting policy and governance; and
- Promoting awareness among key public and private sector decision makers

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