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INSALE ADMINISTRASIE WES-KAAP
Onderwysdepartement
 PROVINSIALE ADMINISTRASIE WES-KAAP
Education Department
 ULAWULO LWEPHONDO INTSHONA KOLONI
Isebe leMfundo

2

WESTERN CAPE PROVINCIAL PUBLIC SERVICE BARGAINING COUNCIL COLLECTIVE AGREEMENT NO. 6 OF 1998.

The above agreement, known as the PAWC Personnel Plan, sets out how the reorganisation process must be applied to all non-educator staff.

The main matters covered in the PAWC Personnel Plan are:

reasons for reorganisation;
 the sections or components and functions affected;

the effect, on the present permanent staff, of the new establishments and their implementation;

identifying excess staff on the "LIFO" principle;

writing to all staff-members who have been identified as being in excess, to inform them of their position; and

redeploying excess staff.

3. THE NEW PERSONNEL PROVISIONING SCALES

3.1 ORDINARY PUBLIC SCHOOLS: BASIS OF THE NEW PPS

3.1.1 LEARNER ENROLMENT

Each school's post allocation for non-educator staff is based on the number of learners enrolled on 1 April 1999 (with a minimum of 201 learners).

3.1.2 TRANSFER PAYMENTS (SUBSIDIES)

Schools with fewer than 201 learners enrolled will get an annual subsidy of R200 per learner. These transfer payments will be phased in with effect from the implementation date of the new PPS.

If a school with fewer than 201 learners has non-educator staff-members, it will receive a transfer payment equal to the difference between its subsidy amount and the total actual cost (to the employer) of employing those staff-members. If that total actual cost is greater than the subsidy amount, no transfer payment will be made to the school. The amount of the transfer payment will be adjusted as the school's non-educator staff become fewer. For example, A school with a learner enrolment of 197 will qualify for a subsidy of R 39 400 p.a. Should the school presently have a Cleaner in service, for which the WCED pays salary of R 35 177,64 p.a (service benefit included), the difference of R 4 222,36 will be paid to the school.

IMPLEMENTATION OF THE PERSONNEL PROVISIONING SCALES (PPS) FOR NON-EDUCATOR STAFF AT ORDINARY PUBLIC SCHOOLS AND EISEN SCHOOLS (EXCLUDING HOSTELS ATTACHED TO THESE INSTITUTIONS)

ALL CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS AND HEADS OF EDUCATIONAL INSTITUTIONS

CIRCULAR 0117/2000

TO:

1. BACKGROUND

1.1 In 1995 the WCED was formed out of several former education departments. Since then, it has been necessary to establish a single, equitable personnel provisioning system. This circular explains how the WCED plans to achieve this with respect to non-educator personnel attached to educational institutions. There is at present an inequitable allocation of these posts to schools. The aim of the WCED is to achieve equity.

1.2 After consultation on the new Personnel Provisioning Scales (PPS) with the recognised employee parties representing non-educator staff, the WCED has approved the implementation of the PPS at ordinary public schools and EISEN schools (all hostels excluded) with effect from 1 September 2000. A copy of the approved PPS is attached as Annexure A.

1.3 The post establishments of individual schools are based on the 1999 learner enrolment figures and are therefore in line with post establishments for educators.

3.2 ELSEN SCHOOLS: BASIS OF THE NEW PPS

3.2.1 LEARNER ENROLMENT WEIGHTING FACTOR

Because of the special circumstances of the various categories of ELSEN schools, the post allocation for non-educator staff is based on a special weighting factor in addition to the learner enrolment to provide for the special learners and their special learning needs. Each ELSEN school will be informed of its position individually.

3.2.2 TRANSFER PAYMENTS (SUBSIDIES)

The new PPS for these schools do not provide Class Aid or Driver posts. The allocation of these posts is being replaced with transfer payments as set out below:

| TYPE OF SCHOOL | ALLOWANCE | |
|--------------------------|--------------------|--------------------|
| | CLASS AID | DRIVER |
| MENTALLY DISABLED | R 700 per learner | R 700 per learner |
| AUTISTIC | R 2100 per learner | R 1700 per learner |
| SIGHT / HEARING-IMPAIRED | R 500 per learner | R 700 per learner |
| CEREBRALLY PALSID | R 1000 per learner | R 1000 per learner |
| EPILEPTIC | R 700 per learner | R 700 per learner |
| PHYSICAL | R 1000 per learner | R 1000 per learner |
| LEARNING-DISABLED | R 300 per learner | R 300 per learner |

3.3 FINANCIAL CONTROLS

3.3.1 The purpose of the transfer payments is to enable those schools that are not allocated any non-educator posts to buy in the services that they need. Such payments may therefore be used only for personnel expenditure and services related to it, e.g. to buy in financial and/or audit services, clerical and/or cleaning services.

3.3.2 Under Section 38 (1)(f) of the Public Financial Management Act, 1999, no transfer payments can be made before the institution has submitted written assurance that it has in place effective, efficient and transparent financial management and internal control systems. Schools must therefore first comply with this legal requirement to enable the WCED to make such payments. The WCED is ready to assist schools in this regard – please call at telephone no 403-6140.

3.3.3 Institutions must also submit a financial statement every 6 months setting out how the transfer payments have been used.

3.4 SECTIONS OR COMPONENTS AND FUNCTIONS AFFECTED

The following are affected by the new PPS:

- 3.4.1 Clerical (Administration Clerk / Typist / Library Assistant)
- 3.4.2 Foreman
- 3.4.3 General Assistant (Labourer / Cleaner / Groundsman)
- 3.4.4 Class Aid
- 3.4.5 Driver
- 3.4.6 Security Guard

3.5 THE EFFECT ON THE PRESENT STAFF (EXCLUDING CONTRACT STAFF) OF THE NEW ESTABLISHMENTS AND THEIR IMPLEMENTATION

3.5.1 Where the implementation of the new PPS reduces posts, staff-members will be declared in excess on the LIFO principle, per institution, per post class (LIFO is determined according to the total number of years of unbroken service in the Public Service.)

3.5.2 Staff will be declared in excess with effect from the date of implementing the new PPS.

3.5.3 Staff-members in excess will each receive a letter confirming their status as excess staff. At the same time they will each receive a *pro forma* CV to complete and submit by a given date. This CV form will contain all their personal details, qualifications, skills and experience.

3.5.4 Principals are asked to help staff-members, if necessary, to complete their CV forms, and to ensure that the forms are submitted. The information they contain will go onto a database and will facilitate suitable placement of the staff-members in excess.

3.5.5 The details of all staff-members in excess will also be put on the Western Cape Provincial Redeployment Database to facilitate their suitable absorption in other PAWC departments.

3.5.6 After all possibilities within the PAWC have been explored, the details of the staff-members in excess will be given to the Department of Public Service and Administration (DPSA) to be entered on the Central Redeployment Database.

3.5.7 Staff-members who need counselling because of the effect of the implementation of the new PPS are invited to contact their nearest school clinic. (See Annexure B for details.)

3.6 PART-TIME POSTS (5/8 and 6/8 POSTS)

Where part-time posts are upgraded to full-time posts, the incumbents of the part-time posts will be given the choice of serving in a full-time capacity, on condition that they have rendered satisfactory service in their part-time posts. If

the part-time employee is unable to serve full-time, he or she will be declared in excess. If the part-time incumbent chooses to serve full-time, the regraded post will not be advertised.

4. FILLING VACANCIES WHICH RESULT FROM THE IMPLEMENTATION OF THE NEW PPS

4.1 FINANCIAL CONSTRAINTS

4.1.1 The allocated budget for personnel expenditure makes it impossible for the WCED to carry all excess staff against its approved establishment and simultaneously fill all vacant posts. The filling of vacant posts depends firstly on the successful absorption of all excess staff into suitable vacant posts at schools where such vacancies exist and/or elsewhere on the approved establishment of the WCED and/or within the PAWC. Experience has shown that this task, which depends on such variables as the personal circumstances of individual staff-members and the physical facilities of individual institutions, is not an easy one. Since no exit mechanism exists at present, the successful management of this project depends very much on the full co-operation of all concerned, but especially school governing bodies and the staff-members affected.

4.1.2 In the first phase of the redeployment process, the goal is to fill all vacancies at institutional level with staff-members who have been declared in excess.

4.1.3 As a second phase, schools which under the new PPS have an establishment of 4 or more posts, and which are unable to recruit staff via the redeployment process, will be allowed to fill a maximum of 1 Administrative Clerk, 1 Foreman and 1 General Assistant post by way of an internal advertisement. This process will also be managed by the WCED.

4.1.4 As a third phase, all such schools, which still have vacancies will be allowed to fill a maximum of 2 Clerical posts, 1 Foreman post and 2 General Assistant posts.

4.1.5 As a fourth phase, schools whose establishments provide for more than 7 posts will then be allowed to fill a maximum of 3 Clerical posts, 1 Foreman post and 2 General Assistant posts.

4.1.6 In the final phase, the remainder of the vacancies will be filled.

4.1.7 The speed of this process will depend on how fast the whole process of redeployment can be finalised.

4.2 THE PRINCIPLE OF NETT VACANCY

The principle of nett vacancy will apply. For example, a school which has a substantive vacancy of Foreman, and which has General Assistants in excess, will not be allowed to fill the vacant Foreman post until the excess General Assistants have been suitably absorbed elsewhere.

4.3 ADVERTISEMENT OF VACANT POSTS

Clear procedural guidelines for applicants and governing bodies will be given in the vacancy list. Vacant posts will be advertised as follows:

4.3.1 Entry-Level Posts

All vacant entry-level posts, i.e. those of Administration Clerk and General Assistant, will be advertised in a **closed** vacancy list for non-educator staff who have been declared in excess. This vacancy list will allow excess post incumbents of the same rank to apply for vacant posts on the establishments of other institutions.

4.3.2 Foreman Posts

The post of Foreman can be suitably filled only via advertisement. In order to give all aspiring serving staff-members, and especially those General Assistants rendering excellent service, an equal opportunity to be appointed to vacant Foreman posts, these posts will be advertised internally as open posts for all permanent qualifying non-educator staff.

4.3.3 Posts with lower gradings

Qualifying applicants are at liberty to apply for posts which have a lower grading than their own. Such applicants must, however, give their written consent to a reduction in status and/or salary when they submit their application(s) for the advertised post(s).

4.3.4 Duties attached to vacant posts

Annexure C gives guidelines on the duties attached to the various categories of vacant posts which will appear in the vacancy list arising from the new PPS. Should you wish to add any input about these duties, please do so in the space provided and return the Annexure by 22 September 2000.

4.4 THE ROLE OF SCHOOL GOVERNING BODIES UNDER SECTION 20 (j) OF THE SA SCHOOLS ACT (No. 84 of 1996), AS AMENDED.

4.4.1 In accordance with Section 20 (j) of the SA Schools Act, 1996, as amended, the governing body must recommend the appointment of non-educator staff at the school.

4.4.2

The WCED is, however, also bound, by the collective agreement on the PAWC personnel plan that was entered into between PAWC and the recognised employee unions on 18 June 1998 and this binds governing bodies as well. Paragraph 6.1.8.1 of this agreement stipulates that vacancies will first be made known and offered to officials who have been declared in excess and whose horizontal absorption (i.e. transfer to the same rank and salary level) will fill the post appropriately. The absorption of these officials will take place on the FIFCO

principle. (FIFO is determined according to the total number of years of unbroken service in the Public Service since the date of last appointment.) If enough distinction cannot be made between the officials involved, distinction will be based as a second resort on seniority and as a third resort on age on the LIFO principle.

4.4.3 Applications, arranged according to the FIFO principle, will be submitted to the relevant governing bodies, which will be required to submit their recommendations for appointment by a set date.

4.4.4 At least 5 candidates must be short-listed and interviewed (if 5 or more apply). Governing bodies are free to interview more, or all, of the applicants if they think it necessary.

4.4.5 The recommendation must be accompanied by the full reasons for the governing body's choice. For each of the unsuccessful candidates, the reason(s) for finding him or her less suitable, or unsuitable, for the post must also be given.

5. THE ROLE OF THE WCED

5.1 The WCED will manage the absorption process, taking into account both the preferences of the staff in excess and the governing body's nominations.

5.2 APPOINTMENTS, TRANSLATIONS AND TRANSFERS

5.2.1 ADVERTISED POSTS

Appointments are subject to the approval of the WCED. A nominated applicant must therefore not take any steps to assume duty until he or she has been notified, in writing, that the appointment has been approved. The WCED will inform successful applicants by telegram and then by formal letter of their appointments. The WCED will also inform unsuccessful applicants, in writing, of the outcome of their applications.

5.2.2 FIXED-TERM CONTRACT EMPLOYEES

The contracts of fixed-term contract staff expire on 30 September 2000. If the filling of advertised posts is not completed timeously for any procedural or administrative reason, Head Office will consider the appointment, on merit, of a contract employee for a further minimum period of service. For this a nomination with full reasons must be submitted.

5.2.3 TRANSLATIONS

Where no excess staff is available or willing to be absorbed horizontally, vacancies will be offered to staff who can be translated in rank. This will be done in conjunction with school governing bodies.

5.2.4 TRANSFERS

Applying the principles of fairness and reasonableness, the WCED can transfer an employee to a suitable post elsewhere, should he or she refuse to be absorbed.


6. PPS IMPLEMENTATION DATE

6.1 The PPS will be implemented with effect from 1 September 2000.

6.2 Although the filling of posts is scheduled to start on 1 January 2001, it can, by mutual agreement, take place before then.

7. Please ensure that the contents of this circular are immediately brought to the attention of all non-educator staff under your control, including any who are absent on leave.

8. Your co-operation in this regard is depended on and highly appreciated.


HEAD: EDUCATION
DATE: 27/09/00

Please note: The Xhosa version of this circular will follow shortly.

ANNEXURE A

PERSONNEL PROVISIONING SCALES

A. MAINSTREAM SCHOOLS (PRIMARY/SECONDARY SCHOOLS)

| ENROLMENT | CLERK | FOREMAN | | GEN. ASSIST. | | TOTAL |
|-----------|-------|-------------------------------|---|--------------|---|----------------|
| | | ALLOWANCE OF R200 PER LEARNER | | | | |
| 1-200 | | | | | | MINIMUM R 5000 |
| 201-400 | 1 | | 1 | | | 2 |
| 401-700 | 1 | | 1 | | 1 | 3 |
| 701-1000 | 2 | | 1 | | 2 | 5 |
| 1001-1300 | 2 | | 1 | | 3 | 6 |
| 1301-1600 | 3 | | 1 | | 4 | 8 |
| 1601+ | 3 | | 1 | | 5 | 9 |

B. SCHOOLS WITH MULTIDISABLED LEARNERS

ALLOWANCE PAYABLE TO SCHOOLS FOR SPECIALISED EDUCATION WITH LEARNERS QUALIFYING FOR THE SERVICES OF CLASS AID AND DRIVER

| TYPE OF SCHOOL | ALLOWANCE | |
|---------------------------|--------------------|--------------------|
| | CLASS AID | DRIVER |
| Mentally disabled | R 700 per learner | R 700 per learner |
| Autistic | R 2100 per learner | R 1700 per learner |
| Sight- / Hearing-impaired | R 500 per learner | R 700 per learner |
| Cerebral palsied | R 1000 per learner | R 1000 per learner |
| Epilepsy | R 700 per learner | R 700 per learner |
| Physically disabled | R 1000 per learner | R 1000 per learner |
| Learning-disabled | R 300 per learner | R 300 per learner |

PARA-EDUCATIONAL SERVICES

WESTERN CAPE EDUCATION DEPARTMENT:

ANNEXURE B

List of School Clinics in the

Western Cape

Athlone School Clinic Mr D. PINCHUCK
(Elenor)

5th Street

Heideveld

ATHLONE [74901]

Tel : (021) 638 - 3151

Fax: (021) 637 - 9198

Bellville School Clinic Mr M.G. BUNDING
(Anita Badenhorst)

Herbert Street

BELLVILLE [75301]

Tel : (021) 948 - 1717/8/9

Fax: (021) 948 - 1718

Cape Town School Clinic Ms K.M. REID
(Lisa)

31 Upper Orange Street

ORANJEZICHT [80011]

Tel : (021) 465 - 2438 / 465 - 2468

Fax: (021) 462 - 2548 (w)

Dr G.M. BARKHUIZEN

Address : c/o Worcester School Clinic

86 Tulbach Street

WORCESTER [68501]

Tel : (023) 3470979 (w) (023) 3424875 (h)

Fax: (023) 3471416

Jannie van Niekerk - (023) 3420642 (h)

Fish Hoek School Clinic Mr G.G. DU RAAN
(Antoinette)

C/o 5th Avenue & Kommetjie Street

FISH HOEK [79751]

Tel : (021) 782 - 6102/3

Fax: (021) 782 - 4166

George School Clinic Mr J.O. LOUBSER
(Christene Botha)

7 Aspeling Street

GEORGE [65301]

Tel : (0448) 74 - 5033

Fax: (0448) 74 - 5034

E-mail: jloubser@gsclinic.wcape.school.za

Khayelitsha School Clinic

C/o Good Hope College

Of Education

P.O. Box 335

NONKQBELA

7779

Tel: (021) 361-0144

Fax: (021) 364-6228

Mrs P. MEHLOMAKULU
(Thandi)

Kuilsriver School Clinic Mr N. MAMA
(Rene)

Highbury Road (Private Box 707)

Highbury

KUILSRIVER [75801]

Tel : (021) 906-0040

Fax: (021) 903-4010

(082) 2024640 (Cell)

Malmesbury School Clinic Mr N.J. GROBLER

Private Bag X17 (2 School Street)

MALMESBURY [73001]

Tel : (022) 4822738 / (022) 4822740 (Nico)

Fax: (022) 4872077

Home: (022) 7132820

Tel : (021) 374 - 4107

Fax: (021) 374 - 9143

Ms B. DANIELS
(Feroza)

Mitchell's Plain School Clinic

C/o Aloe & Bamboo Road

Lentegeur

MITCHELL'S PLAIN [77851]

Saldanha School Clinic Mr I. SKIPPERS

P.O. Box 746

SALDANHA [73951]

Tel : (022) 714-4601

Somerset West School Clinic Mr I. De Jager

P. O. Box 1009 (Paarl Vallei Road)

SOMERSET WEST [71301]

Tel : (021) 852 - 4722

Fax: (021) 852 - 7515

Stellenbosch School Clinic Dr G Lambrechts

2 Coetzenburg Street

STELLENBOSCH [76001]

Tel : (021) 887-0222

Fax: (021) 887-0240

Mossel Bay School Clinic

C/o Alma Clinic
Bill Jeffrey Avenue
MOSSSEL BAY
6500
Tel: (0444) 931227 (w)

Mrs C. JOUBERT

Newlands School Clinic

C/o Main Street & Kildare Road (Annette)
NEWLANDS [77001]
Tel: (021) 674 - 2057/8 (w)
Fax: (021) 674 - 2176

Mr B.A.F. BAILEY

Oudtshoorn School Clinic

P.O. Box 759 (c/o Vrede & Langenhoven str
Eendragbuilding)
OUDTSHOORN [66201]
Tel: (0442) 79-1690/1
Fax: (0442) 79-1690
E-mail: nbotha@otc.wcape.school.za

Mr C.J.W. BOTHA

Mr M.D.A. de Klerk Street address-Work Home
Private Bag X544 Nuwestreet 134 7Bastiaanse Street
BEAUFORT WEST Eden Court Newtown
6970 BEAUFORT WEST BEAUFORT WEST
Tel: 083 - 4614836 (0201) 52070

Paarl School Clinic

Private Bag X 3022 (Plein Street)
PAARL [76201]
Tel: (021) 872 - 6686
Fax: (021) 872 - 6676

Mr G.A. SCHREUDER

Parow School Clinic

Private Bag X38 (Talent Street)
PAROW [75001]
Tel: (021) 92 - 7021 / 92 - 7071
Fax: (021) 92 - 7073

Mr P.W. LAUBSCHER
(Loo)

Phillippi East Clinic

P.O Box 116 (P.E.M.P. Community Centre, Sheffield
Road, Phillip East)
MITCHELL'S PLAIN [77891]
Tel: (021) 372-2770 / 083-3840510
Fax: (021) 372-2777

Mr R. VAN BIERK

Swellendam School Clinic

P.O. Box 588 (Old primary school building,
Andre Whyte street)
SWELLENDAM [67401]
Tel: (02851) 41-159
Fax: (02851) 41-159

Mr J.J. v/d WESTHUIZEN

Mr O.T. van Niekerk Van Schalkwyk
P.O. Box 818 (Recreation Street, SDR Clinic)
BREDASDORP (Across from Police Station)
7280
Tel: (02841) 52235

Vredendal School Clinic

P.O. Box 16 (19 Van Riebeck Avenue)
VREDENDAL [81601]
Tel: (027) 2133339
Fax: (027) 2131655

Mr P. DU PLESSIS
(Cornelia Viviers)

Vredenburg School Clinic

P.O. Box 208 (Vredenburg Primary
VREDENBURG School street)
7380
Tel: (02271) 51218

Vacant

Worcester School Clinic

86 Tulbach Street
WORCESTER [68501]
Tel: (023) 3472372
Fax: (023) 3474011

Mr J. WIJM
(Mrs Luther)

Mr A.J. Kritzinger
16 Linden Street
CALEDON
7230
Tel: 083 - 2726137 (Cell)
(0281) 42030 (w)

A. GUIDELINES: DUTIES ATTACHED TO THE POST OF ADMINISTRATION CLERK

Performing a variety of routine prescriptive-intensive clerical duties related to the activities of the school, viz.:

1. Answer the telephone, handle the switchboard where applicable, make telephone calls on behalf of the Principal and refer telephone calls to the relevant divisions of the school.
2. Deal with routine correspondence and enquiries.
3. Arrange engagements and meetings.
4. Take notes and do typing for Principal.
5. Keep Principal's diary and remind him or her of engagements.
6. Perform elementary calculations.
7. Deal with accounts for municipal services and related enquiries.
8. Monitor trends and expenditure on municipal services.
9. Check various documents for completion and correctness.
10. Gather and process statistics as requested by Principal, Area Office and Head Office.
11. Maintain a filing system for records of similar matters and/or activities, legislation, directives, manuals, expenditure and inventory, etc.
12. Procure goods (including learning material, stationery, cleaning detergents and equipment) and services required by the school.
13. Render auxiliary services to the principal.

INPUT:

B. GUIDELINES: DUTIES ATTACHED TO POST OF FOREMAN

1. Supervise and control subordinates (cleaners, general assistants, groundsmen or labourers) and serve as a team leader.
2. Train subordinates by practical demonstration or explanation of what work entails if necessary.
3. Advise subordinates on the execution of their tasks and deal with their leave, attendance and relief arrangements.
4. Carry out daily inspections of the neatness of buildings and premises and report deficiencies.
5. Keep a record of subordinates' attendance.
6. Supervise and control the distribution of equipment and supplies amongst subordinates.
7. Apply for daily supplies and/or equipment, collect it and issue it to subordinates.
8. Maintain supply register and inventory of equipment.
9. Periodically see to the general condition of cleaning machinery and equipment and take steps where equipment is not up to standard.
10. Co-ordinate and programme the daily activities that maintain, develop and beautify the buildings, grounds, gardens, complexes, sportsfields, etc.

INPUT:

ANNEXURE C

C. GUIDELINES: DUTIES ATTACHED TO POST OF GENERAL ASSISTANT

Depending on the specific circumstances of a school (e.g., its size, its physical amenities, the number of posts on its establishment), the following are the duties which the General Assistant could be expected to perform:

1. Routine cleaning using a variety of aids (dusters, brooms, vacuum cleaners, polishers, etc.)
2. Tasks accompanied by physical exertion such as dusting and polishing furniture, vacuum-cleaning carpets, washing vehicles, washing windows, washing ablution facilities, polishing and sweeping floors, removing refuse.
3. Helping to receive, store and issue stocks.
4. Loading and unloading variety of articles.
5. Helping with checking, requisitions and inventories.
6. Reporting all losses.
7. Helping to open containers in which stocks are stored.
8. If premises have own petrol pumps, helping to refuel vehicles.
9. Measuring poison and fertilizer.
10. Performing routine manual labours as listed below:
 - (a) Planting trees, flowers, shrubs, grass and other plants in gardens.
 - (b) Preparing soil for the planting of plants.
 - (c) Maintaining flower and other beds by fertilizing, irrigating, weeding and pruning where necessary.
 - (d) Mowing lawns and cutting edges.
 - (e) Irrigating lawns.
 - (f) Removing refuse from terrain, loading it on truck and transporting it to refuse dump or burning it.
 - (g) Keeping other structures on ground (parking areas, ditches, gutters, etc.) clean and tidy.
 - (h) Cleaning swimming pools and treating with chemicals.
 - (i) Maintaining fences.
 - (j) Controlling pests.
 - (k) Helping to prepare grounds for functions.
 - (l) Checking the condition of machinery and equipment.
 - (m) Reporting any irregularities on the terrain.

INPUT:
