

SGB Project Plan Guidelines and Requirements

- a) The SGB must establish a **project committee** to co-ordinate the project daily.
- b) The SGB will be responsible for the management and financial control of the project. **All financial records** must be kept. **These will be audited.**
- c) The SGB must employ and appoint their own team of professional service providers and ensure that **signed contracts** are in place prior to commencing with the compilation of the project and building plans. These signed contracts must stipulate specific roles and responsibilities, the fee structure payable and proof of the professional team's indemnity.
- d) Service providers should consult with the WCED and the Department of Infrastructure regarding norms and standards, and the ultimate positioning of the extension to ensure that any future extensions can also be accommodated.
- e) **Construction work may commence only after approval has been granted in writing by the Local authority.**
- f) The SGB is responsible for the administration of the contracts and payments to professional service providers and contractors. Payments must be made progressively, as the work is executed, and in accordance with the relevant contracts.

ADDITIONAL INFORMATION

1.The role of the Department of Infrastructure

- 1.1 The Department of Infrastructure (DoI) is the custodian of all provincial property in the Western Cape. Their advisory service is available during the development of building plans.
- 1.2 Final building plans will be **recommended** for approval by the DoI.
- 1.3 During the construction phase, site visits will be carried out to ensure quality control.
- 1.4 In order to fulfil their duties, representatives of the DoI must have access to all building sites at all times.

1.2 Funding:

- 1.2.1 The SGB is responsible for all funds needed for the project.
- 1.2.2 The WCED is exempt from making any financial contribution to the project.
- 1.2.3 Application for **financial assistance** by the WCED should be submitted to the sub-directorate Physical Resource Planning, **prior** to the submission of the proposed infrastructure project application.

1.3 Management:

1.3.1A project committee, comprising SGB member(s), members of school management, teachers and an appointed architect (in the case of a new buildings or an extension to an existing building), must be established by the SGB.

1.3.2 Members of the project committee must have specific portfolios, e.g. treasurer, secretary, chairperson. The project manager should be the architect appointed by the SGB.

1.3.3 Minutes of all meetings must be kept and filed for audit purposes.

1.3.4 Legally binding contracts must be entered into between the SGB and the professional service providers (architect, engineers, quantity surveyor, building contractor and sub-contractors).

1.4 Community matters:

1.4.1 The SGB should consult and regularly brief the school community before and during the construction phase of the project.

1.4.2 The semi-skilled construction workers employed should, as far as possible, reside within the community.

1.4.3 A good relationship with the community should be developed to avoid labour disputes.

1.5 Statutory requirements:

1.5.1 All construction work (new buildings or extensions to existing buildings) must be carried out in accordance with the Building Standards Act (Act 103 of 1977), which governs the National Building Regulations.

1.5.2 Only SABS-approved building materials may be used.

1.5.3 A health and safety plan, in accordance with the OHS Act, together with a method statement, must be submitted to the WCED for approval prior to the execution of building work.

1.6 Service providers

1.6.1 The building plans and bid documentation must be adequately detailed so that builders can prepare accurate bids.

1.6.2 If building levels need to be determined, a land surveyor may need to be appointed by the SGB .

1.6.3 The engineer's drawings must include **bending schedules**, and a structural engineer must be requested to make site visits during the construction process, as and when required.

1.6.4 Provision must also be made for site works. These will have to be determined by a civil engineer. The builder's quotation must include site works, if required.

16.5 All contractors, including sub-contractors, must be registered with the Building Industry Bargaining Council, as well as the Compensation Fund.

16.6 The main contractor must be registered with the Construction Industry Development Board (CIDB), if applicable.

16.7 The electrical sub-contractor must issue **an electrical compliance certificate** after installation of the electrical components.

2. Role of the project committee

2.1 The school's project committee will be responsible for co-ordination of the planning and implementation of the project.

2.2 Their responsibilities in this regard will include the following:

- a) Making recommendations for the appointment of professional service providers (architect, engineers, quantity surveyor, safety officer [OSH Act], building contractors and sub-contractors).
- b) Adjudication of quotations and tenders and making recommendations for the awarding of contracts to contractors, sub-contractors and suppliers.
- c) Making recommendation in defining the scope of the work and determining building materials to be used.
- d) Co-ordinating the preparation of the project and building plans for approval by the SGB.
- e) Approving of variation orders according to guidelines provided by the SGB.
- f) Monitoring and reporting of project progress against the approved project plan to the SGB.
- g) Managing stakeholders on behalf of the SGB. including determining the extent of community involvement .

3. Handing over of site

3.1 It must be ensured that before the last payment is made to the contractor(s)/builder(s) that the site and structures are safe for anyone entering or utilising it, eg. No open manholes, drains, etc., rubble must be removed, no exposed electrical wires, etc.

4. Required Format of the Project Plan

1. **Name of school:**
2. **EMIS number:**
3. **School's address and Contact numbers:**
4. **Education district:**
5. **Project scope:** What does the school intend to build or maintain?
6. **Motivation:** Why is the project necessary?
7. **SGB management committee:** Names of members of the school's **project committee**
8. **Professional services:** A list the names and contact details of persons responsible for such functions as design, procurement, supervision, quality control, cost management, certification of payments, overall project management and safety of building site, e.g. the architect, the engineer, the quantity surveyor, the safety officer.
9. **Project programme:** A list of key milestone dates relating to completion and approval of design and drawings, advertising of project, appointment of contractor appointed, site handover, completion of project.
10. **Compliance with statutory requirements:**
A statement of how statutory requirements, e.g. National Building Regulations, SABS-approved materials, OHS Act, Affirmative Procurement Policy, CIDB requirements, will be complied with.
11. **Procurement procedures:** A statement of how the services and goods will be procured (See APP and CIDB requirements).
12. **Budget and funding:** What will the project cost? Will the parents or a donor provide additional funds? Provide a project budget and cash flow predictions. Provide details of potential donors/funders as well as any agreements entered into relating to the project.
13. **Approvals:** The **project plan submitted to the WCED** must be approved and signed by the chairman of the SGB. (The date and copy of the minutes of the SGB meeting at which the details of the project plan were discussed and approved must also be submitted to the WCED.

14. **Monitoring and controlling:** An explanation of how the project implementation will be monitored and controlled with respect to site meetings, project committee meetings, approval of changes to approved plans (scope, budgets, schedule, quality, etc.), quality control and reporting.

15. How will the SGB minimize **the impact of building operations** (noise, dust, safety of learners, etc.) on the teaching programme during the construction period?

Principal Signs & Date

SGB Chairperson Signs & Date

5. NOTA BENE

- Project Plan and Minutes to be **signed by both Principal and SGB chairperson.**
- SGBs may not commence building operations **before written approval is granted** by the Department of Infrastructure, MEC for Education and local council.

5.2 SGBs must submit the above-mentioned documents to SGBinfraprojects@westerncape.gov.za

5.3 Original hard copy documents may also be submitted to

Street address:

**The Deputy Director: Property Management
10th Floor 1 North Wharf Square,
2 Lower Loop Street, Foreshore
Cape Town
8001**

Postal address:

**The Deputy Director: Property Management
Western Cape Education Department
Private Bag X 9114
Cape Town
8001**