



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2023-08-25

**NOTICE OF A  
COMMUNITY DEVELOPMENT  
COMMITTEE MEETING  
THURSDAY: 2023-09-07 AT 12:00**

**TO** Cllr X Kalipa [Chairperson]

**COUNCILLORS** N Mcombring  
N Mkhontwana  
M Nkopane  
R van Rooyen

**Ex officio** Executive Mayor, Ald G Van Deventer

Notice is hereby given that a Community Development Committee meeting will be held via MS Teams on **Thursday, 2023-09-07 at 12:00** to consider the items on the Agenda.

**CLLR X KALIPA  
CHAIRPERSON**

**COMMUNITY DEVELOPMENT COMMITTEE MEETING**

**2023-09-07**

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1.	OPENING AND WELCOME
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2.2	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

**MINUTES  
COMMUNITY  
DEVELOPMENT:  
2023-08-03**



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Ref: 3/4/3/5/3/4

2023-08-03

# **MINUTES**

## **COMMUNITY DEVELOPMENT COMMITTEE MEETING**

**2023-08-03 AT 12:00**

**MINUTES**  
**COMMUNITY DEVELOPMENT COMMITTEE MEETING**  
**2023-08-03**  
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	The minutes of the Community Development Committee Meeting: 2023-08-03 is attached	
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	NONE	
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	NONE	
9.	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>	
	NONE	

<b>1.</b>	<b>OPENING AND WELCOME</b>
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The Chairperson welcomed all present at the Community Development Committee meeting.

<b>2.1</b>	<b>COMMUNICATION BY THE CHAIRPERSON</b>	<b>(3/4/3/6)</b>
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THAT THERE HAS BEEN SOME CHANGES IN THE SECTION 80 COMMITTEE, ADDED WHICH WAS NEVER PART OF THE PORTFOLIO COMMITTEE MEETING. THE COMMUNITY DEVELOPMENT DEPARTMENT, THE NAME OF THIS PORTFOLIO COMMITTEE SHOULD BE COMMUNITY DEVELOPMENT AND NOT COMMUNITY SERVICES.

<b>2.2</b>	<b>DISCLOSURE OF INTERESTS</b>	<b>(3/6/2/2)</b>
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NONE

<b>3.</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b>
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NONE

<b>4.</b>	<b>CONFIRMATION OF MINUTES</b>
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<b>4.1.</b>	<b>CONFIRMATION OF THE MINUTES: COMMUNITY DEVELOPMENT COMMITTEE</b>	<b>(3/4/3/5/2/4)</b>
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The minutes of the Community Development Committee Meeting: 2023-08-03 is attached.

**FOR CONFIRMATION**

<b>5.</b>	<b>REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE</b>
<b>5.1</b>	<b>NON-DELEGATED MATTERS</b>
<b>5.1.1</b>	<b>GRANT IN AID POLICY REVIEW</b>

Collaborator No:      753443  
IDP KPA Ref No:      Dignified Living: Municipal Focus Area 21  
Meeting Date:      3 August 2023

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**1.      SUBJECT:   GRANT IN AID POLICY REVIEW**

**2.      PURPOSE**

To illicit comments from Senior Management for suggested changes to the Grant in Aid Policy prior to submitting same to Council for approval.

**3.      DELEGATED AUTHORITY**

For approval by Council.

**4.      EXECUTIVE SUMMARY**

Feedback reports and comments received during the April 2023 period for comments on the draft budget raised concern and led the department to reconsider the Grant in Aid policy with specific reference to:

- a.      Consequences relating to misappropriation of funds and
- b.      The misuse of the comment/appeal period after the closing date for applications.

The recommended changes in the attached GiA Policy (ANNEXURE 1) aims to address the above concerns.

**COMMUNITY DEVELOPMENT COMMITTEE: 2023-08-03: ITEM: 5.1.1**

**RESOLVED**

- a) That the Community Development Portfolio Committee supports the changes to the Grant in Aid Policy and recommends to the Executive Mayor that it be tabled for consideration at the next Mayoral Committee meeting.
- b) That once approved in principle, the revised Grant in Aid Policy be advertised for public comments, whereafter it must be brought back for final approval.



<b>5.2</b>	<b>DELEGATED MATTERS</b>
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<b>5.2.1</b>	<b>COMMUNITY DEVELOPMENT MONTHLY REPORT: MAY 2023</b>
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Collaborator No: 752393

IDP KPA Ref No: Dignified Living: Municipal Focus Area 21

Meeting Date: 3 August 2023

**1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: MAY 2023**

**2. PURPOSE**

To present to the Portfolio Committee the monthly report relating to the functions and activities of the Department: Community Development for the period: May 2023.

**3. DELEGATED AUTHORITY**

For information to Portfolio Chairperson and the Municipal Manager

**4. EXECUTIVE SUMMARY**

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report account for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

**COMMUNITY DEVELOPMENT COMMITTEE : 2023-08-03: ITEM: 5.2.1**

**RESOLVED**

that the Community Development Committee **note** the Community Development Monthly Report of May 2023.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Michelle Aalbers</i>
<b>POSITION</b>	<i>Manager Community Development</i>
<b>DIRECTORATE</b>	<i>Community and Protection Services</i>
<b>CONTACT NUMBERS</b>	<i>8408</i>
<b>E-MAIL ADDRESS</b>	<i>Michelle.aalbers@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>06-07-2023</i>

<b>5.2.2</b>	<b>COMMUNITY DEVELOPMENT MONTHLY REPORT: JUNE 2023</b>
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**Collaborator No: 753445**

**IDP KPA Ref No: Dignified Living: Municipal Focus Area 21**

**Meeting Date: 3 August 2023**

**1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: JUNE 2023**

**2. PURPOSE**

To present to the Portfolio Committee the monthly report relating to the functions and activities of the Department: Community Development for the period: June 2023.

**3. DELEGATED AUTHORITY**

For information to Portfolio Chairperson and the Municipal Manager

**4. EXECUTIVE SUMMARY**

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report account for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

**COMMUNITY DEVELOPMENT COMMITTEE : 2023-08-03: ITEM: 5.2.2**

**RESOLVED**

that the Community Development Committee **note** of the Community Development Monthly Report of June 2023.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Michelle Aalbers</i>
<b>POSITION</b>	<i>Manager Community Development</i>
<b>DIRECTORATE</b>	<i>Community and Protection Services</i>
<b>CONTACT NUMBERS</b>	<i>8408</i>
<b>E-MAIL ADDRESS</b>	<i>Michelle.aalbers@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>06-07-2023</i>

<b>6.</b>	<b>REPORTS SUBMITTED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>7.</b>	<b>NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>8.</b>	<b>URGENT MATTERS</b>
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NONE

<b>9.</b>	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>
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NONE

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The meeting adjourned at 12:30

**CHAIRPERSON:** .....

**DATE:** .....

**Confirmed on** ..... **with/without amendments.**

<b>5.</b>	<b>REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE</b>
<b>5.1</b>	<b>NON-DELEGATED MATTERS</b>
<b>5.1.1</b>	<b>REVIEW EARLY CHILDHOOD DEVELOPMENT (ECD) POLICY</b>

Collaborator No: 755026  
 IDP KPA Ref No: Dignified Living: Municipal Focus Area 21  
 Meeting Date: 07 September 2023  
 File Plan: 17/P/24

**1. SUBJECT: REVIEW EARLY CHILDHOOD DEVELOPMENT (ECD) POLICY**

**2. PURPOSE**

To obtain Council's approval for the review of the Stellenbosch Early Childhood Development (ECD) Policy.

**3. DELEGATED AUTHORITY**

For decision by Municipal Council

**4. EXECUTIVE SUMMARY**

The ECD Policy approval stems from the fact that Child Care Facilities are listed among the responsibilities of local municipalities in Schedule 4 Part B of the Constitution. The registration of these facilities has migrated from the Provincial Department Social Development to the Department of Basic Education. Monitoring of health requirements for these facilities is the responsibility of the District Municipality and ensuring appropriate land use and fire safety resides with the local authority. It is understandable that persons wanting to establish an ECD becomes confused and lost trying when trying to navigate the process between the different spheres of government.

## 5.      **RECOMMENDATIONS**

- (a)      that the reviewed Early Childhood Development Policy be approved.

## 6.      **DISCUSSION / CONTENT**

### 6.1.    **Background**

Council approved the Early Childhood Development Policy (**ANNEXURE 1**) in March 2018 and is due for review after 5 years in 2023. In 2021

Salga requested inputs from municipalities on the proposed Children's Second Amendment Bill. The proposed amendments have severe financial and staffing implications for municipalities in terms of the building and maintenance of Child Care Facilities. The municipality provided comments to SALGA on the proposed Amendment Bill.

Furthermore, the function of Early Childhood Development migrated to the Department of Education from April 2022. This migration changes the regulatory responsibility relating to the registration of ECD's and will most probably lead to changes in the process of registration to align with the requirements of the Department of Education.

### 6.2    **Discussion**

To date, no feedback has been received on the outcome of the proposed Amendment Bill. The municipality however, conducted an assessment on the current maintenance status of 5 ECD facilities owned by the municipality. The outcome of which indicated that a capital investment of R22 357 400 is required for the needed maintenance. This clearly indicates the financial impact of the amendment bill on municipalities.

Although the ECD function has migrated from DSD to DoE, no changes to the registration process has been implemented. The DoE indicated that the process will remain unchanged for the first 2 years whereafter it is expected that changes will be made.

Amidst the uncertainty relating to the outcome of the Children's Second Amendment Bill and the changes implemented by the DoE, the municipality proceeded with the development of an ECD Registration SOP (**ANNEXURE 2**) which was agreed upon between the different role-players.

Making changes to the existing Stellenbosch Municipal ECD policy will not be based on changes in legislation or changes in mandates as the outcome of these are still pending. The agreed upon SOP however provides the ECD facilities with the structure and guidance on how to access the different government departments to successfully reach registration status as a partial care facility. In fact, the SOP has assisted a record number of 37 local ECD facilities to become registered in the 2022-2023 financial year.

In light of the expected changes resulting from the outcome of the Children's Second Amendment Bill and the expected changes to be introduced by the Department of Education, changing the current ECD Policy does not make sense at this point. It is recommended that the policy be reviewed and brought back to council once the changes has been introduced and enacted.

#### **6.2. Financial Implications**

**Financial implications as per approved budget.**

#### **6.4 Legal Implications**

Keeping the Stellenbosch Early Childhood Development Policy unchanged has no legal implications.

#### **6.5 Staff Implications**

This report has no staff implications for the Municipality.

#### **6.6 Previous / Relevant Council Resolutions:**

**COUNCIL MEETING: 2018-03-28 resolved (nem con)**

(a) that the Early Childhood Development Policy be approved.

**5<sup>th</sup> COUNCIL MEETING: 2022-05-25: ITEM 11.2.1****RESOLVED** (nem con)

- (a) that Council considered the legal and financial impact of the amendments on municipalities; and
- (b) that Council endorses the inputs provided by the CFO and Municipal Manager as a response to SALGA on the matter.

**5<sup>th</sup> COUNCIL MEETING: 2022-05-25: ITEM 11.2.2****RESOLVED** (nem con)

- (a) that Council notes the impending legislative changes and the resulting impact on local government capital and operational budgets.
- (b) that Council approves this review of the Stellenbosch Municipality ECD Policy without changes; and
- (c) that the Policy be reviewed and submitted back to Council once the above-mentioned legislation has been enacted, whereafter the public participation process will ensue.

**6.7    Risk Implications**

This report has no risk implications for the Municipality.

**6.8    Comments from Senior Management:****6.8.1    Director: Infrastructure Services**

None Requested

**6.8.2    Director: Planning and Economic Development**

None Requested

**6.8.3      Director: Community and Protection Services:**

Agree with recommendations.

**6.8.4      Director: Strategic and Corporate Services:**

None requested.

**6.8.5      Chief Financial Officer:**

Agree with the recommendations.

**6.8.6      Municipal Manager:**

Agree with the recommendations.

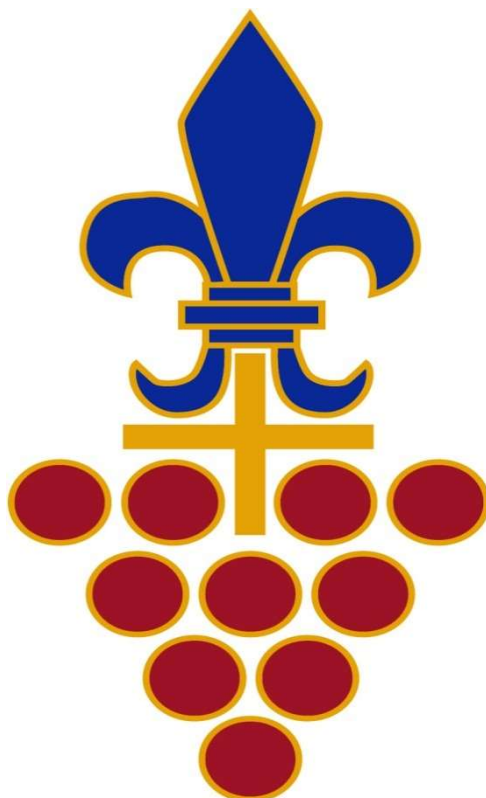
**ANNEXURES**

**Annexure A: EARLY CHILDHOOD DEVELOPMENT POLICY**

**Annexure B: PARTIAL CARE FACILITY REGISTRATION SOP**



Annexure A:  
EARLY CHILDHOOD  
DEVELOPMENT  
POLICY



**EARLY CHILDHOOD DEVELOPMENT POLICY  
STELLENBOSCH MUNICIPALITY**

Approved March 2018

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## 1. ABBREVIATIONS

<b>CBO:</b>	Community-based organisations concerned with helping the community local to the Organisation. CBOs are not for profit organisations. Also see NGO.
<b>CWDM:</b>	Cape Winelands District Municipality
<b>DSD:</b>	Department of Social Development
<b>ECD:</b>	Early Child Development Is the process of emotional, mental, spiritual, moral, physical and social development of children from birth to nine years.
<b>GiA:</b>	Municipal Grant in Aid funding annual donations
<b>NGO:</b>	Non-Government Organization
<b>NQF:</b>	National Qualifications Framework
<b>PHC:</b>	Primary Health Care
<b>SM:</b>	Stellenbosch Municipality
<b>sqm:</b>	Square metre
<b>WC024:</b>	Local municipal area of Stellenbosch Municipality, South Africa

## 2. GLOSSARY

**“Baby/infant”**: A child from 0-18 months old.

**“Child”**: A person under the age of 18 years.

**“Child minder”**: A person who provides care and early learning for up to six children, typically in their own homes. Also in some contexts referred to as “day mothers”.

**“Collaboration”**: Involves networking, cooperation and coordination, and also involves improving the capacity of partners for mutual benefit and attainment of a common purpose.

**“Communicable disease”**: A disease that can be passed on to others e.g. scabies, chickenpox, measles.

**“Cooperation”**: Includes the exchange of information for mutual benefit, aligning activities for a common purpose and sharing resources for mutual benefit.

**“Coordination”**: Involves information exchange and aligning activities to work.

**“Department”**: In this policy, “Department” refers to the Department of Social Development (DSD).

**“Development appropriate”**: This term is used to describe activities, equipment or programmes. It is a way of working with children that takes note of what is known about child development and also what is known or learnt about each child and his/her development.

**“Director-General”**: In this policy, Director-General refers to the Director-General of the National Department of Social Development.

**“Early Childhood Development Centre”**: Is a partial care facility that provides an early childhood programme with an early learning and development (ECD) focus for children from birth until the year before they enter Grade R/formal school.

**“ECD Forums”**: Is a structure that allows for communication between ECD Sector and government on issues related to ECD. The forum is open to individuals and organisations with an interest in promoting early childhood development. The membership of ECD forums can include civil society, representatives from government, higher education institutions, training providers, other forums and associations, businesses, and interested individuals. The underlying characteristic of a forum is that forum members are able to share decision making, resources and credit. ECD Forums emerge as spaces which enable active citizenry, broadly defined as participation in civil society, community and/or political life characterised by mutual respect and non-violence and in accordance with human rights and democracy.

**“ECD Practitioner”**: A person who provides early childhood development services through formal early childhood development programmes, family services, playgroups and training, as well as those providing management support services to these workers.

**“ECD Programmes”**: Programmes that provide one or more forms of daily care, development, early learning opportunities and support to children from birth until the year before they enter formal school. These programmes include, but are not limited to:

- Community-based play groups operating for specific hours;
- outreach and support programmes for young children and their families/caregivers, at a household level;

- parenting support and enrichment programmes;
- support for the psycho-social needs of young children and their families;
- ECD programmes provided at partial care facilities and at child and youth care facilities, as contemplated in section 93 (5) of the Children’s Act; and
- any other programme that focuses on the care, development and early learning of children from birth until the year before they enter formal school.

**“ECD Services”**: Services or support provided to infants and young children or to the child’s parents or caregiver by a government department or civil society organisation. The intention of ECD services are to promote children’s behavioural competencies and enable them to participate meaningfully in their homes and community environments.

**“Environmental Health Officer”**: (Also known as Public Health Inspectors or Environmental Health Practitioners) are responsible for carrying out measures to protect public health, including administering and enforcing legislation related to environmental health and providing support to minimize health and safety hazards. They are involved in a variety of activities, for example inspecting food facilities, ECD facilities, investigating public health nuisances, and implementing disease control. Environmental Health Officers are focused on prevention, consultation, investigation, and education of the community regarding health risks and maintaining a safe environment.

**“Grant in Aid”**: Stellenbosch Municipality annual Grant in Aid funding donations. Refer to Grant in Aid policy.

**“Internal ECD Committee”**: An internal municipal committee with representation from Land Use Management and Fire Services led by Community Development with the purpose to address municipal process obstacles hampering registration of ECD facilities.

**“Municipality”**: Stellenbosch Municipality serving the community within the geographical area known as WC024.

**“Non-Government Organization”**: All non-governmental and non-profit organisations that are concerned with the betterment of society or the individual. NGOs are private, self-governing, voluntary organisations operating not for commercial purposes but in the public interest, for the promotion of social welfare and development, religious, charity, education, sports, arts and culture and research.

**“Pre-school child”**: A child under six years of age not yet attending formal school.

**“Qualification”**: means formal recognition of the achievement of the required number and type of credits and such other requirement at specific levels of the NQF as maybe determined by the relevant bodies registered for such purpose by the South African Qualifications Authority.

**“The Act”**: For the purpose of this policy it means the Children’s Care Act (38 of 2005).

**“Vulnerability”**: means a heightened or increased exposure to risk as a result of one’s circumstances.

### 3. EXECUTIVE SUMMARY

The population of Stellenbosch Municipality is estimated to be 155 733 according to the Stellenbosch Municipal IDP. Children between the ages of 0-4 years constitute 4.3% which is the second highest age category in the municipal area.

According to Department of Social Development, there are two hundred and twenty six (226) Early Childhood Centres operational in the WC024.

Of these only fifty eight (58) ECD's are registered with the Department of Social Development. Thirty (30) of the registered ECD's are funded by DSD. In a survey completed by the municipality in 2016 all ECD's were captured on the GIS database of these 134 ECD's were found to be active.

Approximately 37% of South African children aged 0–4 years attended ECD centres. However, ECD activities were not provided for at all these facilities. This means that most of the children do not have access to an ECD centre which provides proper stimulation and supports the case to plan for support to ECD centres as well as inclusion of these centres in future town planning.

The sensitivity of the brain in the early stages of development determines the functioning of the child's brain at a later stage. From a development perspective it is vulnerable to biological, social and environmental risk factors. The risk factors associated with children not attending ECD centres include the following:

- **Poverty:**  
Poverty is widely recognised as “a root cause of poor child development”. Low socioeconomic status is a key predictor of poor early childhood development. Persistent, cumulative poverty and exposure to hardship in the first years of life has a detrimental effect on cognitive functioning, with the impact being stronger on verbal, compared to non-verbal skills.
- **Malnutrition:**  
Poor infant and child nutrition, especially in the period between conception and the age of two years, can lead to irreversible stunting and delays in growth resulting in poor cognitive development, and ultimately lower educational and labour market performance. Poor maternal nutrition, such as lack of folic acid in the early antenatal period, can cause significant structural damage to the foetus in utero.
- **Stunting:**  
Low height-for-age is caused by chronic malnutrition which is, in turn, predictive of poor cognitive and language development. The impact of poor nutrition on the child's development is particularly pronounced in the first two years of life. Even if children catch up in terms of length, the impact of stunting on brain development in this critical early period may well endure. On average, children who are stunted by age 2 go on to complete fewer years schooling than peers, perform poorly at school and generally earn less as adults.



- **Low birth-weight:**  
Infants with low birth-weight (< 2 500 grams) have a bigger lifetime risk for cardiovascular disease, diabetes and learning difficulties.
- **Infectious diseases in pregnant women, infants and children:**  
Antenatal infections in pregnant women, such as syphilis and rubella, as well as diseases in infants and young children, such as measles, meningitis, middle ear infection, diarrhoea, parasitic infections and HIV, may negatively affect the young child's physical and cognitive development
- **Environmental toxins:**  
Pre- and post-natal exposure to environmental toxins such as alcohol, drugs, chemicals and pesticides can cause irreversible damage to the developing brain and resultant cognitive, physical, emotional, and social development of the embryo (first trimester), foetuses (second and third trimester) and the baby.
- **Stress:**  
In the absence of a supportive caregiver to buffer children against stress brought about by factors such as abuse and neglect, severe maternal depression, parental substance abuse, family violence and extreme poverty "tolerable stress" becomes "toxic stress".

Toxic stress can lead to cognitive damage, health-damaging behaviours and harmful adult lifestyles as well as greater susceptibility throughout childhood and later adult life to physical illnesses, such as cardiovascular diseases, obesity, diabetes and others, with probable accompanying mental health problems such as depression, anxiety disorders and substance abuse.

- **Exposure to violence:**  
The social and emotional development of infants and young children, who are exposed to violence in their family circles and communities, and who do not enjoy the protective buffering of strong and supportive caregiving, is compromised particularly if corporal punishment is involved.

They are at a greater risk of insecure attachments and behavioural problems, reduced levels of pro-social behaviour, increased aggressive behaviour, and an inability to regulate their emotions.

- **Psychosocial risks:**  
Maternal depression presents a significant risk to the cognitive, physical, social and emotional development of infants and young children. Maternal depression often leads to unresponsive caregiving. However, the relationship between 'maternal depression and compromised early child development is multilevel and cumulative' because poverty, low education, high stress, lack of empowerment and poor social support are also risk factors for poor child development.

- ***Disrupted caregiving - absent parents, ill parents, non-parent caregivers or abandonment:***

Disruptions of parental caregiving due to illness or death of the caregiver or abandonment of the child, and the assumption of the caregiving role by a non-parent caregiver, creates a risk of bullying, mental health problems, abuse as well as emotional and behavioural problems in infants and young children. Infants and young children living without their biological parents are especially at risk of being denied the care necessary for their physical and psychosocial well-being.

- ***Disabilities:***

Approximately 23% of children between birth and 9 years of age in low and middle-income countries are at risk for disabilities. Whilst this is indicative of their compromised development, children with disabilities are in addition, at risk of low access to early childhood development services and at an increased risk of poor quality care.

***Services for children with disabilities:***

Currently, there are no reliable national estimates of child disability, especially for children under 5 years of age. An estimated 474 000 children live with severe disabilities in South Africa. In addition, many more children may have mild to moderate disabilities.

Children in rural areas are slightly more likely to have some form of serious disability (2.7%) than children in urban areas (2.3%). An estimated 40 % of disabilities affecting children are due to preventable causes, i.e. birth asphyxia, infections, etc. A crucial starting point to ensure the development of children with disabilities is early identification to facilitate proper planning, targeting and provision of adequate resources and services. This is hampered by poor or absent screening at PHC pre-school child level. High-quality assessments by trained professionals are often required; however, there is a shortage of appropriately skilled staff and resources.

Once children are identified as being disabled, they require on-going support, intervention and referral, and may need rehabilitation services. Such services are not widely available. Currently there is only one known facility in WC024 to deliver services to children with disabilities.

The current provision of early learning and development programmes, mainly provided through the NPO and private sectors, do not ensure environments conducive to learning by young children with disabilities. Shortcomings in services and support extend beyond the health sector.

Analysis of the profile of Care Dependency Grant (CDG) beneficiaries in 2006 found that only 24 per cent of children from birth to 6 years of age attended an early childhood development centre or child-minding group. Only a small proportion of children with disabilities (4 to 5%) are estimated to be attending early childhood development programmes offered at partial care facilities.

(It is noteworthy how some of the social and health risks above can be linked to problems within communities identified through the IDP process of Stellenbosch Municipality.)

In conclusion, this policy on early childhood development centres is premised on a distinction between registered and the reality of unregistered facilities as a means of reflecting and providing for the variations in demand for ECD facilities and services.

The collaboration between the Stellenbosch Municipality and the local ECD forums has strengthened services to child care facilities. They have identified the importance of provision of services of the local municipality in their area. Thus Stellenbosch Municipality has to ensure that ECD facilities, child care centres or play parks are part of Town Planning and New Housing Projects, in order to accommodate the children within the area. It is therefore the responsibility of Stellenbosch Municipality to identify suitable land and provide infrastructure under the constitutional mandate “child care facilities” as listed in schedule 4B.

The motivation for a standard policy for ECD centres for Stellenbosch Municipality arises from:

- The growth in the number of applications for ECD centres linked to the population growth.
- The growth in the number of informal facilities vs. formal facilities.
- The mushrooming phenomena of ECD facilities within the municipal area
- Ignorance among ECD practitioners regarding the Children’s Act 38 of 2005, Chapter 5 (registration compliance).
- The need to ensure ECD’s within WC024 are accessible to children with disabilities.
- The prevalence of issues pertaining to ECD centres; particularly the impact of noise and traffic.

This policy must provide a framework to assist officials in assessing applications for ECD centres as well as a guideline as to how matters relating to ECD centres should be dealt with collaboratively.

#### **4. THE PURPOSE OF THIS POLICY**

This policy will outline a guiding framework within which an integrated and holistic ECD service within Stellenbosch Municipality would be implemented to ensure sustainability and innovation.

The purpose of the Stellenbosch Municipality ECD Policy is to:

- 4.1. Ensure the sufficient availability of, and equitable access to, early childhood development services through an integrated system which is embedded within a coherent legal framework that identifies, enables and compels the fulfilment of early childhood development roles and responsibilities of relevant role players within the Stellenbosch municipal jurisdiction;
- 4.2. Establish the organisational and institutional arrangements necessary to lead, plan for, implement, coordinate and monitor the provision of early childhood development services and support;
- 4.3. Ensure the provision of adequate public funding amongst others through the annual municipal budget and infrastructure for sustainable availability of, and equitable access to, quality comprehensive early childhood development services; and

- 4.4. Establish appropriate monitoring, quality assurance and improvement systems to secure the provision of quality early childhood development services and outcomes for young children in Stellenbosch.

## 5. SCOPE AND APPLICATION

This policy is a guide for the assessment of proposals for the development or establishment of ECD centres in Stellenbosch and subsequent support to such centres after its establishment. It is applicable to the founding of ECD's in accordance with all different definitions of ECD centres; viz. aftercare centres; crèches; home childcare facilities; nursery schools; play groups; pre- schools; educare centres and/or similar facilities.

## 6. OBJECTIVES

The predominant objective of this policy is to increase the number of children who have access to registered ECD Centres compliant with health and safety requirements and satisfy the educational development needs of a child. To this end Stellenbosch Municipality aims to provide a firm educational foundation for children that enter the formal schooling system by:-

- 6.1. Increasing the number of registered ECD facilities by facilitating part of the registration process which falls within its ambit;
- 6.2. Improving the time taken for registration by internal and external collaboration of documented standardized processes;
- 6.3. Expanding and facilitating integrated ECD services through internal and external collaboration. This will be achieved through the municipal internal committee, ECD Forums and also working in partnerships with NGO's and governmental departments;
- 6.4. Improving awareness and training on ECD requirements for internal and external stakeholders.

## 7. LEGISLATIVE FRAMEWORK

The historical overview of legal and scientific foundations for the public provision of early childhood development services is based on international legal and developmental frameworks. Government ratified and/or endorsed a number of international and regional rights and development instruments, including, but not limited to, the following:

- 7.1. Constitution of South Africa, 1996 –
  - 7.1.1. Section 28 (1) of the Constitution of the Republic of South Africa specifies the rights of children including, the right
    - 7.1.1.1. To a name and a nationality from birth;
    - 7.1.1.2. To family care or parental care, or to appropriate alternative care when removed from the family environment;
    - 7.1.1.3. To basic nutrition, shelter, basic health care services and social services;
    - 7.1.1.4. To be protected from maltreatment, neglect, abuse or degradation;

- 7.1.2. Section 28 (2) also requires that a child's 'best interests' are of paramount importance in every matter concerning the child.
  - 7.1.3. Section 152(1) (b) compels local government to ensure the provision of services to communities in a sustainable manner.
  - 7.1.4. Section 153(1) of the Constitution provides that a municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community and participate in national and provincial development programmes.
  - 7.1.5. According to Schedule 4 Part B of the Constitution, municipalities are responsible for "Child care Facilities", to the extent set out in section 155 (6) (a) and (7) of the Constitution.
- 7.2. Children's Act, No 38 of 2005
- 7.2.1. The Children's Act forms the context for this policy and Stellenbosch Municipality's position on ECD matters. The aim of this Act includes provision for early childhood development, partial care (Chapter 5) of children, child and youth care centres and drop-in centres.
    - 7.2.1.1. Section 76: defines partial care as: "when a person, whether for or without reward, takes care of more than six children on behalf of their parents or care-givers during specific hours of the day or night, or for a temporary period, by agreement between the parents or care-givers and the provider of the service, but excludes the care of a child: -by a school as part of tuition, training and other activities provided by the school; as a boarder in a school hostel or other residential facility managed as part of a school; or -by a hospital or other medical facility as part of medical treatment provided to the child."
    - 7.2.1.2. Section 79: requires norms and standards for partial care (which include a safe environment for children), while Section 80 requires facilities to be registered with the Department of Social Development.
- 7.3. Local Government Municipal Systems Act (Act No 32 of 2000)
- Section 4 (2) (j) of the Municipal Systems Act states that the council of the municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty to contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in section 27 of the Constitution.
- 7.4. Local Government Municipal Financial Management (Act No 56 of 2003)
- Chapter 8: 'General financial management functions' of the Municipal Finance Management Act states that "the accounting officer of a municipality is responsible for managing the financial administration of the municipality and for this purpose take all reasonable steps to ensure that "resources of the municipality are used effectively, efficiently and economically." In other words the local municipality has to ensure that there is funding/resources available to improve ECD services. This includes under-utilized facilities. The municipality also has to ensure that these resources and/or funding is being utilised effectively. Therefore capacity building and monitoring needs to implement these resources to be efficiently utilised.

- 7.5. The United Nations (UN) Convention on the Rights of the Child (CRC) (ratified in 1995)
- 7.6. The Convention on the Elimination of all Forms of Discrimination against Women (CEDAW) (ratified in 1995)
- 7.7. The African Charter on the Rights and Welfare of the Child (ACRWC) (ratified in 2000)
- 7.8. The UN Convention on the Rights of Persons with Disabilities (CRPD) (ratified in 2006);
- 7.9. The UN Millennium Development Goals (MDGs) (adopted in 2000)
- 7.10. The UN Sustainable Development Goals (adopted 2015)
- 7.11. UNESCO Dakar Framework of Action for Attaining Education for All (EFA) (adopted in 2000);
- 7.12. The UN World Fit for Children (adopted in 2002)
- 7.13. UNESCO Moscow Framework of Action and Cooperation: Harnessing the Wealth of Nations (2010)
- 7.14. The Paris Declaration on Food Security and the Rome Declaration on Nutrition (November 2014)

## **8. POLICY PARAMETERS**

- 8.1. This policy must be used to guide services for the registration of ECD centres and assessment of proposals for the development or establishment of ECD centres in the Stellenbosch Municipal Area, including subsequent operational management and support to such centres, as well as to provide guidance to existing centres.
- 8.2. This policy addresses all facets of ECD facilities, including those that operate in the less formal settlements but does not deal with facilities relating to formal schooling, with the only exception being aftercare services that operate within the ECD centres/facilities.
- 8.3. Transversal nature: This policy has transversal implications. It is thus essential for Stellenbosch Municipality (Planning and Economic Development, Human Settlements and Property Management, Community and Protection Services, Engineering Services and Finance), the Provincial Departments of Health and Social Development, the District Municipality and ECD Forums to work collaboratively in implementing the policy.

## 9. ROLE PLAYERS AND STAKEHOLDERS

The following role players are identified for the purpose of implementing the policy provisions:

### 9.1. Stellenbosch Municipality

#### 9.1.1. Planning and Economic Development Directorate

9.1.1.1. **Land Use Management** Department is responsible for the affording of land use rights through zoning, re-zoning, temporary departures and consent use applications according to the Stellenbosch Municipal Zoning Scheme. Cost relating to these applications will be approved annually in the municipal tariffs with special dispensation for ECD applications. The department is represented on the municipal internal ECD committee and responsible to ensure that no new township establishments are approved without making provision for suitable ECD service delivery.

9.1.1.2. **Building Control** is responsible for the approval of building plans, inspection of completed works and issuing of occupation certificates.

9.1.1.3. **Community Development Department** is the lead department tasked with internal and external collaboration between all the role players and thus the driver of the municipal internal ECD committee. The department is also responsible for all approved ECD applications to be registered on the municipal GIS database for ECD centres and to provide support to the ECD sector and forums within the municipal area.

Further to the above, the Community Development Department is responsible:

- To ensure that the municipality align its services with the Children's Act in terms of registration and the Constitution in terms of the best interest of the child.
- To ensure that we give the ECD sector support and partnership in terms of providing efficient services such as capacity building: funding (Grant in Aid Funding) in order for them to provide efficient services within the Stellenbosch Municipal area.
- To provide support to the local ECD forums in terms of sustainability and dissemination of information to all bodies that provides ECD services in the municipal area.
- Parenting and family support programmes as envisaged through chapter 8 of The Act and the White Paper on Families (2012).

### 9.1.2. Human Settlements and Property Management

- 9.1.2.1. The **Property Management Department** is responsible for identification of possible land or underutilized facilities for ECD centres. The department in consultation with Legal Services is responsible to sign lease or facility management agreements between Stellenbosch Municipality and appointed registered ECD NGOs that operates from Council owned facilities.

The department can and should take responsibility for ECD infrastructure development on identified land or at existing municipal facilities.

- 9.1.2.2. The **New Housing Department** is responsible to ensure that no new housing development projects are approved without provisioning for suitable ECD service delivery.

### 9.1.3. Community and Protection Services

- 9.1.3.1. **Environment, Sport and Facilities** is responsible for the identification of new parks and the linkage between ECD locations and new and existing parks. Community parks in close approximation of ECD centres must receive priority attention regarding upgrading and maintenance. The department is also responsible to make community facilities available for implementation of children's activities such as the "come and play" programme. This will be done by implementing a fair tariff structure to recognise community based ECD centres and facilities. Tariffs will be advertised annually as part of the Draft Budget for public comment. Community facilities which can also be used to implement ECD capacity building training sessions should be made available for this purpose. Where possible underutilized community facilities can be made available for the establishment of ECD centres after consultation with the community and in an open and fair tender process. To note: Sport facilities are excluded from this policy, but will be taken on review after the approval of a Sport Facility Management Model.

- 9.1.3.2. **Library Services** as a local agent for the provincial Department Culture, Arts and Sport is responsible for the provision of well-resourced child-friendly libraries. A library service should investigate collaboration with specialized toy library services if they cannot operate a toy library services by themselves. Further support to ECD centres include holiday programmes, active reading and story-telling programmes as well as availing library halls to ECD centres for activities.

- 9.1.3.3. **Fire and Emergency Services** assess the ECD facility for its compliance with the national fire regulation and issues fire safety certificates. The department will be represented on the municipal internal ECD committee. Educational programmes for ECD centres on fire prevention will be conducted by the department.

- 9.1.3.4. **Disaster Management** will implement an educational programme aimed at prevention of disasters at ECD centres.



- 9.1.3.5. **Traffic Services** will conduct road safety education programmes at ECD centres. Centres in areas with high traffic volumes during the times when children are dropped off or picked up. The centre can apply for traffic calming measures at Engineering Services.

#### 9.1.4. **Engineering Services Directorate**

- 9.1.4.1. Bulk Infrastructure (Electricity, Water, Sewage) in formal areas:  
Water and Sewerage

Stellenbosch Municipality supplies potable water to the entire municipal area through existing bulk water infrastructure consisting of Water Treatment Plants, Reservoirs and bulk and network water distribution systems. Sewerage is being collected through a collector pipe network and outfall sewer system to be treated at various treatment works throughout Stellenbosch area. Water and Sewer Future plans and Master Plans are kept up to date to enable SM to plan, budget and implement enhancements to the existing infrastructure. All the formal erven in the urban areas of Stellenbosch Municipality's Management Area are provided with water connections and waterborne sanitation facilities (higher level of service).

- 9.1.4.2. Water, sewage and electricity in informal areas:  
Water and Sewerage

Poverty reduction and improved water management are inextricably linked. Section 4B of the Constitution lists water and sanitation services, limited to potable water supply systems and domestic waste water and sewerage disposal systems, as a local government function. As a priority it is the responsibility of Stellenbosch Municipality to ensure that adequate and appropriate investments are made to ensure the progressive realisation of the rights of all people in its area of jurisdiction to receive at least a basic level of water and sanitation services. While the provision of basic water services is the most important and immediate priority, Water Services Authorities move to provide intermediate and higher levels of services (for example water on site) wherever it is practical possible. Stellenbosch Municipality works towards providing all households in the towns with a water connection inside the house and connecting all households to a waterborne sanitation system. Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service and comply with the legal minimum requirements of service delivery to informal settlements.

Electrical Services: Stellenbosch municipality is responsible for the provision of electricity within the WCO24. However there are few areas within the WCO24 that are Eskom or Drakenstein areas of supply. These areas are: Wemmershoek, Pniel, James Town, Vlotenburg, Raithby, La Motte, Groendal, Klappmuts and Koelenhof.

All the areas in the WCO24 area of supply have access to electricity. It may happen that there aren't service connections to the houses or structures, in which case an application is to be

submitted to the municipality and necessary steps will be followed to realise connections.

**Traffic Engineering: Receive asses and respond to applications for traffic calming measures.**

- 9.1.4.3. Refuse removal: It is important that all residents and communities have access to refuse removal in order to maintain appropriate health and safety conditions in the area. Failure to do so can result in various diseases such as tetanus, Hepatitis B, diarrhoea, amongst others, where children are mainly at risk. It is critical that the importance of sound waste management practices be taught at an early age to prevent the exposure to harmful pathogens which could lead to an outbreak in the area.

ECD centres must have access to waste receptacles on provision that the ECD must conduct educational programmes on and implement waste minimisation initiatives to re-use, reduce and recycle waste streams in order to reduce waste that is destined for landfill sites. The Solid Waste Management Department can play an important role in providing the initial education and awareness training and promotional material to assist ECD centres.

In informal settlements, no new waste receptacle may be placed within 50m radius of an existing ECD and no new ECD may be approved within a radius of 50m of a waste receptacle.

#### 9.1.5. Finance Directorate

Alignment of internal policies (ie. special tariffs) to promote achievement of ECD Policy objectives.

### 9.2. District Environmental and Regional Health Services

- 9.2.1. **Environmental Health (CWDM)** is responsible for the assessment of ECD Centres and issuing of Health Reports to Provincial Department Social Development.

- 9.2.2. **Primary Health Care** for pregnant women and children under 6 is provided by Regional Department of Health through a service level agreement with the Provincial Government of the Western Cape.

### 9.3. Provincial Department of Social Development (DSD)

Stellenbosch Municipality shall partner with DSD to provide holistic and integrated ECD services and address backlogs and challenges related to the ECD registration processes.

- 9.3.1. The DSD Regional Office, Cape Winelands: Provide support and guidance to ECD services in the area.

9.3.2. DSD must register ECD Centres and keep an updated regional and provincial register of all registered early childhood development services.

9.3.3. DSD must register the ECD Programme.

9.3.4. DSD must perform inspections and cancel registration certificates due to non-compliance.

#### 9.4. **ECD forums**

9.4.1. An ECD forum is a voluntary organization for local ECD centres which serves as a representative body for community ECD centres and is governed by its constitution. An ECD forum also co-ordinates the ECD sector at community level and manages this sector's inputs or comments on ECD policy matters. An ECD forum will be responsible for participation in the Integrated Development Planning process of Stellenbosch Municipality on behalf of its members. It is the responsibility of the forum to disseminate information among its members and to inform the municipality of any mushrooming occurring within its geographical area. ECD forums further assist their members during the DSD registration process.

### **10. REQUIREMENTS FOR ECD REGISTRATION COMPLIANCE**

10.1. Initial Stage: Reporting to DSD appointed ECD Service Provider.

10.1.1. The applicant/owner's initial contact must be made with the Social Worker at Department of Social Development that provides ECD services in the respective area.

10.1.2. This will be an information session between the social worker and the applicant/owner of the facility.

10.1.3. The social worker must obtain the organisation's details and will advise applicant/owner whether the applicant/owner may proceed with the process depending on the area the facility will operate.

10.1.4. The social worker will determine whether the service is appropriate and whether the infrastructure that will be used is appropriate for ECD services, before any further steps are taken.

10.1.5. If the applicant/owner proceeds, the social worker will complete Form 11 with the applicant which specifies what is needed in order to be registered.

10.1.6. The social worker will refer the applicant/owner to the local municipality, in order to obtain the necessary certificates in order to be registered as a legal entity.

10.1.7. The Service Provider refer the application with the relevant information to the Environmental Health Practitioner (CWDM) to do the necessary inspection and report back to Social Development on the suitability of the proposed ECD Centre.

10.2. Assessing land use applications according to the appropriate Zoning Scheme

10.2.1. Land use rights:

10.2.1.1. A day care centre is defined as a place which is used, whether for profit or otherwise, for the care of children of all ages including schooling of pre-primary school children and after-school care and is the same as early childhood development centre (ECD), crèche, preschool, playgroup or aftercare. Day care centres can be operated as of right under Community and Education Zone.

- 10.2.1.2. A home day care means using a dwelling house, second dwelling and/or its outbuildings or a portion thereof to provide day care, crèche, after school care, early childhood development centre (ECD) or instruction for a limited number of infants or children, provided that:
- The scale of the dwelling house or second dwelling shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family; and
  - The primary use of the property shall remain a residence for the operator; and
  - The operator of the enterprise shall permanently reside on the property. A home day care centre may not accommodate more than six children (including any children of the resident family who also attend the facility).
- 10.2.1.3. Day care centres can also be permitted, in some Zones, as an additional use (which means an activity or use that is permitted in the zone additional to a primary right, provided provisions specified for such use are adhered to) and that only a Site Development Plan (SDP) needs to be submitted for consideration.

### 10.3. Small vs. Large Scale Centres

10.3.1. Small Scale centres would be regarded as home day care centres which can be mostly found in residential areas as they are limited to up to 6 children.

10.3.2. Large Scale centres (Day care centres), would be more located in non-residential zoned properties and can have more than 6 pupils.

### 10.4. Land Use Application Guide:

10.4.1. The following information should be included with a land use application (in conjunction with other requirements as per the Department's basic application submission checklist):

10.4.1.1. A proper written motivation which details:

- The number of children proposed to be accommodated;
- The type and nature of the proposed facility and services offered, including the type of structures and any proposed additions thereto;
- The number of people to be employed;
- The hours of operation and a daily timetable (including list of activities), including time allocated for outside play;
- A scaled and clearly dimensioned Site Development Plan indicating:
  - Cadastral boundaries on the subject property;
  - The areas of the dwelling/building(s) to be used;
  - Applicable building lines;
  - Play areas;
  - On-site parking for staff & visitors;
  - Drop off & pick up areas;

### 10.5. Criteria to be used in assessing land use applications for ECD centres

10.5.1. Locational Criteria:

10.5.1.1. Large scale ECD centres (day care) should be located close to public open spaces schools, churches, community facilities, clinics, sports fields and libraries etc. This clustering promotes

- sharing of infrastructure; such as parking; maximises access and confines the traffic impact to a defined area.
- 10.5.1.2. Their proximity to public transport nodes is also to be taken into consideration.
- 10.5.1.3. The ECD centres should not be located next to a tavern; sports bar; adult centres; or any other facility that would not be of a positive influence.
- 10.5.2. Access and Parking Criteria:
  - 10.5.2.1. Both pedestrian and vehicle access are to be provided.
  - 10.5.2.2. A suitable, safe drop-off area is to be provided.
  - 10.5.2.3. Adequate provision is to be made for on site visitors parking. Should this be limited the number of attendees should also be accordingly limited. The zoning scheme requires at least 1 parking bay per classroom or office.
- 10.5.3. Hours of operation
  - 10.5.3.1. These are hours that the facility will operate on a daily basis.
- 10.5.4. Noise and Security
  - 10.5.4.2. Noise and security considerations for ECD centres
- 10.6. Minimum health requirement standards as per Chapter 5 (Child Care Facilities and Institutions) of Provincial Gazette Extraordinary 6696, 15 February 2010: Municipal Health By-Laws Cape Winelands District Municipality..

The Cape Winelands District Municipality Environmental Health Officer is responsible to provide this service to registered ECD facilities and application for registration.

All ECD centres must comply with health requirements which include, **but are not limited to the following:**

- 10.6.1. An unobstructed indoor play area of at least 1.5 meter square per child must be provided;
- 10.6.2. An outdoor play area of at least 2 meter square per child must be provided;
- 10.6.3. If no outdoor space is available; add an extra 1 meter square per child indoor;
- 10.6.4. The learning indoor and outdoor play areas must be separated from the children and other play areas;
- 10.6.5. Where children are bottle-fed suitable facilities must be provided for cleaning of the bottles;
- 10.6.6. One potty for every 5 children must be provided;
- 10.6.7. The potties must be washed and disinfected after each usage and the waste of the potties must be disposed of hygienically in a toilet;
- 10.6.8. Storage facilities for soiled nappies must be provided.
- 10.6.9. Potties and nappies may not be cleaned near the food preparation and eating area;
- 10.6.10. Facilities for the washing of children [babies] must be provided;
- 10.6.11. Covered; safe; clean and waterproof mattresses and or cots must be provided;
- 10.6.12. Bedding should be provided and the blankets should be washed frequently;
- 10.6.13. A separate nappy changing area should be provided;
- 10.6.14. A separate nappy washing area should be provided and or disposable nappies should be stored and disposed in an approved manner.

- 10.6.15. Provide separate kitchen and facilities compliant with Regulation R962/2012 if food is handled on the premises. Apply for a Certificate of Food Acceptability.
- 10.7. Fire Safety Certification
- 10.7.1. One (1) portable fire extinguisher for every 200 square meters. (sqm);
  - 10.7.2. One (1) fire hose reel for every 500 sm if the building is bigger than 250 sqm;
  - 10.7.3. One (1) fire hydrant for every 1000 sqm;
  - 10.7.4. Exit signs - illuminated symbolic safety sign - above escape routes (doors);
  - 10.7.5. Escape route signs;
  - 10.7.6. If the building has only one escape route (door) not more than 25 persons are allowed inside;
  - 10.7.7. The building's external walls must have a fire resistance of 120 minutes.

## 11. IMPLEMENTATION OF POLICY

Implementation date to be determined by Council after approval of policy.

## 12. MONITORING, EVALUATION AND REVIEW

In order to ensure effectiveness, relevance and efficiency of the ECD program, there will be an on-going monitoring of the implementation. Evaluation will be done by the Department Community Development in collaboration with all other external stakeholders.

Review will encompass the results of monitoring and evaluation processes.

### 12.1. Monitoring

- 12.1.1. Monitoring the development and updating of unregistered and registered ECD centres database in the Municipal Area.
- 12.1.2. Monitoring of the implementation of capacity building programmes and number of attendees to training opportunities.
- 12.1.3. Monitoring of the ECD registration drive campaigns.
- 12.1.4. Monitoring of collaborative interventions and programmes between Municipality and Department of Social Development.
- 12.1.5. Monitor time taken to get an ECD centre registered.
- 12.1.6. Monitor number of children attending registered ECD Centres.
- 12.1.7. Monitor number of ECD registration per year.

### 12.2. Evaluation:

Collaborate with internal and external stakeholder to evaluate impact.

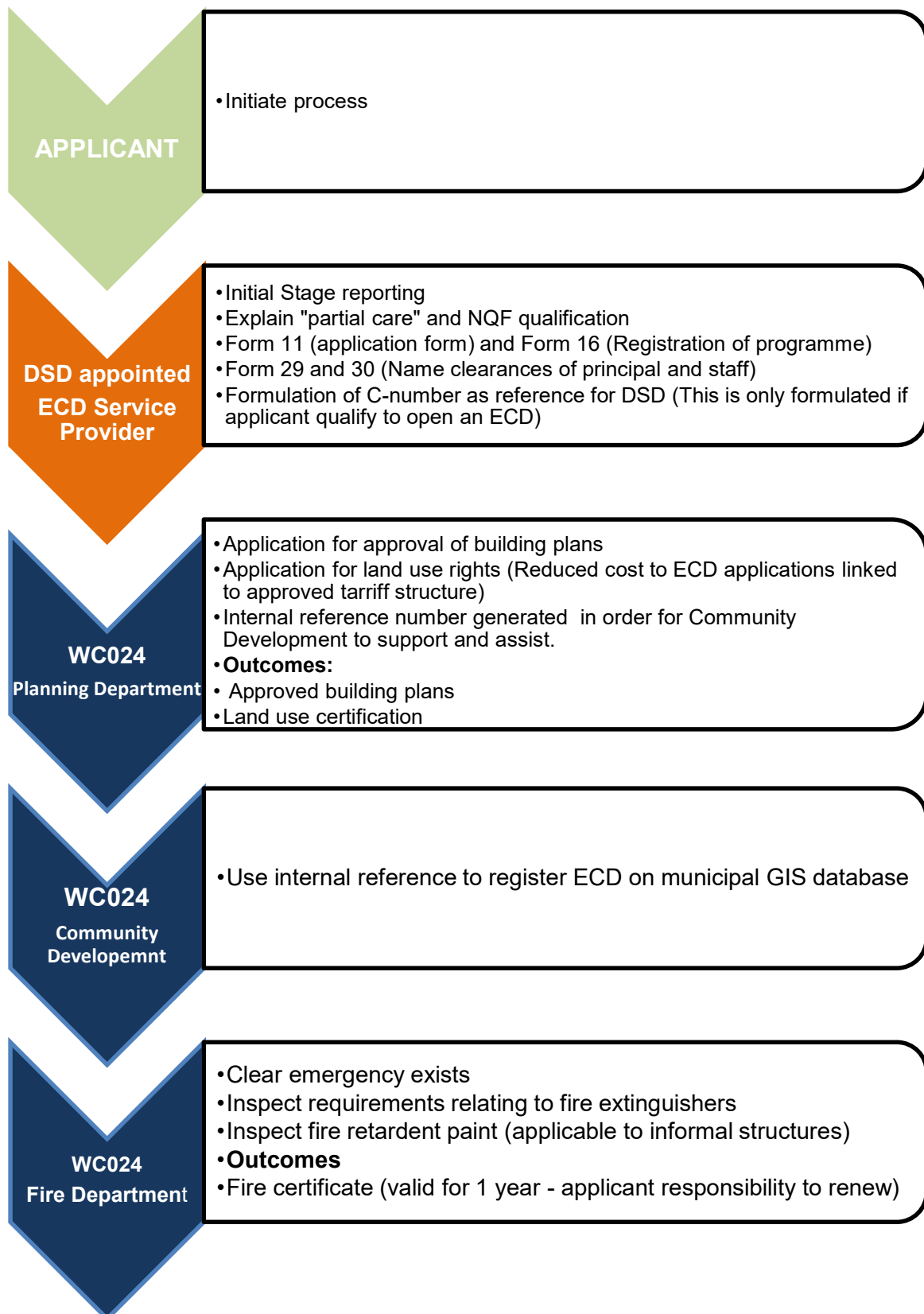
### 12.3. Review:

The ECD Policy review will occur every 5 years, unless new legislation comes into effect before then.

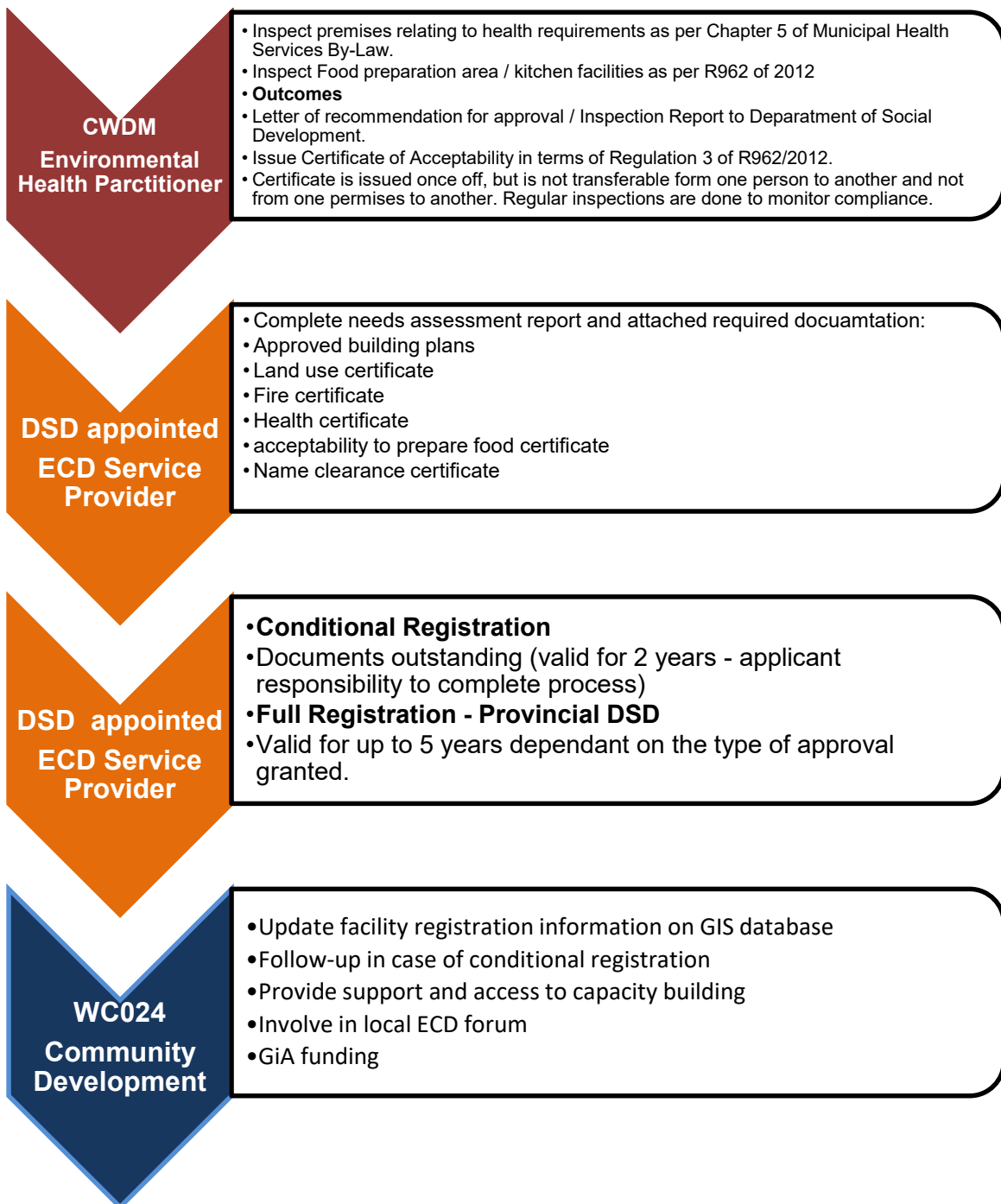
### 12.4. Data gathering:

The Municipality will annually update its GIS database of ECD's and maintain a register reflecting the status of ECD's in the WC024.

### 13. APPLICATION FOR REGISTRATION OF A PARTIAL CARE CENTRE (Flow chart)



Continue to next page

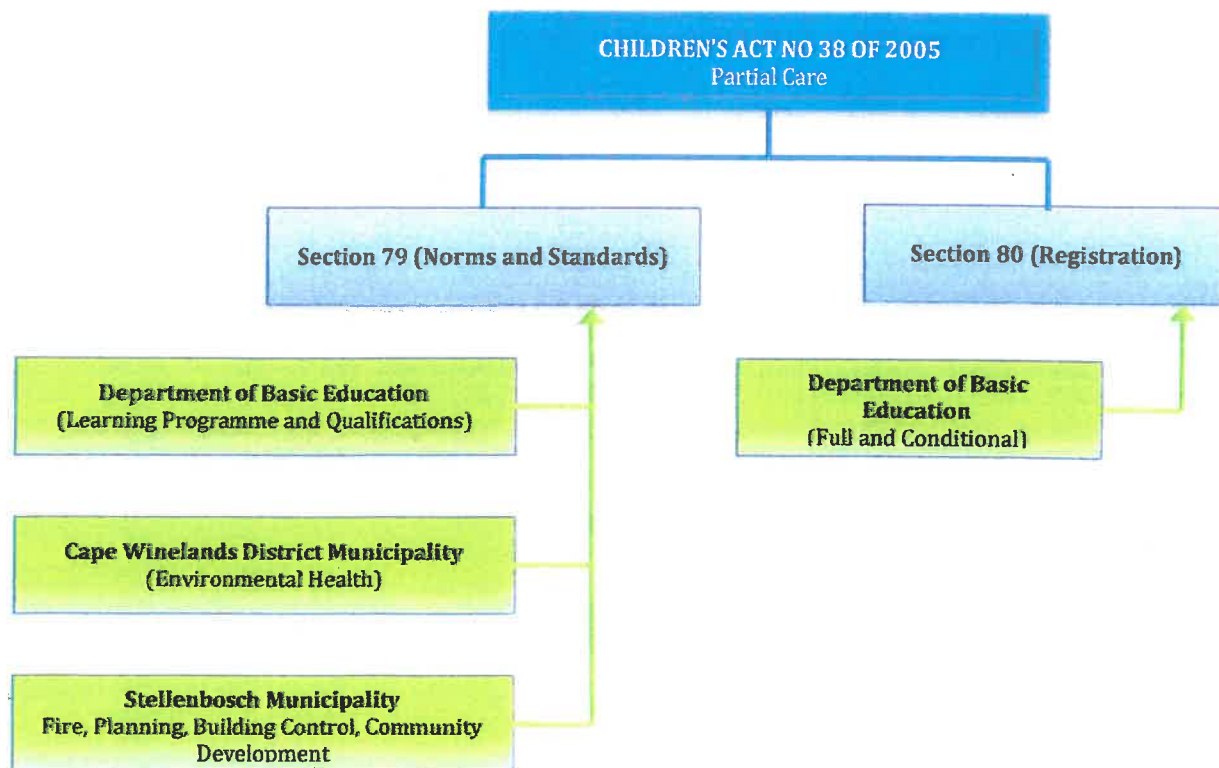




Annexure B:  
PARTIAL CARE  
FACILITY  
REGISTRATION  
SOP

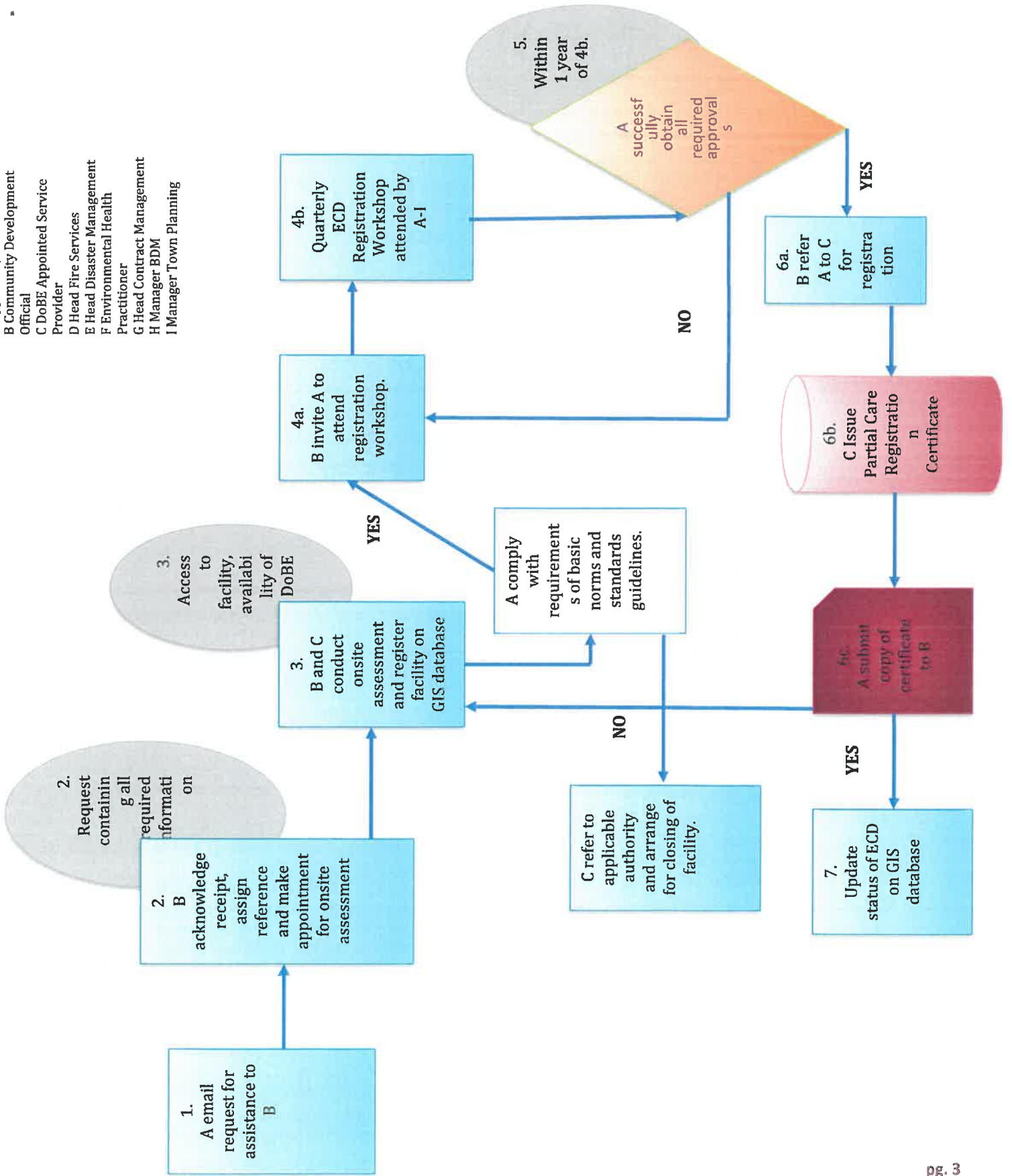
**Stellenbosch Municipality**  
**Standard Operating Procedures**

SOP #	<input type="text"/>	Version #	<input type="text" value="1.1"/>	Date	<input type="text" value="28-02-2023"/>
Responsible Directorate	<input type="text" value="Community and Protection Services"/>	Responsible Person	<input type="text" value="Community Development Coordinator"/>	Author	<input type="text" value="F Mayembana"/>
Delegation ref #	<input type="text"/>	Description/ Delegation Name	<input type="text" value="Determine Operational Procedures"/>		
SOP Title	<input type="text" value="Stellenbosch Municipality Partial Care Registration SOP"/>				
Purpose	<input type="text" value="To explain Stellenbosch Municipality and Cape Wineland District Municipality processes to be followed by partial care centre applicants or owners who require assistance to comply with the Norms and Standard of Chapter 5 of the Children Act 38 of 2005"/>				
Scope	<p>The Children’s Act requires facilities caring for children to comply with Norms and Standards that falls within the ambit of Local and District Government. Compliance to the Norms and Standards is a prerequisite to register as such a facility. This SOP is a guide to achieve compliance relating to municipal functions for the development or establishment of Partial Care centres in Stellenbosch Municipal Area. It further provides for subsequent municipal support to such centres.</p> <p>The SOP is applicable to the founding of Early Childhood Development Centres (ECD’s) in accordance with all different definitions of ECD centres; viz. aftercare centres; crèches; home childcare facilities; nursery schools; play groups; pre- schools; educare centres and/or similar facilities.</p>				





- A Applicant / Owner
- B Community Development Official
- C DoBE Appointed Service Provider
- D Head Fire Services
- E Head Disaster Management Environmental Health Practitioner
- G Head Contract Management Manager BDM
- I Manager Town Planning



## References:

Reference #	Reference Name	Requirements
Section 80 of Act 38 of 2005	Children's Act	Partial Care Facility to be registered
Section 79 Act 38 of 2005	Children's Act	<p>Partial Care Minimum Norms and Standards</p> <p>(2) The national norms and standards contemplated in subsection (1) must relate to the following:</p> <ul style="list-style-type: none"> <li>(a) A safe environment for children;</li> <li>(b) proper care for sick children or children that become ill;</li> <li>(c) adequate space and ventilation;</li> <li>(d) safe drinking water;</li> <li>(e) hygienic and adequate toilet facilities;</li> <li>(f) safe storage of anything that may be harmful to children;</li> <li>(g) access to refuse disposal services or other adequate means of disposal of refuse generated at the centre;</li> <li>(h) a hygienic area for the preparation of food for children;</li> <li>(i) measures for the separation of children of different age groups;</li> <li>(j) the drawing up of action plans for emergencies; and</li> <li>(k) the drawing up of policies and procedures regarding health care at the centre.</li> </ul> <p>(3) An early childhood development centre for children with disabilities or chronic illnesses, must, in addition to the national norms and standards contemplated in subsection (1)—</p> <ul style="list-style-type: none"> <li>(a) be accessible to such children;</li> <li>(b) provide facilities that meet the needs of such children; and</li> <li>(c) employ persons that are trained in and provide training to persons employed at The facility on— <ul style="list-style-type: none"> <li>(i) the needs, health and safety of such children;</li> <li>(ii) appropriate learning activities and communication strategies for such children; and</li> <li>(iii) basic therapeutic interventions</li> </ul> </li> </ul>
Chapter 3	Stellenbosch Municipality: Community Fire Services By-Law (Province of the Western Cape Provincial Gazette 7216 of Dec 2013)	<p>Escape Routes</p> <p>15. (1) A component which forms part of an escape route such as the feeder routes, access doors, emergency routes and escape doors must not be obstructed or rendered less effective in any way, which could hinder or prevent the escape of any person from a building in the case of fire or any other emergency.</p> <p>(2) A locking device, which is fitted to an access or escape door in an escape route, must be of a type approved by the municipality.</p> <p>(3) Where required by the controlling authority, an escape route must be clearly indicated with signage, which complies with SABS 1186, indicating the direction of travel in the event of fire or any other emergency.</p> <p>Including and evacuation plan detailing what to do in any emergency: Fire / Hostage / Explosion / Medical emergencies</p>
Chapter 4	Stellenbosch Municipality: Community Fire Services By-Law (Province of the Western Cape Provincial	<p>Section 17 – Fire Extinguishers – including:</p> <ul style="list-style-type: none"> <li>1. Provide a 4,5kg DCP type fire extinguisher for every 100 meters square of floor area.</li> <li>2. Provide fire extinguisher signs.</li> <li>3. Fire extinguisher to be mounted against wall 1m above the floor area.</li> </ul> <p>Section 18 – Testing and maintenance of fire protection systems</p> <p>Section 19 – Interference with and access to fire protection systems and fire</p>

	Gazette 7216 of Dec 2013)	<p>extinguishers</p> <p>Section 23 – Formulation of an emergency evacuation plan</p> <p>Section 24 – Displaying of escape routes – including</p> <p>1. Provide SABS approved exit signs for all escape doors.</p> <p>2. Provide an Alarm Station to raise an alarm in the event of emergency</p>
Annexure A	National Environmental Health Norms and Standards Notice 1229 of 2015	Section 2 – Standards for Child Care Centres to obtain a Health Certificate
	By-law on Municipal Land Use Planning	<p>When the Municipality considers an application, it must have regard to the following:</p> <p>(a) the application submitted in terms of this By-law;</p> <p>(b) the procedure followed in processing the application;</p> <p>(c) the desirability of the proposed utilization of land and any guidelines issued by the Provincial Minister regarding the desirability of proposed land uses and which relevant desirability considerations for the assessment of the proposed use or development of land includes the –</p> <p>(i) socio-economic impact;</p> <p>(ii) compatibility with surrounding uses;</p> <p>(iii) impact on the external engineering services;</p> <p>(iv) impact on safety, health and wellbeing of the surrounding community;</p> <p>(v) impact on heritage;</p> <p>(vi) impact on the biophysical environment;</p> <p>(vii) traffic impacts, parking, access and other transport related considerations; and</p> <p>(viii) whether the imposition of conditions can mitigate an adverse impact of the proposed use or development of land.</p> <p>(d) the comments in response to the notice of the application, including comments received from organs of state, municipal departments and the Provincial Minister in terms of section 45 of the Land Use Planning Act;</p> <p>(e) the response by the applicant, if any, to the comments referred to in paragraph (d);</p> <p>(f) investigations carried out in terms of other laws that are relevant to the consideration of the application;</p> <p>(g) a written assessment by a registered planner</p>
	National Building Regulations and Building Standards Act 103 of 1977 and amendments	All building plans of partial and after care centres have to be drawn-up in accordance with the regulations and standards by a registered architect and must be submitted to local municipality for approval.
Section 152 (1) (b); Section 153 (1) and Schedule 4B	Constitution of South Africa, 1996	<p>Section 152(1) (b) compels local government to ensure the provision of services to communities in a sustainable manner.</p> <p>Section 153(1) of the Constitution provides that a municipality must structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community and participate in national and provincial development programmes.</p>

		Schedule 4 Part B of the Constitution, determine that municipalities are responsible for "Child Care Facilities", to the extent set out in section 155 (6) (a) and (7) of the Constitution.
Section 4 (2) (j)	Local Government Municipal Systems Act No 32 of 2000	States that the council of the municipality, within the municipality's financial and administrative capacity and having regard to practical considerations, has the duty to contribute, together with other organs of state, to the progressive realization of the fundamental rights contained in section 24-29 of the Constitution.

**Definitions:**

<b>Name</b>	<b>Description</b>
Partial Care Centre	A facility that provides an early childhood programme with an early learning and development (ECD and Aftercare) focus for children from birth until the year before they enter Grade R/formal school.
After School Care Centre	Is a after school programme provided to children from Grade R to Grade 12 (ages 6-18).

### Procedure Outline:

Action ref	Procedure Description	Timeframes	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
1	A request assistance with registration as partial care facility via email to ECD.Registration@stellenbosch.gov.za		Applicant	E-mail	Request Email	Email contain: Name and Surname of Applicant Name of Facility Contact Tel/Cell No Physical Address  Internet Access	
2	B acknowledge receipt of request, assign a reference number and make an appointment for an onsite assessment visit	2 days after receipt of email request	Community Development Official	E-mail	Acknowledgement of receipt email Confirmation of appointment email Ref number	Internet Access	
3a	Onsite assessment of facility in collaboration with the appointed DoE service provider	2 weeks after the receipt of the email for request in accordance with the applicable appointment	Applicant  Community Development Official  Appointed DoE service provider official	GIS Tablet Vehicle	New Entry: ECD GIS database  Completed Basic Norms and Standards Guidelines  Assessment report	Access to facility  Availability of DoE appointed service provider  Internet Access	ECD GIS Database SOP
3b	If not found to be compliant with basic norms and standards of the Children's Act, the facility is referred to the applicable authority and closed down.	Immediately after assessment	Appointed DoE service provider official  Environmental Health Practitioner Fire Dept Community Development Official Building Inspector	Email	Assessment report  Children referred to alternative care  Facility no longer in operation	Alternative accommodation of children  Response from other officials	DoE Registration SOP for closure of facility.



Action ref	Procedure Description	Timeframes	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
4a	Invitation to attend compulsory quarterly ECD Registration Workshop sent to A complying with the basic norms and standards only.	1 month prior to workshop	Community Development Official	ECD whatsapp group / email.	e-mail invite  whatsapp message  RSVP list	Internet Access	
4b	Compulsory Quarterly ECD Registration Workshop explaining legislative compliance and associated application processes	Quarterly	Applicant Community Development Official Planning Official Environmental Health Practitioner Fire Safety Official Head Contract Management Disaster Management Official	Projector Screen Laptop Banners Venue Vehicle Tables Chairs Table cloths Applicant Transport Ref Numbers List of Specialist Service providers (nutrition, fire retardant paint, architects)	Attendance Register	Applicant Attendance  Availability of municipal officials	Fire Clearance Certificate SOP Town Planning Management SOP Approval of Building Plans SOP Health Clearance Certificate SOP Application to Access Mun Land SOP Lease Agreement SOP Emergency Evacuation Plan SOP
5	Applicant obtain required approvals	Within one year of attending the Compulsory Quarterly ECD Registrations workshop	Applicant	Applicant own funding	Approved Fire Clearance Certificate  Building Plans  Land use rights  Health Clearance Certificate  Access to land With signed lease agreement  Emergency Evacuation Plans	Applicant progress	Fire Clearance Certificate SOP Town Planning Management SOP Approval of Building Plans SOP Health Clearance Certificate SOP Application to Access Mun Land SOP Lease Agreement SOP

Action ref	Procedure Description	Timeframes	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
							Emergency Evacuation Plan SOP
6a	Referral for further registration assistance to Department of Basic Education appointed registration service provider.	Upon successful acquiring of all required approvals and certifications	Applicant Community Development Official Appointed DoBE Service Provider	E-mail Access	Referral email  Registration Certificate as Partial Care Facility	Applicant complying with other registration requirements  Applicant in receipt of the required approval certificates	DoBE Registration SOP
6b	Issuing Partial Care Registration Certificate	1 week upon acquiring from DoBE	DoBE	See above	Registered Partial Care Facility		DoBE Registration SOP
6c	Submit copy of Partial Care Registration Certificate to the municipality	1 week of receipt of certificate	Applicant	Email	Submission email	Access to internet	
7	Partial Care Facility registration update and review on the municipal GIS Database	Upon receipt of copy registration certificate	Community Development Department	GIS tablet and Database Vehicle Access to internet	Updated register of local partial care facilities	Access to registration document and facility	ECD GIS Database SOP

### Competencies and Approvals:

Competency Category	Competency Requirement	Competency Assessment
Children's Act Partial Care Registration	Compliance to Norms and Standards and health and safety regulations	Full Registration- Renewal after 5 years from time of issue. Conditional Registration- renewal after 2 years from time of issuing. Outstanding documents causing conditions need to be submitted within the 2-year period
Fire Safety Certificate and Evacuation Plan	Compliance to Fire Safety Bylaw	Annual renewal
Health Clearance Certificate	Compliance to National Environmental Health Norms and Standards Notice 1229 of 2015	Renewal in the following instances: <ol style="list-style-type: none"> <li>1. Annually</li> <li>2. In case of change of ownership</li> <li>3. In the case of renovations/additions to the existing premises</li> <li>4. If the services move from one premises to another</li> </ol>
Approved Building Plans	Compliance to the National Building Regulations and Standards	Must be renewed with each alteration.
Consent Use Applications	Compliance to applicable land use rights	A consent use contemplated in subsection (1) lapses after the applicable period from the date that the approval comes into operation if, within that period— <ol style="list-style-type: none"> <li>(a) the consent use is not utilized in accordance with the approval;               <p style="text-align: center;">or</p> </li> <li>(b) the following requirements have not been met:               <ol style="list-style-type: none"> <li>(i) the approval by the Municipality of a building plan envisaged for the utilization of the approved consent use; and</li> <li>(ii) commencement of the construction of the building contemplated in subparagraph (i)</li> </ol> <p style="text-align: center;">or</p> </li> </ol> After 5 years

### Health & Safety Considerations:

Name	Description
Environmental Health	The number of children accommodated in the facility The flooring and structure need to be safe and secure The facility should remain clean and provide a safe environment The facility should provide adequate ventilation The facility should ensure that ablution services are kept clean at all times
Fire Clearance Certificate	To ensure that the facility has serviced fire extinguishers and they are mounted on walls The facility to have clearly marked signs for evacuation The facility has an alarm system in case of emergency The facility to provide safety drills for children
Approved Building Plan	To ensure that the structure is safe and it is approved by local municipality





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<b>5.2</b>	<b>DELEGATED MATTERS</b>
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<b>5.2.1</b>	<b>COMMUNITY DEVELOPMENT MONTHLY REPORT: JULY 2023</b>
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Collaborator No: 755025

IDP KPA Ref No: Dignified Living: Municipal Focus Area 21

Meeting Date: 07 September 2023

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**1.      SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: JULY 2023**

**2.      PURPOSE**

To present to the Portfolio Committee the monthly report relating to the functions and activities of the Department: Community Development for the period: July 2023.

**3.      DELEGATED AUTHORITY**

For information to Portfolio Chairperson and the Municipal Manager

**4.      EXECUTIVE SUMMARY**

The Department: Community Development is responsible for service delivery to vulnerable groups. The monthly report account for the activities and programmes as implemented by the Community Development Department for the above-mentioned period.

**5.      RECOMMENDATIONS**

That the Community Development Monthly Report for July 2023 be noted.

**7.      DISCUSSION / CONTENTS****7.1.    Background**

The monthly report lists all functions performed by the various sections in the Department Community Development. It show-cases successes achieved, and projects completed for reporting period.

**6.2    Discussion**

Service delivery in the department is in line with the identified KPI's of the department.

**7.3.    Financial Implications**

**Financial implications as per approved budget.**

**6.4    Legal Implications**

The recommendations in this report comply with Council's policies and all applicable legislation.

**6.5    Staff Implications**

This report has no additional staff implications to the Municipality.

**6.6    Previous / Relevant Council Resolutions:**

None

**6.7    Risk Implications**

Risks are addressed through the content of the report.

6.8      **Comments from Senior Management:**

One required comment requested.

Director Community and Protection Services: Support the report.

6.8.6      **Municipal Manager:**

Content noted.

**ANNEXURES**

**Annexure A: Community Development Monthly Report: July 2023**

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Michelle Aalbers
<b>POSITION</b>	Manager Community Development
<b>DIRECTORATE</b>	Community and Protection Services
<b>CONTACT NUMBERS</b>	8408
<b>E-MAIL ADDRESS</b>	Michelle.aalbers@ Stellenbosch.gov.za
<b>REPORT DATE</b>	04-08-2023






# MONTHLY REPORT:

JULY 2023

Community Development

## Report Highlights

- ♣ Youth: Job Readiness Training P1
- ♣ Meet Priscilla Napoleon: P12

CAPITAL EXPENTIURE						
Projects	Original Budget	New Budget	Actual Expenditure	Provisio nal	Shadows	Balance
Furniture Tools & Equip 20220630077191	55 000		0	0	0	55 000
Early Childhood Development Centres 20230621063424	1 000 000		0	0	0	1 000 000
<b>COMMENTS:</b> FT&E: Part of PNQ 1 and 2 procurement. Awaiting quotations. ECD: Insufficient funds, present shortage of funds linked to high priority maintenance needs to MM and Directors as the facilities are unsafe.						
<b>Implementing the model of partnerships between the municipality and local organizations to collectively further development in the community through focussing on existing resources and needs as identified by the community.</b>						
<b>YOUTH</b>						
<b>Activity 1:</b> (Describe activity lto objectives, partnerships, and outcomes)						
<b>Job readiness Program:</b> The program was done in collaboration with the Department of Social Development and the Department of Labour on 26 July at the Cloetesville Hall. The programme was to empower youth and develop their skills to be work ready. The following were addressed in the session:						
<ol style="list-style-type: none"> <li>1. How to write your CV and how to conduct an interview.</li> <li>2. How and where to search for various job opportunities and how to write your CV that would be fitting a required advertised position.</li> <li>3. The psychological effect of unemployment and the impact thereof on motivation and employment seeking determination.</li> <li>4. The BCEA, giving them an overview of what is expected from employees.</li> <li>5. Soft skills that could assist them to adapt and perform in different work settings or career fields.</li> <li>6. Registration on the various work seeker databases, especially the municipal database as well as Dept of Labour.</li> </ol>						
15 youth from Elsenburg and 19 youth from Cloetesville attend the workshop.						
<b>Challenge:</b> The program had to stop earlier than planned as their was a shooting incident in the area. The safety of the youth attending had to be considered.This will influence the future implementation of programs Cloetesville as a result of the gang violence.						
						
Total persons reached (Activity 1)						34
Ward No						16,17,19
Budget Allocated						6 900-00
<b>Persons reached for the month</b>						<b>34</b>

**ELDERLY**

**Activity 1:** (Describe activity its objectives, partnerships, and outcomes)

**Know your status capacity building:**

On the 14<sup>th</sup> of July a session with the Franschoek Elderly group focussed on their status, the roles and responsibilities and requirements to keep their NPO status active. Discussions were also conducted on the way forward for the group and how to recruit more elderly to join as well as possible programs.

On the 21 July the CSO assisted the Franschoek Elderly Group board members on the finalisation of their constitution and the registrations process.

Follow-up engagements will be held with all the clubs with regards to their NPO status and associated roles and responsibilities.



Total persons reached (Activity 1)	36
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Ward No	1, 2
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Budget Allocated	0.00
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<b>Persons reached for the month</b>	<b>36</b>
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**CHILDREN**

**Activity 1** (Describe activity its objectives, partnerships, and outcomes)

**GIS Updates of ECD Facilities**

Total Centres reached (Activity 1)	
------------------------------------	--

Ward No	
---------	--

Budget Allocated	
------------------	--

**Activity 2** (Describe activity its objectives, partnerships, and outcomes)

**Back to School Awareness Programme: 21 and 27 July 2023 JJ Rhode Primary School and Vlotenburg Primary School**

The department in collaboration with StellCare, Cotlands, SAPS, Traffic Dept, Fire Dept, DSD, Disaster Management and Working on Fire hosted a Back to School Programmes at the above-mentioned schools. The purpose of the programme was to motivate learners to stay in school in order for them to lay a foundation for a career. Issue pertaining to child abuse, substance abuse, health, hygiene and safety measures were discussed with the children focussing on their right to report and how to do so. Partner contributions were as follow:

- Cotlands implemented activities that highlighted learning through play with the Pre-Grade R and Grade R.
- Sgt Jason Rhode from the Stellenbosch SAPS Social Crime Unit highlighted choices and consequences of decision making.
- Fire, Disaster and Traffic departments highlighted safety aspect for children in their homes and also on the road.

- DSD partners highlighted the importance to report any violation that occurs to the child and also if they see anything happening around them.

Both schools were focusing on safety and this formed part of their lesson plan for the learners.



Total persons reached (Activity 2)	980
Ward No	19, 20
Budget Allocated	25 570

**Activity 2** (Describe activity its objectives, partnerships, and outcomes)

### **Greater Stellenbosch ECD Stakeholders Engagement: 28 July 2023 StellCare Hall, Idas Valley**

The Community Development department hosted the bi-annual ECD stakeholders' engagement for the Greater Stellenbosch Municipality. The engagement is to engage with the ECD stakeholders (municipality, government and private organizations) and we extended the invite to the ECD Forums Chairpersons to share their collective stance in terms of the services rendered in the area.

The agenda for this engagement was to firstly revisit the Stellenbosch Municipality SOP for Partial Care Centres Registration and also the services available to support centres after registration. The engagement started off looking at the needs analysis that was undertaken by the ECD Forums in terms of registration and solutions thereof to ensure that the ECD Registration SOP is effective. Each forum chairperson presented on the registration and programmes that organizations should focus on in order to ensure that ECD facilities comply holistically.

This was a very good session as most of the organizations could now plan towards how they could effectively assist the partial care for registration. We therefore also made an agreement that the departments that assist the partial care centres with the required documents on the quarterly engagement in August 2023.

The department also highlighted on the governance of the ECD centres and this also could be one of the programmes that could strengthen the ECD facilities. The policies and also financial training with monitoring and evaluation included to ensure that there is implementation. We also had a discussion in terms of the

NPO registration and how this is linked with financial accountability. We also looked in terms of Child abuse cases and how we can create a referral pathway for each Forum when they encounter a case at their facility. Lastly the department introduced the six EPWP who will be assisting with the Profiling of the ECD/aftercare centres in each town. They will begin with the project from the 1<sup>st</sup> of August 2023 and this is to determine what is outstanding so that we can better plan our quarterly engagements for unregistered facilities.



Total persons reached (Activity 3)	28
Ward No	NA
Budget Allocated	R5000
<b>Persons reached for the month</b>	

## DISABILITY

### Activity 1 (Describe activity its objectives, partnerships, and outcomes)

Meeting with ChangeAbility, the objective of the engagement was to review the Universal Access Policy implementation planning for the various Directorates for the new financial year 2023-2024.

Challenges and successes of the previous year's implementation were discussed and recommendations on a new implementation strategy was decided upon, one of it being compiling a new implementation plan that will be presented to the MM for input and sign off.

Total persons reached (Activity 1)	4
Ward No	NA
Budget Allocated	0.00
<b>Persons reached for the month</b>	<b>4</b>

## PEOPLE LIVING ON THE STREET

### Activity 1: (Describe activity its objectives, partnerships, and outcomes)

#### Give Responsibly Campaign



The campaign was launched in March 2019. The campaign has been completely absorbed under Stellenbosch Night Shelter and the distribution and record keeping of coupons sold vs coupons redeemed for services is much more reliable. The statistics show clearly that many people wanting to go to the shelter, make use of the coupons and have accepted this as a system that works for them.




We require continuous awareness on the campaign in Stellenbosch among local business as the results speak for themselves.

**Awareness at the Stellenbosch Night Shelter:**

Awareness on Shelter services and Give Responsibly Campaign to +- 25 Grade 7 learners and 3 teachers of Idas Valley Primary School.

Mandela Day was a highlight for the month of July. The Shelter had a volunteer group of clients cleaning the areas around the Shelter.

Coupons Sold	410	Coupons Redeemed	541		
<b>Current list of Distribution Partners:</b> 18					
<p>Heartflow NPC who started the programme is no longer in the position to sustain the work required to ensure retailers are stocked with coupons through their volunteers. After successful negotiations, the Stellenbosch Night Shelter agreed to take over the responsibility with the understanding that nothing will change regarding the programme. Posters have been updated and distributed to inform the public of the change.</p>		<p>Buy Give Responsibly coupons at any of the places below</p> 			
Total persons reached (Activity 1)			951		
Budget Allocated			0.00		
<b>Activity 2:</b> (Describe activity into objectives, partnerships and outcomes)					
<b>Restorative Justice No referrals was received from the Municipal Court</b>					
<b>Referrals:</b>					
Stellenbosch Night Shelter = 0					
Stellenbosch Hospital = 0					
Abba (substance abuse) = 0					
ACVV Social Worker = 0					
DSD: Follow-up reports: 0					
Total persons reached (Activity 2)			0		
Ward No			0		
Budget Allocated			0		
<b>Activity 3:</b> (Describe activity into objectives, partnerships and outcomes)					
<b>NIGHT SHELTER</b>					
Occupancy	Individuals staying for the month		New Individuals		Ave per Night
	Males	Females	Males	Females	
Annex (GiA)	49	0	3	0	27
SNS (Own funding)	40	16	2	5	35
<b>10 persons shown away during the month when both shelters were full.</b>					
<b>The following other services were rendered to persons at the Night Shelter:</b>					
The ANNEX is the second shelter funded through GiA and the SNS is information from the Stellenbosch Night Shelter.			<b>SNS (Own Funding)</b>	<b>ANNEX</b>	
Screenings / assessments			7	3	
Referrals (Clinics, hospital, other shelters, psychological services)			36	19	
Referrals to rehab facilities			1	1	
Access to ID's/SASSA Grants/Old Age Homes/Transport/CV's			1	0	
Preventative/Life Skills Groupwork			51	7	

Meals served	29	12
Food Parcels to working clients	6	2
Toiletries Provided	10	316
Total beds occupied (Activity 3)	1 085	837
Reunification	6	3
Total services rendered (Activity 3)		<b>2 432</b>
Ward No		All
Budget Allocated		113 416.19

**Activity 4:** (Describe activity its objectives, partnerships and outcomes)

### EMPLOYMENT CREATION PROJECTS

#### Dog Walking at the Devon Valley AWSS

Through the Stellenbosch Homeless Ministries Network, a project in collaboration with Heartflow started where homeless persons can walk dogs at the AWSS in exchange for a Give Responsibly Coupon. The volunteers of the network also use the opportunity to engage and minister homeless persons while they walk the dogs. The homeless walk the dogs for about an hour, but some has found the connection so compelling that they stay there and assist with the cleaning of the feeding and water bowls as well as the kennels. It is difficult to accommodate the persons when the weather is rainy.



The project is not suitable for all homeless persons, but provides an opportunity where a person can through personal effort obtain a coupon to sleep in the shelter without having to beg for it.

Ways in which the public can get involved: Buy Give Responsibly Coupons and donate it tot the Devon Valley AWSS, provide cash for the purchase of veggies to make soup as this is coming out of the managers pocket at the moment. People can also volunteer time to engage with homeless persons and walk dogs with them. Contact Lorna Hughes to get involved in the project. 22 persons was assisted through this programme to obtain tickets and access to the night shelter.

#### Cleaning Services at the Shelter and Environmental Cleaning project

The shelter has a cleaning project through which residents of the facility can earn a small income. During the month, 36 individuals made use of the opportunity.

#### Work for Living

2 SNS + 2 AN Clients were referred to the job readiness program at Work for living. Only 1 client completed the program. The R150 course fees are sponsored by Stellenbosch West Church. Shelter provided lunch packs.

Total persons reached (Activity 4)	62
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Ward No	All
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Budget Allocated	0-00
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**Activity 5:** (Describe activity its objectives, partnerships and outcomes)

#### Food Provision: Bergzicht Taxi Rank

Lunch is provided at the Bergzicht Taxi rank from Monday-Friday. Any person, not just people living on the street can access a meal from this feeding point that is operated by a municipal Grant in Aid beneficiary: Feeding in Action.

Total persons reached (Activity 5)	1 200
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Ward No	All
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Budget Allocated	0.00
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**Activity 6:** (Describe activity its objectives, partnerships and outcomes)**Surveys conducted with the homeless:**

In collaboration with the other Stellenbosch Homeless Forum (SHF) partners, a services and needs based assessment tool was developed. Members of the forum are taking collective responsibility to conduct the surveys around the municipal area. The aim of the survey was to engage with the homeless to determine how civil society, surrounding stakeholders and Stellenbosch Municipality can address homeless in the servicing area. The survey outreaches to both the homeless and the public will continue throughout the municipal area to gather the required information and findings to assist with strategies to further engage with the challenge of homelessness.



Total persons reached (Activity 6)	9
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Ward No	9
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Budget Allocated	0.00
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<b>Total Persons reached for the month</b>	<b>4 654</b>
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**GRANT IN AID (GiA)****Activity 1:** (Describe activity its objectives, partnerships, and outcomes)**2024-2025 Application Process**

Drafted Call for Proposals and media notices.

Total organisations reached (Activity 1)	0
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Ward No	NA
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Budget Allocated	0.00
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**Activity 2:** (Describe activity its objectives, partnerships, and outcomes)**2023-2024 Monitoring and Evaluation**

Due from Jan-Dec. Payments have not been made.

1.

2.

Total orgs reached (Activity 2)	0
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Ward No	NA
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Budget Allocated	0.00
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<b>Total Organisations reached for the month</b>	<b>0</b>
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**GIA FOOD GARDEN PROJECT**

**Activity 1:** (Describe activity its objectives, partnerships and outcomes)

**B-Application – SA Institute for Entrepreneurship:**

The project has started with the initial orientation and training in Kayamandi and Klapmuts. In Kayamandi there was an overwhelming response of participants that want to be part of the program. This led to the decision to invite all ward councillors for an introductory session on the project to ensure equal opportunity. The meeting has been scheduled with all ward councillors for early August 2023.

The project has earmarked 720 beneficiaries for the financial year and the initial roll-out would be to those wards that indicated food gardens/food security as a ward priority through the IDP process.

**NETWORK STRUCTURES**

**Activity 1:** (Describe activity its objectives, partnerships and outcomes)

**LDAC Monthly Meeting**

Monthly LDAC Executive meeting conducted on 17/07/2023. The objective of the LDAC monthly engagement for the month of July is to strengthen partnerships between DSD, Stellenbosch Municipality and other stakeholders and collaboratively strategise sustainable awareness and intervention plan to eradicate substance abuse. The first general meeting of the Stellenbosch LDAC is planned for 30 August 2023

Total persons reached (Activity 1)	5
Ward No	All
Budget Allocated	0.00

**Activity 2** (Describe activity its objectives, partnerships, and outcomes)

**Greater Stellenbosch ECD Stakeholders Engagement: 28 July 2023 StellCare Hall, Idas Valley**

The Community Development department hosted the bi-annual ECD stakeholders' engagement for the Greater Stellenbosch Municipality. The purpose was to engage with the ECD stakeholders (municipality, government and private organizations) and included the ECD Forums chairpersons to collectively share their stance in terms of the services rendered in the area.

The agenda included:

- A revisit of the Stellenbosch Municipality SOP for Partial Care Centres Registration and
- Services available to support centres after registration.
- The needs analysis undertaken by the ECD Forums in terms of registration and possible solutions to ensure the effectiveness of the ECD Registration SOP.
- Presentations by the ECD Forum chairpersons on registration obstacles and possible programmes that the ECD stakeholder organizations should focus on in order to ensure that ECD facilities comply holistically.
- The importance of governance at centres.
- Partial Care policies
- Financial Management training
- M&E to ensure implementation
- NPO registration and associated financial accountability
- Child abuse cases and the establishment of a referral pathway
- EPWP's assisting with the profiling of the ECD/aftercare centres in each town.



Total persons reached (Activity 2)	28
Ward No	All
Budget Allocated	5 000.00

**Activity 3:** (Describe activity its objectives, partnerships and outcomes)

### Stellenbosch Homeless Forum (SHF)

The objective of the SHF is to create a platform of engagement between civil society, stakeholders and religious groups to strive towards sustainable strategies to alleviate homelessness in the Stellenbosch Municipality service areas. Partnerships are established to collaboratively address challenges and best practice models to provide sustainable intervention plans and services to the homeless. The SHF established clusters within the forum, the aims of the clusters are to maintain focus on specific required outcomes as follows:

- Awareness & Research
- Safety
- Services
- Space
- Lived Experience

Total persons reached (Activity 3)	26
Ward No	All
Budget Allocated	0.00

**Activity 4:** (Describe activity its objectives, partnerships and outcomes)

### Western Cape Liquor Authority (WCLA)

The annual stakeholder engagement with WCLA, SAPS, Municipalities, Community Police Forums, Neighbourhood Watches and other community structures took place during the month of July.

The objectives were to

- Facilitate symbiotic relationships
- To establish and foster a more effective working relationship with stakeholders
- Achieve a more adequate response to alcohol related harms

The municipality attended the engagement,

Total persons reached (Activity 4)	NA
Ward No	All
Budget Allocated	0.00

**Total Persons reached for the month** **59**

SOCIAL RELIEF OF DISTRESS										
No of Incidences										10
	B/Fast	Supper	Small Food Parcel	Large Food Parcel	Male Vanity	Female Vanity	Blankets	Mattresses	TOTAL ZAR	COMMENT
<b>JULY 2023</b>										
Malan Trust, Blaauklippen	0	0	0	0	0	0	0	0	0	No deviation
F216 Luyolo Street, Kayamandi	0	0	1	0	0	1	1	1	1 399,13	
408B TRA, Kayamandi	0	0	0	0	0	0	0	0	0	Partially affected
305 Mawetu Street, Kayamandi	0	0	0	0	0	0	0	0	0	No deviation
B2714 Enkanini, Kayamandi	0	0	0	0	0	0	0	0	0	Owner diseased
3311 Koelpark, Klappmuts	0	0	0	0	0	0	0	0	0	No deviation
Lamla Street, Kayamandi	70	70	9	2	14	21	35	35	47 932,37	
Mountain View, Jamestown	22	33	3	1	7	4	11	11	16 427,74	
1236 10th Ave Kayamandi	0	0	0	0	0	0	0	0	0	No deviation
2946 Dahlia Street Klappmuts	0	0	0	0	0	0	0	0	0	No deviation
<b>TOTAL</b>	<b>92</b>	<b>103</b>	<b>13</b>	<b>3</b>	<b>21</b>	<b>26</b>	<b>47</b>	<b>47</b>	<b>65 759,24</b>	
<b>Persons reached for the month</b>										<b>47</b>
MEETINGS AND ENGAGEMENTS										
Date										
3-7	Orientation									
3	StellCare Planning									
3	Cabrico									
3	Internal Budget discussion									
4	Homelessness Task Team									
4	BEC BSM 75/23									
5	DSD: Service Directory and network									
6	Community Safety Forum: Social Cluster									
9	Stellenbosch Night Shelter									
10	P Napoleon introductory meeting with subordinates									
10	Scarce Skills Discussion									
10	BEC BSM 49/23									
10	HR Discussion: Appointment									
11	Directors Meeting: U Turn Presentation									
11	Bergzicht Taxi Rank – safe space site inspection									
12	CAPEX discussions									
12	Area North orientation									
13	Area South orientation									
14	Stellenbosch Homelessness Forum									
17	DSD MOU									
17	22/23 Performance discussion with the director									
18	Real Deal									
18	Stellemploy									
18	SA Institute for Entrepreneurship									

18	Bergzicht Taxi Rank – safe space site inspection
19	Departmental KPI's
19	SFH Task Team meeting
21	DSD
21	P Napoleon – planning meeting
20	SCAN GBV Working Group
20	Performance Agreements
20	HR: Principle Clerk Vacancy
20	SCM SOP
21	CWDM Rural and Social Programmes meeting
21	MM: Homelessness spaces
24	Idas Valley Elderly Club
24	Bergzzicht Training Centre
25	Office: Raw Sewerage Meeting
26	Performance Agreements
26	Office: Raw Sewerage Meeting – Site inspection
26	CDW LC Meeting
26	Final Performance Agreements
27	DSD NPO Funding
28	ChangeAbility
28	Ward 2 Cllr – Ward Needs
31	Homelessness: Spaces meeting

#### ITEM SUBMISSION

Collab no	Description
752393	Community Development Monthly Report May 2023
753445	Community Development Monthly Report June 2023
753443	Grant in Aid Policy Review

#### OUTSTANDING COUNCIL RESOLUTIONS

Collab no	Description
	NONE

#### FQ'S AND TENDERS

No	Status	Termination Date
48/21	BSM: Youth Skills Development. Hospitality Monthly Contract management completed.	June 2024
49/21	BSM: SRD – Blankets and Vanity Packs. Contract Management completed.	June 2024
116/21	BSM: Learner and Driver Licence: Contract Management completed.	June 2024
117/21	BSM: Youth Skills Development (Artisan): Contract Management completed.	June 2024
37/22	BSM: SRD Food Parcels –Contract Management completed.	June 2025
60/22	BSM: UA Training and other services. Monthly Contract Management completed.	June 2025
25/23	BSM: SRD Mattresses: To replace 64/20. Advertised, compulsory clarification on 9/3/23 with a closing date of 20 March 2023. Evaluation report submitted to SCM. Award made at BAC on 19/05/2023.	June 2026
26/23	BSM: SRD Food and Beverages: To replace 63/20. Advertised, compulsory clarification meeting on 8/3/23 with a closing date of 20/03/2023. Evaluation report submitted to SCM. BEC concluded on 17/05/2023. BAC concluded on 09-06-2023	June 2026
49/23	BSM: Youth Skills Dev – Lifeguard Training. Technical Evaluation completed and submitted to SCM. BAC award made 14/07/2023.	June 2026

75/23	BSM: Youth Skills Dev – Ass Chef. Compulsory Clarification meeting completed, and minutes submitted to SCM. Evaluation Completed. BAC award made 07/07/2023.	June 2024
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**OFFICE MANAGEMENT**

One-on-one with Director	2
One-on-one with officials	4
Joint Management Meetings (Director)	1
Consultation with portfolio chair	0
Departmental meetings	1
Departmental OHS Meeting:	1

**REPORTS**

Monthly Departmental Report	1
Monthly OHS Report	1
Ignite reporting and uploading	1

**HR**

Discipline	0
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**New Appointee:** Priscilla Napoleon has been appointed as the third Community Development Coordinator with the following responsibilities:

1. Homelessness
2. Persons with Disabilities
3. Substance Abuse

She is a trained Social Worker with extensive experience as the manager at the Somerset West Night Shelter. We welcome her and wish her very happy employment at Stellenbosch Municipality.

**Leave stats**

Month: July		Year: 2023		Go																																	
Approved	Pending	A=Annual	C=Accum	L=Long Service	S=Sick	F=Fam.Resp.	U=Unpaid	T=Overtime	O=Other																												
Weekend	Holiday	B=Occasional	M=Maternity	Y=Study	D=Lv.Sold																																
Co.	Empl. Code	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
01	1212121	KRUYWAGEN,FD	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M				
01	123004	NDODA,A																								A											
01	123010	MGUDWANA,F																																			
01	123011	PUTENI,N																		F	F																
01	175050	MAYEMBANA,F										A	A	A	A																	S					
01	175056	NAPOLEON,P																																			
01	175132	AALRERS (BEZUIDENHOUDT),M													A																						
01	903235	HARTOGH,A																																			
01	903236	CORNELSEN,AI												S																							
01	904021	JANSEN,PB									A	A	A																								

**Training**

3-7 July: Community Capacity Enhancement Training  
The purpose of the Trainee Implementation Strategy was to create awareness and develop professional skills to strengthen existing relationships and establishing new partnerships between stakeholders.



4

**LOOKING AHEAD: August 2023**

What	When	Time	Where	Who
SHF (Research and Awareness)	1	09h001	Aunty Sophie's	Priscilla
SSCF Meeting	2	10h00	Teams	Funeka
Homeless Surveys	3	09h00	Franschhoek	Irene, Nolundi

Community Safety Forum: Social Cohesion	3	14h00	Traffic Department	Michelle
ABBA Network Meeting	4	08h00	Middelvlei Farm	Priscilla
LDAC	7	14h00	Teams	Michelle, Priscilla
Mayoral Women's Day Launch	8	10h00	Town Hall	Funeka
Greater Stellenbosch ECD Forum Awards	8	17h30	Town Hall	Funeka
Greater Stellenbosch WEP Women's Day	9	10h00	Beyerskloof	Funeka
SHF Task Teams Leads meeting	14	15h00	Office	Michelle, Priscilla
SHF JOC Meeting	16	08h00	Night Shelter	Michelle, Priscilla
Elderly Forum Quarterly Meeting	16	10h00	Pniel/Kylemore (TBC)	Portia / Adri/Fundiswa
STB Disability Network	17	09h00	Somerset West Hospice	Priscilla
Disability Peer Support Training	18	09h30	Stellenbosch	Priscilla
LDAC Presentations	21	14:00	DSD Stellenbosch	Michelle, Priscilla
Youth: Substance abuse Training	21-24	09h30 – 15h30	Groendal Community Hall	Adri
SSCF Follow up meeting	22	TBC	TBC	Funeka
Inceba Trust Meeting	24	TBC	TBC	Funeka
Quarterly ECD Engagement (unregistered facilities)	25	TBC	TBC	Funeka
First General Meeting: LDAC	30	09h00	Town Hall	Michelle, Priscilla

6.	<b>REPORTS SUBMITTED BY THE MUNICIPAL MANAGER</b>
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NONE

7.	<b>NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER</b>
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NONE

8.	<b>URGENT MATTERS</b>
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NONE

9.	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>
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NONE