



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 8/1/4/2/3

2024-02-28

**NOTICE OF A
COMMUNITY DEVELOPMENT COMMITTEE MEETING
THURSDAY: 2024-03-07 AT 14:00**

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 in the Council Chambers on **Thursday, 2024-03-07 at 14:00** to consider the items on the Agenda.

**CLLR X KALIPA
CHAIRPERSON**

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COMMUNITY DEVELOPMENT COMMITTEE MEETING
2024-03-07
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1.	OPENING AND WELCOME
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2.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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2.2	DISCLOSURE OF INTERESTS	(3/6/2/2)
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3.	APPLICATION FOR LEAVE OF ABSENCE
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4.	CONFIRMATION OF MINUTES
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4.1.	CONFIRMATION OF THE MINUTES: COMMUNITY DEVELOPMENT COMMITTEE	(3/4/3/5/2/4)
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The minutes of the Community Development Committee Meeting: 2024-01-02 refers

FOR CONFIRMATION

5.	REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE
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5.1	NONE-DELEGATED MATTERS
	NONE

MINUTES OF
COMMUNITY
DEVELOPMENT
COMMITTEE MEETING
2024-02-01



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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 8/1/4/2/3

2024-02-01

MINUTES

COMMUNITY DEVELOPMENT COMMITTEE MEETING

2024-02-01 AT 14:00

MINUTES
COMMUNITY DEVELOPMENT COMMITTEE MEETING
2024-02-01
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8.	CONSIDERATION OF URGENT MATTERS	
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	NONE	

PRESENT Councillor X Kalipa (Chairperson)

Councillors Councillor N Mcombring
 Councillor M Nkopane
 Councillor R van Rooyen

Officials **Director: Community Development (G Boshoff)**

 Manager: Community Development (M Aalbers)

 Committee Clerk (N Mbali)

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

2.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

2.2	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

3.	APPLICATION FOR LEAVE OF ABSENCE
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NONE

4.	CONFIRMATION OF MINUTES
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4.1.	CONFIRMATION OF THE MINUTES: COMMUNITY DEVELOPMENT COMMITTEE	(3/4/3/5/2/4)
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The minutes of the Community Development Committee Meeting: 2024-02-01 refers

FOR CONFIRMATION

5.	REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE
5.1	NONE-DELEGATED MATTERS
5.1.1	GRANT IN AID POLICY REVIEW

Collaborator No:

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

Meeting Date: **01 February 2024**

File Plan: **8/1/4/2/3**

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 A**) aims to address the above concerns.

COMMUNITY DEVELOPMENT COMMITTEE MEETING: 2024-02-01: ITEM 5.1.1**RESOLVED**

that the Community Development Committee **withdraw** the Grant in Aid Policy Review as it was served at Council meeting.

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	29-11-2023

5.	REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE
5.2	DELEGATED MATTERS
5.2.1	COMMUNITY DEVELOPMENT MONTHLY REPORT: NOVEMBER 2023

Collaborator No: 761974

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

Meeting Date: 01 February 2024

File Plan: 8/1/4/2/3

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: NOVEMBER 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: November 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 MEETING: 2024-02-01: ITEM 5.2.1**RESOLVED**

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

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Michelle Aalbers
<i>POSITION</i>	Manager Community Development
<i>DIRECTORATE</i>	Community and Protection Services
<i>CONTACT NUMBERS</i>	8408
<i>E-MAIL ADDRESS</i>	Michelle.aalbers@stellenbosch.gov.za
<i>REPORT DATE</i>	06-12-2023

5.	REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE
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5.2	DELEGATED MATTERS
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5.2.2	COMMUNITY DEVELOPMENT MONTHLY REPORT: DECEMBER 2023
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Collaborator No: 761976

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

Meeting Date: 01 February 2024

File Plan: 8/1/4/2/3

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: DECEMBER 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: December 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 MEETING: 2024-02-01: ITEM 5.2.2

RESOLVED

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

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Michelle Aalbers
<i>POSITION</i>	Manager Community Development
<i>DIRECTORATE</i>	Community and Protection Services
<i>CONTACT NUMBERS</i>	8408
<i>E-MAIL ADDRESS</i>	Michelle.aalbers@stellenbosch.gov.za
<i>REPORT DATE</i>	10-01-2024

6.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

7.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

8.	URGENT MATTERS
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NONE

9.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NO

The meeting adjourned at 14:30

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

5.	REPORTS FROM COMMUNITY DEVELOPMENT COMMITTEE
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5.2	DELEGATED MATTERS
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5.2.1	COMMUNITY DEVELOPMENT MONTHLY REPORT: JANUARY 2024
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Collaborator No: **763492**

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

Meeting Date: **07 March 2024**

File Plan: **8/1/4/2/3**

1. SUBJECT:

COMMUNITY DEVELOPMENT MONTHLY REPORT: JANUARY 2024

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: January 2024.

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 January 2024 be noted.

6. DISCUSSION / CONTENTS**6.1. 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.

6.3. 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:**6.8.1 Director Community and Protection Services:**

Support the report.

6.8.2 Municipal Manager:

Content noted.

ANNEXURES**Annexure A: Community Development Monthly Report: January 2024****FOR FURTHER DETAILS CONTACT:**

<i>NAME</i>	Michelle Aalbers
<i>POSITION</i>	Manager Community Development
<i>DIRECTORATE</i>	Community and Protection Services
<i>CONTACT NUMBERS</i>	8408
<i>E-MAIL ADDRESS</i>	Michelle.aalbers@stellenbosch.gov.za
<i>REPORT DATE</i>	09-02-2024

ANNEXURE A



MONTHLY
REPORT:
JANUARY 2024

Community Development

Report Highlights

- ❖ **Homelessness:** Work opportunities P 3
- ❖ **GiA:** Food Garden Project P 5

CAPITAL EXPENTIURE						
Projects	Original Budget	New Budget	Actual Expenditure	Provisio nal	Shadows	Balance
Furniture Tools & Equip 20220630077191	55 000		24 578	0	0	30 422
Early Childhood Development Centres 20230621063424 (IUDG)	1 000 000	0	0	0	0	0
Early Childhood Development Centres 20230621063424 (CCR)	500 000	0	0	0	0	0

COMMENTS:

FT&E: Part of PNQ 1 and 2 procurement. Awaiting quotations. Received confirmation that the Department must include needs again in Q3 procurement needs. Still awaiting quotations from SCM.

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.

YOUTH

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

Mayoral Youth Skills Programme**Five-star Table Attendant Training**

All learners are currently busy with practical experience at various hospitality facilities within WC024. The certificate ceremony will be held on the 5th of March 2024 at Hazendal Wine Estate.



Assistant Chef Training: Recruitment and selection of candidates for the Assistant Chef training have been concluded. The learners are currently busy with the I-Power life skills component of the course, whereafter the technical training will commence.

Lifeguard Training: All learners have completed the lifeguard theory; First aid; CPR and spinal injury management training. The practical component require from them to complete a distance in the swimming pool under a certain time. None of the candidates was able to make the minimum time. To try and ensure that the process deliver suitable candidates, an opportunity was provided for them to practice in the municipal swimming pool to better their fitness level. The learners have returned to their fitness training after the December break. Weekly updates are being done to encourage the fitness sessions.

Total persons reached (Activity 1)	46
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Ward No	2-4;12-20
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Budget Allocated	1 317 285.65
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Persons reached for the month	46
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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.

Coupons Sold **230**

Coupons Redeemed

222

Current list of Distribution Partners: 18

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.

The coupon stats relating to sales and use thereof is received from the Stellenbosch Night Shelter on a monthly basis. It should be noted that not all sales translate to being used at the shelter within the same month as it has been purchased.

Buy Give Responsibly coupons at any of the places below



Total persons reached (Activity 1)

452

Budget Allocated

0.00

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

NIGHT SHELTER

Occupancy	Individuals staying for the month		New Individuals		Ave per Night
	Males	Females	Males	Females	
Annex (GiA)	40	0	4	0	22
SNS (Own funding)	40	16	6	3	35

The following other services were rendered to persons at the Night Shelter:

The ANNEX is the second shelter funded through GiA and the SNS is information from the Stellenbosch Night Shelter.	SNS (Own Funding)	ANNEX (GiA Finding)
Screenings / assessments	24	13
Referrals (Clinics, hospital, other shelters, psychological services)	19	5
Referrals to rehab services	0	1
Access to ID's/SASSA Grants/Old Age Homes/Transport/CV's	5	4
Preventative/Life Skills Groupwork	0	0

Meals served	2 170	1 364
Food Parcels to working clients	4	3
Toiletries Provided	6	7
Total beds occupied	682	1 085
Reunification / Reintegration	2	1
Total services rendered (Activity 2)		2 482
Ward No		NA
Budget Allocated		95 950.48

Activity 3: (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 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. 8 persons was assisted through this programme to obtain tickets and access to the night shelter.

Cleaning Services at the Stellenbosch Night 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, 40 individuals made use of the opportunity.

EPWP Program

One client is working at StellCare on the EPWP Program.

Total persons reached (Activity 3)	49
Ward No	NA
Budget Allocated	0.00

Activity 4: (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.

The food provided is of very high standard and the organisation is amazed that this service is not used by more persons, as they are handing out second portions as the food at hand is not taken up 100%.



Total persons reached (Activity 4)	2 000
Ward No	23
Budget Allocated	0.00

Total Persons reached for the month 4 983

DISABILITY**Activity 1** (Describe activity its objectives, partnerships, and outcomes)**Health and Wellness Screening**

The screening day was conducted at the Stellenbosch Work Centre for Adults with Intellectual Disabilities. The objective of the session was to provide health educational information and screening to create awareness of personal healthcare and available services for persons with disabilities. In collaboration with Right to Care, Hospice, and Epilepsy SA the session was successfully executed.



Total persons reached (Activity 1)	51
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Ward No	11
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Budget Allocated	6 000
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Total Persons reached for the month	51
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GRANT IN AID (GiA)**Activity 1:** (Describe activity its objectives, partnerships, and outcomes)**2024-25 GiA Applications**

At the closing time of the applications, 97 applications were received. Officials including the Sports Department started with the assessment of the applications against the policy. The process will be completed during January 2024 with a report submitted to finance for inclusion in the draft budget.

Total organisations reached (Activity 1)	97
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Ward No	ALL
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Proposed Budget Allocated	6 698 222.18
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Activity 2: (Describe activity its objectives, partnerships, and outcomes)**2023-2024 Monitoring and Evaluation**

The following recipients were visited to complete M&E on the grants received:

Anganathi Educare
Bubblebee Educare
Sibongumusa Educare
Sivuyise Creche

Legacy
Kylemore Secondary School
Indiphakamele

Total orgs reached (Activity 2)	7
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Ward No	4, 12-15
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Budget Allocated	0.00
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Total Organisations reached for the month	104
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GIA FOOD GARDEN PROJECT**Activity 1:** (Describe activity its objectives, partnerships and outcomes)**B-Application – SA Institute for Entrepreneurship:**Garden Establishment

During the period under review, a total of 44 newly trained beneficiaries received home visits to ensure establishment of gardens. Of the 44 beneficiaries visited, 100% has established a garden and the beneficiaries displayed a clear understanding and application of garden techniques during the visit.

- Faure – 19 beneficiaries
- Pniel – 30 beneficiaries

Mentorship and Support

During the period, a further total of 139 beneficiaries received mentorship and support visits. The advice and support provided during the visits range from environmental scanning, landscape design, garden maintenance, plant production, composting to dealing with pests and diseases.

The following findings were noted during the visits:

- All 139 beneficiaries visited had established food gardens.
- Majority had already harvested and where into their second round of production.
- About 55% requested additional seedlings to accommodate their garden expansion.
- Beneficiaries displayed a clear understanding and applications of garden maintenance techniques during the visits.
- The motivation to ensure that the established food gardens become sustainable was also noticed during the support visits.
- Container food gardening remains the dominant feature in the informal settlements of Kayamandi - Enkanini, Azania and Klapmuts.



Total persons reached (Activity 3)

105

Ward No

4-6, 12-15, 18,
20

Budget Allocated

157 248.92

NETWORK STRUCTURES

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

Stellenbosch Homeless Forum (SHF)

The objective of the SHF strategic planning was to discuss the restructuring, the purpose and goals of the forum for 2024 and to reflect on the previous year's learnings. Best practices to strengthen existing stakeholder partnerships serving persons living on the street were discussed.



Total persons reached (Activity 1)	12
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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)

Community Safety Forum: Social Cohesion Cluster

Invitations and reminders were again sent out to community organisations and representatives. The meeting was only attended by the WC Liquor Authority who is not a member of the cluster, but reside under the Safety Cluster. Achieving participation or just feedback and comments on the identified needs, is proving to be impossible causing the feedback of the cluster to the quarterly meeting to be of little value. Personal telephone calls followed up with email communication did not bring about a difference.

Total persons reached (Activity 2)	3
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Ward No	All
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Budget Allocated	0.00
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Total Persons reached for the month	15
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SOCIAL RELIEF OF DISTRESS

No of Incidences	2
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DECEMBER	Comment	B/Fast	Supper	Small	Large	Male	Female	Baby	Blankets	Mattresses	Transport	TOTAL ZAR
Ghiff, Pniel	No verification report received	14	14	0	0	0	0	0	0	0	2	2 867,20
Zone F, Kayamandi		2 493	2 392	68	17	99	135	2	243	243	5	640 736,52
TOTAL		2 507	2 406	68	17	99	135	2	243	243	7	639 376,14

Persons reached for the month	245
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MEETINGS AND ENGAGEMENTS	
Date	
10	Meeting with Director on Cat B GiA donations.
12	Specifications for ECD appointment
12	Performance Agreements
12	SA Institute for Entrepreneurship: GiA Application
15	Thuthuzela Centre
15	EPWP Induction : Ikhaya Primary
16	Mr Dearham – GiA information
19	Cllrs Van Wyk and Kalipa - JTC
22	IDP Deliverables
24	Kayamandi ECD Forum Meeting: Inceba Trust information session
24	Drakenstein JTC
25	LDAC Preperation meeting
25	Provincial CDW Programme
25	Personal Performance Evaluation
26	CathSeta – accreditation
29	Performance Agreements – individual staff and HR
29	Klapmuts ECD Forum: First Aid Training Assessments
30	Klapmuts ECD Forum: First Aid Training Assessments
30	EPWP Meeting: Ikhaya Primary School
30	Stellenbosch Homelessness Forum
30	Grants Committee Meeting
30	Ilse Coetzee – Stellenbosch JTC
31	Franschhoek ECD Forum: Rotary
31	Executive Mayor - JTC

ITEM SUBMISSION		
Collab no	Description	
761974	Community Development Monthly Report: Nov 2023	
761976	Community Development Monthly Report: Dec 2023	
762284	Grants Committee	
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	June 2026

	report submitted to SCM. BEC concluded on 17/05/2023. BAC concluded on 09-06-2023	
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
31/24	BSM: SRD Resources: Blankets and Vanities: To replace BSM 49/21. BSC completed. Tender advertised.	June2027
32/24	BSM: Youth Skills – Ass Chef: To replace BSM 75/23. BSC completed. Tender advertised. Compulsory Clarification – tender cancelled	June 2025
33/24	BSM: Youth Skills – Various: To replace BSM 48 and 117/21. BSC completed. Tender advertised.	June2027
80/24	FQ: Cleaning and Maintenance at 21 Simonsberg Road: Completed specifications and compulsory clarification meeting. Functional assessment completed and submitted to SCM. Appointment made. Implementation commenced.	June 2024

OFFICE MANAGEMENT

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

REPORTS

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

HR

Discipline	0
Leave stats	

Leave Matrix																																		
Month: <input type="text" value="January"/> Year: <input type="text" value="2024"/> <input type="button" value="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	
			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	T	W	
01	1212121	KRUYWAGEN,FD		C	C	C	C	C	C	C	C	C	C	C																				
01	123004	NDODA,A	C	C	C	C	C	C	C	C	C	C	C	C			S	S	S	S	S													
01	123010	MGUDWANA,F	C	C	C	C	C	C	C	C	C	C	C	C																				
01	123011	PUTENI,N	C	C	C	C	C	C	C	C	C	C	C	C	C	C																		
01	175050	MAYEMBANA,F	C	C	C	C											C	C	C	C	C			C	C	C	C	C						
01	175056	NAPOLEON,P									C	C	C	C	C	C	C	C	C	C														
01	175132	AALBERS (BEZUIDENHOUDT),M	C	C	C	C	C	C	C	C														A	A									
01	903235	HARTOGH,A	C	C	C	C	C	C	C	C	C	C	C	C	C	C																		
01	903236	CORNELSEN,AI																																
01	904021	JANSEN,PB									C	C	C	C	C	C	C	C	C															
02	20231018	MADONYELA,S																																
02	20231205	KHATI,B																																

Training		0
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LOOKING AHEAD: FEBRUARY 2024				
What	When	Time	Where	Who
GiA M&E	Various	Various	WC024	Community Support Officers
Help a Girl Campaign	TBC	TBC	Franschhoek High School	F Mayembana
Klapmuts Disability Forum	1	10:00	Klapmuts Community Hall	P Napoleon
ECD Roleplayers Engagement	2	10:00-15:00	Plein Street Library	F Mayembana
ECD First Aid Training	6	08:30-16:00	Klapmuts Community Hall	F Mayembana
ECD First Aid Training	8	08:30-16:00	Kayamandi Community Hall	F Mayembana
UA Champion Consultation	8	9:00	21 Simonsberg Road	P Napoleon
DSD MOU Implementation meeting	13	9:00	DSD Offices	P Napoleon
SHF Strat Planning	14	9:00	Stellenbosch Night Shelter	P Napoleon
Lifeskills Programmes	14 &15	TBC	Franschhoek	F Mayembana
ECD Quarterly Engagement	19	08:30-15:00	Klapmuts Community Hall	F Mayembana
Lifeskills Programmes	21&22	TBC	Stellenbosch Area	Funeka Mayembana
Job Readiness Training	21-22	9:30-15:00	De Novo Community Hall	P Jansen
Disability Substance Abuse Prevention	22	22	Klapmuts	P Napoleon
Elderly Forum Meeting	23	10:00	Wemmershoek Hall	P Jansen
Back to School	23	08:00-12:00	Raithby Primary School	F Mayembana
LDAC Quarterly Meeting	23	9:00	Plein St Library Hall	P Napoleon
Health Awareness Screening	28	10:00	Wemmershoek Community Hall	P Napoleon

6.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

7.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

8.	URGENT MATTERS
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NONE

9.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE