



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2021-05-06

**NOTICE OF A
YOUTH, SPORT AND CULTURE
COMMITTEE MEETING
THURSDAY: 2021-05-06 AT 10:00**

TO Cllr J Fasser [Chairperson]

COUNCILLORS C Davidse
R Du Toit (Ms)
N Sinkinya (Ms)
E Vermeulen (Ms)

Ex officio Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Youth, Sports and Culture Committee meeting will be held via MS Teams on **Thursday, 2021-05-06 at 10:00** to consider the attached Agenda.

CLLR J FASSER
CHAIRPERSON

A G E N D A
YOUTH, SPORT AND CULTURE
COMMITTEE MEETING
2021-05-06
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4.2	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
4.2.1	CONFIRMATION OF THE MINUTES: YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01	(3/4/3/5/2/4)

The minutes of the Youth, Sport and Culture Committee Meeting held on 2021-04-01 is attached as **APPENDIX 1**.

FOR CONFIRMATION

APPENDIX 1



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

2021-04-01

MINUTES

**YOUTH, SPORTS AND CULTURE
COMMITTEE MEETING**

2021-04-01 AT 10:00

MINUTES
YOUTH, SPORT AND CULTURE
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9.	CONSIDERATION OF URGENT MATTERS	
10.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES

YOUTH, SPORTS AND CULTURE
COMMITTEE MEETING

2021-04-01

PRESENT Chairperson Cllr J Fasser [Chairperson]**COUNCILLORS** C Davidse
R Du Toit (Ms)
N Sinkinya (Ms)
E Vermeulen (Ms)

OFFICIALS Director: Community & Protection Services (G Boshoff)
Manager: Community Development (Ms M Aalbers)
Manager: Sport, Recreation & Halls (G Abrahams)
Senior Admin Officer (Ms T Samuels)

1.	OPENING AND WELCOME
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The Chairperson, Cllr J Fasser welcomed all present at the virtual meeting of the Youth, Sport and Culture Committee, and requested that a moment of silent reflection be observed.

2.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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Cllr Fasser expressed his gratitude towards all who assisted him in settling into his new position as Portfolio Chairperson: Youth, Sport and Culture. He is looking forward to working with all and taking the portfolio committee to new heights and deliver the highest service to the Stellenbosch residents, which they deserve.

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

MINUTES

YOUTH, SPORTS AND CULTURE
COMMITTEE MEETING

2021-04-01

4.1	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS (3/4/3/5/2/2)
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NONE

4.2	CONFIRMATION OF THE MINUTES (3/4/3/5/2/4)
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4.2.1	CONFIRMATION OF THE MINUTES: YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-03-10 (3/4/3/5/2/4)
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The minutes of the Youth, Sport and Culture Committee Meeting held on 2021-03-10 **was confirmed as correct.**

5.	YOUTH, SPORT AND CULTURE: [ACTING PC: CLLR R BADENHORST]
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5.1	NON-DELEGATED MATTERS
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NONE

5.2	DELEGATED MATTERS
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5.2.1	COMMUNITY DEVELOPMENT MONTHLY REPORT: JANUARY 2021
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Collaborator No: 703032
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
File Plan: 8/1/4/2/3
Meeting Date: 1 April 2021

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: JANUARY 2021

2. PURPOSE

To present to the Portfolio Committee the monthly report relating to the functioning and activities of the Department: Community Development for the period: January 2021.

3. DELEGATED AUTHORITY

For information to the Portfolio Committee and Municipal Manager.

4. EXECUTIVE SUMMARY

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

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.1

NOTED

the Community Development Monthly Report for January 2021.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	<i>Manager Community Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	8408
E-MAIL ADDRESS	<i>Michelle.aalbers@stellenbossc.gov.za</i>
REPORT DATE	

5.2.2	MONTHLY REPORT: SPORT: NOVEMBER 2020
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Collaborator No: 703008

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: NOVEMBER 2020 MONTHLY REPORT: SPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for November 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of November 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.2

NOTED

the monthly reports of Sports for November 2020.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.3	MONTHLY REPORT: SPORT: DECEMBER 2020
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Collaborator No: 703022

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: DECEMBER 2020 MONTHLY REPORT: SPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for December 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of December 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.3

NOTED

the monthly reports of Sports for December 2020.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.4	MONTHLY REPORT: SPORT: JANUARY 2021
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Collaborator No: 703023

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: JANUARY 2021 MONTHLY REPORT: SPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for January 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of January 2021 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.4

NOTED

the monthly reports of Sports for January 2021.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.5	MONTHLY REPORT: HALLS: NOVEMBER 2020
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Collaborator No: 703002

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: NOVEMBER 2020 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for November 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of November 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.5

NOTED

the monthly reports of Halls for November 2020.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.6	MONTHLY REPORT: HALLS: DECEMBER 2020
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Collaborator No: 703003

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: DECEMBER 2020 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for December 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of December 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.6

NOTED

the monthly reports of Halls for December 2020, be noted.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.7	MONTHLY REPORT: HALLS: JANUARY 2021
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Collaborator No: 703004

IDP KPA Ref No:

Meeting Date: 1 April 2021

1. SUBJECT: JANUARY 2021 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for January 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of January 2021 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.7

NOTED

the monthly reports of Halls for January 2021.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

5.2.8	MONTHLY REPORT: LIBRARIES: NOVEMBER 2020
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Collaborator No: 703025
IDP KPA Ref No:
File Plan:
Meeting Date: 1 April 2021

1. SUBJECT: MONTHLY REPORT: LIBRARIES: NOVEMBER 2020

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for November 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of November 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.8

NOTED

the monthly reports by the Sections: Libraries for November 2020.

5.2.9	MONTHLY REPORT: LIBRARIES: DECEMBER 2020
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Collaborator No: 703026
IDP KPA Ref No:
File Plan:
Meeting Date: 1 April 2021

1. SUBJECT: MONTHLY REPORT: LIBRARIES: DECEMBER 2020

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for December 2020.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of December 2020 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.9

NOTED

the monthly reports by the Sections: Libraries for December 2020.

5.2.10	MONTHLY REPORT: LIBRARIES: JANUARY 2021
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Collaborator No: 703028
IDP KPA Ref No:
File Plan:
Meeting Date: 1 April 2021

1. SUBJECT: MONTHLY REPORT: LIBRARIES: DECEMBER 2020

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for January 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of January 2021 to the Committee for notification.

YOUTH, SPORT AND CULTURE COMMITTEE MEETING: 2021-04-01: ITEM 5.2.10

NOTED

the monthly reports by the Sections: Libraries for January 2021.

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

The meeting adjourned at 10:30.

CHAIRPERSON:

DATE:

CONFIRMED ON:

5.	YOUTH, SPORT AND CULTURE: [ACTING PC: CLLR R BADENHORST]
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5.1	NON-DELEGATED MATTERS
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NONE

5.2	DELEGATED MATTERS
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5.2.1	COMMUNITY DEVELOPMENT MONTHLY REPORT: FEBRUARY 2021
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Collaborator No: 704907
IDP KPA Ref No: Dignified Living: Municipal Focus Area 21
File Plan: 8/1/4/2/3
Meeting Date: 6 May 2021

1. SUBJECT: COMMUNITY DEVELOPMENT MONTHLY REPORT: FEBRUARY 2021

2. PURPOSE

To present to the Portfolio Committee the monthly report relating to the functioning and activities of the Department: Community Development for the period: February 2021.

3. DELEGATED AUTHORITY

For information to the Portfolio Committee and Municipal Manager.

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATION

that the Community Development Monthly Report for February 2021, 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 the set time frames.

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 recommendation in this report complies 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

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Community Development Monthly Report: February 2021

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	<i>Manager Community Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbos.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A

Community Development Monthly Report

February 2021



Report Highlights

- ❖ **ECD Stimulus Programme:** Assisting and supporting 150 ECD's with information on the application process.
- ❖ **Back to School Programme:** Reaching 125 children who might have dropped out of school (through local soup kitchens) to return to school.
- ❖ **Homeless Mask-up Programme:** Reaching 401 persons on the street with education and awareness on mask wearing in partnership with CWDM Health, Law Enforcement and the Stellenbosch Night Shelter.



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CAPITAL EXPENDITURE							
Projects	Original Budget	Roll over	New Budget	Actual Expenditure	Provisional	Shadow s	Balance
Furniture Tools & Equip 20200706078897	50 000	60 000	110 000	29 065.00	68 798.44	0.00	12 136.56
COMMENTS							
Items has been requested and approved on the system. The balance above is returned VAT. The department will investigate the possibility of loading remaining capital needs against this amount.							
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 particular community.							
YOUTH							
Activity 1: (Describe activity its objectives, partnerships and outcomes)							
Mayoral Youth Skills Training: General Building Maintenance:							
All learners selected for the course are in attendance every day, indicative of their commitment. The progress to date is very good and in line with the training schedule.							
							
Total persons reached (Activity 1)						13	
Ward No						All	
Budget Allocated						See prev	
Activity 2: (Describe activity its objectives, partnerships and outcomes)							
Mayoral Youth Skills Training: Assistant Chef:							
The learners are currently busy with the 1 st part of the life skills training. The final selection to proceed will be done after they have finished the life-skills phase.							
Total persons reached (Activity 2)						12	
Ward No						All	
Budget Allocated						See prev	
Activity 3: (Describe activity its objectives, partnerships and outcomes)							
Youth Forum							
The CSO's mobilised youth to attend the soft launch of the youth forum on 3 March 2021 in the different communities.							
Total persons reached (Activity 3)						Unknown	
Ward No						All	
Budget Allocated						0.00	
Persons reached for the month						25	

ELDERLY

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

All projects postponed due to Covid-19 and the threat it poses for elderly persons. Programmes to commence again in March 2021 with L1.

Total persons/clubs reached (Activity 1)	0
Ward No	0
Budget Allocated	0
Persons reached for the month	0

CHILDREN

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

GIS ECD Updating of information

The updated information for the past year was provided to Community Services to assist with the update of their social infrastructure map which will be made available at a later stage. The following centres were updated on the system during Febr 2021:

Kleine Handjies, Speelkring Pre Primer, Kleine Diamantjies, St Joseph, ATKV Abbasorg, Nora Tyres, Pumpkin Patch, Graceland, Cool Cats, ABC Daycare 1 and 2, Babelbekkies, Funda Futhi and Klapmuts Jr Akademie.

Total persons reached (Activity 1)	14
Ward No	0
Budget Allocated	0

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

Back to School Holiday Programmes: 12 February 2021

The official and CSO's in collaboration with CWDM: Environmental Health Practitioners hosted a holiday programmes in Kayamandi, De Novo and Klapmuts. The official worked in partnership with the local soup kitchens that were feeding children in the 3 respective areas. This was ensuring that we reached all the children who were also drop outs in the area and encourage them to go back to school. The theme of the day was "Back to School" the role-players and the CSO's provided awareness programmes focusing on the importance of school attendance (learning) and keeping safe (hygiene and facemasks) at all times. The children were divided into groups as per Covid19 regulations.

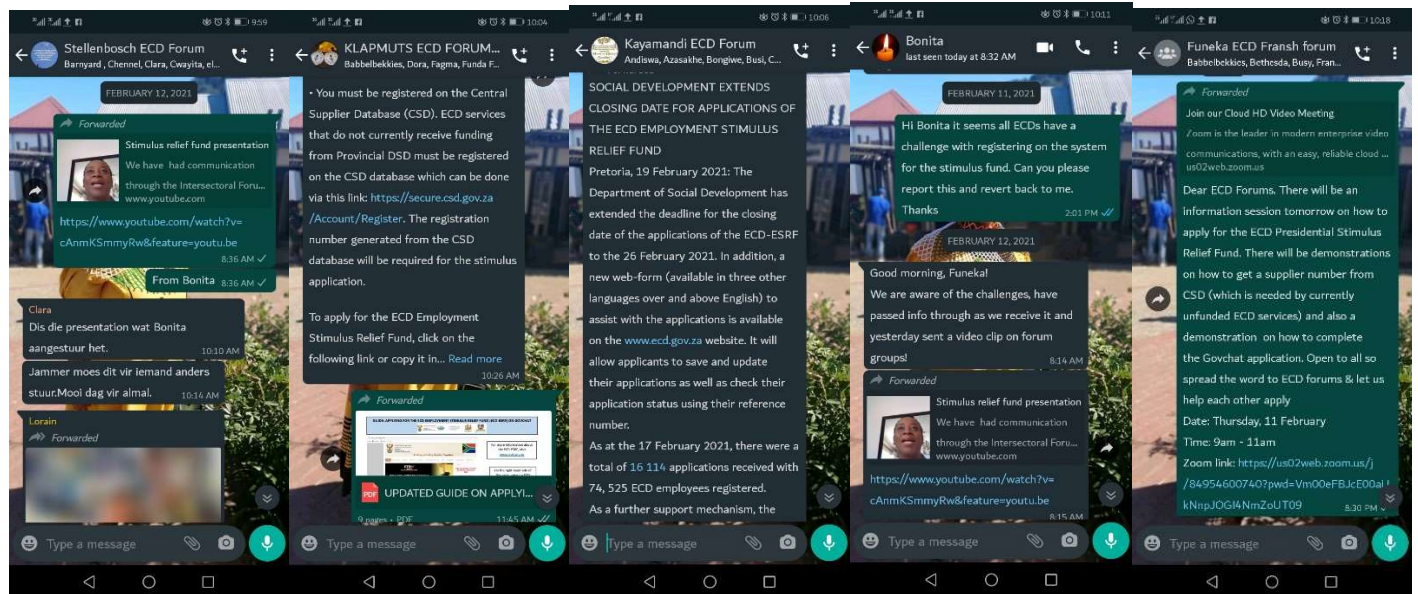


Total persons reached (Activity 2)	125
Ward No	12, 18, 19
Budget Allocated	6 465.00

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

Assistance with ECD Stimulus Funding Applications: January/February 2021

The official assisted ECD's with Government ECD Employment Stimulus Programme Applications in Kayamandi, Klappmuts Stellenbosch and Franschoek. The sessions was via whatsapp groups to assist centres with the requirements of the applications.



Total persons reached (Activity 3) 150

Ward No 1, 2, 5, 6, 10, 12, 13, 14, 15, 16, 18

Budget Allocated 0-00

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

Quarterly ECD Capacity Engagement

The official hosted the third quarter capacity building sessions with the ECD Forums in the WC024. Due to Covid 19 regulations, the official had sessions with the three respective ECD Forums separately namely, Klappmuts, Kayamandi, Stellenbosch and Franschoek.

The agenda included the applications of the ECD Stimulus Funding and the challenges that the facilities were experiencing. The official urged the ECD centres to be more proactive and apply to more funding bodies within South. Registration documents were revisited and centres were invited to make contact with the CSO's should they experience problems with application processes.

The Kayamandi ECD session had also the following sessions:

- The Disaster Management also presented to the ladies some of the capacity building that they will be doing with practitioners next quarter and will work in partnership with our department.
- Pebbles Kitchen focused on the nutrition and urged facilities to order precooked meals at the facilities as it saves time and works out cheaper. Pebbles has donated instant porridge to all facilities that were at the engagement.
- Indaba Institute – Curriculum support: Nomvelo and Prudence facilitated a session by doing the needs assessment on the ECD Core Curriculum Support with all the Centres that indicated that they wanted to be trained.





Total persons reached (Activity 4)	79
Ward No	All
Budget Allocated	12 870.00
Persons reached for the month	368

GRANT IN AID (GiA)

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

Awaiting draft budget approval.

Total persons reached (Activity 1)	126
Ward No	All
Budget Allocated	0-00
Organisations reached for the month	126

WARD PROJECTS

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

All ward projects are required to be Covid related. A tender for this purpose has been awarded and the department assisted the Manager Councillor Support with the procurement of items. The distribution of items was dealt with by council support. The project is still in the process.

PEOPLE LIVING ON THE STREET

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

Give Responsibly Campaign

The campaign was launched in March 2019. Feedback on progress is done in collaboration with the implementation partners which means that we are reliant on feedback received from them. Heartflow coordinates the feedback and receives it by the 10th of each month. Municipal monthly reporting thus reflects the statistics of the month prior to the reporting period.

It seems as if the hard copy coupons are favoured by the public. It might be due to the fact that the benefactor is physically giving something to the homeless person. The developers are planning to look at the current version of the app to see if they can make changes that will make it more user friendly.



Coupons Sold	430	Coupons Redeemed	188	Sold via APP	12	APP Redeemed	42
---------------------	------------	-------------------------	------------	---------------------	-----------	---------------------	-----------

Marketing material distributed at US, hospital and municipality. Contact has been established with the Eikestad Mall to facilitate a discussion on how the establishment can become involved in the marketing of the campaign.

Current list of Distribution Partners: 26

Heartflow completed the app development which allows for electronic/digital coupon giving. People are requested to try out the app at <https://www.cheeseapp.org/>. It can also be downloaded on your phone via the apple App Store or at Google Play for android users. Please use the app as this means that you will never have to be without a coupon to help someone in need.

Retailers selling coupons

The following Stellenbosch retailers & organisations are helping us sell coupons. Thank you for your support!



In order to assist Heartflow and to ensure a steady flow of coupons is available at the outlets, the department agreed to assist with the distribution of the coupons. 1 100 coupons were delivered to the department of which 300 were distributed to retail outlets.

The videos were shared with the US Social Impact division in order to ensure that the message reach the first year students and their parents who will start at the university from March 2021. A meeting to further discuss marketing at the university has been arranged for 4 March 2021.

Total persons reached (Activity 1)	672
Budget Allocated	0

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

Restorative Justice and other SOP's

The department support to the programme will move to the municipal court on a Wednesday and Friday to see if this will assist in better utilization of the social support function of the SOP. This will start from 1 February 2021.

We have started to work at Stellenbosch court on the 3rd of February for 2 hours, NO referral has been received from Mr Cyster.

Total persons reached (Activity 2)	0
Ward No	0
Budget Allocated	0

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

Mask Up Project: 10,11 February 2021

This initiative was initiated by Ricardo Baines a Law Enforcement Official that saw a need for people living on the streets to be given education in terms of hygiene and masking up in the Stellenbosch CBD Area. The project was then received well by other stakeholders and therefore requested that this initiative be taken to nearby small towns where people were not complying. The official, CSO's in collaboration with the Law Enforcement, Cape Winelands Environmental Officers and Stellenbosch Night Shelter initiated the outreach programme. The awareness programme was well received by all the residents living on the streets. The opportunity was utilised to do an assessment of homeless persons without ID's as part of planning for a following intervention. The homeless were willing to provide their information to form part of the ID Campaign in the future.



The official also in collaboration with the role players and Klapmuts Community Forum also had a mask up drive in their area. This was also an awareness drive on the health and safety and Ricardo Baines and his team assisted with the distribution. A further outreach was also completed in Kylemore.



Total persons reached (Activity 3)	341
Ward No	4, 9, 10, 18
Budget Allocated	12 500

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

NIGHT SHELTER

Capacity/Night 7 women, 31 men

	Women	Men	New Women	New Men	Ave per Night
Occupancy	4	32	2	1	19

Employment Creation opportunities: This service provides a way of income for some of the residents who are willing to do the washing. Only a few people used the service.

Cleaning project: Two of the ladies of the Stellenbosch Night Shelter have taken over the cleaning project.

Total persons reached (Activity 4)	532
Ward No	All
Budget Allocated	80 978
Total Persons reached for the month	1 545

COVID 19 HUMANITARIAN RELIEF

Reporting on relief efforts in partnership with Stellenbosch Unite and other local organisations

Both Stellenbosch Unite and Together Franschhoek ended their support to communities at the end of **December 2020** due to financial issues and volunteer fatigue. Smaller local support from soup kitchens are however still provided to communities. The following feedback was received from Feeding in Action and Stellcare into meals provided during the month of February 2021:

AREA	WARDS	MEALS	
Franschhoek	1,2	1760	
Lanquedoc/Wemmershoek/Meerlust	3	2040	
Kylemore/Pniel	4	10028	
Idas Valley / Jonkershoek	5, 6	6168	
Stellenbosch Central	7, 8, 9, 10	1600	
Devon Valley / Please	11	7040	
Kayamandi	12, 13, 14, 15	11080	
Cloetesville	16, 17	49828	
Klapmuts	18	5520	
Farms	19	400	
Vlottenburg / Raithby	20	3200	
Jamestown	21	880	
TOTAL		99 544	
SOCIAL RELIEF OF DISTRESS		Total No of New Incidents	3
Follow-up on previous incidents			
Incident 1:		Hot meals B	448
Date: 04-05-2019		Hot meals S	448
Location: Bassi Street, next to Police Station		Transport	28
Describe incident and assistance provided: Persons still in temporary accommodation and hot meals still provided. Concern relating to the cost involved in this incident has been raised with management and at S71 and again with the Director Community and Protection Services on 31-10-2019. A REPORT ON THIS MATTER WAS SENT TO THE OFFICE OF THE MM. Attempts made to relocate/stop feeding without success.		Food parcel S	0
		Food parcel L	0
		Blankets	0
		Mattresses	0
		Vanity M	0
		Vanity F	0
		Vanity B	0
		Total persons reached (Incident 1)	16
		Ward No	12
		Budget Allocated	64 400.00
Incident 2:		Hot meals B	0
Date: 24-01-2021		Hot meals S	0
Location: AZ1010 Azania, Kayamandi		Special	0
Owner of house has been contacted 3 times telephonically to make arrangements for SRD distribution without success. File will remain open for a further month, whereafter it will be closed if no contact has been established.		Food parcel S	0
Verified Report Received: No report available as Informal Settlement Dept cannot locate the person.		Food parcel L	0
SRD Distributed: NA		Blankets	0
		Mattresses	0
		Vanity M	0
		Vanity F	0
		Vanity B	0
		Total persons reached (Incident 2)	0
		Ward No	11
		Budget Allocated	0
Incident 3:		Hot meals B	28
Date: 31-01-2021		Hot meals S	28
Location: 30 Sesithatu Street, Kayamandi		Special	0
Describe incident and assistance provided: Fire affecting 6 structures and 10 people. SRD distributed and SASSA informed.		Food parcel S	6
Verified Report Received: 01-02-2021		Food parcel L	0
SRD Distributed: 02-02-2021		Blankets	10
		Mattresses	10
		Vanity M	6
		Vanity F	4
		Vanity B	0
		Total persons reached (Incident 3)	10
		Ward No	13
		Budget Allocated	13 454.66

NEW INCIDENTS		
Incident 1: Date: 03- 02-2021 Location: 63 Mandela City, Klapmuts (TRA) Describe incident and assistance provided: Fire affecting formal structure. Hot meals provided. Incident reported to New Housing Dept. Verified Report Received: NO SRD Distributed: NA	Hot meals B	6
	Hot meals S	6
	Special	0
	Food parcel S	0
	Food parcel L	0
	Blankets	0
	Mattresses	0
	Vanity M	0
	Vanity F	0
	Vanity B	0
	Total persons reached (Incident 1)	
Ward No		18
Budget Allocated		750.00
Incident 2: Date: 16-02-2021 Location: 17, 19 and 21 Protea Street, Groendal Describe incident and assistance provided: Fire affecting 5 backyard structures completely and 18 people. SRD distributed and SASSA informed. Verified Report Received: 18-02-2021 SRD Distributed: 19-02-2021	Hot meals B	54
	Hot meals S	54
	Special	0
	Food parcel S	3
	Food parcel L	2
	Blankets	18
	Mattresses	18
	Vanity M	10
	Vanity F	8
	Vanity B	0
	Total persons reached (Incident 2)	
Ward No		2
Budget Allocated		22 505.26
Incident 3: Date: 27 -02-2021 Location: Slabtown Cloeteville Describe incident and assistance provided: Fire incident affecting 7 structures and 15 people. Verified Report Received: NO SRD Distributed: Hot Food only	Hot meals B	74
	Hot meals S	74
	Special	0
	Food parcel S	0
	Food parcel L	0
	Blankets	0
	Mattresses	0
	Vanity M	0
	Vanity F	0
	Vanity B	0
	Total persons reached (Incident 3)	
Ward No		16
Budget Allocated		9250.00
Persons reached for the month		64
MEETINGS		
Date	Description	
2	Mask project	
3, 10, 17	Preparation meeting with Open-Up	
5	Visit Stellenbosch: Voucher Report	
8	S71	
10	SAMRAS	
10	Tender clarification Meetings: 48, 49 and 60	
15	SALGA Community Committee Meeting	
16	ECD Registration	
16	Capacity Building on National Drug Master Plan	
18	DSD – Franschoek programs	
18	BSM 49/21 BSC Addendum	
19	LDAC – Swartland	
19	SALGA YGD Meeting	

22	Mobility Forum
22	KPI status updates and Individual Performance evaluation
23	CW Covid Recovery and Response meeting
24	E-Samras training
24	E-Centre Programmes
24	Local Covid JOC
25	D Muller: Ward Allocations
25	OHS
25	Employee of the Month
26	Vehicle Inspections
26	Stellenbosch LDAC Pepper
26	Portfolio Councillor

ITEM SUBMISSION

Collab no	Description
	None

OUTSTANDING COUNCIL RESOLUTIONS

Collab no	Description
	NONE

FQ'S AND TENDERS

No	Status	Termination Date
86/18	BSM: Social Relief of Distress Resources: Contract management completed.	June 2021
116/18	BSM: Mayoral Youth Skills Development: Contract management completed	June 2021
48/19	BSM: Youth Learner and Driver Licence Programme: Award made. Contract Management Completed	June 2021
61/19	BSM: Mayoral Youth Skills: Assistant Chef and Basic Food Preparation. Award made. Contract Management completed.	June 2021
3/20	BSM: SRD Resources: Food Parcels. Contract Management Completed	June 2022
63/20	BSM: Social Relief of Distress Resources – Hot meals. BAC concluded on 05-06-2020. Contract Management completed	June 2023
64/20	BSM: Social Relief of Distress Resources – Mattresses. BAC on 22-05-2020 and award made. Contract Management completed	June 2023
48/21	BSM: Youth Skills Development. Drafting new tender specifications. BSC 26-11-2020. Advertised on 30-01-2021. Compulsory Clarification completed 10 Febr	June 2024
49/21	BSM: SRD – Blankets and Vanity Packs. BSC completed and advertised on 30-01-2021. Compulsory Clarification completed 10 Febr	June 2024
60/21	BSM: Learner and Driver License: BSC completed 07-01-2021 and advertised on 30-01-2021. Compulsory Clarification completed 10 Febr	June 2024

OFFICE MANAGEMENT

One-on-one with Director	2
Joint Management Meetings (Director)	1
Consultation with portfolio chair	1
Departmental meetings	3

REPORTS, COMMUNICATION AND FEEDBACK SUBMITTED

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

HR

Discipline	1
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Leave stats

Month: February Year: 2021 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
			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
01	1212121	KRUYWAGEN,PD				A	A	A																						
01	123004	NDODA,A																												
01	123010	MGUDWANA,F								S	S									F	F	F	F	F	F					
01	123011	PUTENI,N																												
01	175050	MAYEMBANA,F																										A		
01	175132	AALBERS (BEZUIDENHOUT),M								A																				
01	903233	JAFFA,LL																												
01	903235	HARTOGH,A																										A		
01	903236	CORNELSEN,AI																												
01	904021	JANSEN,PB												A	A	A														

STAFF MEMBER OF THE MONTH

Award Ceremony including for November 2020: Adri Hartogh in recognition of her contributions in restoring the dignity of a particular homeless person.



IN THE NEWS

Stellenbosch Municipality
3 h • ✨
More than **one million** meals have been provided to people within the broader Stellenbosch municipal area since the start of the #COVID19 pand... See more



Stellenbosch Municipality is **i**
sharing a COVID-19 update.
4 Feb • ✨

Our Law Enforcement and Community Development Departments are teaming up to hand out face masks to homeless and destitute residents as part of an effo... See more



...sneiter, adopt an animal in need or give to a homeless person by supporting the #GiveResponsibly campaign - where a R10 coupon buys a night in the shelter, a plate of food and access to social services.

Visit www.heartflow.org.za for more information on #GiveResponsibly.





Stellenbosch Municipality

10 Feb • ✨

If you want to help by donating cloth masks for distribution to homeless residents, you can drop off masks at the Stellenbosch Fire Department. Every... See more



Stellenbosch Municipality

10 Feb • ✨

The Western Cape Department of Social Development is urging Early Childhood Development (ECD) Centres in economic distress to apply for Government's Early Childhood Development Employment Stimulus Relief Fund

Find out more here: bit.ly/36PHqDR



Premier Alan Winde



KJA rules give thanx Father for all our blessings

REPLY



LOOKING AHEAD: MARCH 2021

Disability Wellness programs – 18,25 March & 1 April

Elderly door to door / group visits – Awareness program – Week of 15th March and 29 March

2-5 March 2021- Back to School Programme (Kayamandi, Wemmershoek, Nondzame and Lawrenzia Primary School)

March 2021- Help A Girl Campaign Kaymandi High School

5.2.2	MONTHLY REPORT: SPORT: FEBRUARY 2021
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Collaborator No: 704792

IDP KPA Ref No:

Meeting Date: 6 May 2021

1. SUBJECT: FEBRUARY 2021 MONTHLY REPORT: SPORT

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sports Section for February 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sports Section for the month of February 2021 to the Committee for notification.

5. RECOMMENDATIONS

that the monthly reports of Sports for February 2021, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Sub-section specialises in maintaining sports grounds and Facilities in the WCO24.

6.2 Discussion

The Sport Section prepares sports fields for different teams and sporting codes varying from cricket, rugby, soccer, hockey, tennis, netball and the swimming pool. All our sports grounds combined together make 37.5 hectares. The Sport Section has 33 employees to render this service.

6.3 Financial Implications

None

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

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Sport Monthly Report for February 2021.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



**MONTHLY
REPORT:
FEBRUARY
2021**

Sport Department:
Community Services

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SPORTS AND FACILITIES

1. GENERAL

All sport are currently subject to the conditions of covid-19 level 1.

Sport are allowed that are permitted and endorsed by National Government, Sport Federations and Sport Unions.

The sportgrounds at Pniel including the Millennium Hall was used as a base by Disaster Management on Friday 26 February and Saturday 27 February while bringing the devastating mountain fires under control.

The Eikestad Hall was used on Friday night, 26 February to accommodate residents of Jonkershoek who had their lives and houses threatened by the fires.

2. TRAINING

Training	Month	Total attendees	Section
No training for staff at Sport and Halls for February 2021.			

3. SPORT AND HALLS: CHALLENGES, GOOD NEWS, SPORT CODES

The security service provider requested a meeting with all Sport Councils where the dissatisfied services were reported, a request was send to the SSRA to synchronise the availability of Sport Councils for this meeting. This meeting is still outstanding.

The planned follow up meeting to be held at Ida's Valley Sport Ground with Law Enforcement, the security service provider and members of Ida's Valley Sport Council to address security concerns did not occur due to the failure of the security company to attend.

The Stellenbosch Town Hall kitchen upgrades has commenced and is scheduled according the programme submitted to conclude end March 2021.

4. SPORTS FACILITIES MANAGEMENT PLAN

Meetings were requested by Director Boshoff to meet with the SSRA to discuss the way forward with the Council approved Hybrid Model concept. The meeting of 19 January 2021 was postponed for 3 weeks as requested by the SSRA.

After 3 weeks the SSRA requested in writing the reason for the meeting, this was delivered to the SSRA on the 12th of February 2021.

A new date for a meeting was still not received by the SSRA.

The first draft report of the forensic investigation of Van Der Stel Sport Council was received and scrutinised. The draft was returned to the forensic team to clarify certain statements. The second detailed report was received and are in the process of being scrutinised.

5. CLOETESVILLE SWIMMING POOL

All technical evaluations have been submitted to Supply Chain Management. The budget shortfall of the project has been addressed in the adjustment budget and a Bid Evaluation Committee meeting was schedule for 09 March 2021.

6. EVENTS FOR SPORTS AND HALLS

No events was scheduled for the month of February 2021.

7. VANDALISM AND BREAK-INS AT SPORTS FACILITIES: FEBRUARY 2021

DATE	LOCATION	COMPLAINT	FEEDBACK/COMMENT
08/2/2021	Jamestown Sports Ground	It was reported that fencing was stolen.	Break-in was reported to Law Enforcement.

8. CAPITAL PROJECT 2019/20 FEEDBACK

Projects	Fund	Original Budget	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Universal Key (Ukey)
Recreation, Sports Grounds & Halls		8 850 000	9 176 790	3 193 692	1 171 464	934 353	429 150	2 534 967	6 641 823	12.77%	
Upgrading of swimming pool	CRR	500 000	1 965 217	3 500	3 500	11 958	-	15 458	1 949 759	0.18%	20190703005668
Upgrading of swimming pool	IUDG	-	1 500 000	1 000 000	-	-	-	-	1 500 000	0.00%	20210224111436
Building of Clubhouse & Ablution Facilities: Lanquedoc Sports grou	CRR	-	405 587	235 532	243 402	147 326	-	390 728	14 859	60.01%	20190829043056
Fencing: Sport Grounds (WC024)	CRR	-	1 212 956	-	71 955	365 719	14 190	451 865	761 091	5.93%	20200706013167
Skate Board Park	CRR	-	1 849 327	610 584	10 584	-	23 088	33 672	1 815 655	0.57%	20190829043059
Upgrading of Tennis Courts: Idas Valley & Cloetesville	CRR	-	385 063	201 550	123 700	9 882	-	133 582	251 481	32.12%	20200817071834
Furniture, Tools & Equipment	CRR	250 000	456 884	399 676	256 496	192 464	6 428	455 388	1 496	56.14%	20200706012960
Recreational Equipment Sport	CRR	50 000	114 000	50 000	-	-	98 478	98 478	15 522	0.00%	20200706012852
Sight Screens/Pitch Covers Sports Grounds	CRR	250 000	250 000	100 000	111 876	-	-	111 876	138 124	44.75%	20190703005713
Sport: Community Services Special Equipment	CRR	300 000	300 000	250 000	-	-	286 966	286 966	13 034	0.00%	20200706012846
Upgrade of Sport Facilities	CRR	-	237 756	-	7 101	197 131	-	204 232	33 524	2.99%	20190829043062
Vehicle Fleet	CRR	500 000	500 000	342 850	342 850	9 872	-	352 722	147 278	68.57%	20200706012510
TOTAL - Capital		375 750 311	454 464 007	251 558 279	186 348 337	115 303 218	24 661 291			41.00%	

9. DEPARTMENT COMMUNITY SERVICES :KEY PERFORMANCE INDICATORS

Ref	KPI Name	Feb-21					Overall Performance for February 2021 to February 2021	
		Target	Target Description	Actual	Performance Comment	Corrective Measures	Target	Actual
D1622	Spend the Recreation, Sport Grounds & Halls approved Capital Budget	0.00%		0.00%			0.00%	0.00%
D1623	Capital spending committed on the financial management system	0.00%		0.00%			0.00%	0.00%
D1624	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2021/22)	0.00%		0.00%			0.00%	0.00%
D1625	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	0		0			0	0
D1626	Attendance of Quarterly Occupation Health and Safety meeting(s)	0		0			0	0
D1627	Submission of report on sport activities in the Stellenbosch Municipal Area (WC024)	0		0			0	0
D1628	Develop or Review Standard Operating Procedures (SOPs) within the Department	0.00%		0.00%			0.00%	0.00%
D1629	Facilitation of Sport Council meetings	1		1	Attached the minutes of the meeting that was facilitated.		1	1

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	7
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0

10. SPORT AND FACILITIES FIELD PREPARATION FIXTURE SUMMARY

With the relaxation of Covid-19 regulations the following sporting codes are currently allowed on our facilities as approved by National Government and refined by federations.

- Pigeon racing
- Tennis
- Hockey
- Cricket (practises and commencement of matches 9th of January 2021)
- Rugby
- Soccer

The above mentioned sporting codes are allowed subject on condition on strict Covid-19 preventative protocols as stipulated by their federations.

It is emphasised in all returned to play/practise that no spectators are allowed.

11. SPORT & FACILITIES RISK MANAGEMENT

Sport and Facilities	Halls
<p>Criminals vandalises and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge.</p>	<p>Outside lighting at Halls are too weak.</p> <p>Perimeter fencing are continuously vandalised and stolen during night time.</p>

12. COMMUNITY SERVICES HUMAN RESOURCES:

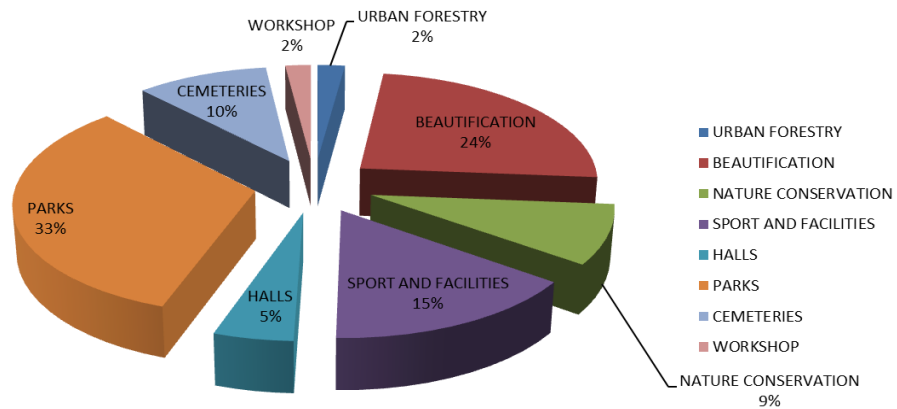
Departmental Human Resources:	2021	2021	2021	2021	2021	2021	2021	2021	2021	2021
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
STAFF COMPLEMENT (CURRENT PERMANENT)										
URBAN FORESTRY	5	5								
ORNAMENTAL HORTICULTURE	20	20								
NATURE CONSERVATION	18	18								
SPORT AND FACILITIES	34	34								
HALLS	14	14								
PARKS, CEMETERIES	34	34								
LIBRARIES	35	35								
WORKSHOP	2	2								
TOTAL	159	159								
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
URBAN FORESTRY	2	2								
ORNAMENTAL HORTICULTURE	2	2								
NATURE CONSERVATION	2	2								
SPORT AND FACILITIES	4	4								
HALLS	2	2								
PARKS	2	2								
LIBRARIES	8	8								
CEMETERIES	0	0								
WORKSHOP	1	1								
TOTAL	23	23								
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT

ORNAMENTAL HORTICULTURE & Free2Grow	5	5								
	5	5								
URBAN FORESTRY & MTP										
NATURE CONSERVATION & AIP Projects	39	39								
SPORT AND FACILITIES	5	5								
HALLS	0	0								
PARKS & CEMETERIES	37	37								
WORKSHOP	0	0								
TOTAL	86	86								
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
URBAN FORESTRY	0	0								
ORNAMENTAL HORTICULTURE	0	0								
NATURE CONSERVATION	0	0								
SPORT AND FACILITIES	0	0								
HALLS	0	0								
PARKS	0	0								
LIBRARIES	0	0								
WORKSHOP	0	0								
TOTAL	0	0								
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
Retirement	0	0								
HALLS	0	0								
SPORT	0	0								
Retirement	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
PARKS	0	0								
Resignation	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT

13. OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	44	62										
BEAUTIFICATION	831	726										
NATURE CONSERVATION	290	262										
SPORT AND FACILITIES	468	462										
HALLS	330	142.5										
PARKS	834	983										
CEMETERIES	313	300										
WORKSHOP	91	58										
TOTAL	3201	2995.5										

Overtime Worked for February 2021



5.2.3	MONTHLY REPORT: HALLS: FEBRUARY 2021
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Collaborator No: 704794

IDP KPA Ref No:

Meeting Date: 6 May 2021

1. SUBJECT: FEBRUARY 2020 MONTHLY REPORT: HALLS

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Section: Halls for February 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Section: Halls for the month of February 2021 to the Committee for notification.

5. RECOMMENDATIONS

that the monthly reports of Halls for February 2021, be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Halls specialises in maintaining all halls in the WCO24.

6.2 Discussion

The Halls Section consists of one Assistant Superintendent, one Clerk, who undertakes administrative duties for the hiring and lease of all Municipal halls, one Foreperson and 14 general workers. The main functions of this section are to drive capital projects, plan finances, maintenance, new facilities and draft budgets and policies.

6.3 Financial Implications

None

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

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Halls Monthly Report for February 2021.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8161</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@stellenbosch.gov.za</i>
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



**MONTHLY
REPORT:
FEBRUARY
2021**

Halls Department:
Community Services

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1.3 Total Revenue	2
1.4 Key Performance Indicators	3
1.5 Overtime Statistics.....	4

1.1 HALLS

Month: FEBRUARY 2021	Deposit	Rental of Hall	Deposits Claimed Refund	Name and Contact details	Vandalism and theft	Incident reported
Stellenbosch Town Hall						
None						
	KLAPMUTS CENTRE					
None						
EIKESTAD HALL						
None						
Wemmershoek Hall						
01/02/21		R378.63	Client did not submit refund claim.	Spirit World Revival	None	None
La Motte Community Hall						
01/02/21		R378.63	Client did not submit refund claim.	ST George Church	None	None
21/02/21		R378.63	Client did not submit refund claim.	Spirit World Revival	None	None
Groendal Community Hall						
01/02/21		R481.24	Client did not submit refund claim.	Harvest Ministries	None	None
01/02/21		R481.24	Client did not submit refund claim.	Lofdal Church	None	None
21/02/21		R481.24	Client did not submit refund claim.	Spirit World Revival	None	None
Franschhoek Community Hall						
None						
Kylemore Community Centre						
01/02/21		R631.00	Client did not submit refund claim.	Church of Church	None	None
01/02/21		R631.00	Client did not submit refund claim.	New Apostolic	None	None
06/02/21	R442.00	R631.00	Client submitted refund claim.	Yvonne Carolissen	None	None
Pniel Banquet Hall						
01/02/21		R631.00	Client did not submit refund claim.	Pniel Baptist	None	None

1.2 Total Functions

2021	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	0	0											0	0
Klapmuts Centre	0	0											0	0
Eikestad Hall	0	0											0	0
Wemmershoek Hall	0	1											1	0.5
La Motte Community Hall	0	2											2	1
Franschhoek Town Hall	0	0											0	0
Groendal Community Hall	0	3											3	1.5
Kylemore Community Hall	0	3											3	1.5
Pniel Banquet Hall	0	1											1	0.5
Total Functions	0	10											10	5

1.3 Total Revenue

2021	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Stellenbosch Town Hall	R0.00	R0.00											R0.00	R0.00
Klapmuts Centre	R0.00	0.00											R0.00	R0.00
Eikestad Hall	R0.00	R0.00											R0.00	R0.00
Wemmershoek Hall	R0.00	R378.63											R378.63	R189.31
La Motte Community Hall	R0.00	R757.26											R757.26	R378.63
Franschhoek Town Hall	R0.00	R0.00											R0.00	R0.00
Groendal Community Hall	R0.00	R1443.72											R1443.72	R722.00
Kylemore Community Hall	R0.00	R2335.00											R2335.00	R1167.50
Pniel Banquet Hall	R0.00	R631.00											R631.00	R315.50
Total Amount	R0.00	R5545.61											R5545.61	R2773.00

1.4 KEY PERFORMANCE INDICATORS

Ref	KPI Name	Feb-21					Overall Performance for February 2021 to February 2021	
		Target	Target Description	Actual	Performance Comment	Corrective Measures	Target	Actual
D1622	Spend the Recreation, Sport Grounds & Halls approved Capital Budget	0.00%		0.00%			0.00%	0.00%
D1623	Capital spending committed on the financial management system	0.00%		0.00%			0.00%	0.00%
D1624	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2021/22)	0.00%		0.00%			0.00%	0.00%
D1625	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	0		0			0	0
D1626	Attendance of Quarterly Occupation Health and Safety meeting(s)	0		0			0	0
D1627	Submission of report on sport activities in the Stellenbosch Municipal Area (WC024)	0		0			0	0
D1628	Develop or Review Standard Operating Procedures (SOPs) within the Department	0.00%		0.00%			0.00%	0.00%
D1629	Facilitation of Sport Council meetings	1		1	Attached the minutes of the meeting that was facilitated.		1	1

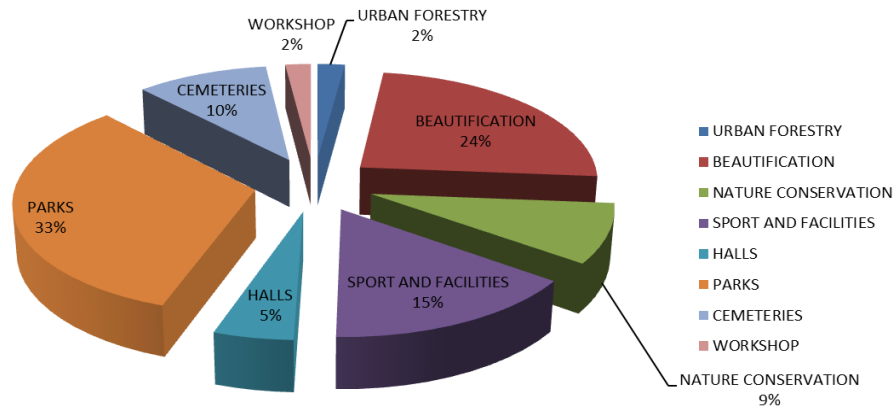
Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	7
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	1
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0

1.5 OVERTIME STATISTICS FOR COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	44	62										
BEAUTIFICATION	831	726										
NATURE CONSERVATION	290	262										
SPORT AND FACILITIES	468	462										
HALLS	330	142.5										
PARKS	834	983										
CEMETERIES	313	300										
WORKSHOP	91	58										
TOTAL	3201	2995.5										

Overtime Worked for February 2021



5.2.4	MONTHLY REPORT: LIBRARIES: FEBRUARY 2021
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Collaborator No: 704793
IDP KPA Ref No:
File Plan:
Meeting Date: 6 May 2021

1. SUBJECT: MONTHLY REPORT: LIBRARIES: FEBRUARY 2021

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Libraries for February 2021.

3. DELEGATED AUTHORITY

For notification by the Portfolio committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Libraries for the month of February 2021 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports by the Sections: Libraries for February 2021, be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Libraries specialises in public liaison, ad hoc projects and the promotion of literature within the Greater Stellenbosch Area.

6.2 Discussion

The Libraries Section consists of one Manager: Library Services, and five Senior Librarians to manage this section effectively. Their main functions are to provide effective and efficient library service to clients and to promote culture of reading.

6.3 Financial Implications

None

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

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

No comment requested.

6.9 Municipal Manager

Contents noted.

ANNEXURES

Annexure A: Libraries Monthly Report for February 2021.

ANNEXURE A



MONTHLY
REPORT:
FEBRUARY
2021

LIBRARIES DEPARTMENT:
Community Services

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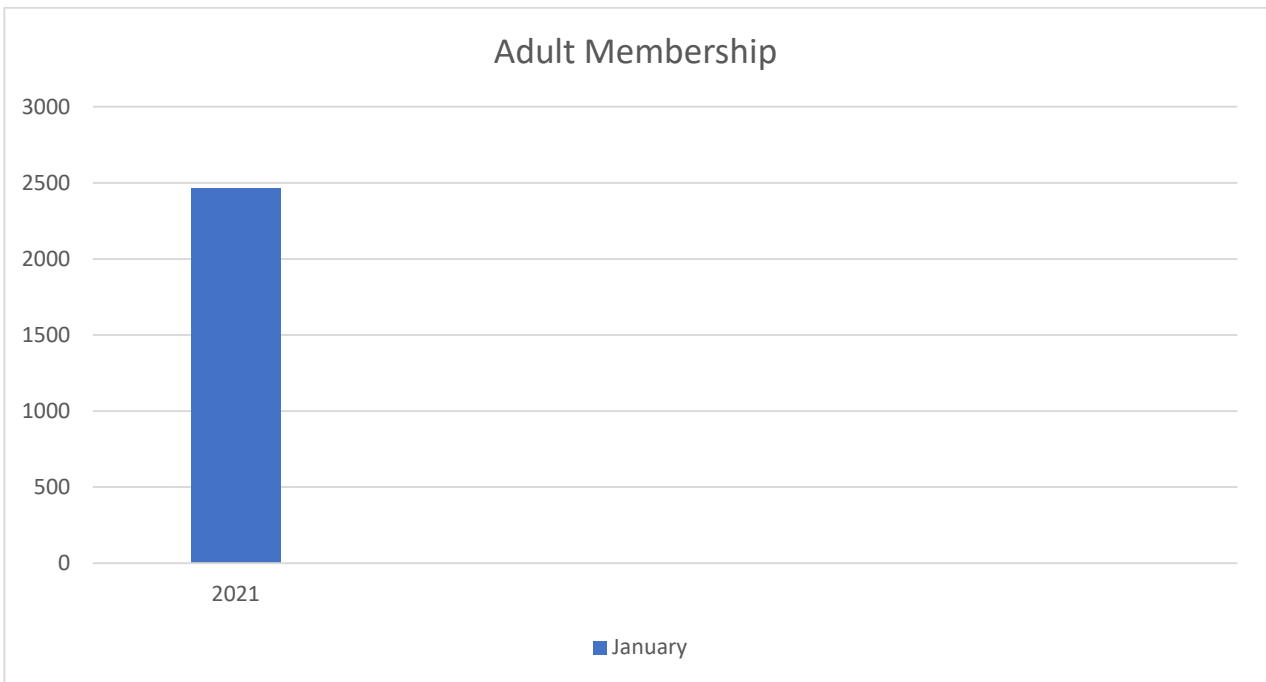
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1. PLEIN STREET LIBRARY

1. STATISTICS

A) MEMBERSHIP

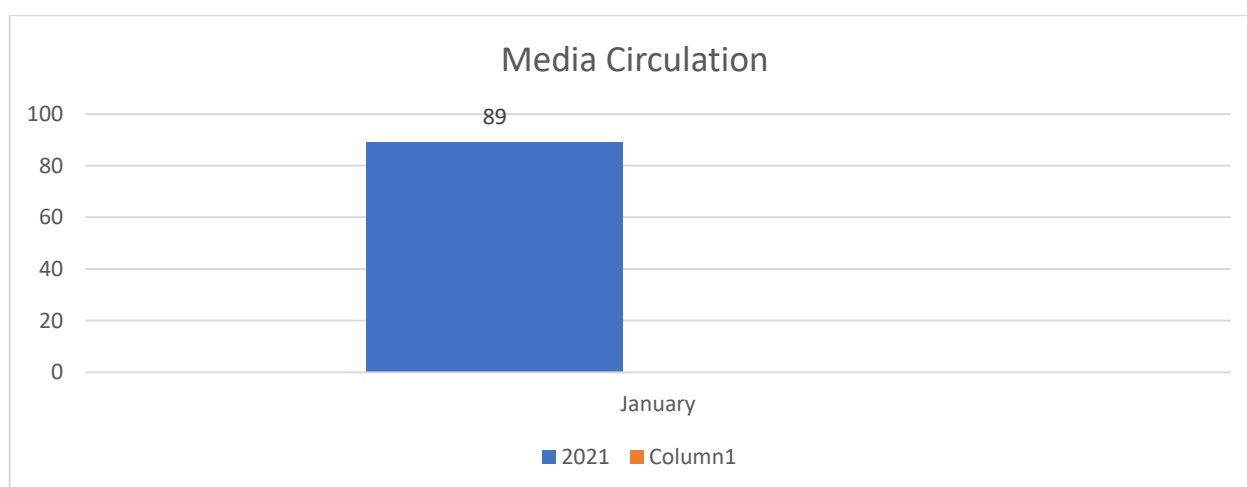
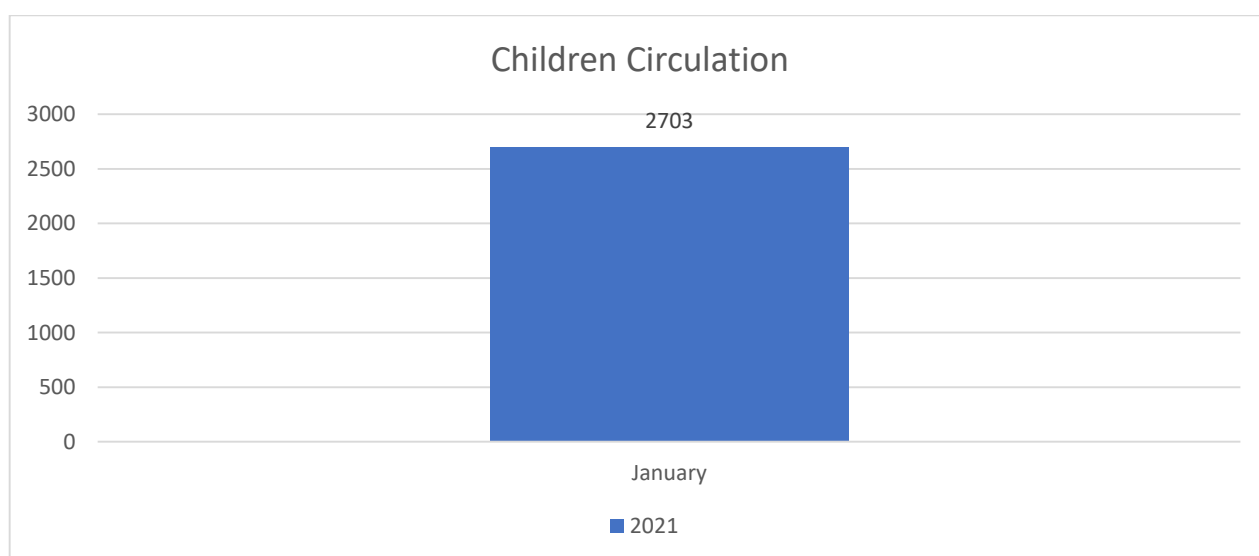
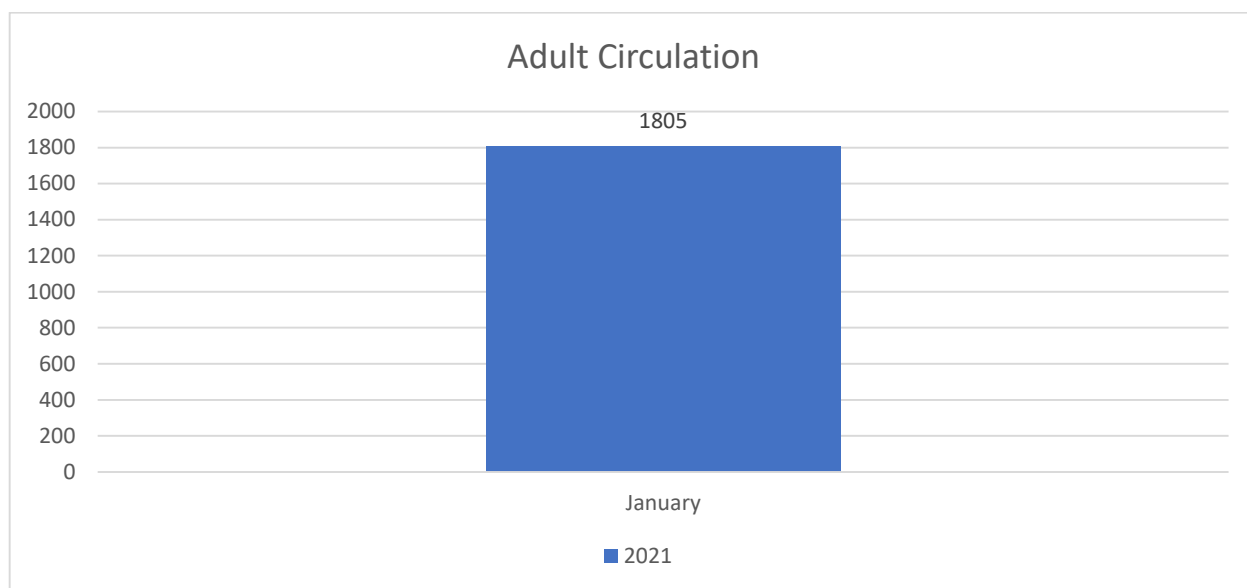
ADULT MEMBERSHIP



JUVENILE MEMBERSHIP



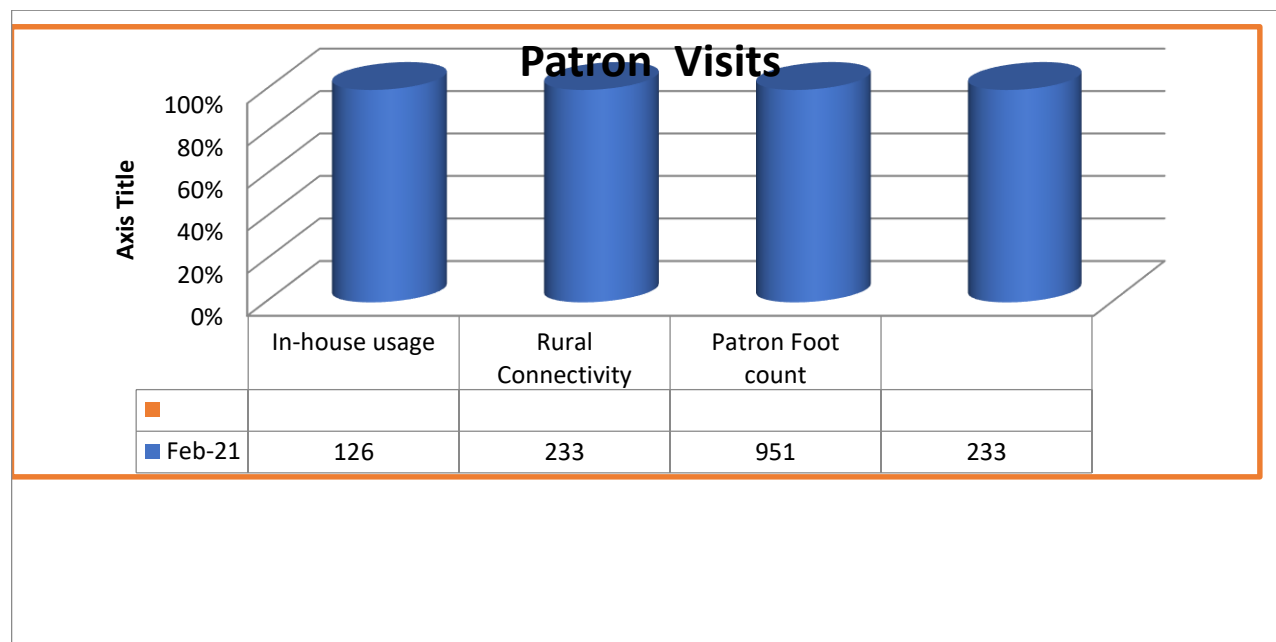
B. CIRCULATION



2. LIBRARY OUTREACH

The outreach programs have been suspended due to Covid- 19 pandemic. Most of the crèches are closed. Outreach will start again after Level 1 with less children and adhering to Covid – 19 regulations.

Stories can also be done by means of recordings and then posted on face book.



3. LIBRARY ACTIVITIES

Item	Total	Comments
Story hour	0	Storytelling and other activities could not be presented due to Covid-19: Lockdown. Programmes will resume at Level 1. To avoid interaction, stories and activities can be recorded.
Programmes	0	All programs were suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it.
In-House usage	126	A Curb side Service to public is available. Patrons can drop off their books at the library and request for new books via emails or phone calls. In our community If a patron is prepared to wait the staff will prepare the material in advance, because most of them do not have internet access to send emails or phone the library.
Library Hall usage	0	Library hall cannot be booked out to public due to Covid-19 Pandemic. The hall is used to quarantine the books for 72 hours
Patrons per month	951	Patrons visited the library.
Adopted crèche	0	This service is still on hold adhering to Covid-19 regulations. Majority of crèches are not operational yet.
Book Club	0	The book club for primary school learners could not happen this year due to lockdown regulations.

Partnership	0	Was challenging thus far and will resume as soon as organizations resume their daily activities.
Events	0	All activities stopped due to adjusted level 3 national lockdown regulations

4. BOOK REVIEWS

Item	Total	Comments
4.1 Book review Adult Section	1	<p>Title: The Moores are Missing Author: Patterson, James Publisher: Arrow Books London, 2017</p> <p>The first story is "The Moores are missing". It is about a family, Margo, Kevin, Josh and Gabby Moore who suddenly go missing. The story begins when one of the Kevin's best friends Ray, goes to their house to find no one there, but all their belongings, even their cell phones still there. The police don't seem too worried about the situation, so Ray gets really worried and starts making enquiries. He gets the help of Sharon who hacks Gaby's phone, and find out the Moores might be in Canada. They are dogged by a FBI agent who doesn't want them to find the Moores, because of nefarious dealings. This leads to an adventure of going to Canada, trying to keep out of the way of the FBI gentleman, and Kevin's boss who turns out to be involved. True to Patterson's writings, it is a heart stopping journey, which ends well.</p>
4.2 Book review Junior Section		<p>Title: Oliver Twist Author: Dickens, Charles Publisher: F Watts, 1980</p> <p>This is a book about a boy called Oliver. Oliver was born in a workhouse in the early 1800's, and after he was born his mother died. He grew up in the workhouse but when he was nine years old he had to go to the "big" workhouse. Mr. Bumble the manager of the workhouse came to collect him to take him to the workhouse to learn a trade. He and all the other boys there were treated really badly; they beat him and starved them. After Oliver took it upon himself to ask for more food, he was sent to various other people to work for them, where they all treated him badly.</p>

5. DISPLAYS

Item	Total	Comments	Pictures
5.1 Adult Section	1	SOUTH AFRICAN AUTHORS Displaying a mix of South African authors to library users who need a recommendation of our talented writers. We are trying to show our patrons that our South African talent is just as good as the USA or UK writers	
5.2 Junior Section	1	LOVE AND HUGS Valentine's Day is a holiday that people celebrate on February 14. It seems the best way to teach kids the meaning of the holiday is to emphasize the idea of love. That love comes in many forms, not just the kind shared between parents.	

6. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
6.1 Pamphlet Collection	1	Adult:	Biodiversity
	0	Children:	
6.2 Project Files	1	Adult:	Budget Speech 2021
	1	Children:	Saartjie Baartman

7. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator
None				

8. NEW PROJECTS

None.

9. OVERVIEW

Statistics for February Month is not available yet on SLIMS.

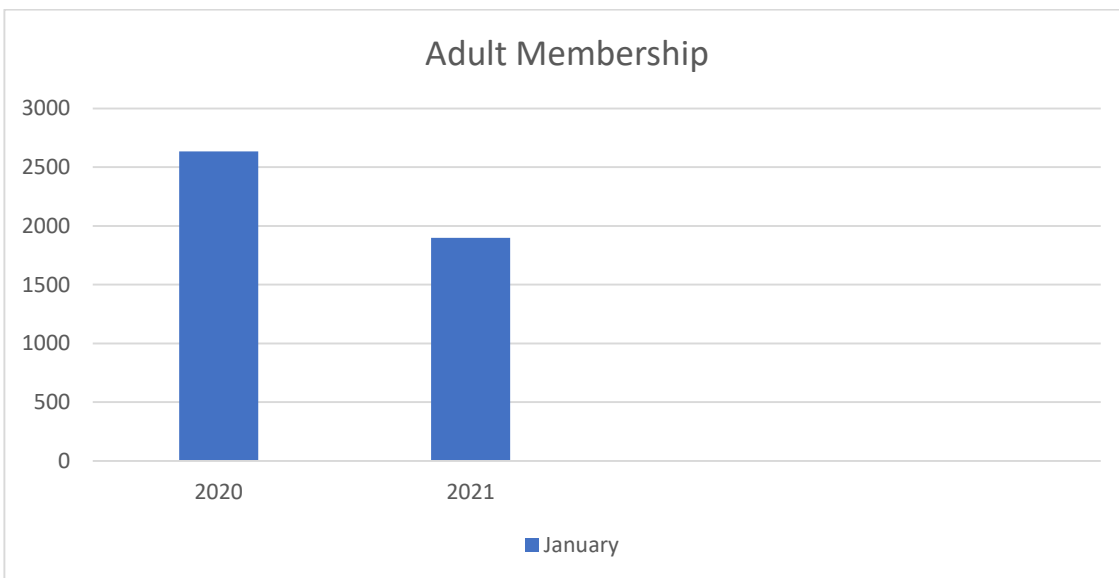
The delay in filling the vacant permanent positions at different libraries place a tremendous strain on the existing staff compliment and many of the services have to be postponed. Outstanding and slow processing of orders are also hampering the efficiency of service delivery at libraries, leading to frustrated staff and patrons.

2.IDA'S VALLEY LIBRARY

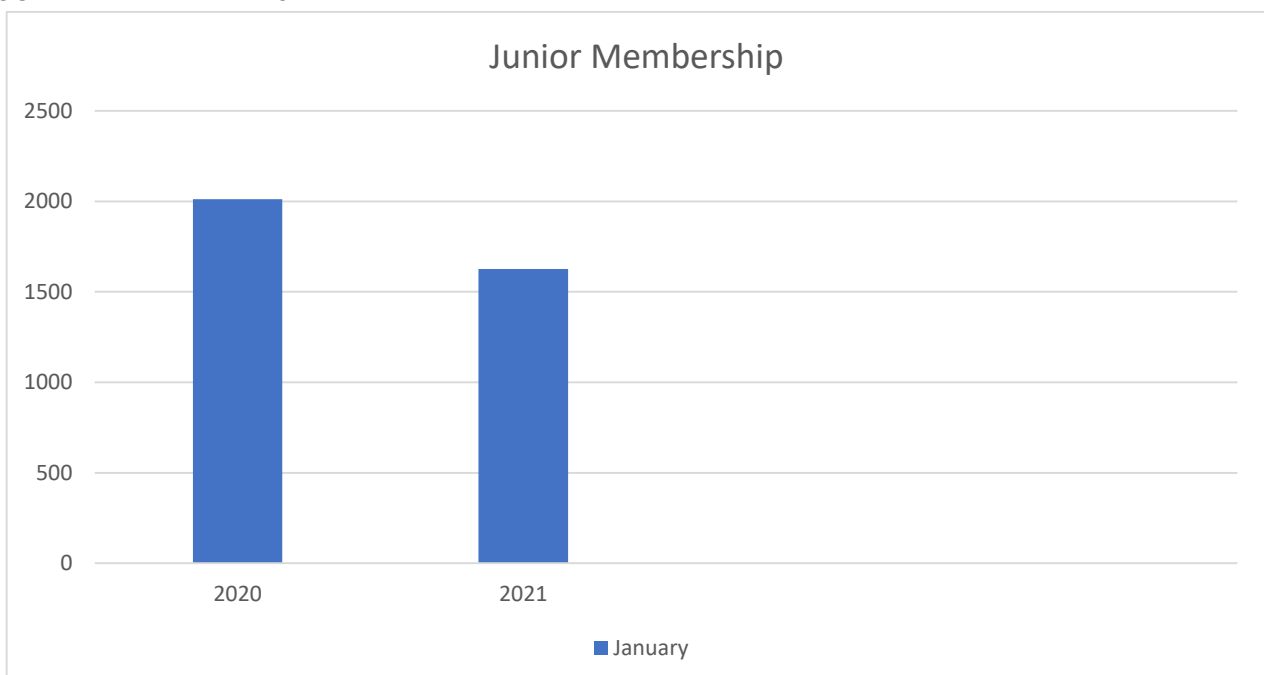
1. STATISTICS

B) MEMBERSHIP

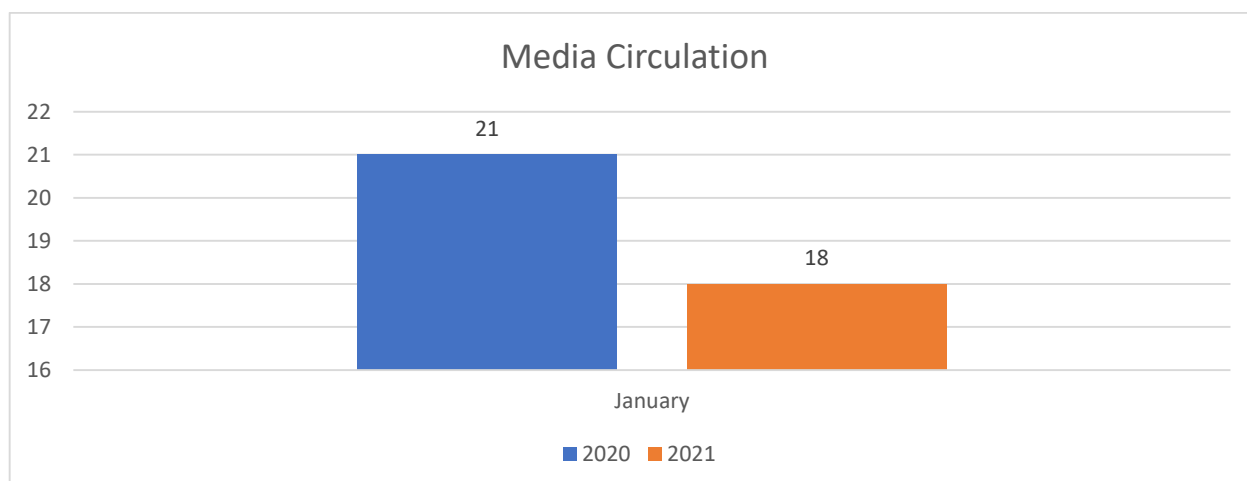
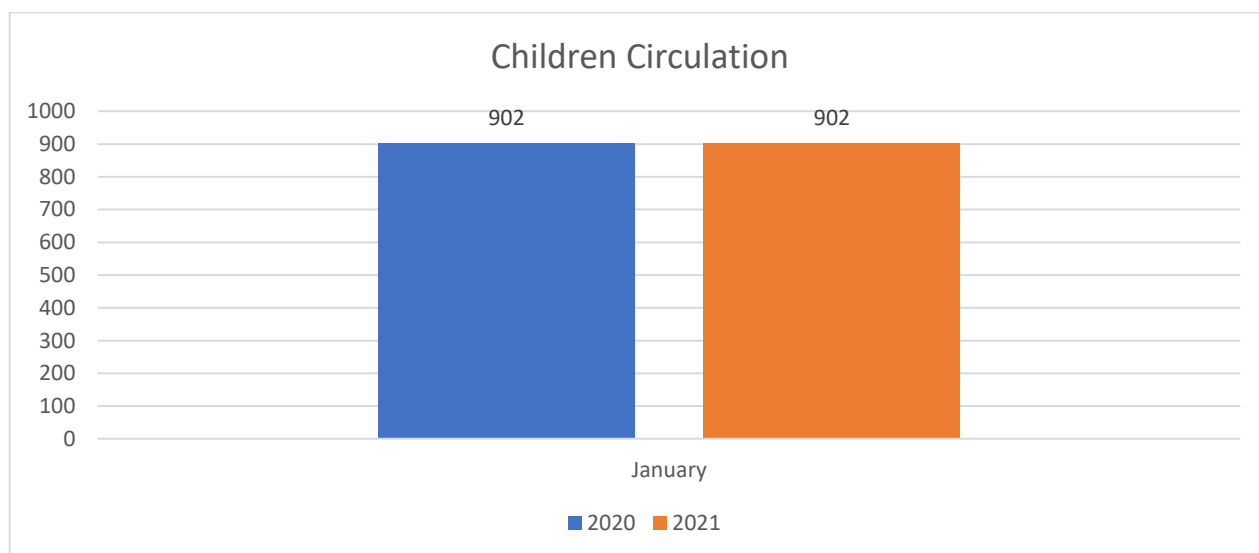
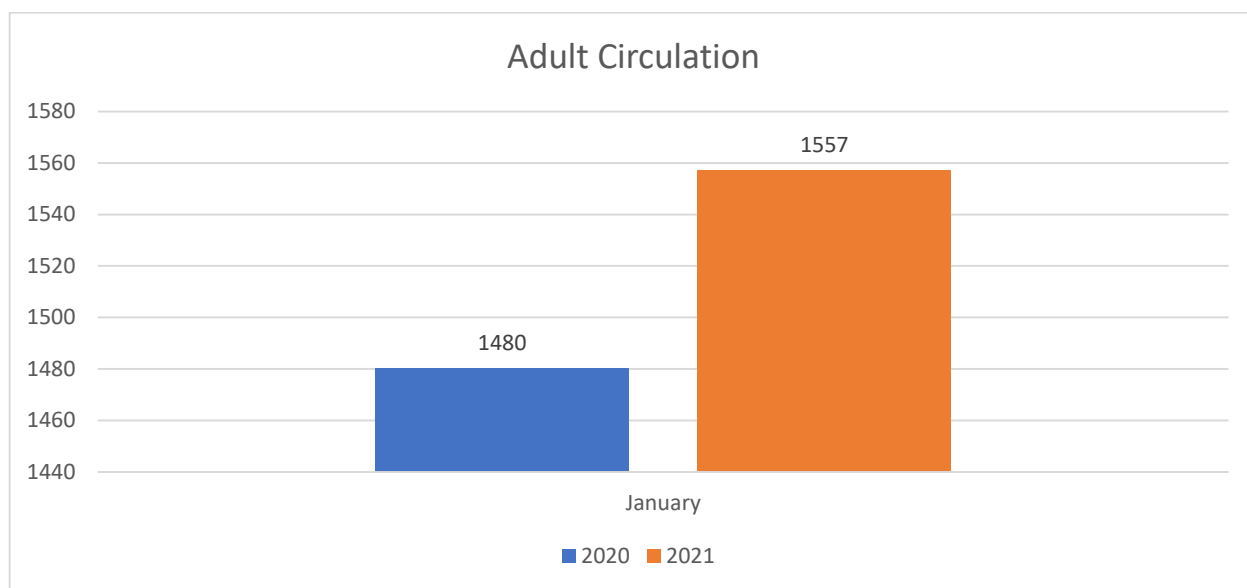
ADULT MEMBERSHIP



JUVENILE MEMBERSHIP



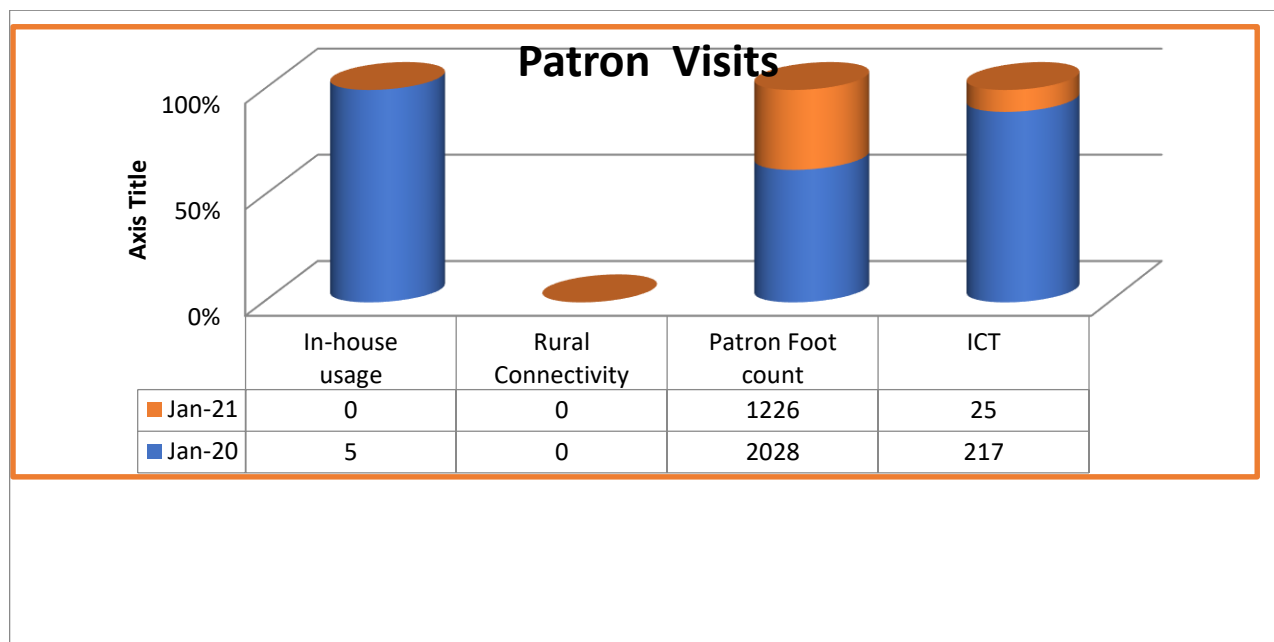
C. CIRCULATION



2. LIBRARY OUTREACH

The outreach programs has been suspended due to Covid- 19 pandemic. Most of the crèches are closed. Outreach will start again after Level 1 with less children and adhering to Covid – 19 regulations.

Stories can also be done by means of recordings and then posted on face book.



3. LIBRARY ACTIVIES



Item	Total	Comments
Story hour	0	Storytelling and other activities could not be presented due to Covid-19: Lockdown. Programmes will resume at Level 1. To avoid interaction, stories and activities can be recorded.
Programmes	0	All programs were suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it.
In-House usage	0	A Curb side Service to public is available. Patrons can drop off their books at the library and request for new books via emails or phone calls. In our community If a patron is prepared to wait the staff will prepare the material in advance, because most of them do not have internet access to send emails or phone the library.
Library Hall usage	0	Library hall cannot be booked out to public due to Covid-19 Pandemic. The hall is used to quarantine the books for 72 hours
Patrons per month	1226	
Adopted crèche	0	This service is still on hold adhering to Covid-19 regulations. Majority of crèches are not operational yet.
Book Club	0	The book club for primary school learners could not happen this year due to lockdown regulations.

Partnership	0	Was challenging thus far and will resume as soon as organizations resume their daily activities.
Events	0	All activities stopped due to adjusted level 3 national lockdown regulations

4. BOOK REVIEWS

Item	Total	Comments
4.1 Book review Adult Section	1	<p>Title: Die Bewaker Author: Poland, Marguerite</p> <p>The main character is Hannes Harker the son of Louisa and Karel Harker. He follows in his father's footsteps and become a lighthouse keeper. This is an all-consuming job and it's the families that suffer the most. One day Hannes makes a shocking discovery and takes a very bad fall. He survives miraculously and he shares his life story with the nurse Rika du Pre. Slowly the story of his life and all the tragedy that he endured unfolds. On the day of his accident he discovered a replica of the lighthouse his mother made out of sea shells. The secret of her death is revealed when he discovered that a little boy helped her collect shells. The boy was the son of one of the guano workers on the island. The workers and lighthouse keeper's family did not associate. Louisa Harker overstep the boundary - with terrible consequences. Hannes journey finally comes to an end when Rika tries to reconcile him with his brother and his ex-wife. In the end he chooses the lighthouse because it has become his life. The lighthouses all becomes automated and Hannes choose to become part of the pilot project. He gives the lighthouse that his mother made and his wife finished to Rika. He inscribed the following words: "To my keeper with tribute – and with love. HH. October 1961".He entrusted his story to someone and it will always live on in the little lighthouse made of seashells.</p>
4.2 Book review Junior Section	1	<p>Title: Hoe om 'n haas te vang Author: Freedman, Claire</p> <p>This beautifully illustrated book is about a rabbit as the title indicate.</p> <p>The big bad wolf try all kinds of tricks to catch the rabbit. First he tries stalking. Then he digs a hole but falls in it himself. He also tries to disguise himself as a rabbit but that plan also fails. The wolf gives up eventually because a big bear foils all his attempts to catch the rabbit. He then hatches a good plan and decide to invite the bear and the rabbit to a vegetarian meal. So instead of having the rabbit for dinner he stop eating meat and live on vegetables alone. This book can be recommended to children of preschool age to teach them about healthy diets.</p>

5. DISPLAYS

Item	Total	Comments	Pictures
5.1 Adult Section		Displays in the Adult Section creates Awareness on Healthy Eating and on Diabetes. Diabetes can be controlled by healthy diets and regular exercise.	
5.2 Junior Section		The focus of displays in the Children Section is on getting ready for the new School Year. Parents are encouraged to take out books for children to prepare for school.	

6. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
6.1 Pamphlet Collection	3	Adult:	Vaccines for Corona Virus Second wave – Corona Virus Eskom Load shedding
	0	Children:	
6.2 Project Files	0	Adult:	
	0	Children:	

7. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator
None due to Lockdown				

8. NEW PROJECTS

None.

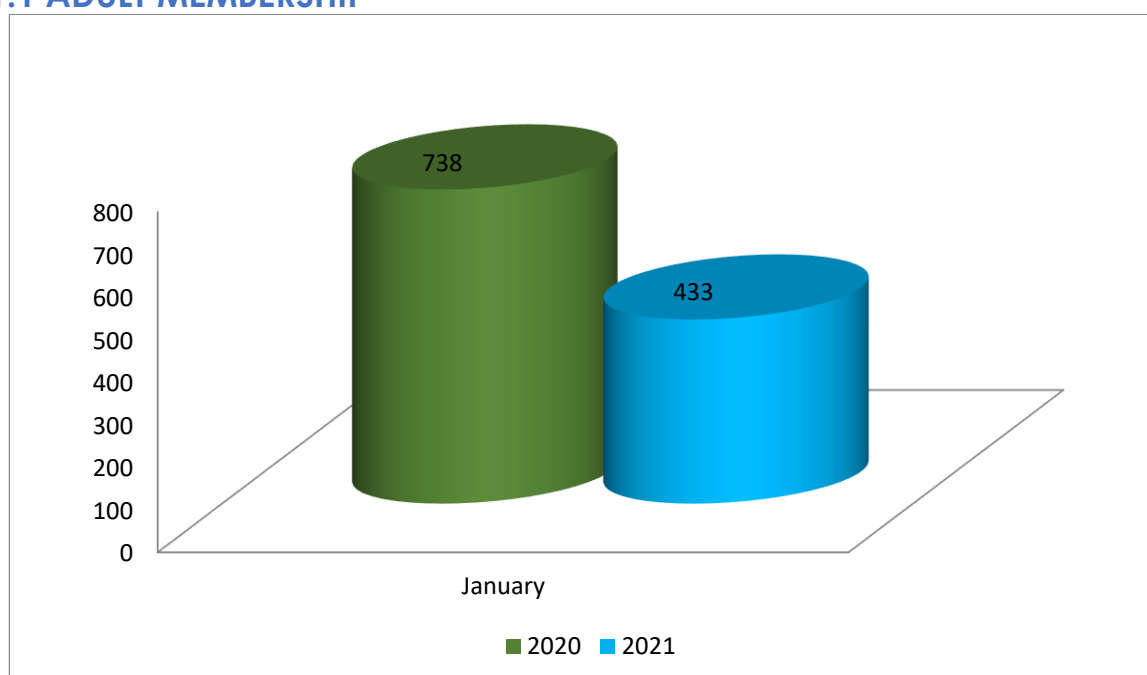
9. OVERVIEW

The delay in filling the vacant permanent positions at different libraries place a tremendous strain on the existing staff compliment and many of the services have to be postponed. Outstanding and slow processing of orders are also hampering the efficiency of service delivery at libraries, leading to frustrated staff and patrons.

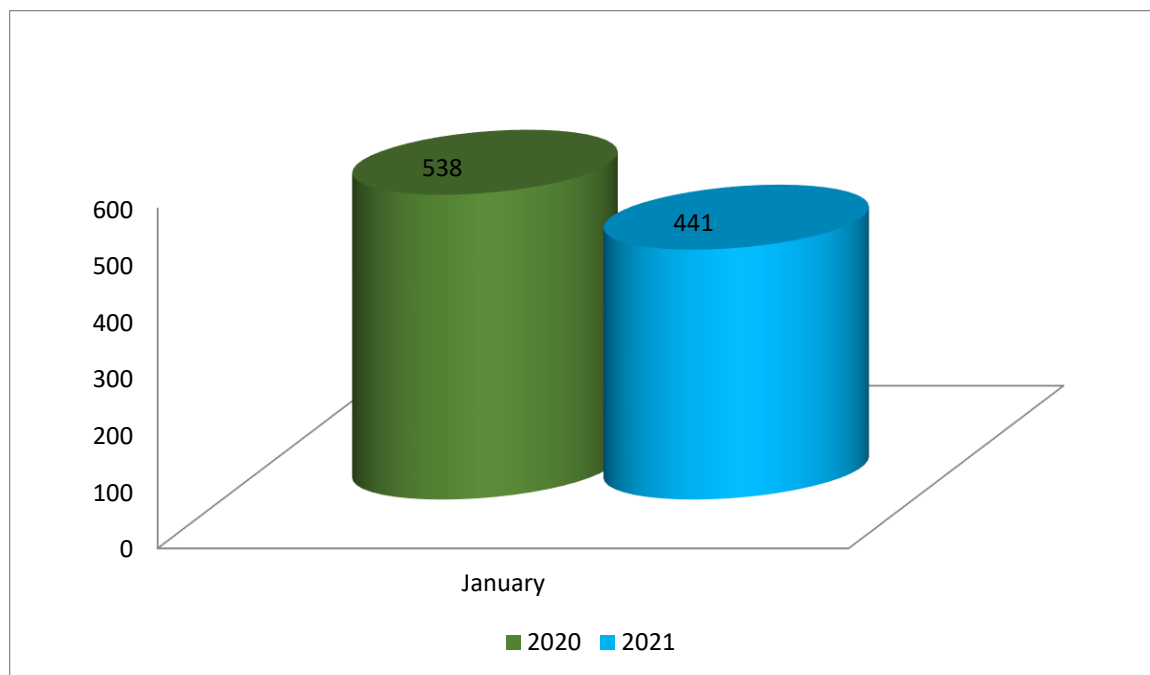
3.PNIEL LIBRARY

STATISTICS

1.1 ADULT MEMBERSHIP

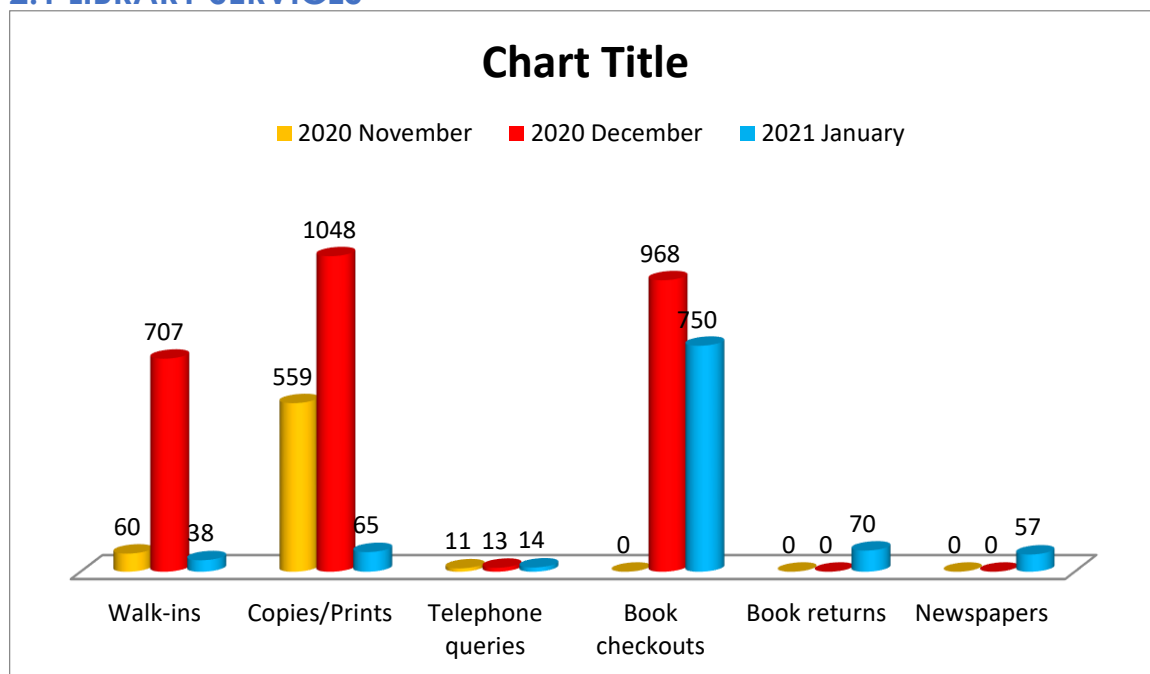


1.2 JUNIOR MEMBERSHIP



2. LIBRARY OUTREACH

2.1 LIBRARY SERVICES



2.2 LIBRARY ACTIVITIES

ACTIVITY	TOTAL	COMMENTS
Story hour	0	National level 3 regulations schools were closed for longer, hence

		storytelling activities has not been resumed.
Programmes	0	National level 3 regulations schools were closed for longer, hence program activities has not been resumed.
In-House usage		Regular use of newspapers started picking up since we opened.
Library Hall usage	0	No library hall
Patrons per month		
Adopted Schools		All schools closed reopen 15 February 2021
Book Club	0	Plans are in order to initiate program when schools start 15 February 2021.
Partnership	0	All services were suspended due to National lockdown, will resume when it is safe to do so.
Events	0	No events in January 2021. Staff shortages makes this difficult.

3. BOOK REVIEWS

ACTIVITY	TOTAL	COMMENTS
3.1 BOOK REVIEW: Adult Review	1	<p>Title: Sorry not sorry Author: Dawjee, Haji Mohamed Genre: Fiction</p> <p>It is a book with short essays, but speaks volumes on several significant topics in a comedic tone. The book is well organized into 20 parts and each essay is short, readable and I'm sure at least a few are easily relatable to every South African reader. Whether you're black or brown, but especially if you're white, this book will open your eyes to the realities of the skewed world we live in and stick the finger in the sore that manage to ignore most of the time, but always know is there: that we live in a world where white equals privilege, power and opportunity while black equals discrimination, racism and disregard. If you're white, it will probably upset or anger you. Dawjee holds no prisoners. I you're black, you will relate to the many details and examples she</p>

		gives to illustrate her point that people of colour have, until now, been deprived of a voice and narrative that tells their story from their own point of view. Whether you are cringing or relate, one thing is certain: you will know her words hold true. The book is full of witty humour. And you'll know it while you cry over her pain, either because you've experienced it too, or because you know you are exempted from it by virtue of the colour of your skin.
3.2 BOOK REVIEW: Junior review	1	Title: Tandarts toe Author: Civardi, Anne Genre: Fiction Hierdie boekie berei kinders voor vir 'n tandarts besoek. Dit vertel van al die stappe wat gevolg moet word vanaf die afspraak tot die besoek. Kinders is gewoonlik bang vir die tandarts, maar die boek is in storiestyl en kinders weet wat om te verwag. Kinders word ook vertel hoe om hul tandjies te versorg. Hierdie boekie is baie leersaam.

4. DISPLAYS

ACTIVITY	TOTAL	COMMENTS
4.1 DISPLAYS: Adult	2	1. <u>New Year, new you</u> A new year brings new challenges and activities to take on, colourful display to detail and give patrons ideas on how to change their lives for the better in the new year.
		2. <u>Misdaad stories van Suid-Afrika</u> People have a fascination with true crime stories, this display shows people all the books that the library has.
4.2 DISPLAYS: Junior	2	1. <u>Reading gives you all the feels</u> Colourful display to entice the young readers to read and that

		reading can help deal with all their emotions.
		2. <u>Back to school</u> Colourful display to remind children that the holiday is over and that they have to start concentrating on the new school year.

5. PROJECT FILES AND PAMPHLET COLLECTION

ACTIVITY	TOTAL	SECTION	COMMENTS
5.1 Pamphlet collection	1	Adult Title:	Complete
	1	Children Title:	Complete
5.2 Project files	1	Adult Title: Vaccinations	In progress
	1	Children Title: Covid-19	In progress

6. TRAINING

COURSE	DATE/S	NAME OF ATTENDEES	COURSE CO-ORDINATOR
No training took place because of National lockdown regulations.			

7. NEW PROJECTS

None

8. BUDGET

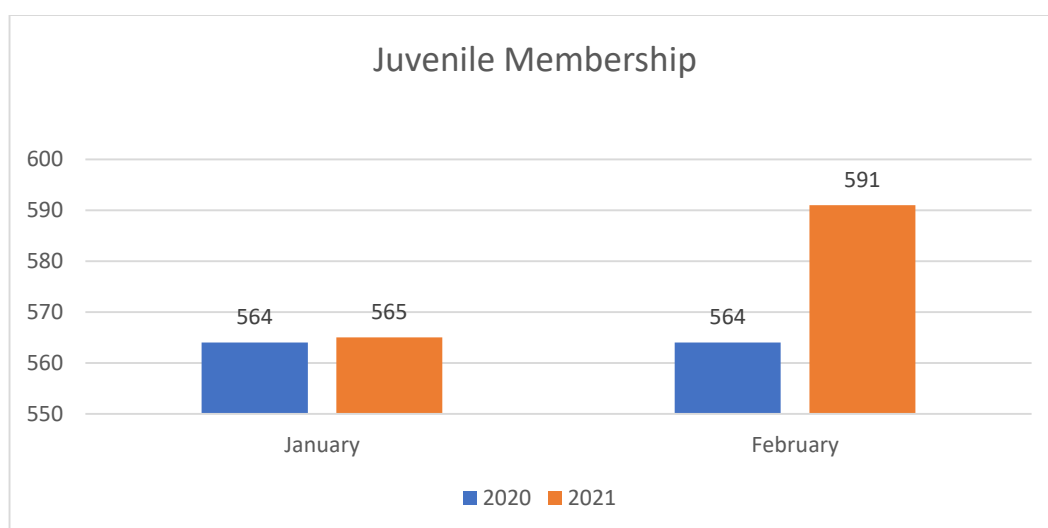
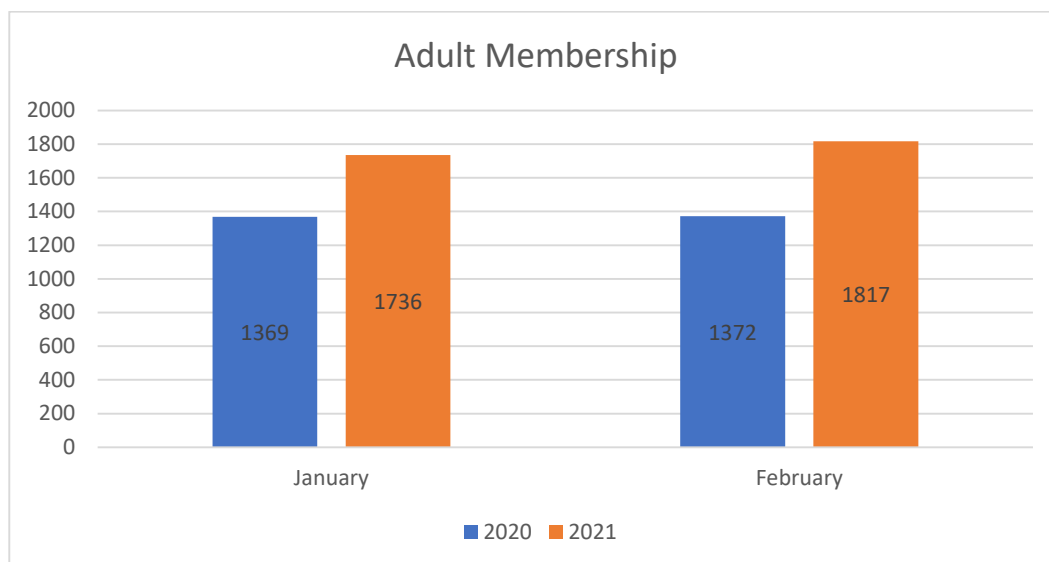
REPORT 1 - CAPEX

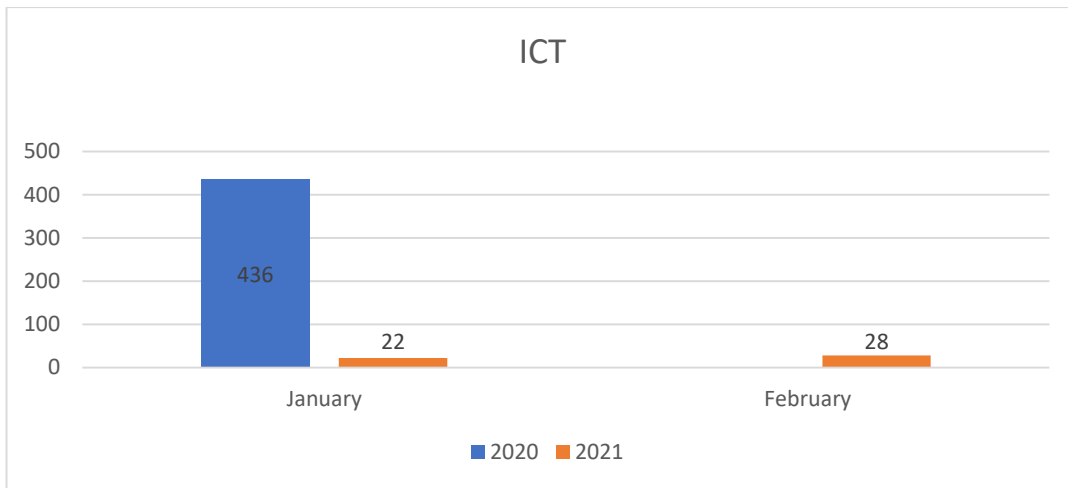
Library	Order No.	Item	Req. No. + Date request submitted	Date Green order received	Name of company	Reasons for non-delivery

4.FRANSCHHOEK LIBRARY

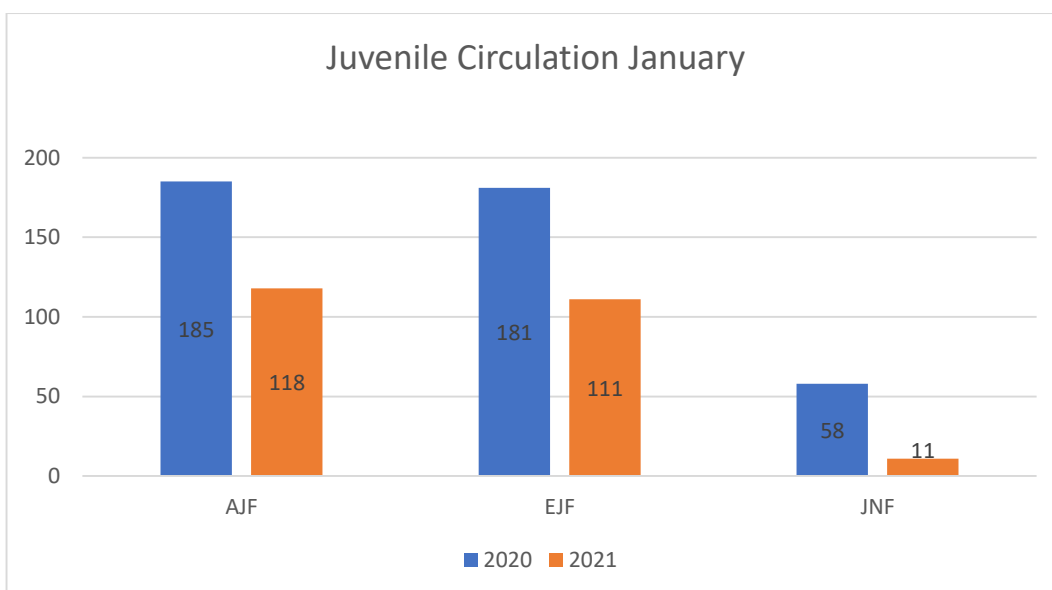
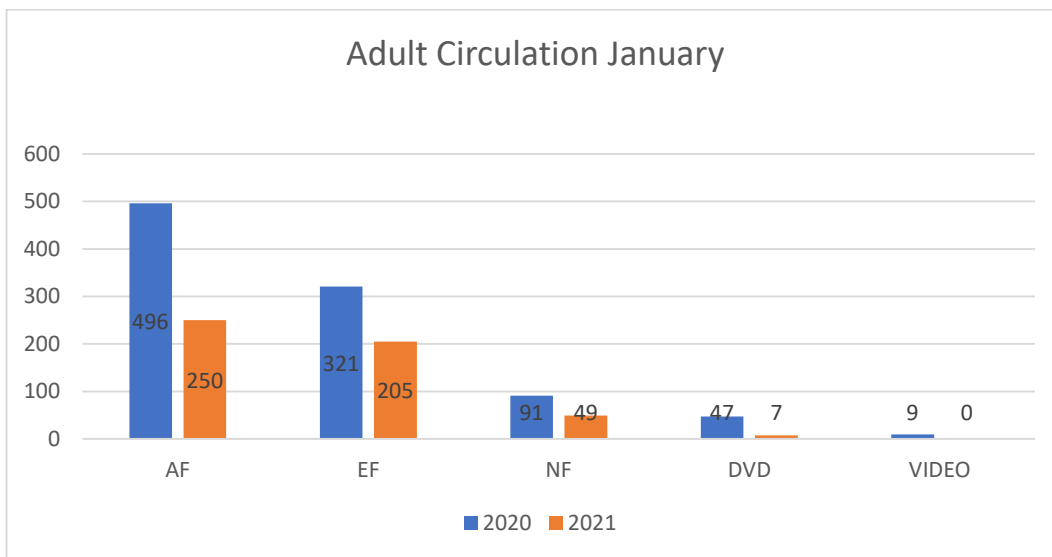
1. STATISTICS

A: MEMBERSHIP



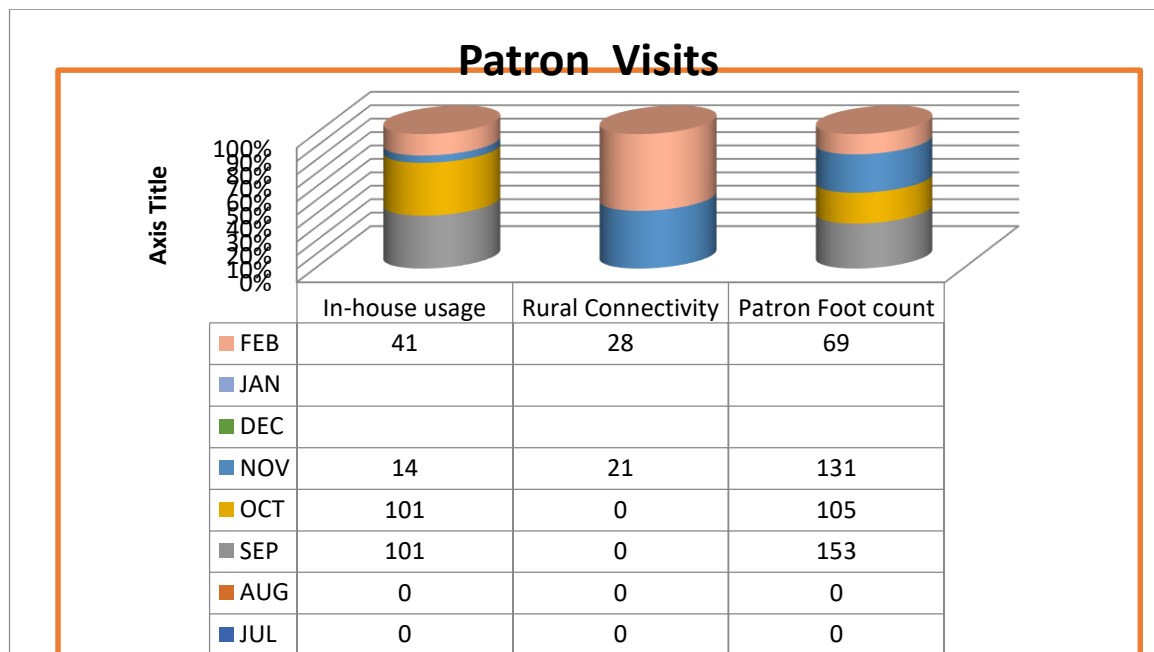


B: CIRCULATION



2. LIBRARY OUTREACH

A: Kerb-side Services



- Visits to the Library (queries, returning items etc.) – 69 people
- Copies / Printing - 65 people
- ICT – 28 people
- Library visit incl. Kerb side services – 10 people

B: LIBRARY ACTIVITIES

Item	Total	Comments
Story hour	0	On hold due to COVID-19 regulations
Programmes	0	On hold due to COVID-19 regulations
In-House usage	0	People are still cautious to use the library as pre-COVID19
Library Hall usage	0	No Library Hall attached to Library
Patrons per month		People visiting the library: copies, printing, returning / collecting material, queries etc
Adopted crèche	0	On hold due to COVID-19 regulations
Book Club	0	On hold due to COVID-19 regulations
Partnership	0	On hold due to COVID-19 regulations
Events	0	On hold due to COVID-19 regulations

No outreach activities, storytelling, visits to housebound etc to take place due to CoVID-19 regulations / limitations

3. BOOK REVIEWS

Item	Total	Comments	Pictures
3.1 Book review Adult Section	1	Author: Van der Spuy, C Title: Liefde agter tralies	The book focus on the very contentious issue of people who falls in love with criminals. Some of the perpetrators have committed serious crimes like murder. People inside the prison find love and get married and some turn their lives around and get a second chance on love. Some of the prisoners gets life sentences and will never see their husbands or wives again. The book touch on all aspects of relationships between family of criminals and how they learn how to deal with their lives behind bars. The families of those people also need to move on with their lives.
3.2 Book review Junior Section	1	Author: Clegg, M & Bester, S Title: Three friends and a taxi	This classic tale is told all across Africa. The lesson for children reading this story is about consequences of actions. The three friends Sheep, Goat and Dog want to take taxi ride to the beach. They discover however that they don't have money to pay for their ride. They actually discover that there is no such thing as a free ride. They learnt a valuable lesson and up till today don't want to ride in a taxi.

4. DISPLAYS

Item	Total	Comments	Pictures
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4.1 Display Adult Section	2		
4.2 Display Children Section	2		

5. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
5.1 Pamphlet Collection	0	Adult: Title:	None
	0	Children: Title:	None.
5.2 Project Files	0	Adult: Title:	To identify current / new topics where the information is not available in book / printed format. (Searching the Internet, newspaper clippings)
	0	Children: Title:	To identify new topics where the information is not available in book / printed format. (Searching the Internet, newspaper clippings)

6. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator

7. NEW PROJECTS

None.

8. OVERVIEW

Staff shortages are still a major concern in Libraries. The Franschhoek library has been operating with 1 x library assistant and 1 x cleaner since the beginning of October 2020. They are trying their utmost best to uphold an acceptable service delivery standard set by Stellenbosch Libraries.

The delay in filling the vacant positions at Franschhoek Library place a tremendous strain on the existing staff compliment.

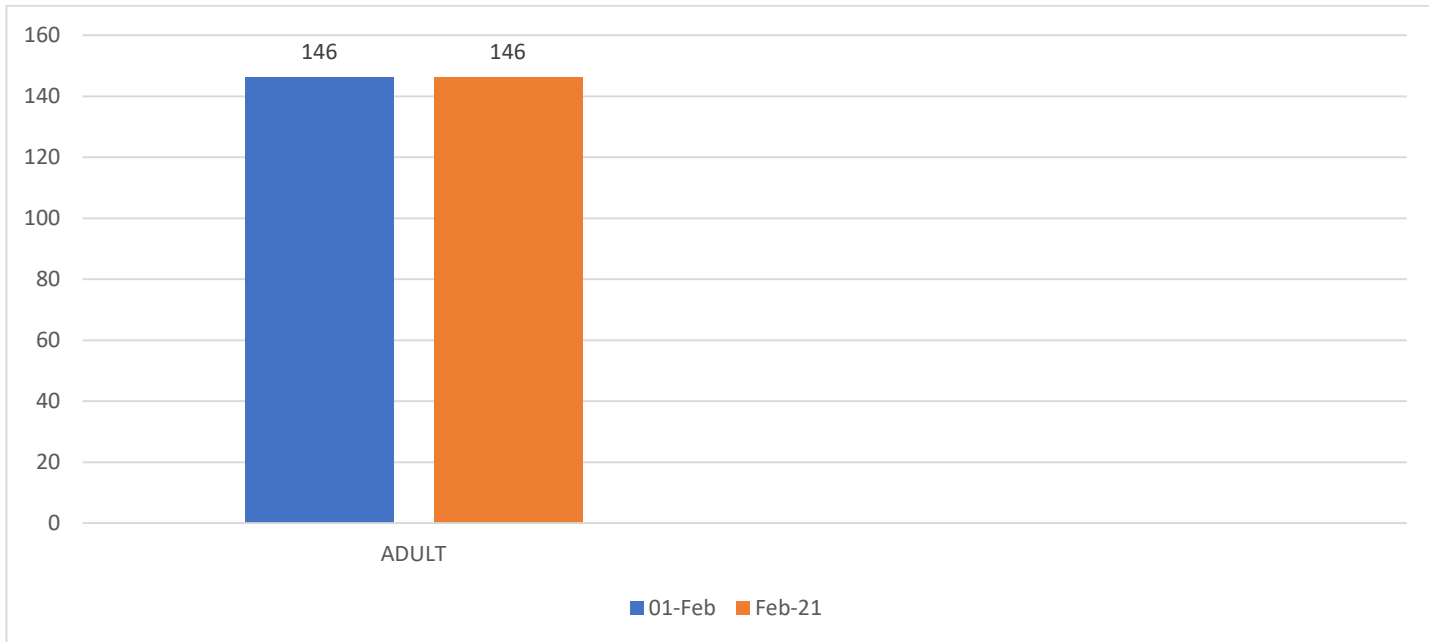
With the limited staff available, we request Management to re-evaluate the Library hours. Our suggestion would be to close the library for the public at 16h00 Monday to Friday, and to be open every alternative Saturday. Maintenance issues still needs to be resolved. The wooden window frames need to be replaced urgently with a brick wall. Inspection by Maintenance Dept. took place and finalisation of the matter needs to be dealt with urgently. The security alarm issue also needs to be resolved – the alarm is still not working, and staff leave the library without setting the alarm. This result in leaving all the equipment unsecured.

5.KAYAMANDI LIBRARY

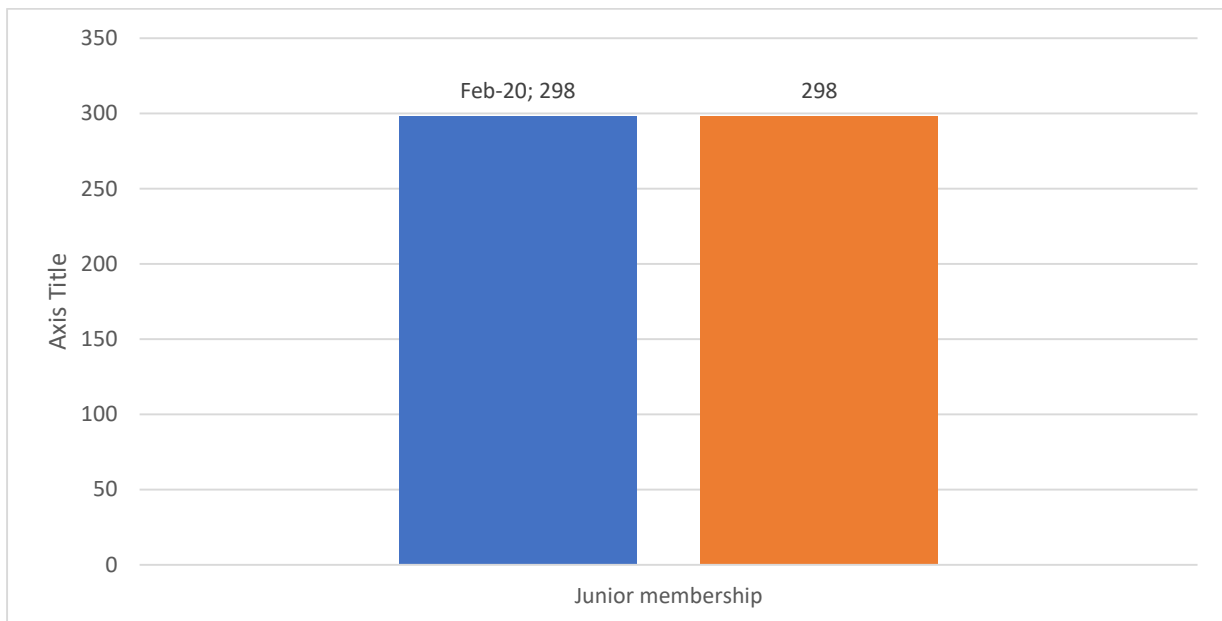
STATISTICS

Statistics for February month is not available yet.

1.1 ADULT MEMBERSHIP

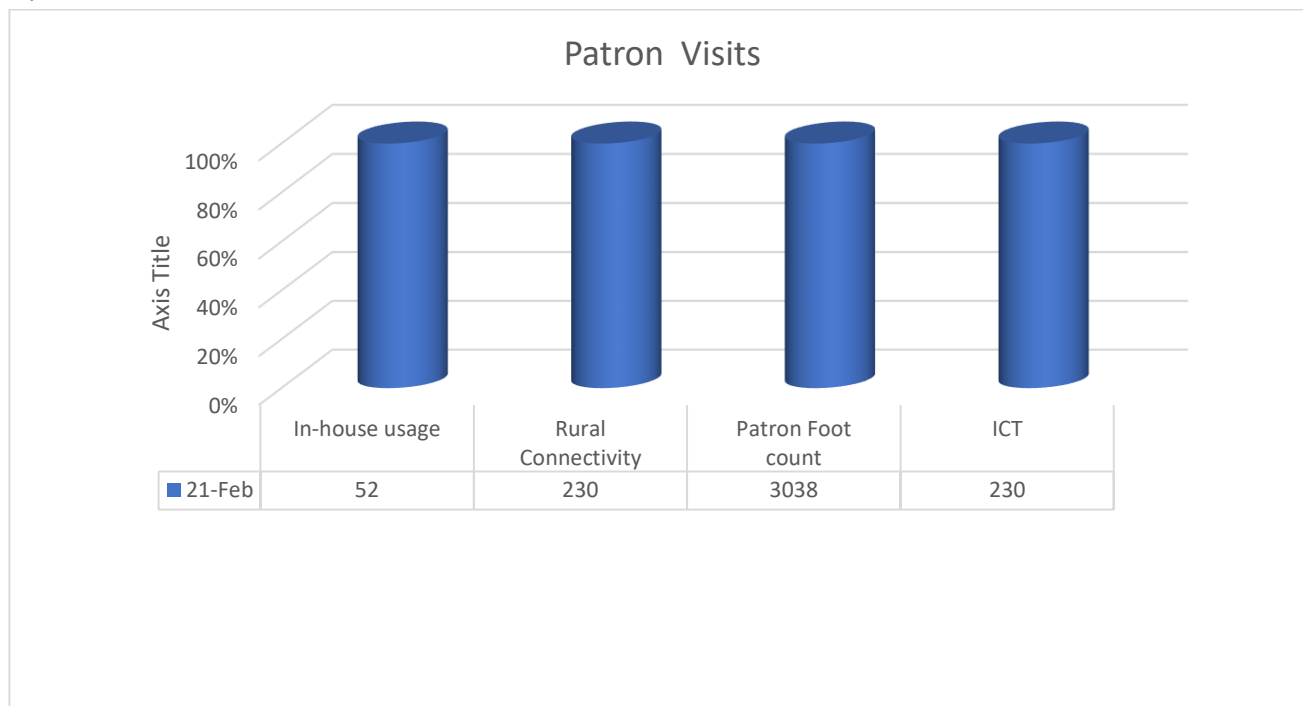


1.2 JUNIOR MEMBERSHIP



4. LIBRARY OUTREACH

2.1

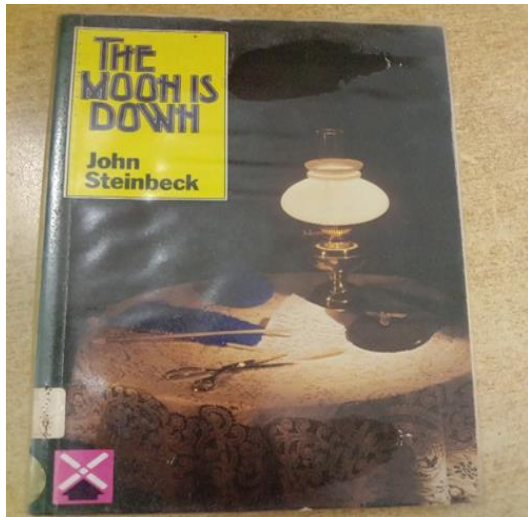


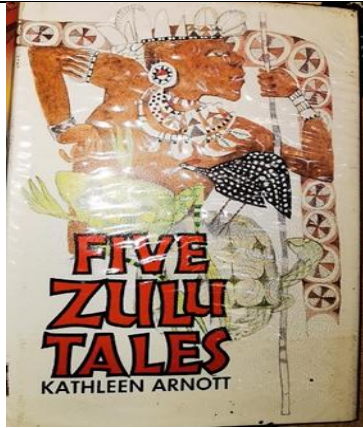
4.2 LIBRARY ACTIVITIES

Item	Total	Comments
Story hour	0	All programs are suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it
Programmes	0	All programs are suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it
In-House usage	52	The Library gives Curbside Service to Public; patrons can drop off their books at the library and request for new books via emails or phone calls. Also Patrons are allowed to read books and use ICT.
Library Hall usage	0	Library hall cannot be booked out to public due to Covid-19 Pandemic. The hall is used to quarantine the books for 72 hours
Patrons per month	3038	Patrons visited the Library in February month
Adopted Schools	0	All programs are suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it
Book Club	0	All programs are suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it



Partnership	1	The Library is in partnership with Lokxion Foundation.
Events	0	All programs are suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it

3 .BOOK REVIEWS

Item	Total	Comments	
3.1 Book review Adult Section	1	<p>Title : THE MOON IS DOWN Author: STEINBECK, JOHN Publisher: HEINEMANN</p> <p>The book is about John Steinbeck's propaganda that is in support of people living under Nazi occupation during World War II. It tells the story of a small, anonymous town overrun by an invading army. The town's iron ore mines are the object of desire to the invaders, led by a wary veteran of many wars. After the initial shock of invasion wears off, the town's people resist the occupation. The resistance is clandestinely led by Mayor Orden, Doctor Winter, and Molly Morden, whose husband was executed by the invaders.</p>	
3.2 Book review Junior Section	1	<p>Title : THE FROG WITH BEAUTIFUL WIFE Author: ARNOTT , KATHLEEN Pu blisher: ANANSI, 1992</p>	

	<p>The story is about the chief who was both rich and jealous of the frog's beautiful wife called Ninja.</p> <p>At first the frog lived alone near the lake as he had no wife because he was regarded as the ugliest frog. He was not an ordinary frog because unlike other frogs, he did not live under the water but he built himself a house on the edge of the lake.</p>	
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4. DISPLAYS

Item	Total	Comments	Pictures
4.1 Displays Adult Section	1	Valentine's Day - has long been celebrated in South Africa, we know February is the month of Love and Romans, It is the month of couples to express their love for each other.	
4.2 Displays Junior Section	1	Read Aloud Day - encourages children to read books in free spirit and develops their comprehension and vocabulary.	

5. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
5.1 Pamphlet Collection	1	Adult: Title: <ul style="list-style-type: none"> - Race and Racism in S.A - Environmental Health 	More Information was gathered due to the fact that the topic has been popular in November month. More information on Environmental Health was added as Environment can directly and indirectly impact on our health and wellbeing, especially in this Pandemic that the world is facing.
	2	Children: Title: <ul style="list-style-type: none"> - Mandala - Nepal Earthquake of 2015 	The information on "How to create your own Mandala" was needed by primary schools. More information and photographs was added in the collection.

6. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator
None				

9. NEW PROJECTS

CCTV: Installation of CCTV.

10. OVERVIEW

Due to Covid-19 Level 3 Library Patrons submit requests either via e-mail or telephonically. Items are prepared and delivered to the patrons at their cars parked at the Library parking. This is popular with patrons who are reluctant to come into the library as well as the elderly and the disabled. Libraries are having a challenge of staff shortage, this create problems when staff is sick or have to go on leave.

Our biggest problem is the Leaking roof and broken windows which were reported 2 years back.

6. JAMESTOWN LIBRARY

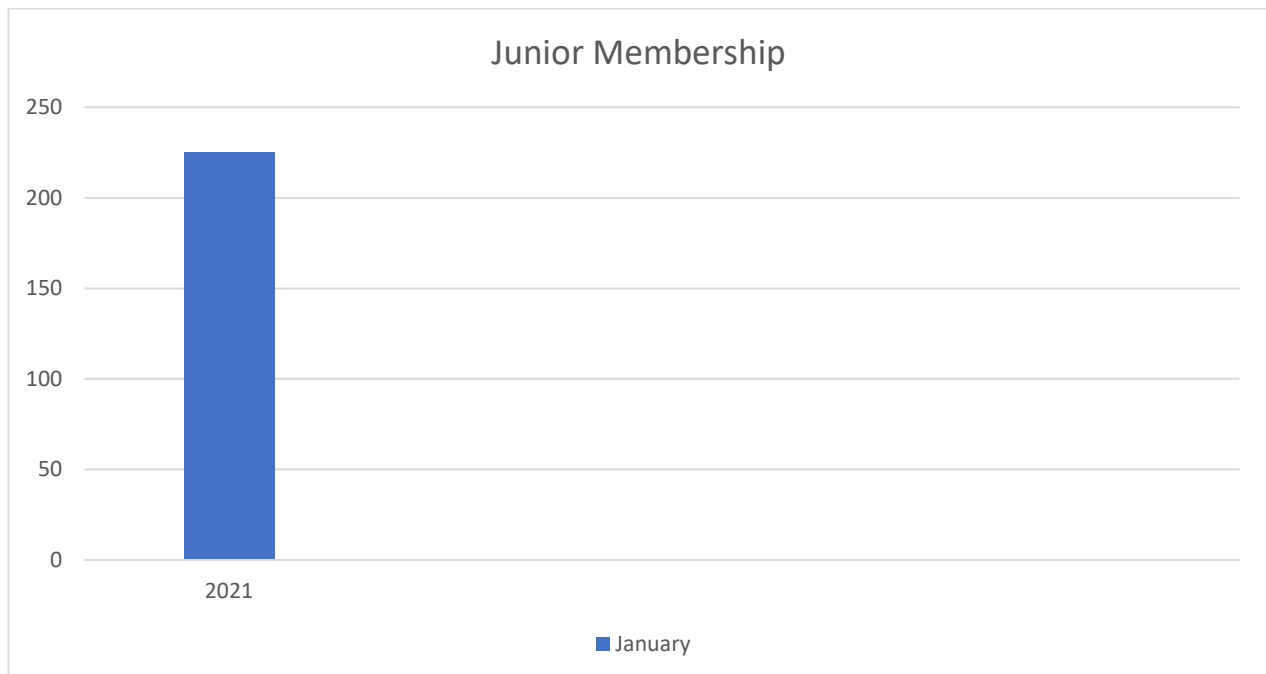
5. STATISTICS

C) MEMBERSHIP

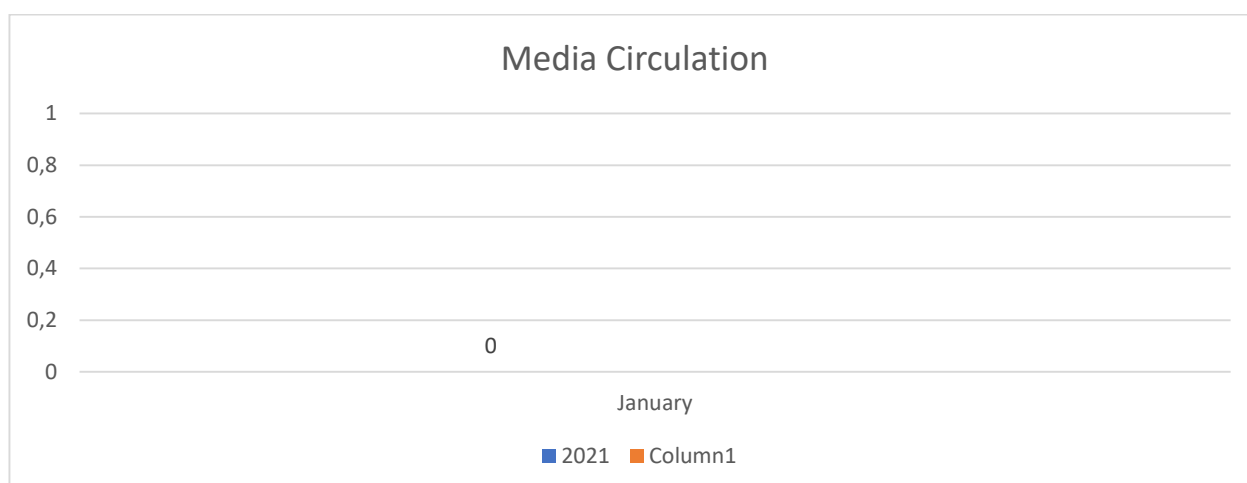
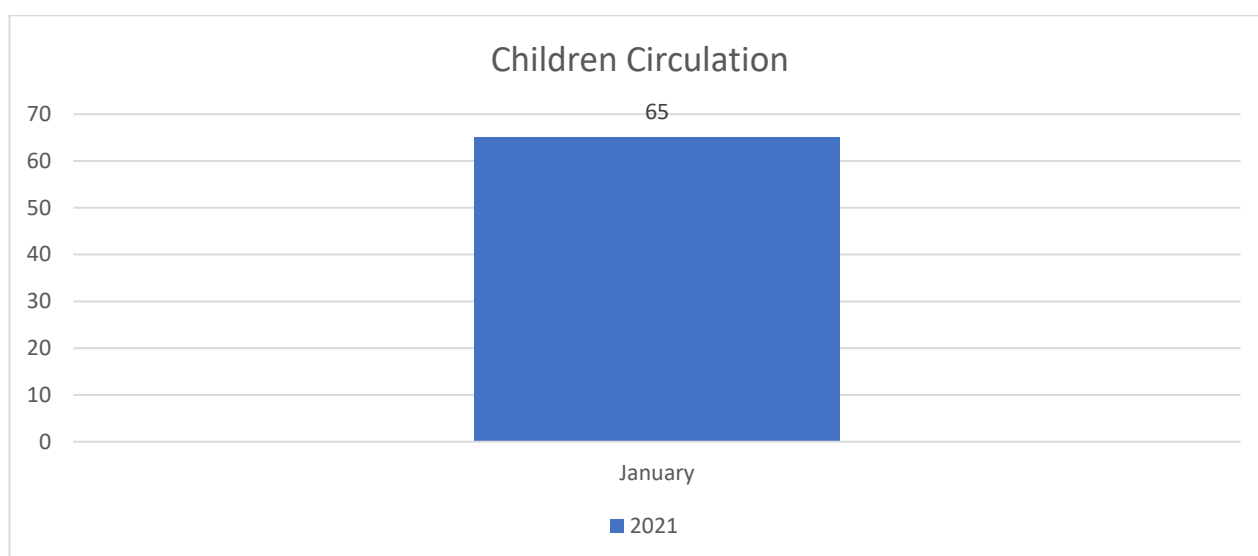
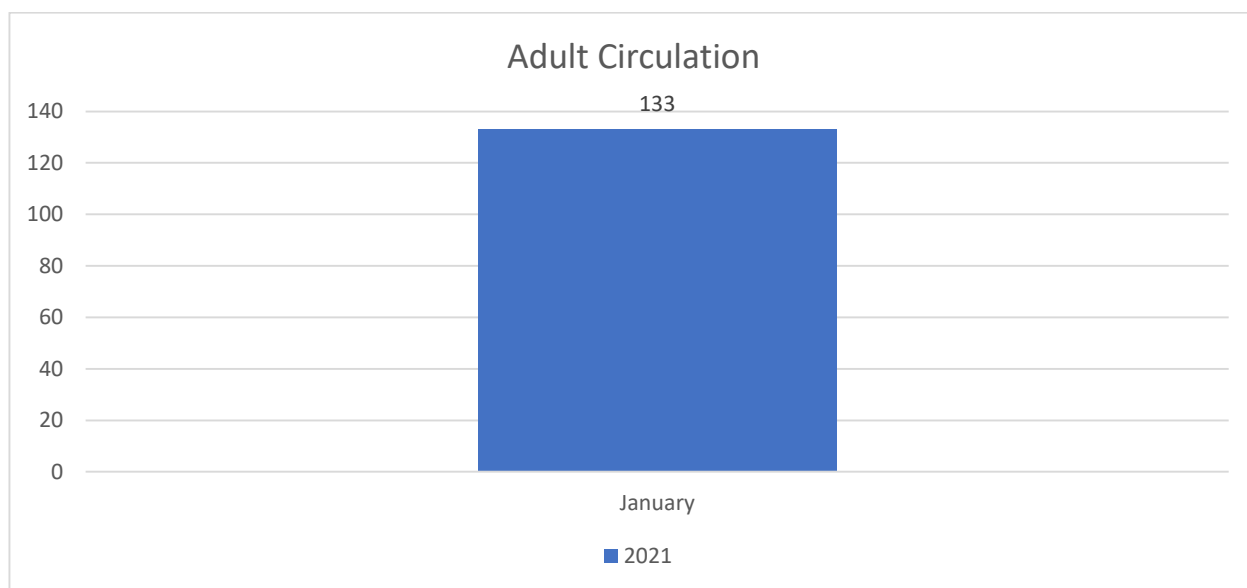
ADULT MEMBERSHIP



JUVENILE MEMBERSHIP



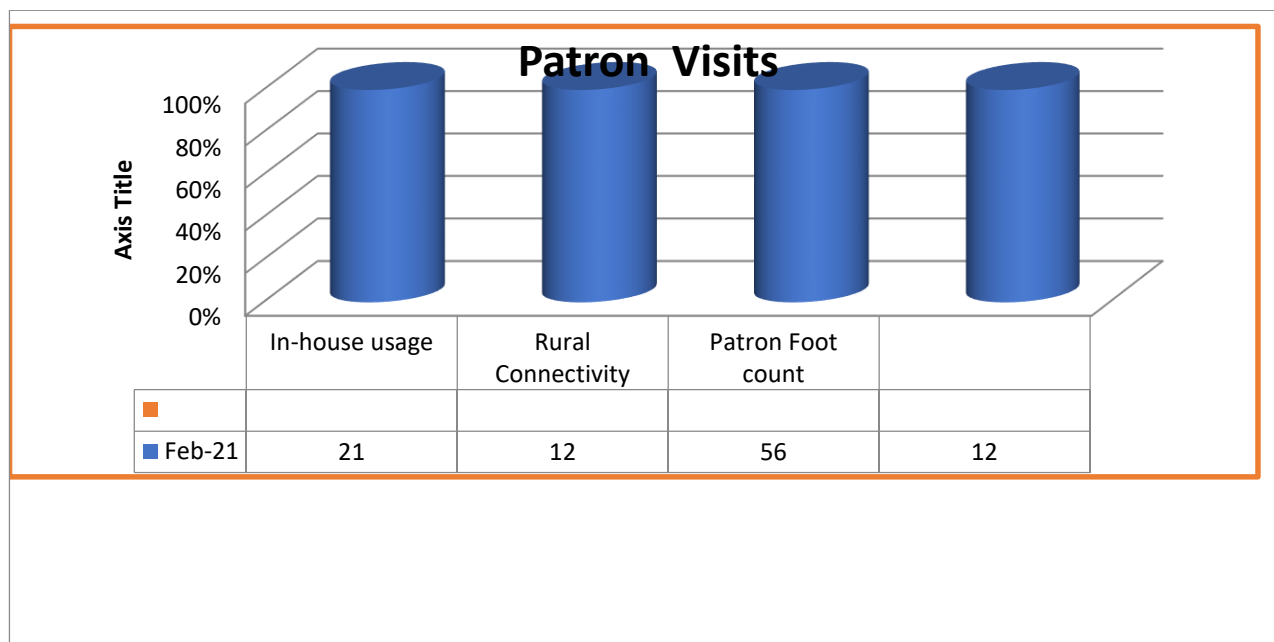
D. CIRCULATION



6. LIBRARY OUTREACH

The outreach programs has been suspended due to Covid- 19 pandemic. Most of the crèches are closed. Outreach will start again after Level 1 with less children and adhering to Covid – 19 regulations.

Stories can also be done by means of recordings and then posted on face book.



7. LIBRARY ACTIVITIES

Item	Total	Comments
Story hour	0	Storytelling and other activities could not be presented due to Covid-19: Lockdown. Programmes will resume at Level 1. To avoid interaction, stories and activities can be recorded.
Programmes	0	All programs were suspended due to Covid 19 Lockdown, will resume when Health And Safety Regulations allows it.
In-House usage	21	A Curb side Service to public is available. Patrons can drop off their books at the library and request for new books via emails or phone calls. In our community If a patron is prepared to wait the staff will prepare the material in advance, because most of them do not have internet access to send emails or phone the library.
Library Hall usage	0	Library hall cannot be booked out to public due to Covid-19 Pandemic. The hall is used to quarantine the books for 72 hours
Patrons per month	56	Patrons visited the library.
Adopted crèche	0	This service is still on hold adhering to Covid-19 regulations. Majority of crèches are not operational yet.
Book Club	0	The book club for primary school learners could not happen this year due to lockdown regulations.



Partnership	0	Was challenging thus far and will resume as soon as organizations resume their daily activities.
Events	0	All activities stopped due to adjusted level 3 national lockdown regulations

8. BOOK REVIEWS

Item	Total	Comments
4.1 Book review Adult Section	1	<p>Title: The Devil's Teardrop Author: Deaver, Jeffery</p> <p>It is new year's 1999 , After an early morning machine gun attack by a madman called The Digger , the mayor's office receives a message demanding 20 million dollars by midnight or more innocents will die. Special Agent Margaret Lukas calls upon retired FBI agent Parker Kincaid – the nation's premier document examiner – to join the manhunt for The Digger. The only clue the FBI has to go on is the note hand delivered to the Mayor's office.</p>
4.2 Book review Junior Section	1	<p>Title: Die Reg om Links te wees Author: Gauche, Isebell</p> <p>Hierdie boek handel oor linkshandigheid. Die boek verskaf nuttige inligting vir persone wat linkshandig is, asook vir ouers met raad oor kinders wat links is. Verskeie onderwerpe word bespreek, onder andere : Kreatiwiteit, intelligensie , agressie , beserings ens. Oor kreatiwiteit is daar die algemene gevoel dat linkshandiges meer kreatief as regshandiges is. Redes wat aangevoer word fokus op die hoeveelheid links skrywers, webontwerpers,kunstenars en musikante wat links is.</p>

9. DISPLAYS

Item	Total	Comments	Pictures
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5.1 Adult Section	1	Valentine's Day - Promoting the month of love –which doesn't necessarily only have to refer to amorous love, but love for neighbor or friends, or a love of books. Poetry and good books focusing on Romance and goodwill to others.	
5.2 Junior Section	1	Family Life - Promotion of books that focus on family interpersonal relationships and dealing with a variety of issues like teenage anxiety etc.	

10. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
6.1 Pamphlet Collection	0	Adult:	
	0	Children:	
6.2 Project Files	0	Adult:	
	0	Children:	

11. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator
None				

12. NEW PROJECTS

None.

13. OVERVIEW

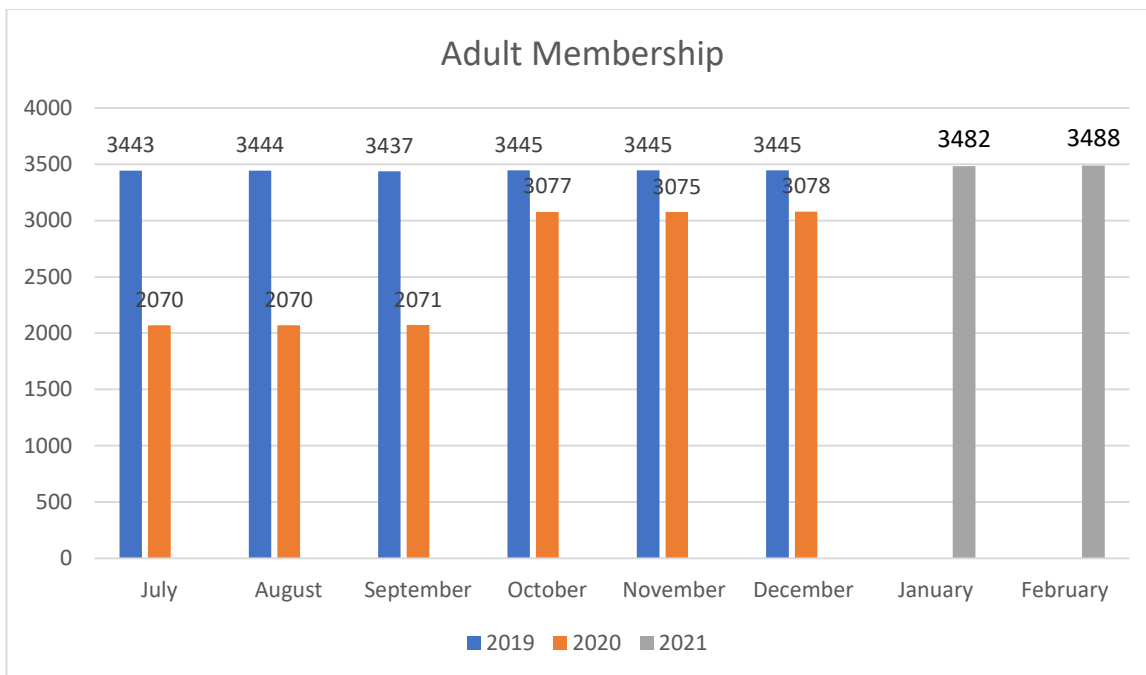
The delay in filling the vacant permanent positions at different libraries place a tremendous strain on the existing staff compliment and many of the services have to be postponed. Outstanding and slow processing of orders are also hampering the efficiency of service delivery at libraries, leading to frustrated staff and patrons.

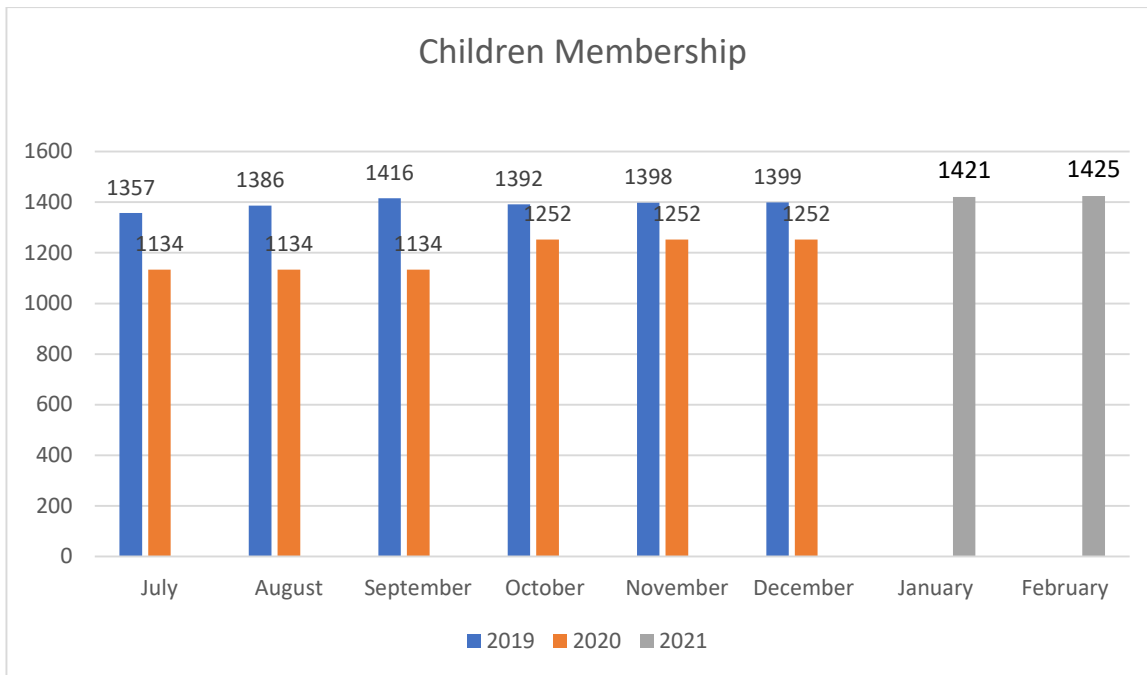
SLIMS Statistics is not available on the system yet for February month.

7. CLOETESVILLE LIBRARY

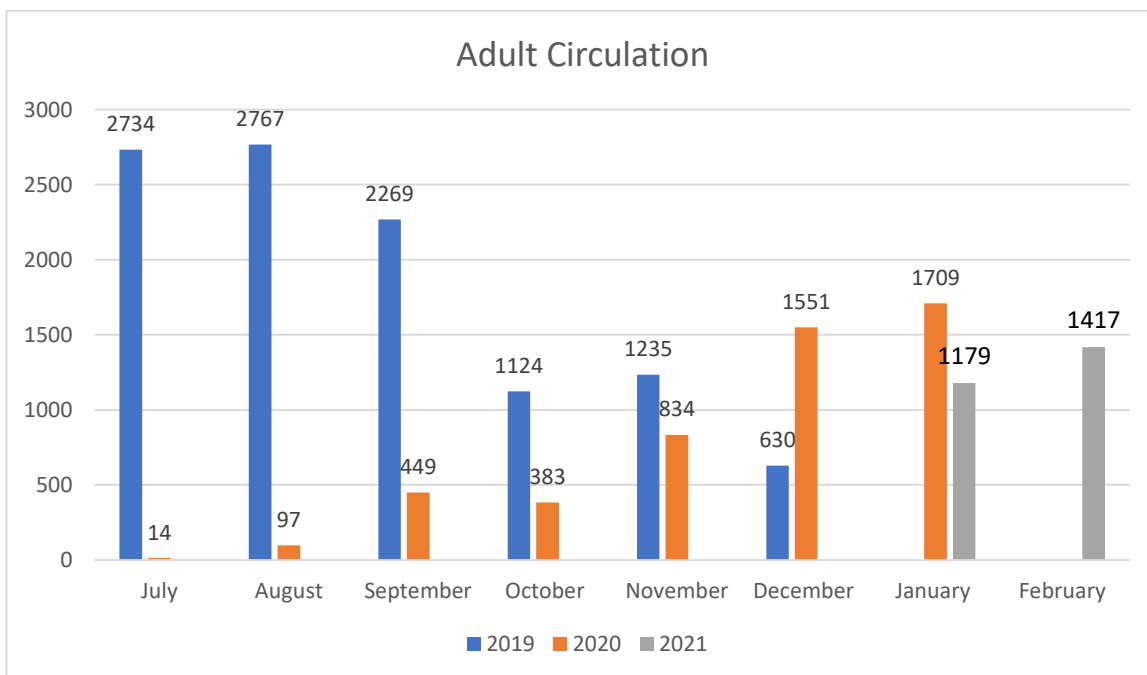
14. STATISTICS

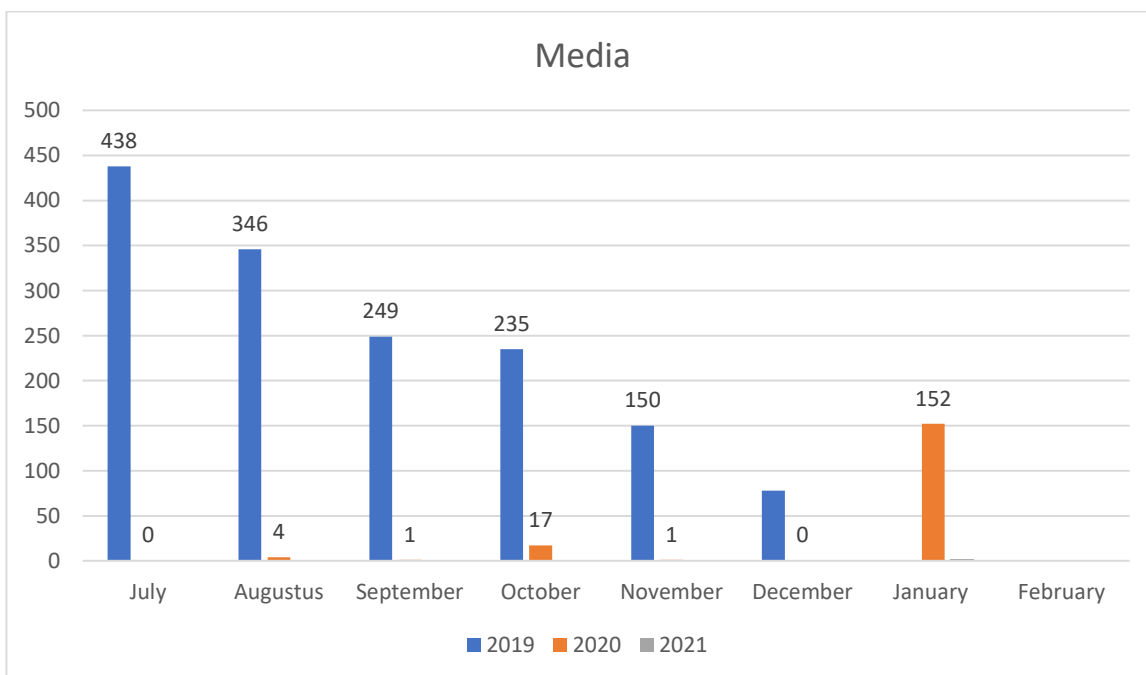
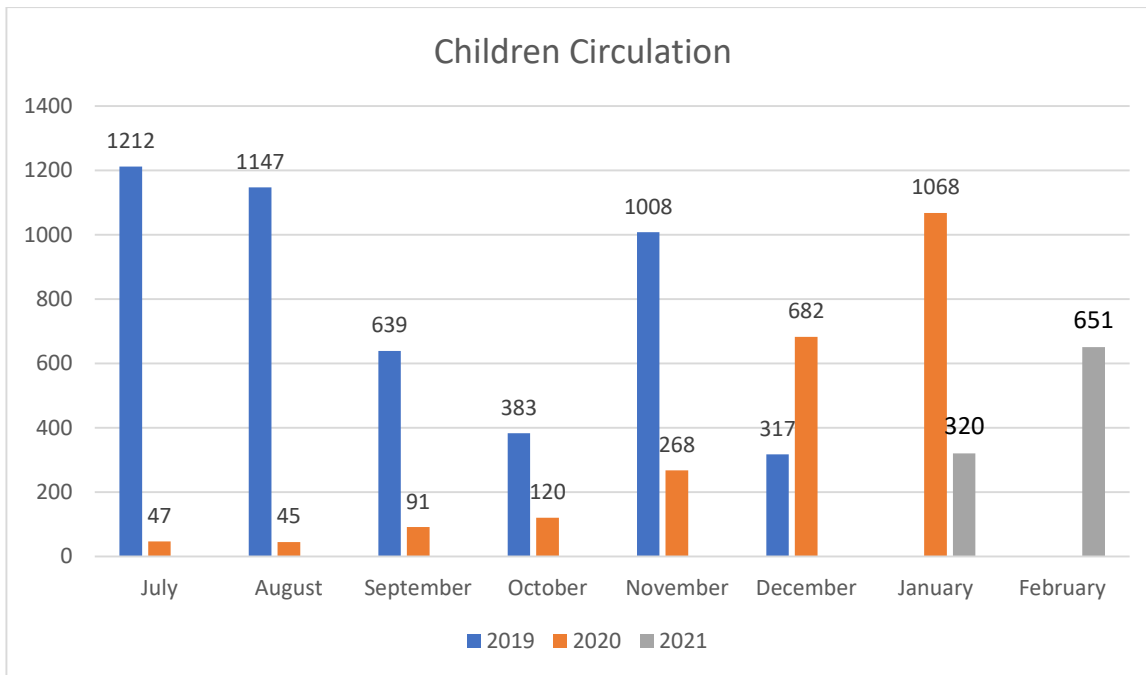
1.1 MEMBERSHIP





14.2 CIRCULATION

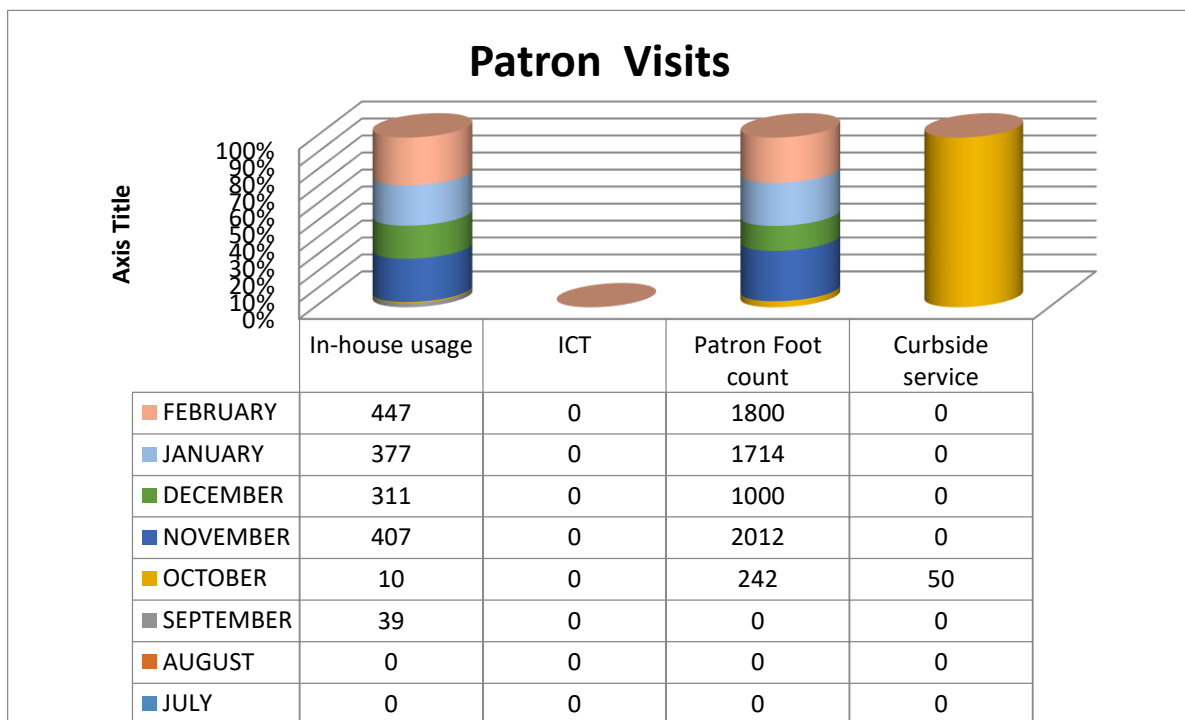




15. LIBRARY OUTREACH

2.1 The outreach programs have been suspended due to COVID- 19 pandemic. Schools opened on 15 /02/2021.Learners are coming to the library for renewal of cards and information.

Outreach will start again after Level 1 with less children and adhering to Coved – 19 regulations. Stories can also be done by means of recordings and then posted on face book.

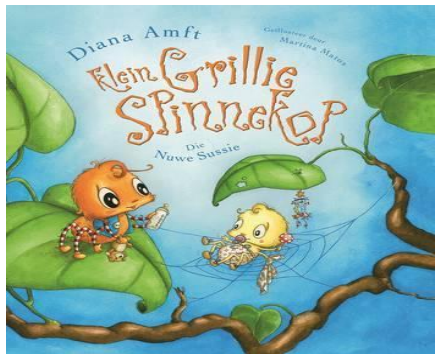


15.2 LIBRARY ACTIVIES

Item	Total	Comments	Pictures
Story hour	0	Storytelling and other activities could not be presented due to Coved – 19: Lockdown .Programmes will resume now that learners are back at school.	
Programmes	0	Programmes will resume after Level 1.	
In-House usage	0	A Curb side Service is still available. Patrons can drop off their books at the library and request for new books via emails or phone calls. People are also allowed to come into the library to choose books	
Library Hall usage	0	Library hall cannot be booked out to public due to Covid-19 Pandemic. The hall is used to	

		quarantine the books for 72 hours	
Adopted crèche	0	This service is still on hold, adhering to Coved 19 regulations. Not all the children are back at the crèches.	
Book Club	0	I would like to establish a book club for teenagers	
Partnership	0	None with other organizations just connections with schools and crèches	
Events	0	None due to COVID-19 restrictions	

3 .BOOK REVIEWS

Item	Total	Comments	Pictures
3.1 Children Section : Klein Grillie Spinnekop - Diane Amfi	1	<p>·</p> <p>Klein Grillie is opgewonde omdat hy binnekort 'n nuwe baba sussie gaan kry .Dit gaan 'n nuwe ervaring vir hom wees, hy weet nie wat om te verwag nie.Hy is baie op - gewonde oor die vooruitsig en besluit om saam met sy maats te gaan antwoorde soek by die diere babas in die bos.Sy grootste bekommernis was dat sy nuwe sussie se koms gaan veroorsaak dat sy ouers se liefde teenoor hom nie meer dieslefde gaan wees nie. Sy ouma het hom oortuig dat niks sal verander nie en dat almal hom nog steeds lief he soos voor die baba se koms.Hierdie boekie is 'n goeie voorbeeld om voor te lees vir kinders wat bedreig voel deur die koms van nuwe baba</p>	

<p>Adult section</p> <p>101 Life Skills Games</p> <p>Bernie Badecruber</p>	<p>These games can be used to teach children to be creative and have fun. It also addresses issues such as fear, honesty and self-confidence and respect. When they play games it must be in a relaxed ,fun environment. It will also help them deal with daily interactions with other children. They will also learn how to to play in a group, and to handle conflict that might come out of this interaction. It must be voluntary children must not be forced to participate. Children should not be aware that by playing they are actually learning ex teamwork. Game rules should be flexible so that the child don't feel embarrassed if he makes a wrong move. The book is well structured, gives step by step instructions. It is illustrated with charming drawings. In a game named, Jostle, the goal is understanding fear of aggression. Circle of Threat deals with aggression ,reducing and abstaining from aggression and dealing with fear</p>	
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4. DISPLAYS

Item	Total	Comments
4.1 Displays Adult Section		Valentine's Day: celebrated on 14th of February 2021.

		Books were displayed referring to secret admirers, love ,kisses, red roses
		Red any good books lately: referring to the love month. Books with red covers were displayed ex Just dessert dear by M Van der Vyver
		Books to inspire you: Based on enhancing your personal life : how to handle first born advantage, and how to win and influence people
4.2 Displays Junior Section	3	Fantasy : stories about Rooikappie and Goue lokies Storiemuis is terug : gewilde reeks muis stories
		Explore a new language : Books on French language was displayed The best tool for school : Library card,encouring everyone to join the library

Adult Section :



Children section :**5. PROJECT FILES AND PAMPHLET COLLECTION**

Item	Total	Section	Comments
5.1 Pamphlet Collection		Adult:	Staffs are currently busy with pamphlets from newspapers
		Children:	Staffs are currently busy adding new topics. A list is kept of topics as students comes to ask for information
5.2 Project Files		Adult:	.This is updated as new topics with limited information arise. This is also kept in a folder

		Children: Title:	This is updated as new topics with limited information arise. Children requests pictures for ex poverty or housing like shacks for their projects.
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6. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator
None due to Lockdown				

7. BUDGETS

REPORT 1 - CAPEX

Library	Order No.	Item	Req. No. + Date request submitted	Date Green order received	Name of company	Reasons for non-delivery
ALL LIBRARIES : BOOKS : R70224.00 has been committed						

REPORT 2 OPEX

Library	Order No.	Item	Req. No. + Date request submitted	Date Green order received	Name of company	Reasons for non-delivery

8. NEW PROJECTS

None.

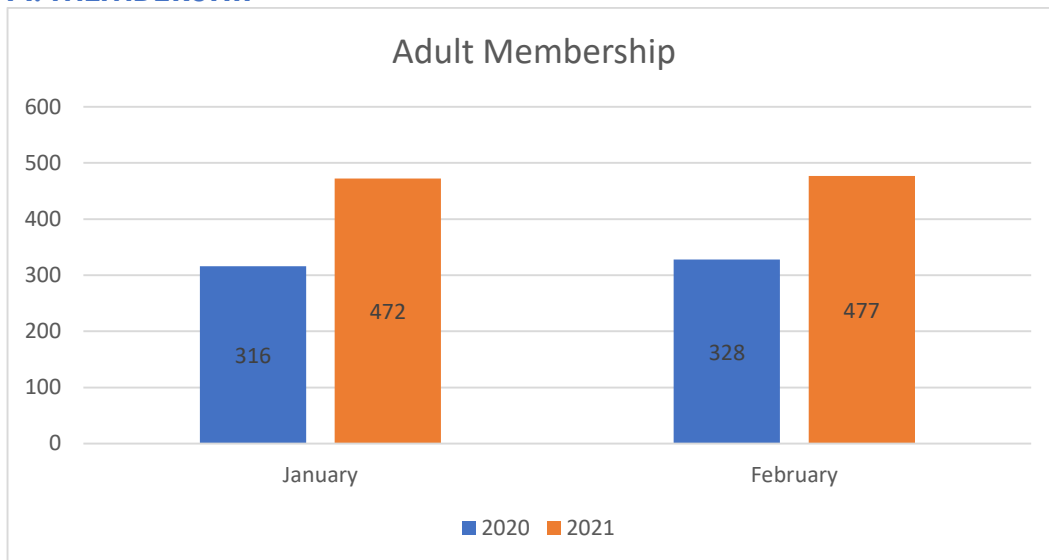
9. OVERVIEW

The staff are committed to serve the public to the best of their ability. The air conditioner also has to be repaired, it was reported. The lights in the office and reading room needs to be repaired. The free Stellenbosch Wi-Fi has been restored. We have problems with public gathering at the library premises, making noise, music boxes are loud. The staff was threatened when we asked to lower the noise. They dump trash, causing flies and attracting mice etc.

8. GROENDAL LIBRARY

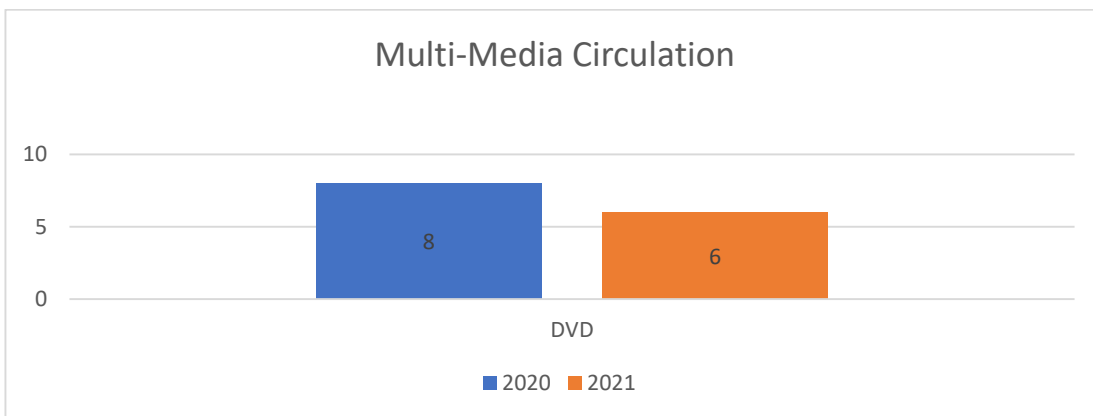
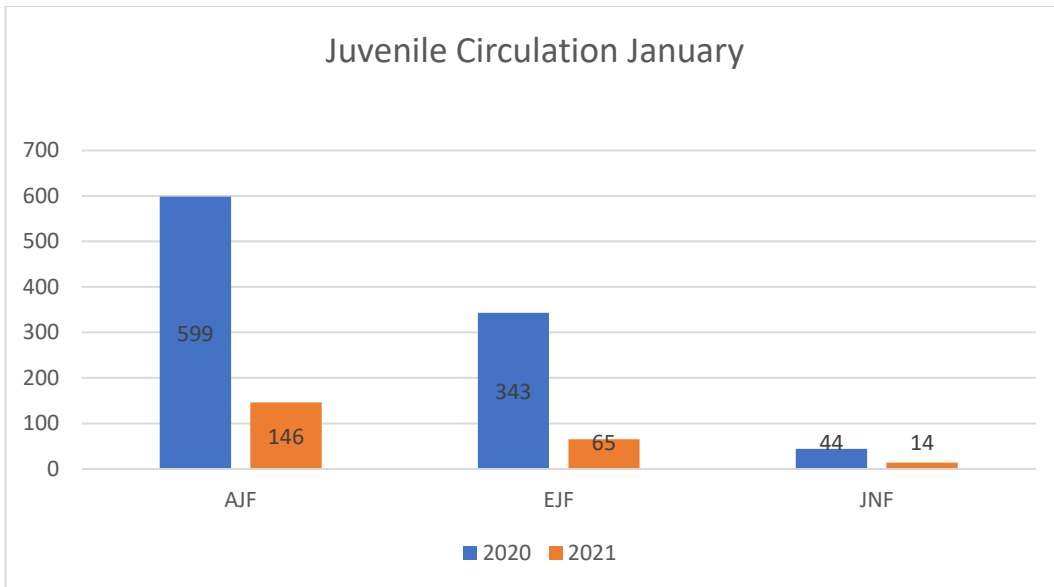
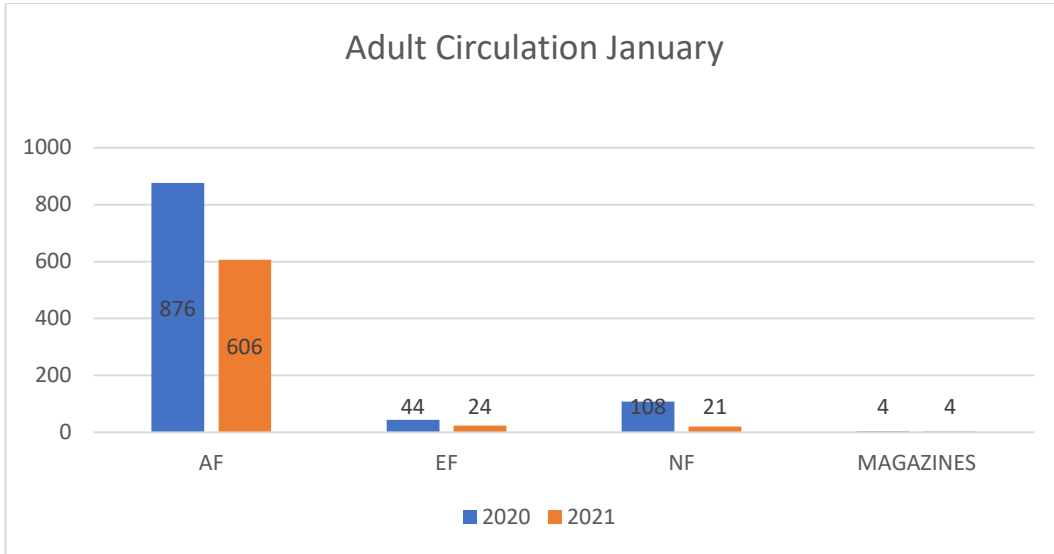
1. STATISTICS

A: MEMBERSHIP



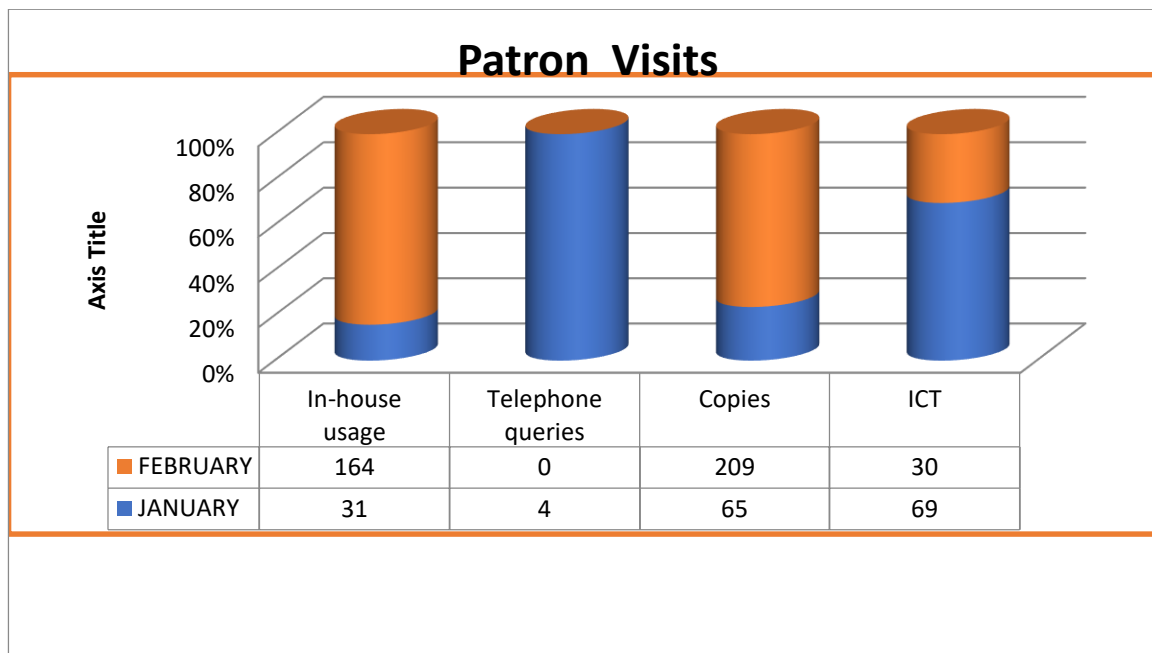
There has been a steady increase in the membership between 2019 and 2020. The Library has been actively involved in outreach programs, marketing itself and its services, as well as liaising with the community and organisations. The library has become an integral part of the community, whether it is for recreational, educational or informational needs,

B: CIRCULATION



2. LIBRARY OUTREACH

A: Kerb-side Services



- Visits to the Library (queries, returning items etc.) – 403 people
- Copies / Printing - 209 people
- ICT – 30 people
- Library usage – 111 people
- Hall usage – 32 people


B: LIBRARY ACTIVITIES


Item	Total	Comments	Pictures
Story hour	0	Storytelling will continue once the library re-opens to the public (keeping in mind COVID-19 protocols and regulations)	
Programmes	0		
In-House usage	0		
Library Hall usage	0	Library Hall use for quarantine of library materials	
Patrons per month		People visiting the library: copies, printing, returning / collecting material, queries etc	
Adopted crèche	0	On hold due to COVID-19 regulations	
Book Club	0	On hold due to COVID-19 regulations	
Partnership	0	On hold due to COVID-19 regulations	
Events	0	On hold due to COVID-19 regulations	

3. BOOK REVIEWS

Item	Total	Comments
3.1 Book review Adult Section	1	<p>Author: Macdonald, H Title: H is for Hawk</p> <p>This non fiction book focuses on how to deal with life challenges. Some of the topics in the book is about how to manage anger and how to learn forgiveness. When you gain control over your mind you experience peace and can forgive yourself. The reader can learn how to experience happiness by changing their mindsets.</p>
3.2 Book review Junior Section	1	<p>Author: Kraetschmer, C Title: Now, Mama</p> <p>This book is suitable for Gr. 1 children. The words "Now Mama are repeated throughout the book. The little girl in the book wants her mother to read her a story. Her mother is however busy with cleaning the house. The little girl's patience gets the better of her and she shouts at her mother" Nooow! Just then her mother arrives with cookies and juice on a tray. He story ends with them sharing a good story and spending family time. A very good story to read with children to encourage them to read and that time spend with their family is important.</p>

4. DISPLAYS

Item 2	Total	Comments	Pictures
	1	Fall in love with a good book	

4.1 Display Adult Section	1	Diary of a Wimpy Kid	
4.2 Display Children Section	1		

5. PROJECT FILES AND PAMPHLET COLLECTION

Item	Total	Section	Comments
5.1 Pamphlet Collection	0	Adult: Title:	Sorting pamphlet files, removing old / redundant information.
	0	Children: Title:	Sorting pamphlet file, removing old / redundant information. Identifying new pamphlets for school assignments.
5.2 Project Files	0	Adult: Title:	To identify current / new topics where the information is not available in book / printed format. (Searching the Internet, newspaper clippings)
	0	Children: Title:	To identify new topics where the information is not available in book / printed format. (Searching the Internet, newspaper clippings)

6. TRAINING

Course	Date/s	Name of attendees	In-house Course co-ordinator	External Course co-ordinator

7. NEW PROJECTS

None

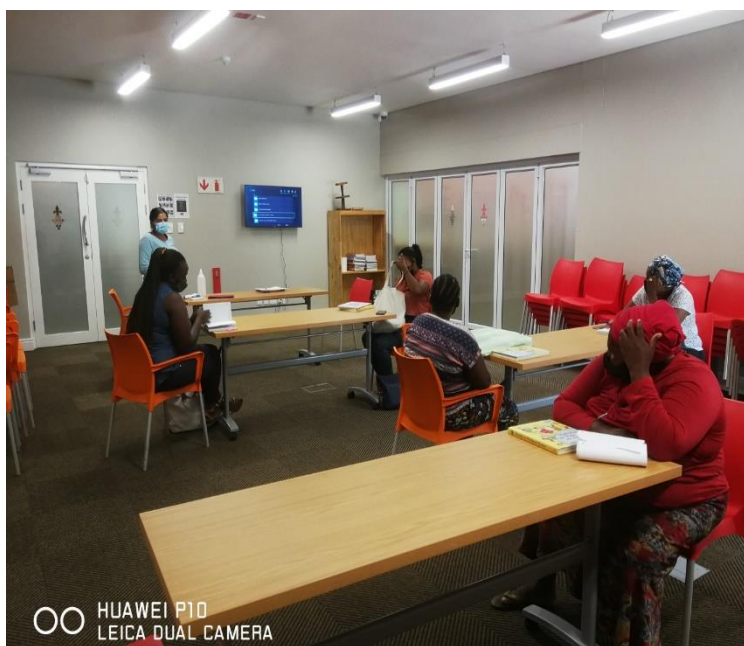
8. OVERVIEW

Currently Groendal Library has 1 x library assistant (since 1 December 2020). Staff shortages are still a major concern in Libraries. The delay in filling the vacant positions at Groendal Library place a tremendous strain on the existing staff compliment. With the limited staff available, Management will have to re-evaluate the Library hours. I would suggest that the library in Groendal be open every alternative Saturday, and library hours for the public to be until 16h00 Monday – Friday. This will give the staff member time to do administrative work, cleaning of the library, and any other library related work which needs to be done. The Groendal Library is fully COVID-19 compliant in terms of ensuring the safety and health of staff and visitors.

W.r.t Maintenance and OHS issues the following:

The emergency exit door (cracked window), since it has been reported, shown more cracks in the window.

The security alarm issue needs to be solved – it is still not working, and staff leave the library without setting the alarm



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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9.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE