



**ASSESSMENT REPORT: SCREENING, APPRAISAL AND FUNDING FOR THE 2012/2013 FINANCIAL YEAR.**

**NAME OF ORGANIZATION:** SAVF Vanderbijlpark Shelter

**BP NUMBER:** BP

**MUNICIPAL DISTRICT:** Emfuleni

**PROVINCE:** Gauteng

**ADDRESS:** Plot 21, Theoville, Vanderbijlpark 1900

**POSTAL ADDRESS:** P.O. Box 75 Vereeniging 1939

**E-mail address:** [admin@savfvaal.co.za](mailto:admin@savfvaal.co.za)

**CONTACT PERSON:** Ms. Yolandie van Niekerk

**TELEPHONE NUMBER:** 016 987 2805/ 071 626 7238

**SUPERVISOR:** Mrs. L. Ferreira

**TELEPHONE NUMBER:** 082 804 5881

  

**DATE OF LAST ON-SITE VISIT TO THE ORGANIZATION:** 8 July 2011

  

**DATE OF THE REPORT:** 28 November 2011

## 1. INTRODUCTION AND PURPOSE OF THE REPORT

SAVF Vanderbijlpark Shelter was registered as a nonprofit organization in terms of the Nonprofit Organizations Act, 1997 (Act 71 of 1997) under number 011-030 –NPO on 24 July 2007. This Shelter for homeless people is situated in a rural area near Vanderbijlpark.

This is a new service. It has not previously been funded by the Department of Health and Social Development.

The organization requested funding for:

- Salary structures for social services to be on par with Department salary scales.
- Laptops/programs.
- Management of the Shelter
- Rendering of preventative services at the Shelter.

The purpose of this report is to review the organization's application for funding for the 2012/2013 financial year in terms of the Financial Awards to Service Providers Policy.

## 2. HISTORICAL BACKGROUND

### 2.1 History of the Organization:

SAVF Vanderbijlpark Shelter, previously known as SAVF Lochvaal 'Toevlugsoord' was established in 1994 when the SAVF Vereeniging took over the Shelter on Theoville, an agricultural small holding in the rural area at the outskirts of Vanderbijlpark. The buildings, infrastructure, furniture, equipment and capacity were created by donations and community participation.

Since 2004 the SAVF Vanderbijlpark Social Services employed a Social Worker with funds obtained from the NLDTF. This post assisted with statutory services and the incumbent later become responsible for the management of the Shelter. The Shelter functions as part of SAVF Vanderbijlpark Social Services and is affiliated to the 'Suid-Afrikaanse Vrouefederasie', which is a National Welfare Organization. The different SAVF Social Services have their own service managements with financial, administrative and operational responsibilities. The Service Management (registered volunteers) operates services on behalf of the SAVF. Today SAVF is a well established volunteer driven organization.

Through the years the Shelter provided shelter, food, clothes, transport to services such as hospitals, the police and courts; therapeutic and life skills programs to many homeless people, traumatized families and single mothers - without any state funding.

SAVF Vanderbijlpark Social Services completed a motivation to the NLDTF and in 2009 received funding to establish a Human Resource department for the shelter.

Feedback from the NLDTF for the 2011 year application has been received. Less than 10% of the requested amount was granted. The funds was utilized for palisade fencing to secure the premises, a Wendy house was bought to store garden tools.

## 2.2 Legislative Status

Although SAVF Vanderbijlpark Shelter is separately registered as a NPO, SAVF Vanderbijlpark Social Services and SAVF Vanderbijlpark Shelter have the same Service Management.

There is currently no legislation in place in terms of which Shelters for Homeless people and families are required to register.

As no norms and standards for such a facility exist, guidance is sought from the legislated requirements for other residential facilities and therefore the following documents are required:

- Title deed
- Building plans
- An Environmental Health Certificate, a Food Handling Certificate, a Certificate of Compliance with Safety requirements and a Certificate of Registration for Flammable Substances
- Evacuation Plan. Except for the latter, *these documents are not currently available.*

An Environmental Health Certificate was requested from Emfuleni Local Government's Department of Health on the 26<sup>th</sup> July 2011. Despite reminders it has not yet been received.

The Regional Manager alleged that a certificate was issued in 2010 to accommodate 55 people. *This certificate has not yet been submitted to this office as requested.*

## 3. NATURE AND SCOPE OF SERVICES:

### 3.1 Scope of Services

SAVF Vanderbijlpark Shelter provides shelter, food and clothes to all homeless people, regardless of race, creed, gender or religious affiliation. Its main focus is the protection of children and the preservation of families by providing in their most basic needs.

Its scope of services can be linked to the strategic sub-programs in the DHSD's Annual Performance Plan (APP) namely:

- 9.6 Child Care and Protection Services and
- 9.10 Care and Support Services to Families.

### 3.2 Services expected/Norms and Standards

The only legislated requirements that have to be adhered to is to be found in the Criminal Law Amendment (Sexual Offences and Related Matters) Act, 2007 that provides for the establishment of a National Register for Sex Offenders in order to protect children and persons who are mentally disabled against Sexual Offenders. The Act requires anyone working or engaging with children and/or disabled persons to have a **clearance certificate**.

The Children's Act, 38 of 2009 also demands that persons found guilty of committing a crime against a child are not fit and proper to deal with children and therefore clearance in terms of Part B of the Child Protection Register have to be obtained. Form 29 and 30's have to be completed and submitted to the National Department of Social Development in Pretoria to obtain the necessary clearance.

***It is not yet clear if the Shelter (functioning under the auspices of SAVF Vanderbijlpark Social Services that is currently regarded as a Child Protection Organization), has to apply to be registered as a Child Protection Organization. Although SAVF Vanderbijlpark Shelter already operates since 1994, it is regarded as a new service. Education, information, therapeutic, prevention and early intervention programs will be presented to families and children.***

According to the Children's Act, 2005 (Act 38/2005), designated child protection services ***provided by a designated child protection organization will only qualify for funding if it complies with the prescribed national norms and standards*** contemplated in Section 106 of the said Act and other requirements as may be prescribed.

Child Protection Organizations are also expected to render a holistic service on all four levels of service delivery namely:

***Awareness and Prevention*** e.g. Life skills, holiday programs, social skills, information on rights and responsibilities, information on the teenage years and the physical changes and emotions that takes place.

***Early Intervention*** e. g. Therapeutic and developmental programs.

***Statutory Services*** e.g. Screening of foster parents, Children's Court investigations, Panel discussions, Extension of orders, Absconders.

***Continuum of Care*** (Alternative Care, Family Reunification and After Care Services- a Transition/ Disengagement Plan for family and community reintegration).

### 3.3 Type of services rendered

The primary reasons for people entering the Shelter are: Homelessness; unemployment, abuse of alcohol and family violence.

The Shelter renders preventative and early-intervention services.

Homeless people are assisted to obtain Identity Documents. They are provided with shelter, food and clothes, health care, life skills and therapeutic service in order to become self reliant. Children receive basic necessities to attend school. Provision is made for recreational activities and the resident's spiritual needs also attended to.

Statistics revealed a rotation of 72 people through the shelter between 1 April 2010 and 30 March 2011. Between 1 April 2011 and 30 October 2011 the rotation was 40 persons. It was found that most people do not stay at the shelter for less than three months.

Currently the Shelter is full to capacity with 34 persons of which 9 are children.

Residents are counseled and involved in groups where life skills and family preservation /enrichment programs are presented. Therapeutic services offered address alcohol abuse, family violence and other psycho-social problems.

Children staying at the shelter who display behavior challenges are in need of support from the social worker. When necessary they are referred to a psychologist who offers his service to the Shelter's children free of charge.

Arts and crafts programs such as beadwork, fabric painting and needlework are planned for the future. Women and the children in the shelter are taken on outings to broaden their world and general knowledge. The children are assisted with their home work after school. The vegetable tunnel was revamped to ensure that residents benefit from the vegetables grown there.

Residents that receive pension or a salary, have to pay 70% of their income to the SAVF.

SAVF Shelter has bought two automatic washing machines. A general assistant does the washing in a neat and well equipped laundry. Mother's are ironing their family's clothes.

Although it happens that some of the residents have to use chronic medicine, the shelter does not have a nurse on the premises and therefore the person applying the medicine was trained by a person in Health Care. It is however not the Shelter's Core function to look after sick people, the elderly or persons with psychiatric illnesses.

People are only readmitted to the Shelter with a report compiled by a Social Worker providing the necessary motivation.

#### **4. TARGET AREAS AND GROUPS**

##### **4.1 Office and Satellite Offices**

SAVF Vanderbijlpark Shelter is situated on an agricultural small holding. The offices of SAVF Vanderbijlpark Social Services Offices are accommodated on the Shelter's premises. The Shelter has a hall that is used as dining room and also for recreational activities. A well-equipped kitchen with a pantry is kept neat and clean. During an on-site visit food was available. The shelter has a fridge and a freezer where food is kept. The dormitory, rooms and family quarters were found to be neat and it was evident that the Shelter tries its best to create a homely atmosphere. Three bathrooms were renovated and tiled.

##### **4.2 Operational Areas**

The Shelter admits people from the Sedibeng/Midvaal/Lesedi Region.

##### **4.3 Target Groups**

Most of the Shelter's residents are poor white people. The target groups include children, youth, women, older persons and persons with disabilities. For 2012/2013 a **total of 71 people are targeted. The shelter can however only accommodate a number of 34 people at a given time.**

The organization's target groups are attached as **Annexure A.**

#### **5. PROGRAM GOAL AND OBJECTIVES**

The organization set the following objectives:

**Objective1:**

To manage the shelter targeting 40-50 persons who experienced trauma through homelessness, domestic violence, no financial and family support through social work related assistance.

**Activities:**

Capacitate human resource; Handling of intakes and admittance of traumatized clients: Provision of meals, Laundry services; Activity program (Skills development – arts and craft); Provision of day care and aftercare (*ECD must be registered*); Maintenance of buildings and grounds; Administration/finances; Manage the existing case load through information sessions on foster care, mental problems, parenting, uncontrollability of children, domestic violence. Family enrichment programs to be implemented (Initial Botswadi program) and presenting the advanced Botswadi program.

**Objective 2:**

To manage an activity program and empower residents and the immediate community with skills and services on an ongoing basis.

**Activities:**

Basic household activities program, Additional programs e.g. Bible study, outings. Social work services, arts and craft, vegetable garden, fundraising activities. (*Plan to include the residents of the nearby Lochvaal Shelter where people live under unfavorable circumstances*).

**Objective3:**

To provide social work services on an ongoing basis.

**Activities:**

Manage service points bi-weekly, manage case load: foster care, mental problems, parenting, uncontrollable children, domestic violence, set appointments, written referrals, Adm. Duties, investigations, therapeutic assess, play therapy, court hearings, networking, problem solving, healthy life style, helping others, family violence.

***The activities provided for this objective are not relevant to the Shelter.***

**Objective 4:**

To recruit, empower and deploy volunteers to assist with service delivery activities: Identify tasks, complete, recruit and motivate, orientation, network, need for stipends, feedback, arrange a special event, monthly management meetings, structure working committees, marketing, fundraising, AGM, SAVF Forums, Regional meetings, Provincial meetings, attend National and SAVF Congress.

## **6. MANAGEMENT STRUCTURE**

### **6.1 Management Structure**

The Management Structure of the organization is attached as **Annexure B**.

### **6.2 Analysis of the Service Management**

SAVF Vanderbijlpark Shelter's Service Management consists of seven members. The Management is race and gender inclusive (2 Males, 7 Females; 2 Black and 5 Whites), but a paid employee of SAVF act as an Office Bearer (Secretary). One of the foster parents, a client of the organization serves as an additional member.

SAVF disposes of an **Information Pamphlet** guiding Office Bearers on their roles and responsibilities and how meetings should be conducted. It is given to new Management Members when they take office.

### 6.3 Annual General Meeting

The last Annual General Meeting took place on the 9 November 2011. A copy of the Annual progress report 2010/2011 and the Minutes of the AGM are available on the file. Future meetings will have to be conducted in English as to include other cultural groups that are not able to communicate in Afrikaans.

### 6.4 Meetings

The Chairperson has weekly contact with the residents of the Shelter. The Supervisor provides monthly reports to the Service Management on the work done.

### 6.5 Constitution

The organization's Constitution was submitted. It is however not signed and dated.

### 6.6 Understanding roles and responsibilities

The Service Management has to be trained on their roles and responsibilities by M&E/Sustainable Livelihoods.

### 6.7 Compliance with the Non-Profit Organizations Act

A copy of the 2011 Narrative Report to the Directorate Nonprofit Organizations at the National Department of Social Development in Pretoria has been received. It is unfortunately written in Afrikaans.

### 6.8 Valid Registration NPO Directorate (Verified)

Information regarding the organization's registration status has not been obtained from the website: <http://www.npo.gov.za> as it seems not to be updated on a regular basis.

## 7. STAFF AND CAPACITY STRUCTURE

### 7.1 Organogram

From 1 July 2011 SAVF continued to build capacity at the Shelter and appointed the following staff members on year contracts with money received from the National Lottery Fund:

- 1X Social Worker (Shared between the Shelter, Mamello Drop-In Centre and SAVF Vanderbijlpark Social Services, whilst the latter's Social Worker also assists with services at the Shelter).
- 1X Administrative Officer (Shared with SAVF Vanderbijlpark Social Services, whilst the latter's Admin Officer renders assistance with the Shelter's finances).
- 1X Shelter/Household Manager (Also provides assistance to Henley on Klip Frail Care Facility).

- 1X General /laundry assistant
- 1X Caretaker
- 1X Nursery School Teacher (The ECD facility is not yet registered at the DHSD)
- 1X Nursery School Assistant
- 1X Security guard for the entrance gate (Hired on rotation basis).

The Organogram for the organization is attached as **Annexure C**.

Information regarding the current staff members at SAVF Shelter can be recorded as follows:

NAME AND SURNAME	Race	Gender	ID NUMBER	POSITION	QUALIFICATION AND SKILLS	REGISTRATION AT THE SACSSP
Mrs. L. Ferreira	W	F	570315 0103 082	Supervisor (Shared between SAVF, Heidelberg and SAVF, Vanderbijlpark)/Regional Manager		
Mr. Sean Zimunya	B	M	Zimbabwean 63-2163746F75	Social Worker	Has a driver's license.	Appointed 1 June 2011. Not registered to practice Social Work in South Africa.
Mrs. Zelda Ferreira	W	F		Shelter /Household Manager	She assists with the preparation of food, does admissions, oversee the neatness of the Shelter and will also present activities such as sewing classes for females and holiday programs for the children.	Appointed 1 July 2011.
Mr. William	W	M		Care-taker	He is an inmate of the Shelter	



Cowley					and takes care of the men, the garden and the premises.	
Mrs. Sharon Bosch	W	F		General Assistant (Laundry)	Responsible for the washing of clothes etc.	Grade 9 Special School.
Mrs. I. Coetzee	W	F	721218 0147 088	Admin Officer/Finance (		Appointed on 3 August 2009.
Mrs. Audrey Miller	W	F	720301 0089 087	Admin Officer /Secretary		Appointed on 1 May 2011.  Metric.
Ms. Thelma Mbekwa	B	F		Blink Ogies Nursery School Assistant		Metric
Ms. Melta Mloi	B	F		Blink Ogies Nursery School Teacher		

The staff is race inclusive and reflects the demographics of the area where the services are rendered.

#### 7.2 Comments on the Communication Channels

Staff meetings are held weekly or bi-weekly. Staff members are expected to do monthly planning and to keep daily work sheets of the work done. Most of the staff members report to the Regional Manager.

#### 7.3 Current Personnel Challenges

The Social Worker that was appointed is a Zimbabwean. He completed his studies in Zimbabwe at the end of 2010, but is not yet registered with the SACSSP to practice Social Work in South Africa. ***The Regional Manager has been informed on more than one occasions that he could not been employed as a Social Worker*** as his qualification first have to be evaluated by the SACSSP, before he will be registered. This is a process that takes time. It is also not known if he disposes of a valid Residence permit. ***It seems that SAVF's Head Office is currently attending to this.***

The fact that staff members are utilized across organizations and projects poses a challenge. It is very difficult to monitor an organization if staff members are utilized in different posts – funded and unfunded.

#### 7.4 Capacity Building

SAVF Shelter's staff members will have to be trained and involved in a regular supervision program to be able to contract with people, render therapeutic services and to present effective and efficient services.

The National Lottery Fund made an amount of R10 000 available for training of staff.

### 7.5 Human Resource Related Policies

The organization disposes of Human Resource Policies such as: The Disciplinary Code and Procedure and the Grievance Procedure.

All information regarding Human Resource Matters as well as the organization's Leave Policy forms part of the Service Agreement between the employee and the employer.

### 7.6 Other Policies

- Guidelines in connection with Social Services rendered by SAVF Social Workers.
- Transport policy
- The organization has a Volunteer Manual; Adoption Manual and a Foster Care and Statutory Manual as well as Formats for Social Work Reports.
- SAVF has a Guideline on Minimum Standards for Shelters.

### 7.7 Volunteers

SAVF executes its activities by means of volunteers. It has 22 volunteers of which most serve on the Service Management. The volunteers do not receive stipends.

## **8. SUSTAINABILITY PLAN**

### 8.1 Plan

The SAVF National Executive Management Board assists the organization with funding when needed.

Activities at the Shelter which has been developed without government funding, are available to the whole community.

The organization plans the establishment of a Working Committee to assist with the presenting of programs.

Once the vegetable tunnel is functional, it will provide in the shelter's need for fresh vegetables.

### 8.2 Fundraising/Other Income

The organization held a Soup and Sherry day during the winter. An amount of R10 000 was raised.

Volunteers serving on the Service Management provide donations to sustain the service.

The organization also received funding from the National Lottery Board.

### 8.3 Donors

The local Community Chest donated R13, 000 to upgrade the tunnel to be used to grow vegetables.

Blankets, clothes, furniture, bedding are donated to the Shelter by private individuals. Food, toiletries and cleaning material are also received as donations. A care group at a local church provides money for groceries on a monthly basis.

Other donors: Duprojekte (Edms) (Bpk), Rescom Security, Electron Electrical and Airproducts.

#### 8.4 Marketing Strategy for funds and services

The organization markets itself through the media and SAVF marketing material in order to create awareness and improve community participation.

### 9. TRANSFORMATION MATTERS

#### 9.1 Occupational Health and Safety:

UIF is paid on behalf of the staff members. Workmen's compensation is paid and Information regarding the Workmen's Compensation Fund is given to all employees as an attachment to their Job descriptions.

Employees are forbidden to be in possession of a firearm or any other dangerous weapon when on the premises.

The organization has fire extinguishers that have been serviced. It has an emergency Evacuation and safety signs were fixed. A letter from the Emfuleni Local Government's Fire Department is attached as **Annexure D.**

#### 9.2 Transformation Imperatives

The SAVF National Office has a transformation office and a policy regarding transformation.

##### *Equitable distribution of services between rural and urban areas:*

The service is available in a rural area.

##### *Structures that reflect the demographic profile of the region and province that it serves:*

The Service Management is transformed.

##### *Transferring of skills to emerging organizations in the area and building partnerships, networking and skills development:*

The organization is networking with the Vaal Community Chest, ABSA Vanderbijlpark, the National Lottery Board, churches and schools, the Department of Justice, the DHSD, the Bikers Association, SANCA, the University of North West and Sasolburg Bowls Club for assistance, donations and funding.

##### *Accessibility of services:*

The Shelter is only accessible to people who stay in the vicinity. It is not situated within walking distance of Vanderbijlpark Town. Public transport is not readily available. Social Workers that refer people to the Shelter have to take them there. The Shelter disposes of a vehicle that was bought with funds received from the NLDTF. Transport is thus available.

### 10. FINANCIAL MATTERS

### 10.1 M&E

Refer to the report of M&E. The organization submits monthly financial reports to its Management.

### 10.2 Signatories

In the case of SAVF Vanderbijlpark two signatories are required. The following members have signing powers: The Chairperson, Treasurer and Mrs. L. Ferreira, the Secretary and Supervisor of the organization.

### 10.3 Bookkeeper

The Bookkeeper, Mrs. Isabel Coetzee does the books twice a month on the 11<sup>th</sup> and 26<sup>th</sup> of each month.

### 10.4 Auditors

Deyzel, Odendaal and Partners Chartered Accountants (SA), Public Accountants and Auditors in Pretoria submitted the report of the Auditors.

## 11. MONITORING AND EVALUATION

### 11.1 Organizational Systems

The Social Worker has a computer and internet access.

The organization has files for some of the staff members. All the basic and essential documents were not found on the files that were seen. The Supervisor was requested to keep the files at the SAVF Vanderbijlpark Social Service Office and to add copies of the most important documents such as the Service Agreement, Job description, ID, Proof of continued Registration with the SACSSP; Qualifications, CV and the Driver's license.

SAVF Shelter did not yet started to open individual case files for the residents. All documents are kept on one file. The Regional Manager was guided on the importance to open files. She undertook to attend to it.

The organization does not have safe storing facilities for its cars. Staff members are taking the vehicles home after work. This adds unnecessary kilometers on the cars.

### 11.2 Client Satisfaction

Working agreements are compiled and signed. Residents meetings are held where complaints can be discussed. A complaints/compliments box will be introduced.

### 11.3 Department of Health and Social Development

There are still a number of things that need to be put in place and attended to. Important documents have to be obtained. The DHSD Partnership and Finance will continue to guide and monitor the organization through regular contact and on-site visits.

## 12. EVALUATION

12.1 The SAVF Vanderbijlpark Shelter is situated on an agricultural small holding in the rural area of Vanderbijlpark where a number of poor people flock together because they are able to stay cheaper or has been informed of the two shelters in the vicinity of each other that provide shelter to the homeless.

12.2 The target groups namely children, women, youth, older persons and persons with disabilities are in line with Departmental priorities. Services reach the poorest of the poor.

12.3 SAVF's idea has got the potential to address poverty and make a significant contribution to the lives of vulnerable people. Even community members and people staying in other shelters in the nearby vicinity can benefit, but then SAVF will have to come up with a program.

This program will have to be time bound, specific and comprehensive. It will have to be holistic and address residential, developmental, therapeutic, educational and recreational needs. Adequate trained staff to implement the programs should be available.

***The idea should be that persons who meet the admission criteria enter the program; be assessed; sign an agreement and are assisted with a basket of services in order to exit the program within a certain period of time and then be self reliant.***

To be able to obtain a rotation of people through the Shelter a norm should be determined for the duration of the program and the maximum period of sheltering.

12.4 The Shelter will have to take **cognizance of the contents** of Chapter 7 in the Children's Act, 38 of 2005 on the Protection of Children as well as Chapter 6 of the Regulations on the Child Protection System, and in particular Regulation 31-38 as well as the National Norms and Standards for Child Protection contained in Part 111 of Annexure B of the Regulations. It also has to take notice of Part 1V on Early Intervention Programs, as well as Section 105 (3) of the said Act and adjust and align their services in order to meet the requirements.

12.5 Staff members are only appointed on contract until June/July 2012. In order to sustain the service, the Shelter is in desperate need of state funding.

12.6 Although a resident now serves as a member on the Service Management, that person should actually not have voting rights. She should also follow the Shelter's program with the choice to continue with membership when he/she has to leave the Shelter. This should not become a reason to remain a resident at the Shelter.

12.7 The organization has sound financial management systems in place.

12.8 The organization's Supervisor, a paid employee serves as an Office bearer on the Service Management. She is also one of the bank signatories. This issue has to be discussed with the Management. This member should not have voting rights.

12.9 The clearance in terms of Part B of the Child Protection Register and the Register of Sexual Offenders has not been obtained yet. The organization has to urgently attend to this legislated requirement.

12. 10 The Human Resource component of SAVF Vanderbijlpark Shelter is so interlinked with that of the SAVF Vanderbijlpark Social Services, SAVF Heidelberg and Henley on Klip Frail Care Facility that it is difficult to detect how

the funded posts are really utilized. It makes monitoring almost impossible. The Supervisor needs to put clear structures in place to separate the different services from each other.

### 13. PLAN OF ACTION

	CHALLENGES	TIME-FAME	PERSON RESPONSIBLE
<b>Transformation</b>	<p>Future AGM's need to be conducted in English.</p> <p>The Safety Plan need to be practiced.</p> <p>Staff files: Copies of all the important documents to be kept on the files.</p>	<p>Immediately</p> <p>Within the next financial year</p> <p>Before 1 April 2012.</p>	<p>The Office Manager/Supervisor: SAVF Shelter Vanderbijlpark.</p> <p>All staff members: SAVF Shelter Vanderbijlpark.</p> <p>Office Manager/ Supervisor SAVF Shelter Vanderbijlpark and DHSD: Social Worker Partnership and Finance.</p>
<b>Sustainability</b>			
<b>Training</b>	Training of Service Management on their roles and responsibilities.	By 1 <sup>st</sup> April 2012	M&E and Sustainable Livelihood.
<b>Support</b>	<p>Keep regular contact with the organization to support them with their Business Plan for 2013/2014.</p> <p>Constant motivation regarding the submission of the documents required. On-site visits.</p>	<p>Within the next financial year</p> <p>Ongoing</p>	<p>Social Worker DHSD Partnership and Finance.</p> <p>Social Worker and SAW DHSD: Partnership and Finance.</p>
<b>Other:</b>	<b>Obtaining: Copy of Title deed, Building plans; Environmental Health Certificate, Food Handling Certificate, Certificate of registration for Flammable Substances from Emfuleni Local Government.</b>	<b>Before signing of SLA.</b>	<b>Office Manager/ Supervisor: SAVF Vanderbijlpark Shelter and Social Worker DHSD: Partnership and Finance.</b>

	<p><b>Program development for the Shelter. Norms for the duration of the program and maximum period of sheltering.</b></p> <p>First Aid Kit and training. (Needs training. Has first aid kits)</p> <p>Application to be designated as a CPO: consult with Head Office – Saabia Shabudin.</p> <p>Confirming of NPO registration status.</p> <p>Confirmation re the current registration status of all social Workers and SAW.</p> <p>Clearance of all Management Committee members; staff and volunteers in terms of Part B of the Child Protection Register and the Register on Sexual Offenders.</p> <p>Supervisor and paid employee that serve on the Service Management: discuss with Management.</p>	<p><b>Immediately/Before signing of the Service Level Agreement.</b></p> <p>Before July 2012.</p> <p>January 2012.</p> <p>Before signing of SLA.</p> <p>Before signing of SLA.</p> <p>Before signing of SLA.</p> <p>Before signing of the SLA.</p>	<p><b>Office Manager/ Supervisor and all staff members: SAVF Vanderbijlpark Shelter and Social Worker DHSD: Partnership and Finance.</b></p> <p>Office Manager/ Supervisor: SAVF Vanderbijlpark Shelter</p> <p>Social Worker DHSD: Partnership and Finance.</p> <p>Office Manager/ Supervisor: SAVF, Vanderbijlpark Shelter.</p> <p>Office Manager/ Supervisor and all staff members: SAVF, Vanderbijlpark Shelter.</p> <p>Office Manager/ Supervisor and all staff members: SAVF, Vanderbijlpark Shelter.</p> <p>Social Worker DHSD: Partnership and Finance.</p>
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#### 14. RECOMMENDATION

It is recommended that SAVF Shelter Vanderbijlpark be funded for:

- Per capita funding for a maximum of 34 people @ R35 per day
- 1X Centre Manager
- 1X Social Work post
- 1X Cook
- 1X Driver
- 1X Security Guard

Program funding is not yet provided.

Laptops are not funded due to the risks involved. The purpose thereof was not specified/ motivated and quotations provided. Therefore funding is not recommended.

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Mrs. S.M. Huygen

Social Worker (Grade 4)

Partnership and Finance

The recommendation is endorsed.

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Mrs. B. Mabunda

Social Work Supervisor (Grade1)

Partnership and Finance

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Mrs. V. Bolofo

Social Work Manager (Grade1)

Partnership and Finance

(Corrections have been made to the contents of this report on 16/1/2012)