



GAUTENG PROVINCE
SOCIAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

ASSESSMENT REPORT: SCREENING, APPRAISAL AND FUNDING FOR THE 2013/2014 FINANCIAL YEAR.

NAME OF ORGANIZATION: SAVF Vanderbijlpark Shelter

BP NUMBER: BP 1000406969 / 1000428614

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

CONTACT PERSON: Ms. Wilna Hansen

TELEPHONE NUMBER: 016 987 2805

CELL: 082 359 1925

SUPERVISOR: Mrs. L. Ferreira

TELEPHONE NUMBER: 082 804 5881

FAX NUMBER: 016 987 1888

DATE OF LAST ON-SITE VISIT TO THE ORGANIZATION: 2 October 2012

DATE OF THE REPORT: 31 December 2012

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 16 November 2000. This Shelter for destitute and 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 Social Development.

The organization requested funding for:

- Two computers.
- Assistance with the running costs of the Shelter.
- 1X Social Work post.
- 1X Household Head/Centre Manager
- 1X Driver /Security Officer

The purpose of this report is to review the organization's application for funding for the 2013/2014 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 on 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 second Social Worker with funds obtained from the NLDTF. This post initially assisted the SAVF Vanderbijlpark Social Services with statutory services. Several years of experience however indicated that the Shelter needs to have a separate Social Work post due to the intensity of services that need to be rendered. The incumbent then become responsible for the management of and service delivery to the residents at 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 in the provinces 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.

During 2005 the SAVF drafted a Manual for Service Delivery at Shelters and Crisis Centers. The role of the Social Worker as facilitator of service delivery; networking with resources, establishing programs and to act as Manager of the facility, was formalized.

Through the years the SAVF Vanderbijlpark 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. With the funding received, the following staff was appointed on contract basis on the 1st July 2011: A 6/8 Social Worker; an Admin/Finance Clerk; a Household Head; a General Assistant (Laundry Services); a Caretaker and a Junior Secretary. A nursery school teacher and an assistant have also been appointed for the 'Blink Ogies' Day Care Centre.

Feedback from the NLDTF for the 2011 year application has been received. Less than 10% of the requested amount was granted. The funds were utilized for palisade fencing to secure the front of the premises. A Wendy house was bought to store garden tools and a second one to serve as a hut for a security guard to exercise access control at the gate.

For a part of 2011 and 2012 the Social Work post for the Shelter has not been filled. The Social Worker rendering statutory services at SAVF Social Services assisted with service delivery. The Social Worker that was employed on contract since July 2011 was not registered with the SACSSP to practice Social Work in South Africa. He left when his contract expired in 2012.

To be able to avoid pauper funerals for two of the Shelters residents (Ms. Phuleng Tsotetsi and Mr. William Templeton), the Shelter's Service Management sponsored their funerals.

The NLDTF funds for Human Resource purposes are depleted.

Funds received from the Lotto were utilized to re-fence the whole property with pre-cast walls.

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 26th 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.** It is doubtful if the Shelter will be able to accommodate more than the 39 current residents.

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 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:

- 2.6 Child Care and Protection Services and
- 2.10 Care and Support to Families.

3.2 Services expected/Norms and Standards

The only legislated requirement 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 being a designated Child Protection Organization), has to apply to be registered as a Child Protection Organization when operating independently.

Although SAVF Vanderbijlpark Shelter already operates since 1994, it is as far as possible state funding is concerned: 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. Depending on its designation, Child Protection Organizations will be expected to render services on specific or 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: Poverty, homelessness; unemployment; alcohol abuse, abuse and family violence.

Currently the Social Work post is filled part-time (**25 hours** per week); the Household Head was granted a permanent administrative post at SAVF Vanderbijlpark Social Services with additional tasks at the Shelter and the following posts are remunerated in natura: The General Assistant: Laundry Services (her salary has drastically been reduced); the Caretaker and the Junior Secretary. The incumbents of these 3 posts are residents of the Shelter.

The Shelter renders information/awareness, preventative and early-intervention services. During panel discussions the following are addressed: Adaptation, future planning and referral to specialized services such as SANCA and the Alpha Trauma Center. If residents have to obtain interdicts against family violence, they are referred to the Department of Justice.

Homeless unemployed people are assisted to obtain Identity Documents, apply for pension/grants or to register at the Department of Labour.

Residents are provided with shelter (a safe environment), food and clothes, health care, life skills and therapeutic services in order to become self reliant. The Shelter also offers the residents an Exit program during which aspects such as employment, financial contribution and adjustment in the community are attended to.

Children receive basic necessities to attend school. The children are assisted with their home work after school. An ECD program is offered to pre-school children – called the ‘Blink Ogies’ Day Care. Children are involved in activities during June and December school holidays. Women and the children in the shelter are taken on outings to broaden their world and general knowledge.

Children staying at the shelter who display behavior challenges are in need of support from the social worker. When necessary they are referred to psychologists. The organization has a Psychologist serving as a volunteer. He offers his services to the Shelter’s residents free of charge.

Residents are debriefed, assessed, counseled and involved in groups where life skills are presented. The Botswadi Parenting Program is presented to parents. Therapeutic services address alcohol abuse, family violence and other psycho-social problems. The Social Worker also makes an effort to reunite residents with their families.

Provision is made for recreational activities and the resident’s spiritual needs also attended to. The ‘rondawel’ at the Shelter has been renovated to be used as an activity room. Table cloths are made and sweets and dried fruit are sold.

The Community Chest provided funding for the renovation of the vegetable tunnel. This will ensure that residents benefit from the vegetables grown there. Additional money donated will be used to buy garden furniture for the Shelter. It will be placed in the Recreational area.

Statistics revealed a rotation of 80 people through the shelter between 1 April 2012 and October 2012. Between 1 April 2011 and 31 March 2012 the rotation was 145 persons. It was found that most people do not stay at the shelter for less than three months.

Currently **39 persons** are accommodated.

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

The Shelter disposes of two automatic washing machines. A general assistant does the washing in a neat and well equipped laundry. Mothers are ironing their family's clothes.

Although it happens that some of the residents have to use chronic medicine, it is not the Shelter's Core function to look after sick people, the elderly or persons with psychiatric illnesses. The Shelter does not have a nurse on the premises.

People are only re-admitted 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. Church services and meetings are also conducted here. 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. Although one of the bathroom doors has to be replaced, it is kept clean. The dormitory has its own toilet. Three other bathrooms are available, but it is used by staff members.

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, and older persons, persons with disabilities and persons with HIV/AIDS. For 2013/2014 a total of 83 people are targeted. The shelter can however only accommodate a number of 34-39 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 55 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 (meant for parents who completed the first course).

Objective 2:

To manage an activity program and empower **55** residents and **40** persons in the immediate community with skills and services on an ongoing basis.

Activities:

Basic household activities program (Daily program, neatness of building and grounds); Additional programs such as Bible study and prayer, Life Skills programs such as the Botswadi program, outings and the utilizing if resources; Student practicum and income generating programs such as arts and craft, the vegetable garden and 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:

Social Work services: Screening and Pre-screening, Admittance interview, Scheduled panel discussions, Involvement of volunteers, Ensure a balanced activity program, Evaluation and completion of the measuring tool, Compiling an Exit strategy and compiling a Disciplinary Code for residents.

Objective 4:

To recruit, empower and deploy volunteers to assist with service delivery in the Shelter.

Activities:

Identify tasks and areas of service delivery where volunteers are needed, complete task list and also a 'job description', recruit and motivate volunteers to become involved, orientation workshop, network with other role players and stakeholders, address the need for stipends and incentives, feedback to management, arrange a special event/outing for volunteers, attend the bi-monthly management meetings, structure working committees, market services, fundraising/ service delivery and assistance, Annual AGM, attend SAVF Forums and Regional meetings, attend Provincial meetings and Conference, 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, 5 Females; 4 Black and 3 White). A paid employee of SAVF acts as Minute holder. One of the foster parents, a client of the organization serves as an additional member.

The organization should not allow a foster parent to serve on the Service Management as Social Workers are employed by the latter. Foster parents can be represented on the Service Management through one of the elected members.

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 has been conducted on *the 26th September 2012*. A copy of the Annual progress report 2011/2012 and the Minutes of the AGM are available on the file. Meetings are conducted in English and 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 signed and dated.

6.6 Understanding roles and responsibilities

New Members elected on the Service Management has to be trained on their roles and responsibilities by the Regional Manager or alternatively by DSD M&E/Sustainable Livelihoods.

6.7 Compliance with the Non-Profit Organizations Act

A copy of the 2012 Narrative Report to the Directorate Nonprofit Organizations at the National Department of Social Development in Pretoria has not been received. **A copy has to be provided to the DSD.**

6.8 Valid Registration NPO Directorate (Verified)

Information regarding the organization's registration status has been obtained from the website: <http://www.npo.gov.za>. The organization is still registered as a NPO.

7. STAFF AND CAPACITY STRUCTURE

7.1 Organogram

From 1 July 2011 SAVF continued to build capacity at the Shelter. Currently the following staff members are employed either on contract or paid in natura:

- 1X Social Worker (5/8) / Shelter Manager
- 1X Administrative Clerk (Appointed by SAVF Vanderbijlpark Social Services – assists with additional tasks at the Shelter/Household Head)
- 1X General /laundry Assistant
- 1X Caretaker
- 1X Nursery School Teacher (The ECD facility is not yet registered at the DSD)
- 1X Nursery School Assistant

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

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

SAVF Vanderbijlpark Shelter:							
NAME AND SURNAME	Race	Gender	ID NUMBER	POSITION	QUALIFICATION AND SKILLS	REGISTRATION AT THE SACSSP	CLEARANCE
Mrs. L. Ferreira	W	F	570315 0103 082	Supervisor (Shared between SAVF, Heidelberg, SAVF Social Services Vanderbijlpark and SAVF Vanderbijlpark Shelter)/Regional Manager		Proof of continued registration at the SACSSP must still be submitted.	Not received from the National Dept of Social Development.
Mrs. Wilna Hansen	W	F		Social Worker - Part time (5/8)	Has a driver's license.	Appointed 2012. Registered until 31/3.2013	Clearance certificate received.
Mrs. Zeldá Ferreira	W	F		Household Head: Part time. She is employed by the SAVF Vanderbijlpark Social Services as an Admin Clerk.	She assists with duties at the Shelter and manages the kitchen and the food store.	Appointed 1 July 2011.	Not received from the National Dept of Social Development.

Mr. William Cowley	W	M		Care-taker	He is an inmate of the Shelter and takes care of the men, the garden and the premises.		Clearance certificate received.
Mrs. Sharon Bosch	W	F		General Assistant (Laundry)	Responsible for the washing of clothes etc.	Grade 9 Special School.	Clearance certificate received.
Ms. Yvonne de Villiers	W	F		Admin Officer/Finance			Clearance certificate received.
<u>'Blink Ogies' Day Care Centre:</u>							
Ms. Thelma Mbekwa	B	F		Blink Ogies Nursery School Assistant		Metric	Clearance certificate received.
Ms. Melta Molo	B	F		Blink Ogies Nursery School Teacher			Clearance certificate received.

The Shelter's staff members are not race inclusive.

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

Funding to pay the salaries of the staff members as well as the fact that staff members are utilized across organizations and projects pose challenges. 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 present effective and efficient services.

The National Lottery Fund made funds available for the training of staff members. Group Supervision sessions also take place.

7.5 Human Resource Related Policies

The organization disposes of Human Resource Policies such as a Labour Relations Policy that includes 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.

New job descriptions are currently in Draft Format.

7.6 Other Policies

- Guidelines in connection with Social Services rendered by SAVF Social Workers.
- A Vehicle Procedure Manual
- Organizational guidelines for e.g. telephone etiquette.
- Internet Policy – In Draft Format.
- Financial Policy and Guidelines.
- Health and Safety Policy.
- Standards for Day Care
- Guidelines on Substance Abuse
- The organization has a Volunteer Manual and Guidelines for volunteers; an Adoption Manual and a Foster Care and Statutory Manual as well as Formats for Social Work Reports.
- SAVF also has a Guideline on Minimum Standards for Shelters.

7.7 Volunteers

SAVF executes its activities by means of volunteers. It has 25 volunteers of which some serve on the Service Management. The volunteers do not receive stipends.

8. SUSTAINABILITY PLAN

8.1 Plan

Application for Lotto funding has been forwarded to the NLDTF.

The organization requested R230, 000 from the NLDTF for running costs and to purchase a photocopier but did not receive any funding yet.

SAVF plans to restructure the Social Services office at the Shelter and to share expenses regarding running costs.

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

SAVF wants to establish a Tuck Shop at the Shelter and to erect low cost housing to assist with the generating of income.

A Morning Tea is planned for 2013.

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

8.2 Fundraising/Other Income

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

The organization also receives funding from the National Lottery Board.

Jumble sales takes place where excess clothes received from donations are sold.

The 'Beeld' Children's Fund: SAVF sell tickets and then receives a portion of the proceeds.

Fast foods are sold at BKB Auctioneers in Vereeniging: Volunteers, residents and staff members are involved.

With a raffle- Mother's Day fundraising event - a profit of R5000 was made.

SAVF sells table cloths that are made by the residents as well as sweets and dry fruit to augment the income.

8.3 Donors

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

The local Lusa Community Chest provided funds to upgrade the food tunnel used to grow vegetables and also donated R10, 000 from which garden furniture for the recreational area is going to be bought. It also provided 18 children with clothes and 14 Christmas presents for children.

Blankets, clothes, furniture, curtains and 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.

During Easter the Shelter received a donation of Easter eggs.

A previous Shelter resident currently staying overseas donates R2, 000 per month to pay the Shelter's butchery account.

8.4 Marketing Strategy for funds and services

The organization markets itself through the media and SAVF marketing material (pamphlets) in order to create awareness and improve community participation. The Shelter's car is marked with the name of the organization.

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 inspected by the Fire Brigade. It has an Emergency Evacuation Plan and safety signs were fixed.

The organization has First Aid Kits but staff and residents need training on how to make use of it.

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 networks with the Lusa Community Chest, the National Lottery Board, churches and schools, the Department of Justice, the DSD, SANCA, the University of North West and the Alpha Trauma Centre 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 Shelter 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.

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 the staff members.

SAVF Shelter keeps individual case files for the residents.

The Shelter does not have safe storing facilities for its car. 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 has been introduced.

11.3 Department of Health and Social Development

Important documents still have to be obtained. The DSD 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, persons with disabilities and persons with HIV/AIDS are in line with Departmental priorities. Services reach the poorest of the poor.

12.3 SAVF's Shelter has 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 benefit from the activities/programs that the Shelter offers.

12.4 Although the current programs address residential, developmental, educational, therapeutic, spiritual and recreational needs - these programs have to be time bound, specific and comprehensive. Staff implementing the programs should be trained and supervised on an ongoing basis.

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.

12.5 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 programs/services in order to meet these requirements.

12.6 The NLDTF funds for Human Resource purposes are depleted. In order to sustain the service, the Shelter is in desperate need of state funding. This is a much needed and necessary service.

12.7 The organization has sound financial management systems in place.

12.8 Clearance in terms of Part B of the Child Protection Register and the Register of Sexual Offenders has not been obtained for all staff, management members and volunteers yet. The organization has to urgently attend to this legislated requirement.

13. PLAN OF ACTION

	CHALLENGES	TIME-FAME	PERSON RESPONSIBLE
Transformation	The Safety Plan need to be practiced. Staff files Client files	Within the next financial year Monitoring of documents placed on these files - before 1 April 2013. Monitoring of documents placed on these files - before 1 April 2013.	All staff members and residents of the SAVF Shelter Vanderbijlpark. DSD: Social Worker Partnership and Finance. DSD: Social Worker Partnership and Finance
Sustainability	State funding to maintain the HR component.	Immediately / within the next financial year.	DSD: Partnership and Finance
Training	Training of new Service Management Members on their roles and responsibilities.	By 1 st April 2013.	SAVF Regional Manager/M&E and Sustainable Livelihood.

Support	<p>Keep regular contact with the organization to support them with their Business Plan for 2014/2015.</p> <p>Constant motivation regarding the submission of documents required. On-site visits.</p>	<p>Within the next financial year.</p> <p>Ongoing</p>	<p>Social Worker DSD Partnership and Finance.</p> <p>Social Worker and SAW DSD: Partnership and Finance.</p>
Other:	<p>Obtaining: Copy of Title deed; Building plans and the Environmental Health Certificate, Food Handling Certificate, Certificate of registration for Flammable Substances: Emfuleni Local Government.</p> <p>Programs presented at the Shelter to be provided in writing. Norms for the duration of the program and maximum period of sheltering.</p> <p>First Aid Kit and training.</p> <p>Application to be designated as a CPO: consult with Head Office – Saabia Shabudin.</p> <p>Confirmation of the current registration status (SACSSP) of SAW: M. Maleke.</p> <p>Clearance of all Management Committee members; staff and</p>	<p>Before 1 April 2013.</p> <p>Before June 2013.</p> <p>Before July 2013.</p> <p>Before 1 April 2013.</p> <p>Before signing of SLA.</p> <p>Within the next financial year.</p>	<p>Office Manager/ Supervisor: SAVF Vanderbijlpark Shelter and Social Worker DSD: Partnership and Finance.</p> <p>Office Manager/ Supervisor and all staff members: SAVF Vanderbijlpark Shelter and Social Worker DSD: Partnership and Finance.</p> <p>Office Manager/ Supervisor: SAVF Vanderbijlpark Shelter; staff members and residents.</p> <p>Social Worker DSD: Partnership and Finance.</p> <p>Office Manager/ Supervisor.</p> <p>Office Manager/ Supervisor.</p>

	volunteers in terms of Part B of the Child Protection Register and the Register on Sexual Offenders.		
	Narrative Report to NPO Office (2012).	Before signing of the SLA.	Office Manager/ Supervisor.

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 Worker
- 1X Cook
- 1X Driver
- 1X Security Guard

Motivation for the purchasing of two computers has not been submitted and quotations provided. Therefore funding for this is not recommended.

.....

Mrs. S.M. Huygen

Social Worker (Grade 4)

Partnership and Finance

The recommendation is endorsed.

.....
Mrs. B. Mabunda

Social Work Supervisor (Grade1)

Partnership and Finance

.....
Mrs. V. Bolofo

Social Work Manager (Grade1)

Partnership and Finance