

**PORTFOLIO COMMITTEE :**

**LOCAL ECONOMIC DEVELOPMENT**

**Chairperson :**

**Ald E Gillion**

**Committee Members :**

**Ald D Coetzee, Cllrs R Nutt,  
S Silo, R Dees**

# LOCAL ECONOMIC DEVELOPMENT PORTFOLIO COMMITTEE

3 May 2022

## I N D E X

ITEM

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NUMBER

APPLICATIONS FOR LEAVE OF ABSENCE

STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE  
CHAIRPERSON

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| 1. | ECONOMIC AND SOCIAL DEVELOPMENT THIRD QUARTER REPORT | 1 |
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**AGENDA of the Local  
Portfolio Committee : Local Economic Development  
03 May 2022  
(Also the agenda for the Mayoral Committee Meeting : 30 May 2022)**

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**1.  
ECONOMIC AND SOCIAL DEVELOPMENT THIRD QUARTER REPORT**

9/1/2/2

S Madikane

Director: Economic and Social Development

19 April 2022

(028) 313 8066

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**1. Executive Summary**

The report is to provide the council with information regarding programs in the implementation of social and economic projects. The report seeks to further solicit support and buy-in from the council in ensuring that we continue serving the vulnerable group in the municipal geopolitical space.

**2. Service Delivery and Budget Implementation Plan – IGNITE**

Directorate: Economic, Social Development

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable, and ethical governance  
Promotion of tourism, economic and social development

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

N/A

**6. Background/Discussion/Evaluation/Conclusion**

**Background**

Over 500 days since the announcement of the lockdown by the president, marking just under two years of the devastating pandemic. The country is now under adjusted regulations and has marked the gradual opening recovery process. The pandemic is responsible for showing the ugly fact of the triple challenges of poverty, inequality, and unemployment faced by Local Economics. Overstrand Municipality designed and implemented initiatives that were aimed at ensuring the spread is contained and mitigated.

**AGENDA of the Local  
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**Discussion**

A recovery plan was introduced, and the plan was aimed to ensure that the implementation is not done in a reckless manner but removed stumbling blocks that have the potential of retarding growth and further demoralizing people going forward. The implementation of these initiatives municipal-wide demonstrated, clearly that more can be done to improve people's lives and the well-being of the community including that of the Municipality. The Municipality should consider implementing some of the strategies as part of service delivery. More Social Development programmes must be promoted through the IGR structure to mitigate the ever-increasing level of poverty, child-headed homes, protection of youth who face the cold-face of drug abuse, and teens forced into gangsterism that leads to increased social ills.

**7. Financial Implications**

None

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexures**

Annexure A:	Economic Recovery Report
Annexure B:	EPWP Environment
Annexure C:	Communication
Annexure D:	USAASA Digital Migration
Annexure E:	Social Development and Youth Desk

**RECOMMENDATION:**

1. that Economic Recovery initiatives be noted and promoted throughout the municipal impact and practices be documented in a booklet;
2. that services of the social worker, Thusong Ambassadors, and the Youth Desk facilitator be defined for inclusion into the municipality; and
3. that EPWP recruitment strategy be used and included in the municipal policy and the SOP to be tabled to council in June 2022.

**AGENDA of the Local  
Portfolio Committee : Local Economic Development  
03 May 2022  
(Also the agenda for the Mayoral Committee Meeting : 30 May 2022)**

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**RESPONSIBLE OFFICIAL:**

**X KOSI  
G SMIT**

**TARGET DATE FOR IMPLEMENTATION:**

**IMMEDIATELY**

**AGENDA of the  
Portfolio Committee: Local Economic Development  
3 May 2022  
(Also the Agenda for the Mayoral Committee Meeting: 30 May 2022)**

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**1.  
ECONOMIC AND SOCIAL DEVELOPMENT THIRD QUARTER REPORT**

**9/1/2/2**

**S Madikane**

**Director: Economic and Social Development**

**19 April 2022**

**(028) 313 8066**

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**THIS MATTER SERVED BEFORE THE PORTFOLIO COMMITTEE ON 3 MAY 2022,  
WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

**RESPONSIBLE OFFICIAL:**

**X KOSI  
G SMIT**

**TARGET DATE FOR IMPLEMENTATION:**

**IMMEDIATELY**

## Economic Recovery

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### SUMMARY OF WHAT WAS UNDERTAKEN BY THE MUNICIPALITY IN RESPONSE TO COVID 19 AS REPORTED IN THE ANNUAL REPORT 20/21

#### Mayor's foreword and executive summary

The COVID-19 pandemic has had and continues to have a devastating human and economic impact across the globe. Our essential services staff was at the fore front to continue rendering basic municipal services to our communities.

#### Key Service Delivery Improvements

- Quality of potable water exceeded the target of 95% (actual 98.83%)
- Covid screeners – Sixteen (16) Covid screeners were temporary appointed for the screening of staff members before entering the workplace.
- Despite the nationwide Covid-19 lockdown restrictions, ward committees continued to function well. A combination of virtual and physical meetings was held by all ward committees (where necessary) since August 2020 to mitigate challenge caused by the COVID-19 pandemic
- Our service delivery continued to be challenged during 2020/21 due to the COVID-19 pandemic. There were unavoidable delays in construction on projects due to the COVID-19 lockdown period which impacted negatively on the timely completion of projects, but basic municipal service delivery continued uninterrupted
- The impact of Covid-19 on our local economy and our community's ability to pay for services is already apparent and will continue into the post Covid-19 recovery period. And guided by our council and the long-term financial plan, the Municipality will have to strike a fine balance to ensure that services are affordable and practice sound financial management within a severely constraint fiscal environment.
- The Covid-19 pandemic and with the introduction of a country wide lockdown could potentially alter the economic landscape in terms of key sectors based on their resilience and how soon they can recover post-Covid-19. A recent economic modelling conducted by the Western Cape Provincial government indicated a mild to serve negative impact that could be felt overtime, many businesses have closed doors, and some barely struggle to keep doors open with reduced capacity.
- Supporting and building local entrepreneurs yielded positive results in maintaining the municipality as an economic hub (second in GVA contribution in the region) and the fastest growing municipality in terms of population. More importantly the

entrepreneurial spirit contributed to improvement of the unemployment rate (narrow definition of 21% - 16%) in the first half of the year and before the Covid19 pandemic.

- Identify economic opportunities both within and outside the municipal environment.
- SCM and LED creative practices ensure local business benefit.

#### **COVID-19 PANDEMIC (ITS IMPACT ON THE LOCAL ECONOMY)**

The impact of Covid-19 in the local economy can be described in the following manner:

- Lessened spending in the sectors affected by the regulations creating slow growth.
- Job losses, layoff and reduced working hours
- Restricted travel impacting more on the hospitality industry coupled with closed international travel.
- Confusion and panic in dealing with what should and should not happen as described by the numerous announcements made by government.

The Overstrand municipal area is more depended on Tourism related activities which were negatively impacted and in addressing that the Municipality has approved an Economic recovery plan promoting local investment, dealing with red tape for ease of doing business and in so doing find active ways of ensuring continued economic activities on the municipality.

Past Financial year 1200 jobs were created +- 500 people working in the CWP programme including private sector institution continue paying their works salary and wage during the pandemic.

The Covid-19 pandemic had a big impact on the planned/pro-active maintenance due to the staggered working schedules – therefore we mostly had to respond re-actively.

No Wellness days could be arranged for 2020 and 2021 due to the COVID pandemic. Screeners had to be appointed to assist with screening of employees at the municipality during the COVID pandemic.

**The municipality has approved an economic recovery plan to counter the negative impact. The recovery plan proposes the following:**

- Creative way in approaching the manner in which we do things.
- Address and deal decisively with red tapes issues.
- Ensure that local business receive relief funds and comply with criteria.
- Ensure that the municipality create public employment opportunities to ensure spending that will nudge the economy forward.
- Collaborate with other municipalities in the Overberg district and ensure competitiveness going forward.

The municipality followed a strategy to assist municipal ratepayers for several months during this difficult economic period with extended payment arrangements as an immediate measure to adapt to circumstances caused as a direct result of the extended Covid-19 lockdown period.

- Over the past few months, ratepayers are still assisted in terms of payment arrangements in accordance with the Overstrand Customer Care, Credit Control and Debt Collection Policy.
- Although the covid-19 epidemic forced training to be suspended, we still managed to spend 99.60% of our budget through virtual learning.
- Covid 19 risk assessment were conducted in various departments and the recommendations were implemented. Special measures were taken to mitigate the risk of COVID-19 for vulnerable employees in accordance with the Department of Health's Guidelines to facilitate their safe return to work or their working from home
- Although Covid-19 enforced Task Job Evaluation don't continue on a face-to face basis, virtual sessions via Teams & Zoom made it possible to continue with evaluations on a month-to-month basis. All posts submitted could be evaluated and audited. A total of 58 posts were evaluated and audited.

The Covid-19 pandemic has been our biggest challenge over the past year. Could not meet deadlines due to restrictions and staff who were ill.

The electronic system (Ignite System) has been upgraded to a new version during the month of June 2021. Virtual training sessions had to be conducted for the System Administrator and the system users.

## Good Governance

- Combination of the virtual and physical meetings were held by all ward committees (where necessary) since August 2020 to mitigate challenge caused by COVID-19 pandemic.
- Municipality started to invest in ICT infrastructure (Wi-Fi connectivity and equipment) to promote meetings via virtual platforms.

(Jun 2021 Council meeting cancelled due to Covid-19)

## Service Delivery

### Communications

Different Departments within the municipality working together successfully to combat the spread of the Covid-19 virus.

The Covid-19 co-ordination by the Overberg District Municipality to all municipalities, and the updates on social media and post timeously and up to date

- A WhatsApp group created for councilors specifically for Covid19 news and updates. (This might also be considered as best practice, because information is always available and whenever the councilors are not certain about something, they send a message)
- Continuous weekly printing of Covid-19 pamphlets for distribution to raise awareness in our community
- Being able to present water awareness shows at primary schools, adapted to the COVID-19 regulations. 1584 Learners were reached.

The effects of the COVID-19 lockdown have also impacted on their operations, but they are however still recycling with all the required COVID-19 health and safety protocols in place. Hopefully when the market turns, they will be able to upscale again.

Due to the COVID-19 restrictions, the shows this year were presented to small audiences to allow for social distancing.

## Challenges

### LED:

- Covid-19 Pandemic: LED operations had to be adjusted to ensure safe delivery of service within the confines of Covid-19 restrictions.
- Job Creation: EPWP is used primarily as a safety net for the poorest of the poor more so to those who lost their jobs due to the negative impact of the Covid-19 pandemic
- Due to the spread of the virus (Covid-19) resulting to the National lockdown, the economic performance data will not be reliable but can only be based on assumptions through modelling.
- 298 jobs were lost as a result of the Covid-19 pandemic creating a negative contribution in the employment environment by sectors. For the purpose of year 2021 the expression is not in percentage but in numbers of job lost, the net employment change according to the 2020 socio-economic profile the following numbers were recorded.

### Tourism

To curb the spread of COVID-19, the South African national government announced a nationwide lockdown which took effect on 26 March 2020, resulting in a complete halt of all tourism activity that resumed till 31 May 2020

Attractions in the region started opening slowly during the second half of 2020. Stricter lockdown regulations were introduced on 28 December 2020 for the festive season because of a second wave of COVID-19 infections.

Tourism is one of the sectors most affected by the Covid-19 pandemic, impacting economies, livelihoods, public services, and opportunities. All parts of its vast value-chain have been affected.

The COVID-19 pandemic and the resulting work from home culture drove an exodus of the "laptop class" to smaller towns and offers the Overstrand Municipality an opportunity to rethink how we attract businesses. With work from home firmly part of our culture, people are searching for communities with lower cost of living, affordable housing, improved quality of life, and open, healthier spaces.

- National Youth Chefs Programme: Programme put on hold by the South African Chef Association because of the COVID-19 pandemic.
- Rotary Entrepreneurial Programme application information to SMMEs. Funding opportunity for existing small businesses most affected by COVID-19
- Covid-19 has stunned air travel connectivity, flight schedules and managed to push domestic tourism as a driver for Overberg travel

#### **Libraries:**

#### **COVID-19 CHALLENGES AND SAFETY PROTOCOLS: -**

- no reading/relaxing in libraries
- (In-house use)/fear of colleagues and patrons-
- risks/decrease in circulation/ Friends of the library not so active for fundraising (Own Stock funding):
- Mask wearing for the staff can be an issue for the hard of hearing patrons as they cannot read lips. Clear face shields might be a better option if it covers the nose, mouth, and chin area.
- Difficulty in getting patrons to follow new safety guidelines

#### **Progress in 2020/21 to address challenge**

- Secure safety of staff all the time and motivate them constantly, get use to new norm, finding ways to encourage patrons to take out books, finding ways to raise funds or ask for donations to purchase books or more books from Province.
- Guidelines to implement signage,

#### **CHILD CARE; AGED CARE; SOCIAL PROGRAMMES**

The socioeconomic impact of COVID-19 has intensified poverty conditions for many people in our communities. People, breadwinners, have lost their jobs or worst their lives. Thousands of people had to be supported by soup kitchens or with food parcels. Many schools going youth gave-up on completing school increasing the already high drop-out rate in the Overstrand.

To address this, we have launched an elderly outreach programme aimed at complimenting the services of these centers to the elderly. Regrettably this programme was curtailed by the COVID-19 pandemic, but it was well received when it started and will resume when conditions allow for the elderly to join gatherings safely.

COVID also underscored the true magnitude of gender-based violence in our country. This year we gave support to all the trauma rooms in the Overstrand and participated more broadly in activities raising awareness about gender-based violence. We embarked a gender awareness survey during women's month and September to learn more about gender-based perceptions in our communities and to give them opportunities to reflect on theirs. The National Strategic Plan on Gender Based Violence and femicide launched last year has not yet translated into concrete actions on the ground in our communities, but plans are in place and through establishment government partnerships we are ready implement the plan in the Overstrand.

### **Environmental Management Services**

- Lack of Public Education Programmes: Unfortunately, covid-19 restrictions limited environmental education activities
- Covid-19 restrictions still makes public education and information sharing very difficult.
- Continued changes in Covid 19 regulations have had a "stop start" effect on implementation and management of environmental projects and day to day management of our environmental areas.

The Environmental Section was approached by the LGCCSP in January 2020 regarding the rehabilitation of the Onrus Peat Wetland. Deviating from the selection criteria the Overstrand Municipality was nominated by the LGCCSP to receive hands-on support for the development of a Project Proposal which will be submitted to possible funders for implementation of such an activity. This came to a halt due to covid-19. It is envisaged to pick this up again within the next year.

During the Covid-19 pandemic, Disaster Management played a critical role assisting soup kitchens and NGOs with the provision of ingredients, collection of staple items for soup kitchens and awareness activities aimed at educating the communities in Overstrand jurisdiction.

### **Executive Council**

- Keeping up with producing the monthly bulletin (municipal newsletter) even during the Covid-19 times.
- Customer satisfaction survey, delayed with almost four years
- Survey will commence once the COVID-19 situation has improved, aiming for the 1st quarter in 2021/22 financial year.

**Financial Services:**

The impact of COVID-19 on the collection rate and cash flow relating to consumer debtors' is constantly being monitored and assessed for collectability

The Budget Steering Committee had to consider increased expenditure since the 2019/2020 adjustment budget, directly related to the effect of the COVID-19 lockdown and implementation of regulated requirements to provide costly Personal Protective Equipment (PPE) and related materials to essential services staff (Hazmat Suits, sanitizer, routine decontamination of public areas, municipal offices, et cetera)

At the time, before-mentioned led to a special Covid-19 adjustments budget tabled early in June 2020, to address these items.

A Special Adjustments Budget in terms of National and Provincial Government's reprioritizing of allocations to local government and Local Government priorities as a result of COVID-19, was also approved by the council during September 2020. With the national state of disaster due to the Covid-19 pandemic from March 2020 and still intact at the end of this financial year.

As the Covid Pandemic is still posing a major challenge also on local level due to the spread of subsequent variants of the virus and causing a third wave internationally, the Budget Steering Committee again had to consider increased expenditure directly related to the effect of the COVID-19 lockdown and implementation of regulated requirements as mentioned, to provide costly Personal Protective Equipment (PPE) and related materials to essential services staff (Hazmat Suits, sanitizer, routine decontamination of public areas, municipal offices, et cetera), also resulting in additional Covid Equitable Share funding allocated to municipalities and resulting in a special adjustments budget approved by the council in September 2020.

The municipality thus had to analyze and align with immediate focus on actions required and responsibilities towards our communities, and in order to adhere to the national state of disaster declared on 15 March 2020. The announcement of stringent measures on a national level, to contain the spread of Covid-19 at the time, such as travel restrictions on foreigners, a ban on mass gatherings of people, and the closure of schools.

The municipal council furthermore assisted our communities since the fourth quarter of the 2019/2020 financial year for a number of months, in approving at the time Covid-19 relief, in the form of temporary auto classification status adjustment for holiday accommodation establishments for several months, with residential rates tariff thus applied.

The Municipality remains alert and sensitive regarding the impact of the COVID-19 Disaster on the municipality referring to the response and compliance required from the municipality in terms of the Disaster Management Regulations, inclusive of the impact on our human and fiscal resources, to ensure that expenditure incurred does not exceed the trend in revenue generated to fund the budget.

### Human Resources Services

- Development of the COVID-19 Infectious Disease Plan of the Municipality. Development of departmental Return to Work Plan
- The appointment of 16 Screeners for the screening of staff members before entering the workplace.
- The creation and implementation of an Infectious. Disease COVID- 19 Plan

## Auditor General Opinion 2019/20

In assessing whether the going concern assumption is appropriate under the current economic climate resulting from the COVID-19 pandemic, management considered a wide range of factors including the current and expected performance of the municipality, any announced and potential restructuring of organizational units, the likelihood of continued government funding and, if necessary, potential sources of replacement funding

The municipality strives toward ethical reporting thus transparent insights into the applied judgements and financial uncertainties, which the municipality faces because of the COVID-19 pandemic, have been included in the accounting policies and/or notes to the financial statements

Non-collection of amounts due either based on history or due to the economic downturn because of the COVID-19 pandemic, is a subsequent measurement issue that affects the impairment of receivables.

Within the municipal space the effects of the COVID-19 outbreak are likely to be a current-period events, which will require ongoing evaluation to determine the extent to which developments, after the reporting date should be recognized in the reporting period.

### Revenue:

Rental of facilities - (35.53%) - Less income received due to exemptions given and COVID-19.

Local Economic Development and Social Development had the busiest time during and after the pandemic a detailed report is attached.

**The contents of this report are an extract from the annual report demonstrating the awareness of the municipality in keeping efforts going throughout. There was a need to navigate through the pandemic in keeping service delivery uncompromised throughout.**

## Actions undertaken by the Municipality during the Covid-19 pandemic

Nr	Project/ Programme	Actions
1	Informal Economy	<ul style="list-style-type: none"> <li>• 19/23 (82.6%) informal traders approved for Covid 19 relief fund by the Western Cape Government are from the Overstrand.</li> <li>• 37 Non-national traders verified by Home Affairs Immigration Office.</li> <li>• More than 250 informal traders assisted through TREP programme.</li> <li>• 48 SMME's taking part in the SEDA mentorship programme which is part of TREP.</li> <li>• Throughout the permit-issuing process LED discovered more than 500 informal traders who were unrecorded and 135 Non-National owned shops.</li> </ul>
2	SMME Development	<ul style="list-style-type: none"> <li>• 92 SMME's assisted to apply for Western Cape Relief Fund;</li> <li>• More than 20 SMMEs participated in a 5 day of virtual training on Business Practice Post During and Post Covid 19 by Nedbank;</li> <li>• In November 2020, LED hosted its first virtual training at the LED E-learning Centre currently under construction, where the above-mentioned training or webinar was hosted with wifi services provided by the Overstrand Municipality for SMMEs;</li> </ul>
3	Men on the Street Project	<ul style="list-style-type: none"> <li>• More than 20 job links and created through linkages made from the Men on the Street database. Links made with 3 Construction Companies;</li> <li>• The project recently established a strategic partnership toward skills development i.e South African Women in Construction (SAWIC) and the Construction SETA, implement skills development programmes for informal artisans and contractors from February 2021 until September 2021;</li> </ul>
4	Emerging Farmer Support	<ul style="list-style-type: none"> <li>• More than 120 households received gardening starter packs as a measure to curb food insecurity;</li> <li>• 12 Pig and crop farmers received Covid 19 relief funding and bicycles to travel and feed the animals from the Department of Agriculture;</li> <li>• 15 pig farmers regularly receive feeding packs and vaccination from the Department of Agriculture;</li> </ul>

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## DIRECTORATE: ECONOMIC DEVELOPMENT

Local Economic Development

### TITLE: LOCAL ECONOMIC DEVELOPMENT SUPPORT DURING COVID 19

#### 1. Problem Statement

COVID 19 is well known as a major destructor in this context; all problems listed are a result of the disaster and should be read alongside other issues not listed here:

- The National Lockdown as declared by the National Command Council and the President dated 26 March 2020, meant a daunting dispensation to the whole economy of the Overstrand yet much needed as far as the health is a concern.
- This meant the closure of major nodes of the economy (Tourism and accommodation, SMME sector, Construction, Informal Trading, and Manufacturing etc.).
- The entire SMME's and Informal Economy experienced and still experiences a major and setback due to closure and created serious panic and completely dried out the primary income and revenues streams.
- Without a comprehensive or detailed analysis of the problem, which everyone knows about, the report details interventions taken to counter the damage caused by COVID 19 thus far.

#### 2. Local Economic Development Activities

##### 2.1 The Informal Economy

This is one of the biggest sectors in the Overstrand Economy and one the hardest hit by the effects of the lockdown and COVID 19 in general

- On the 29 March 2020, Khalil Mulagie from SALGA requested a list of SMME's in the Overstrand and Gladys Jacobs from SEDA also requested a list of Spaza shops on the 30 March 2020. The Information was forwarded to both Organizations.
- At this point, there was still a gap in determining food traders listed at the Overberg District Health and Safety Inspectors register, on the 31 March 2020 we requested a register of food traders from all 4 areas (Hermanus, Stanford, Gansbaai and Kleinmond).
- On the 2 April 2020, a comprehensive database of informal traders was shared with other relevant Directorates (Community Services: Area Managers) in preparation for the issuing of spaza/food traders permits.
- On the 3<sup>rd</sup> LED assembled a team (**see table 1**) to collaborate with Area managers to issue permits as from the 4 April. Also On the 3<sup>rd</sup> April LED and Hermanus Administration identified venues and set up timelines to assist the informal trader.
- On the 4<sup>th</sup> April 2020 from 9 am – 2 pm the LED Hermanus team (Luvo, Vuyolwethu, Lesimamo and Eli) teamed up with Anver and Natasha to assist in Zwelihle, Hawston and Mount Pleasant. And more than 300 informal

traders were assisted on that day. More than 250 informal traders showed up in Zwelihle and Law Enforcement Officers assisted with maintaining social distance and sanitizing. All  
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- Other Areas (Gansbaai, Stanford and Kleinmond) all begun the process on the 6<sup>th</sup> April 2020, with the assistance LED facilitators (Lelethu and Keke) in collaboration with Area managers.
- The first batch of permit continued until the 1 May 2020, meaning issuing of permits continued with a consideration of denied permits from the first batch.
- To Date the Overstrand Municipality has recorded a total of 574 informal traders, 78 are Non-nationals (check annexure 1)
- To date, 318 permits have been issued.
- Allocation by area is as follows: 197 (62%) Hermanus; 75 (23,5%) Gansbaai; 2 (0.63%) Stanford and 44 (13.8%) Kleinmond. (check annexure 1)
- Allocation by wards: Ward 1 (75); 2 (0); 3 (10); 4 (27); 5 (33); 6 (59); 7 (8); 8 (33); 9 (13); 10 (31); 11 (5); 12 (16) and Ward 13 (2) with 6 unspecified. (Check annexure 1)
- A total of 194 permit applications were turned down, 122 South Africans and 72 Non-nationals. These did not meet the bracket according to the regulations; as the majority were Tshisa Nyama, Fast Foods, non-essential goods and services etc.
- Since Level 4 of the lockdown took effect on the 1 May 2020, more than 39 permits have been issued. This follows the Risk-Adjusted Strategy gazetted and signed on the 29 April 2020.
- On the 18 April 2020, the Department of Small Business Development (DSBD) with Nedbank published a media release for the informal trader's relief package. The fund offers Spaza shops and general dealers R3 000 – R 6 000 to buy stock from the nearby wholesaler.
- However, the spaza shops must comply with SARS, CIPC, UIF and must bring ID and valid COVID 19 permit issued by the Municipality. This fund is not tapped as yet, due to the exorbitant and impractical compliance barriers put by the (DSBD).
- To date, no informal trader has benefited from the fund due to complex requirements by the Department of Small Business Development, which forced banks not to take any applications without primary compliances. This is a huge challenge to informal traders and follow up emails were sent on the 15 May 2020 and responses from the banks prove otherwise.



Image: Day 1 of permit distribution @ Zwelihle Community Hall (4 April 2020)

Table 1: LED Team Issuing Permits

Name	Title	Area
Luvo Bomvana	LED Projects Coordinator	Overstrand Wide
Vuyolwethu Gwantshu	LED Facilitator – Farmer Support Unit	Hermanus
Lesimamo Lebenya	LED Facilitator – Emerging Contractor Technical Support	Hermanus
Dieketseng Motsoal	LED Facilitator	Gansbaai
Eli-Ross Gillion	LED Facilitator	Hawston
Lelethu Jam Jam	LED Facilitator	Kleinmond Hangklip

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## How does the Overstrand Municipality compare with other Municipalities in the Province?

Municipality	Permits issued as at 17 April 2020	Permits issued as at 15 May 2020		TOTAL permits issued since the start of lockdown
		Informal Traders	Spaza Shops	
City of Cape Town	2718	5673	41	8432
Saldanha Bay	12	18	54	84
Bergrivier	8	11	0	19
Swartland	1	26	0	27
Cederberg	10	20	0	30
Matzikama	20			20
Witzenberg	70			70
Breede Valley	41	0	0	41
Langeberg	12	6	0	18
Stellenbosch	12	215	9	236
Drakenstein	10	0	0	10
Cape Agulhas	4	0	0	4
Theewaterskloof	15	8	0	23
Overstrand	0	112	171	283
Swellendam				
Oudtshoorn	12	12	2	26
Mossel Bay	134	50	1	185
Bitou	3	5	0	8
George	0	19	93	112

Kannaland	3	4	0	7
Knysna	0	200	22	222
Hessequa	0	4	0	4
Laingsburg	8	0	0	8
Prince Albert	3	0	34	37
Beaufort West	11	0	0	

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The table above depicts efforts by municipalities in issuing informal trading permits. It shows the Overstrand Municipality has issued the second most permits after the City of Cape Town, followed by Stellenbosch and Knysna Municipalities. This is based on the reports submitted to the Western Cape Department of Economic Development Tourism. The first report was sent on the 14 April 2020 and the latest was sent on the 11 May 2020.

### Challenges

- **Risk and Contact Gamble** – the entire permit issues process was a gamble, especially the early days or first week of the process where we interacted with more than 400 informal traders. These were still the early days of the lockdown, where fear levels and frustrations were still high.
- **Mis-information and deformation** - television news and social media both play a crucial role in spreading the news during these tragic times, however, the interpretation and analysis of this information have complicated our work. This meant people get the news announced by Ministers or high ranking government officials on the news or access un-verified sources on social media and start quizzing us and challenging the Municipal processes, this almost caused unnecessary chaos in Zwelihle, during day 1 of the permit issue on the 4 April 2020. Where informal traders felt the Municipality was distorting the Minister of Cogta's statement.
- **Unclear and poorly thought through relief funds** – this relates to the relief fund for Spaza shops and general dealers. The press release was published on the 18 April 2020 which requires CIPC, SARS and UIF compliances then ID and COVID 19 permits. These are serious hurdles for technologically illiterate informal traders, with no clues how they are going to obtain these, with LED and SEDA offices closed under lockdown. Following my 2 visits to Nedbank Hermanus and Gansbaai branch, Nedbank cannot assist with any of these.
- **Issue of permit to Non-Nationals** – Issuing permits to non-nationals has been a serious challenge since the beginning, (a) the regulations published by on the 2 April 2020, compels Municipalities to issue permits to non-nationals once verified by Home Affairs (b) Home Affairs is also on lockdown to perform the verification process. Consequently, non-nationals with no South Africa citizenships were not issued permits by the Municipality and there 72 applications awaiting verification.

Figure 1: Spaza Shops & Dealers



## Opportunities

- COVID 19 is indeed devastating, yet proven to be a great opportunity for Government including Overstrand Municipality to re-think its strategies and position itself to the 'new normal'.
- The informal economy has always been difficult to determine in terms of numbers and industries within, thanks to the lockdown, now we have discovered more than 350 informal traders in the Overstrand and the number are likely to go up.
- This is a moment to position and integrate economic development with the digital economy that is becoming a new normal on its own. The change of business practices in our economy will mean a review of policies and adjustment of plans to accommodate changes.

## 2.2 SMME Support

Included in this sector are the following sub-sectors: construction, landscaping, manufacturing and designs, agriculture, services sector etc.

- The SMME relief fund was the first fund to be released by National Government that meant the Overstrand Municipality had to distribute the information to all SMME's in the area and the distribution started via emails on the 25 March 2020. The Information was shared with more than 120 SMME's.
- On 2 April 2020, we created a WhatsApp group with all SMME's in the Overstrand. The purpose of the group was to ensure quick, credible and verified information reaches SMME's as quick as possible. This was a subsidiary of the Western Cape DEDAT group of LED Managers and the Overberg District LED/, Tourism Practitioner's group.
- These two other groups are the hubs of credible information and updates about COVID 19 and relief funds and their sources are verified before posting.
- From inception the SMME WhatsApp group started with 246 SMME's, some left the group, some remained and to date, the group has close to 100 SMME's who receives information and send inquiries on.
- Currently, there are two major relief funds for SMME's, the Growth Facility Package that incentivise (production of masks and health-protective gear, including hand sanitizers). The second major package is the Debt relief fund where 90% of our SMME's qualify for.
- NEF also announced a relief fund for SMME's and corporations producing protective gear to curb the virus as the country might fall short of these products.

- The LED Projects Coordinator as the central contact received more than 20 inquiries each day, both telephonically, WhatsApp and contact. Since the beginning of the lockdown, time and weekdays did not apply, as frustrated SMME's called and inquired even at midnight and early mornings.
- We also managed to assist SMME's registered with CIPC to apply for essential permits online and more than 15 were assisted.
- The relief fund for distressed small scale farmers opened applications from the 8 – 22 April and more than 12 small scale farmers in the Overstrand were assisted to submit their applications by the LED office and Department of Agriculture.
- On 23 May 2020. The Department of Small Business Development announced the second wave of support for enterprises based in the Townships and Villages.
- This scheme has 3 major focuses (a) small scale bakers and confectioneries; (b) informal and small scale clothing and textile support scheme; and (c) automotive aftermarkets support

Figure 2: SMME Relief Funds

The figure consists of six posters arranged in two columns. The left column contains five posters: 'Covid-19 Crisis funding support for South African businesses' (overview), 'Sector Relief Funding - Tourism, Sports, Arts & Culture, Agriculture', 'SME Debt Relief Fund', 'Sukuma Relief Fund - Business Partners', and 'IDC Working Capital Support'. The right column contains three posters: 'ARE YOU STRUGGLING TO PAY YOUR TEAM'S SALARIES DUE TO LOCKDOWN?' (DIF benefit), 'SA Future Trust (SAFT)', and 'AND YES, THERE IS SOME TAX RELIEF' (PAYE, EIT, Tax Subsidy).

**Challenges**

- **Frustrations and fear** – the early days of lockdown caused panic and fear to SMME's, this was the time of uncertainty, where everything was unclear, even as officials were still finding our feet in terms of providing some answers and direction. The group created became a platform to grieve by some individual, however, we persevered regardless.
- **Poor response rate by the National Government** – although we tried to shared and post as much information, national departments and agencies could not and are still not able to deal with the demand. This caused a strain on us, as the perception remained that we are also part of the Government machinery, therefore we must provide answers.
- **Improvising for the most struggling and illiterate SMME's** – there are moments where we have to improvise to assist the most struggling SMME's apply for permits to perform essential services. These are CIPC registered formal businesses.
- **Un-availability of the SEDA support** – SEDA has been tasked with assisting and supporting SMME's and informal traders and work as a gateway to accessing these funds. This delayed the process, with misunderstandings from the banks in partnership with DSBD i.e Nedbank and later in the second wave Standard Bank. This has slowed and delayed access and claims by informal traders.

**Opportunities**

- **The emergence of New Business Opportunities** – the new regulations for lockdown level unveiled new challenges to the digital economies and mobiles services. In other words, these new industries emerged strongly as contenders for the new normal. The delivery services in the Townships also have been identified as one of the potential industries to look at. These are great opportunities for young entrepreneurs to tap and re-establish.
- **Rethinking Economic Policies, Plan and Strategies** – the Overstrand economy has been hit hard by the effects of COVID 19, mainly tourism sector, agriculture, informal economy, manufacturing and other sectors. Meaning our economy has to find new strategies to re-bounce the economy and craft new strategies? These have to be standardised to meet the national and provincial parameters and best practices from other provinces.
- **Economic Restructuring and integration** – the Overstrand economy will have to shift its focus from old traditional ways of economics and start investing in new nodes and enablers to uplift the economy. That will also mean organizational change, i.e invent new economic intelligence-related positions to assist all industries and lead policy developments in the area as these will mean, re-integration of the economic cluster with chambers of commerce (Town Planning, Law Enforcement, Community Services and Business Chambers and Forums).

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### 2.3 Socio-Economic Survey

COVID 19 has re-exacerbated the long-standing social security challenges in communities. While the focus has been largely on food distribution and relief, the Municipality is facing hybrid challenges (serious and long term socio-economic disaster and malnutrition).

- The study aims to collect detailed data on the primary needs of the food relief beneficiaries. The idea is to map alternative interventions additional to the distribution of food, however, the position taken by this study means deviates from the notion of a welfare state to building a developmental local economy by empowering the poor to participate and become economically active.
- The study commenced on the 27 April 2020 with a comprehensive observation and quantification of feeding stations in the Overstrand
- According to the Social Development Division, there are 52 registered, soup kitchens and more than 9 000 beneficiaries in the Overstrand.
- Field workers use a 24 questions questionnaire tool with 22 closed-ended and 2 open-ended questions. Each questionnaire can take approximately 8 – 10 minutes to complete.
- The study did not set any specific number of respondents but used simple random sampling technique to allow for a broad scale of responses and ensure it reaches the neediest.
- However, the study excludes learners and targets, adults, from ages 16 – 50 years. This preferred demography can be able to do all forms of work, including physical work.
- To date 306 surveys completed and the data capturing process commenced on the 21 May 2020.

#### **Desired Outcomes**

The purpose of this exercise is to explore the effects of lockdown to the poor in a quest to inform policy direction during and post lockdown. To resist the notion of a welfare state this study aims to:

- Describe the effects of the lockdown to the beneficiaries of soup kitchens
- To get desired results and devise sustainable economic development projects, with public employment programmes, food security projects at the core
- To inform socio-economic policy direction to contain post lockdown crisis.

## Challenges

- In every research exercise, there is a limitation and the major in this context would be the ability to reach out to all stations at the right time. With 52 stations in the Overstrand and more than 9 000 beneficiaries is indeed a challenge.
- Moreover, contact with anyone is risky at this moment, but with protective gear available this has not been a stumbling block.
- The team discovered that soup kitchens predominantly feeds children than our most targeted population, however, this was evident towards the latter days of soup kitchens. They further observed during the early days there were adults.

Figure 3: Soup Kitchen at RDP, Zwelihle



### 2.4 R350 Social Relief Grant

SASSA opened applications on the 11 May 2020, with first payments expected from the 5 June 2020. This is one of the most needed incentives for the poor. Since the announcement of the grant and call for applications LED drew a plan and proposals on the supporting those who do not have the knowhow.

- To date, more than 80 applicants assisted, and more than 15 received feedback and call to submit their documentation following their primary application via Whatsapp.
- However, no one has received any payment as yet.
- There is also another factor in this scheme and how it works, i.e some applicants might be on UIF payroll or other unspecified benefits, which denies them chances.

### 3. Response to enquiries during lock-down

Enquiry	Nature	Quantity	Linkage with
CIPC Permits for Essential Services	Referrals by Councillors and SMME WhatsApp group	25	N/A

Accommodation	Referral from an undisclosed source	2	Tourism Department
Travelling Permits outside Overstrand	Individuals generally referred for permits from the Municipal Facebook Page	2	Referred to SAPS and advised on other ways
Permission for restaurants to trade prior 1 May 2020	Referrals by Councillors to enquire and clarify the delivery aspect	3	Clarity through regulations was provided
Enquiry related to the NPC access to essential services permit	Referral by Councillors to advise	3	Assisted to obtain the CIPC essential service permit
Enquiry with fishing permits	Referrals by Councillors and fishermen	15	Assisted with permits to pick up fish in Langesbaai
Sassa Social Grants, non-payments and food parcels	Referred by the Clinic	1	Referred to RDP for Soup kitchen and his ward Councillor for food parcels
A complaint of abuse of permits by some in the cleaning industry.	Complaint by a carpet cleaning informal company	1	The complaint noted down and will be consulted further
Gardening Service and opening of the transfer station	Gardner's plea for easing of regulations to clear and dump to the transfer station	7	The matter was taken to the DJOC on the 22 May 2020
Access to SMME relief fund and specific directions	Assistance with relevant directions and what documents are needed to process the applications	80	Inquiries handled on all platforms (WhatsApp, phone calls, emails etc.)
General inquires through phones calls pertaining permits, SMME relief funds and regulatory guidance and clarification.	Daily inquiries on a cell phone since lockdown 27 March 2020	127	Linked by Communications through Municipal WhatsApp and website, Councillors and other members of the business community
Inquiries through WhatsApp platform and groups	This both personal WhatsApp and group chats	110	Inquiries handled instantly
Issuing of informal trading permits	This includes all areas and other un-recorded numbers	283	In collaboration with Area Management

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#### 4. Number of Reports submitted Inter-departmental

No	Report/ purpose	Organization	Date
1	Top 6 employers in the Overstrand	Overberg District Municipality	14 April 2020
2	Updated figures of permits allocated (1 <sup>st</sup> impression)	DEDAT	14 April 2020
3	List of Hardwares in the Overstrand	DEDAT	6 May 2020
4	PPE manufacturers in the Overstrand	DEDAT	13 May 2020
5	Wholesalers in the Overstrand	DEDAT	15 May 2020
6	Updated figures of permits allocated (2 <sup>nd</sup> impression)	DEDAT	13 May 2020
7	PPE manufacturers in the Overstrand (2 <sup>nd</sup> impression)	DEDAT	8 June 2020

**Annexure 1 – Quantitative Breakdown of Permits Allocated during Lockdown**

Permits allocation		
Existing	New Permits	Total
97	221	318

Allocation by Area			
Hermanus	Gansbaai	Stanford	Kleinmond
197	75	2	44
			<b>Total</b>
			318

Essential Goods Breakdown															
Spaza Shops	Fruit & Veg	Fish sellers	Meat Sellers	Cleaning, Toilet paper and sanitizer supplies	Forestry and Wood	Food Delivery	Egg Sellers	Manufacturing	Maintenance & Repairs	Winter Clothing & Face Masks	Waste Removal	Cleaning Services	Fast Foods	Car Wash	Total
171	34	26	50	5	9	1	4	1	2	4	3	5	2	1	318

Allocation by Ward													
W - 1	W - 2	W - 3	W - 4	W - 5	W - 6	W - 7	W - 8	W - 9	W - 10	W - 11	W - 12	W - 13	Unspecified
75	0	10	27	33	59	8	33	13	31	5	16	2	6

Applications by Nationality	
South Africans	496
Non-nationals	78

<b>Total No. of Informal Traders in the Overstrand</b>	<b>574</b>
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## EXTENDED CABINET PROGRESS REPORT

PRIORITY: JOBS			
GEOGRAPHIC AREA	LEAD MINISTER	LEAD HOD	DATE
OVERBERG			June 2021

### Colour Code Per Municipality

THEEWATERSKLOOF MUNICIPALITY	OVERSTRAND MUNICIPALITY
CAPE AGULHAS MUNICIPALITY	SWELLENDAM MUNICIPALITY

ENABLING PRIVATE SECTOR INVESTMENT AND RECOVERY
<ul style="list-style-type: none"> <li>Enabling private sector investment – Ease of Doing Business</li> </ul>
What has been committed to and what is the key progress to date?
<p><b><u>THEEWATERSKLOOF MUNICIPALITY</u></b></p> <ul style="list-style-type: none"> <li>As part of the recovery plan, the municipality prioritised the ease of doing business by identifying and implementing these interventions i.e. the Building plan portal &amp; events application portal. Building plan portal completed and the events application portal currently in progress.</li> <li>Conceptual development of informal business trading areas in Caledon, Grabouw and Villiersdorp.</li> </ul>
<p><b><u>SWELLENDAM MUNICIPALITY</u></b></p> <ol style="list-style-type: none"> <li>Railton Housing Extension (376 erven)</li> <li>Panorama Development (10 erven)</li> <li>De Akker Development (± 6ha)</li> <li>Industrial Development (± 24 ha)</li> <li>Railton Business Hub</li> <li>Container Park (SMME's)</li> <li>Transnet Property (11ha)</li> </ol>

**CAPE AGULHAS MUNICIPALITY**

- Working on the hosting of an Agricultural Conference due in September 2021. The aim is to take stock of existing opportunities, and to explore more avenues to provide for the expansion of Cape Agulhas agri-economy.
- Adoption of a 10-month mayoral recovery plan, which involves the following:
  - 1) Extension of a Spinning-and-Weaving project (unemployed being trained in this discipline, with the aim of selling products to markets)
  - 2) Extension of Hydroponics – project
  - 3) Establishment of Aquaponics – project
  - 4) Building capacity within the informal market sector
  - 5) Development of extra eco-hub projects
  - 6) Development of Hot-Agter-Klip facility to accommodate informal/formal traders
  - 7) Development of Struisbaai Industrial Erven for exclusive use of upcoming entrepreneurs
  - 8) Development and re-alignment of plots at Lebombo Camp to accommodate subsistence farmers

**OVERSTRAND MUNICIPALITY**

1. Meetings with the private sector;
2. Land use inter municipal discipline to ensure efficient decision making;
3. Destination marketing initiatives and encourage people to travel to the area;
4. Assisting with investment and development initiatives such as the Hermanus New Harbour;
5. Maintain organisational culture of a well-run and managed institute;
6. Mainstreaming ease of doing business in the municipality

- **Boosting private sector investment**

What have you done to boost private sector investment in the area?

**THEEWATERSKLOOF MUNICIPALITY**

- Subsidised tariffs to retain businesses. Investment in bulk infrastructure upgrades.
- Ease of doing business - in particular land-use applications processes.
- The active identification and availing of municipal property for investment.
- Progress to this the municipality's new partnership with Framecore Construction regarding private development in Grabouw and JK Consulting commitment to invest in the Villiersdorp Market Upgrade Project.
- Tax rebates on property approved as part of the new budget.

**SWELLENDAM MUNICIPALITY**

- Submitted infrastructure business plans to sector departments
- Consultation processes with regards to the Container Hub Project – Railton and Smitsville
- Bulk Infrastructure Contribution policy (draft for circulation) – draft for public comment
- Infrastructure Plan MIG Project schedule - 2019/2020, 2020/2021 – New MIG schedule of R 36m
- Support SMME's with a survey to conduct skills assessment for training and development purposes
- Created opportunities for engagements with SMME's and DEDAT in terms of COVID-19 Relief

**Funds and Support.**

- New Tourism publication – Winter and Summer Edition
- New Tourism website – linked to the Municipal website
- New Tourism Social Media service provider
- Subdivision and release of land in the Swellendam Industrial Area
- Subdivision of land in the Railton Business hub for commercial development and residential infill
- Conceptual development of a Container Park – Railton and Smitsville
- Release of municipal land for residential development

**CAPE AGULHAS MUNICIPALITY**

Engaging with the province's Red Tape Reduction Unit to assist with the reduction of red tape at the municipality to generation more investment in the area

The disposal of vacant land for business purposes

Development of industrial parks

Hosting of an Agriculture Conference to enhance agriculture as one of the area's key economic drivers

Consultation processes with regards to the Container Hub Project

Bulk Infrastructure Contribution policy (draft for circulation) – draft for public comment

Infrastructure Plan MIG Project schedule - 2019/2020, 2020/2021 – New MIG schedule

Stormwater – regular cleaning of channels

Lei water – Review of service (cost vs income)

Water – network maintenance (PRVs)

Support SMME's although not having a dedicated Economic Development and Tourism Unit

Created opportunities for engagements with SMME's and DEDAT in terms of COVID-19 Relief

**OVERSTRAND MUNICIPALITY**

1. Provide leadership and demystify by-law as, policies and legislation,
2. Making land for development available through a dedicated inter municipal committee,
3. Make infrastructure available for small enterprises to have access to markets,

- **Supporting vulnerable sectors**

Have you provided support to any vulnerable sectors in this area? If so, what?

### **THEEWATERSKLOOF MUNICIPALITY**

#### **1. Informal Trading**

- In the process of distributing 200 COVID Safety kits to local small business provided by SALGA & UNDP.
- 4 SEDA client sign-up sessions conducted in TWK (36 local SMME's signed up as clients to receive assistance)
- Application for DEDAT Booster Fund submitted for 5 informal trading sites (Caledon, Villiersdorp & Grabouw) in TWK municipality to improve infrastructure for increasing informal trading activities.
- Increased support to SMME's applying for funding or COVID relief schemes (e.g. PESI Funding initiative for small farmers & TREP funding for informal traders and rural small businesses) – Evaluation of 147 small scale TWK farmers and the assistance with applications and providing information to SMME's
- Partnering with SEDA to rollout a business mentoring programme in June & July for 64 SMME in Grabouw and Caledon
- 206 Permits issued in between April –June 2021
- 20 Business registrations and compliance support provided between April –June 2021

#### **2. Youth Development**

- NYDA Business Training for 30 youth planned for June & July
- 60 youth from Grabouw selected for the WC Human Settlements Youth-In-Construction learnership
- Job-readiness training sessions conducted by TWK Municipality – Sustainable Development Department

#### **3. Local Contractor Development**

- 3 CE1 & CE2 Local contractors were awarded tenders for the N2 Sanral road maintenance routine project (2021-2023)
- Tender Clarification Sessions will be conducted in June for the CE3 & 4 N2 maintenance tenders
- Partnership with SEDA in principle formalised to support contractors with various business development initiatives – formal partnership agreement to be drafted and signed
- In partnership with Framecore Construction (Main Contractor of the Shopping Mall development in Grabouw) 3 local contractors were appointed.

#### **4. Tourism Initiatives**

- Tourism brochures funded for 3 LTO's in TWK
- Supported Greyton Tourism with Kwela Town of the Year Competition – Greyton currently one of the finalists in the competition

**SWELLENDAM MUNICIPALITY**

- SMME support service provided
- Conducted 3 Survey's: Container Hub, Swellendam Area Business Data Base and Swellendam Area Technical School which was very well coordinated and participation.
- Provided capacity and support to SMME during COVID-19
- Introduced SMME's to Government and Private funding and opportunities
- Established Swellendam Small Business Municipal Database
- Capacitating Local Business (Business Plan, Registration with SARS and other formal structures depending on the sector group, etc.)
- Assistance with TERS support to businesses and employees
- Swellendam municipality 20 DEDAT interns in various capacities, including support in LED/SMME and general support.
- 20 May 2021 Swellendam Supply Chain Open Day
- Distribution of 175 PPE's donated by SALGA to the local SMME's

**CAPE AGULHAS MUNICIPALITY**

- Covid-assistance packs, sourced through DEDAT, were distributed to upcoming entrepreneurs.
- CAM engaged with local retailers to provide free shelf-space to upcoming entrepreneurs to introduce them to a bigger market. An agreement with Spar in this regard was concluded.
- Municipalities in the district are assisting SEDA with the roll-out of a spaza-shop support programme.
- Sharing of information regarding relief programmes.
- We have arranged for personal visits to tourism product owners to assist them with street signage applications, and at the same time assist them with the implementation of Covid 19 – protocols.
- Training programme presented to enhance Dining-with-Locals Projects
- Liasing with Seda to provide material support i.r.o the branding of business units

**OVERSTRAND MUNICIPALITY****1. SMME DEVELOPMENT****(a) LED / Grootbos Foundation Siyakhula Entrepreneurship Programme**

- The programme provides entrepreneurs (start-ups and expansionary ventures) an opportunity to apply for entry, get trained for 3 days and pitch for funding purposes.
- The programme resumed for the 6<sup>th</sup> successive year and received 249 applications compare to 108 from 2019 and 150 pitched, only 35 will be funded.
- The programme used to run in 2 Towns (Gansbaai and Hermanus), in 2021 expanded to 5 locations (Gansbaai, Zwelihle, Hawston, Kleinmond, Stanford and Mount Pleasant).
- For the first time the programme included guest presentations from SEDA, NYDA and Stanford Bank throughout the programme.

**(b) SMME Mentorship Programme**

- This is a partnership between Overstrand Municipality and Hermanus Siyakha/ Rotary Club Hermanus Mentors to provide mentorship to entrepreneurs that have recently received funding from the LED / Grootbos Siyakhula Entrepreneurship Programme, TREP, NYDA and other avenues.
- There are 12 available mentors in the meantime and the number is likely to increase, once they all get vaccinated given their age.

**Update:**

- 17 SMME's participated in the Business Connect Luncheon in Kleinmond
- 5 SMME's supported to submit applications to SAB foundation for the Tholoana Enterprise Development Programme

**2. INFORMAL ECONOMY**

- One informal trader (Tshisa Nyama) has been approved by SEFA for equipment worth R100 000 through TREP and awaits final approvals and delivery
- The distribution of 200 COVID 19 Safety Kits to informal traders was completed in May. This was a donation from SALGA and UNDP.
- The Hawston Saturday Market for SMME's was launched on the 1 May in at the Hawston Thusong Centre and markets run on the first week of each month. It provides an opportunity for local entrepreneurs to show case their art and products.
- To date 48 informal traders have been mentored through SEDA and the preparation to sample another group resumed.
- The application to develop the Swartdam Informal Market was submitted through DEDAT Booster Fund with Business Development and Access to Markets programmes.
- The Internal Task Team appointed by the Municipal Manager to tackle informal trading compliances and business licensing was launched end of March. The Task Team includes (LED, Legal, Area Manager, Law Enforcement and Town Planning).

**Update:**

- 11 informal traders approved for the TREP programme by SEFA with 9 spaza shops and 2 fast foods.

**3. EMERGING CONTRACTOR DEVELOPMENT PROGRAMME****(a) NHBRC Technical Training, Health and Safety for Builder**

- This is a partnership between Overstrand Municipality, NHBRC and the Department of Human Settlements. In 2021 there were other stakeholder commitments such as CIDB, the Development Agency Group, BIBC and NYDA.
- The training runs for 5 days and covers theoretical, technical and health safety aspects of the building construction and targets CIDB Grade 1 and 2 contractors.
- The initiative started in 2019 with 31 contractors trained, in 2021 37 contractors were trained meaning 68 contractors have gone through the programme.
- The Department of Human Settlement and NHBRC have committed to further train all trained contractors on Finance for Non- Financial Managers. This will be a 15 days training through an

accredited college. It will start with 20 contractors across all towns and preparations and plans are continuing.

Support facilitated provided to emerging contractors:

- 18 contractors assisted in the first quarter : Support ranged from (CSD registrations, CIPC Annual returns and registrations; SCM forms; SAB foundation applications Public Works Mentorship Programme for CIDB grade 3-5 contractors.

**(b) Infrastructure Projects with Sub-contracting opportunities**

- Three projects are currently monitored (SC2060-2019 Construction of new materials recovery facility, public drop off and chipping area in Hermanus; SC 2107-2020 Construction of new sewers in Zwelihle; SC 2134/2020 Rehabilitation and reseal of roads in the Overstrand Municipal areas – to start in April).
- These projects produced 8 sub-contracting opportunities and 3 pulled out due to rates offered and other reasons stipulated under limitations.
- During the project monitoring period it discovered that, emerging contractors are still struggling with costing and pricing and Forum representing emerging contractors also raised the matter.
- As a result, LED partnered with SEDA and delivered a 2 days training was delivered for Xhosa/ English speaking group in March 2021. The training took place in Zwelihle and 18 emerging contractors attended.

**Update:**

Projects monitored with Regulations 4 and 9 conditions:

Project Code	Project Name	Progress
SC 2134/2020	Rehabilitation and reseal of roads in the Overstrand Municipal areas.  Directorate: Community Services	MPT meetings commenced on the 15 September 2021.  2 Sub-contractors participating in the project thus far (1 in Zwelihle and Gansbaai). The project is continuing until 2023 The contractor will be appointment more sub-contractors for small works in November.
SC 2107-2020	Construction of new sewers in Zwelihle.  Directorate: Town Planning and Infrastructure	The project started January 2021 and concluded in July 2021 6 sub-contractors participated in the project The closing evaluation with the contractor identified few challenges faced by contractors and upcoming trainings will be addressing such issues.
SC 2060-2019	Construction of new materials recovery facility, public drop off and chipping area in Hermanus.  Directorate: Town Planning and Infrastructure	There were more than 5 sub-contractors at the beginning of the project and only 3 managed to complete the project. The project was filled with many challenges such as non-payments of retentions by the contractor and other incidents which led to other sub-contractors pulling out of the project.
SC 2108/2020	Replacement of water pipes, Rooi-Els to Hermanus	There are currently one sub-contractors participating in the project The project is continuing

**(c) Tendering for Construction Contracts Training for Civil Contractors**

- The training was initiated as a measure to bridge the knowledge gap from new and existing level 1-2 CE PE contractors on tendering and other aspects.
- The training covered introduction to tendering with calculations and technical aspects, as well as applying legal aspects of disputes, calculating preliminaries, provision sums etc.
- The training was presented by Tjeka Private College and targeted 12 contractors with 8 attending and writing the exams.

**4. YOUTH EMPOWERMENT**

- NYDA put 15 young entrepreneurs on Business Management Training (BTM) in Gansbaai. This training is a pre-requisite for young people to apply for NYDA products.
- NYDA further put 15 young people on job readiness and life skills training in the Gansbaai area in partnership with the Overstrand Youth Desk.
- The Overstrand Municipality has established a youth desk to drive youth empowerment under the Social Development Division.

**Update:**

- 24 Young people received NYDA Job preparedness training in Kleinmond and are ready to find work and compete in the entry jobs.

**5. COMMUNITY AND HOUSEHOLD GARDENS**

- The Mount Pleasant Moffat Hall food garden became the first established in January 2021 with 35 garden boxes containing spinach, beetroot, lettuce, spring onion etc.
- The Garden was handed over to the Community in Late January with full time monitoring commitment from Just Care (an NPO based in Mount Pleasant).
- The first harvesting round took place on the 20 February 2021 with 30 bunches of spinach to 3 NPO's based in Mount Pleasant Community, namely Just Care After Care; Community Outreach (Soup Kitchen) and Nicolette Theunissen Sentrum Project (Disability Home).
- These were identified by the Mount Pleasant Committee representative that are involved in the project, in collaboration with Just Care.
- The next Garden planned is based Mooiuitsig (Betty's Bay); Pearly Beach and Viola Street, and engagements with Community leaders and the Area Manager took place in preparation of operations.

Note: These are ongoing support initiatives outputs to be reported on in the next report.

**Update:**

The second phase of the project which is the monitoring of all gardens that benefitted from the seedling's rollout conducted in June 2021. The process aims to follow up and assess the conditions of the gardens, the impact made, the assumptions, challenges etc. With all the above-mentioned processes, the objective is to ascertain or assess the success of the project (a) the need to continue the project based on the findings (b) Challenges faced by the beneficiaries and support needed i.e trainings and gardening tactics.

- A total of 8 Garden Monitors were appointed to service the following areas: Zwelihle, Mount Pleasant, Hawston, Kleinmond, Pearly Beach, Masakhane, Blompark and Stanford.

## **TOURISM - CAPE WHALE COAST**

### **1. SMME SUPPORT**

(a) Western Cape Economic Development and Tourism (DEDAT) SMME BOOSTER FUND Tourism & LED unit applied for the above-mentioned funding in the following categories:

- Access to markets
- Business Support
- Infrastructure Support

If applications are successful about 100 businesses will be supported.

### **(b) Tourism business support Initiatives**

- Creating creative spaces / platforms within Visitor's Information Centres (VICs) where entrepreneurs can display or sell produce. Entrepreneurs are also linked with the various markets in the respective areas as another platform to generate an income. Hermanus Market Square stalls renovated and opened with local entrepreneurs' products. Currently hosting 12 product owners.
- Partnered with Mardee's Design Hats for a display and sales area at Hermanus Tourism. This resulted in an increase in revenue and business growth for entrepreneur and export markets in the Maldives and England.
- Supporting local SMMEs by providing social media training and creating an online presence whilst involving them in local promotional campaigns.
- Public Private Partnership Forum facilitated by business owners and tourism to improve Hermanus CBD. Beautification projects and Special Ratings Area facilitation.
- Spairo Art & Thoza Tours marketing assistance aimed at development of performing arts in communities.
- Big Tree Market & Mthimkhulu Village, Kleinmond, facilitating market access for local products. Empowerment of product owners to generate income.

### **(c) Tourism Youth Initiatives**

History Corner at Hermanus Tourism Office assist scholars to access information required for school projects.

**Learnership programme:**

- National Youth Chefs Programme – Awaiting feedback from National Government regarding commencement date
- Tourism Monitors Programme – Awaiting feedback from National Government regarding commencement date
- Tourism Assurance Programme roll-out for 2021 / 2022. Recruitment and interview process underway.

**2. MARKETS/ BUSINESS PREMISES FOR ENTREPRENEURS**

- Entrepreneurs are granted space to market and sell products at Hermanus Market Square. Improvements to stalls are being made to facilitate sales.
- Entrepreneurial curio corners at Visitor Information Centres provide a platform for crafters to sell products. Social media pages have been created, marketing training given to enable sales and awareness of goods and services.
- Tourism has identified farmers and vintage markets as an avenue through which product owners can sell their products and generate an income. These markets take place over weekends and is a point of sale for SMME's/entrepreneurs.
- Tourism campaigns focused on increasing visitor numbers and economic stimulation.

Reintroduction of events as a driver of economic recovery. Assistance given to events organisers to obtain permits and create awareness of events.

Creation of filming resource database to optimise local participation in film shoots conducted in municipal boundaries and help with procurement of services.

- Enabling resource security (energy and water)

What have you done to enable resource security in respect of energy in the area?

**THEEWATERSKLOOF MUNICIPALITY**

- Completion of SSEG policy and cogeneration tariffs.
- DMRE grant to replace streetlights with LED Lights
- Contract in advance stage for ensure timely TID rollover and audits on prepaid meters.
- Replacing old Overhead Lines with underground network in parts of Greyton

**SWELLENDAM MUNICIPALITY**

- Electricity – removal of 50kwh free units (excluding indigent)
- Electricity expansion – INEP grant received and implemented– approved and in process
- Investigating alternate sources of supply

**CAPE AGULHAS MUNICIPALITY**

- CAM are in an advanced stage of replacing streetlights with LED-lights in order to save on energy.
- The municipality is also in the process of rolling out a project in partnership with the Department of Minerals and energy, which will see the fitting of energy panels to about 2 000 households

**OVERSTRAND MUNICIPALITY**

- Participate in the DEDAT alternative energy initiative as one of the pilot municipality
- Engage in ongoing discussions with potential independent energy producers

What have you done to enable resource security in respect of water in the area?

**THEEWATERSKLOOF MUNICIPALITY**

- Replaced Old AC pipes with uPVC including PRV's (pressure management)
- Equipped and Re-commissioned existing groundwater sources
- Installed piezo tubes and level sensors for groundwater monitoring
- Routine Water network maintenance
- Training for water foremen on the importance of monitoring and maintaining groundwater Infrastructure and how to manually monitor boreholes.
- Upgrading of Bulk Raw water Supply lines to Purification works
- Implementation of a water loss reduction plan
- Implementation of the Water Demand and Conservation Management Plan
- In process of Designing, Building and Commissioning of 2 x Water Purification Package Plants

**SWELLENDAM MUNICIPALITY**

- Installation of 13 additional Jo-Jo Water Tanks
- Water – network maintenance – Tender to upgrade Bakenskop PRV zone- upgrade Berg Street primary water supply line
- Install security fence on 2 reservoirs in Railton
- Upgrade of the Hermitage Main Pump Station which supply the raw water to the Waterworks of Swellendam
- Suurbraak- various upgrades of to the water supply system – which is still in progress
- Progressive maintenance on water pumps

Attempts have been made to proactively improve infrastructure through the following:

- Strategic planning and compiling of a wish list- the prioritisation is out of our hands
- Application for WSIG funding
- Application for funding by WCPA, refer to Bulk meter funding and Funding of the Berg Street water main upgrade (Bakenskop PRV zone)

**CAPE AGULHAS MUNICIPALITY**

- CAM has drilled additional boreholes in the Struisbaai/L'Agulhas area to alleviate the shortage of water occurring during seasonal times.
- Generators were acquired to boost the generation of water into reservoirs, in case of power failures.
- Refurbishment of bore-holes to improve quality of water

### OVERSTRAND MUNICIPALITY

- Long term contract with International re know service provider,
- Investigate increase in the number of boreholes
- Monthly assessment of the water situation and introduce measures when needed,
- Repair leaks to avoid water losses,

### **PUBLIC SECTOR JOBS STIMULATION**

#### **Public Infrastructure Investment**

#### **Public Employment Programme (EPWP)**

What **additional investment** have you made in Public infrastructure programmes in the area?

What **additional funds** have been allocated by your department or organisation to PEP?

### THEEWATERSKLOOF MUNICIPALITY

RSEP funding allocated to TWK municipality for upgrade & maintenance at the Villiersdorp Market.  
Progress to date: RSEP funding to be transferred to the municipality for project implementation in late February 2021. The municipality started the SCM process for the project. Service provider to be appointed and commence upgrades to site in July 2021

### THEEWATERSKLOOF MUNICIPALITY

No additional funds allocated by Municipality

### OVERSTRAND MUNICIPALITY

There are currently two hundred and thirty-nine (239) infrastructure projects currently taking place or are about to commence in the broader area.

### OVERSTRAND MUNICIPALITY

R14 000 000 municipal funding  
R2,6m grant funding

How many jobs do you anticipate creating through this additional investment in infrastructure?

How many work opportunities are you intending to create through the programme?

### THEEWATERSKLOOF MUNICIPALITY

### THEEWATERSKLOOF MUNICIPALITY

EPWP Project Report Overstrand Municipality

GRANT FUNDED: (Information as per the EPWPRS as end of March 2022)

Project Name	Profile Id	Sector	Start- & End dates	Budget	Spending	Planned WO's	WO's Created	Planned FTE's	FTE's Created	Comments
EPWP Admin and Data Capturing Support	9916	Social	1 Aug'21 – 30 Jun'22	R250 278	R178 164	4	6	3	2,2	
EPWP Socio-Economic Support	9917	Social	1 Aug'21 – 30 Jun'22	R834 260	R441 875	11	16	11	5,4	
EPWP Tourism Support	9918	EAC	1 Aug'21 – 30 Jun'22	R321 786	R167 206	5	8	5	2,6	
EPWP Marine and Coastal Monitoring	9920	EAC	1 Aug'21 – 30 Jun'22	R206 414	R142 753	5	5	5	3,2	
EPWP Disability Day Care	9921	Social	1 Aug'21 – 31 May'22	R123 849	R78 425	3	3	2	1,8	
EPWP Community Garden	9922	EAC	1 Aug'21 – 31 Jan'22	R144 960	R161 273	11	11	6	3,6	35
EPWP Screening and Hygiene	9923	Social	1 Aug'21 – 30 Jun'22	R182 107	R46 491	4	4	3	1,0	
EPWP Community Fire	9924	EAC	1 Aug'21 – 31 Jan'22	R126 356	R93 340	5	5	3	1,9	
EPWP Paddavlei Wetland Rehabilitation/Hawston	9925	EAC	1 Aug'21 – 31 May'22	R190 636	R131 056	4	4	3	2,6	
EPWP Library and Afterschool Assistance	9926	Social	1 Aug'21 – 31 May'22	R66 788	R44 175	3	3	2	1,8	
EPWP Sport & Recreation Support	9927	Social	1 Aug'21 – 31 May'22	R82 566	R55 365	2	2	2	1,2	
<b>TOTAL: (11 Projects)</b>				<b>R2 530 000</b>	<b>R1 540 123</b>	<b>57</b>	<b>67</b>	<b>45</b>	<b>27,3</b>	

Annexure B  $\frac{B1}{13}$

**MIG PROJECTS: (Information as per the EPWPRS as end March 2022)**

Project Name	Profile Id	Sector	Start- & End dates	Budget	Spending	Planned WO's	WO's Created	Planned FTE's	FTE's Created	Comments
Access Road & Intersection Upgrade: Blompark & Beverley Hills Low Cost Housing Project				R5 583 000		22				
Hawston: Upgrade Sport grounds				R2 021 000		24				
Bulk Sewer Upgrade Masakhane Low Cost Housing project (Phase 2)				R4 834 000		16				
<b>TOTAL: (3 projects)</b>				<b>R12 438 000</b>		<b>62</b>				

**OWN FUNDED PROJECTS: (Information as per the EPWPRS as end March 2022)**

Project Name	Profile Id	Sector	Budget	Spending	Planned WO's	WO's Created	Planned FTE's	FTE's Created	Comments
Assist Project Maintenance Kleinmond	10737	Infra	R200 000	R46 298	6	6	3	1,0	
Capacity building	10580	Social	R100 000	R44 440	1	1	1	0,8	
Community Service Admin	10729	Social	R150 000	R35 704	1	1	1	0,4	
Construction Maintenance	10732	Infra	R300 000	R190 285	6	9	3	3,2	
EPWP Fieldworkers: Rural Child & Youth Survey	10740	Social	R170 000	R101 323		36		2,6	Finished
EPWP Screening Project	10727	Social	R500 000	R913 545	17	17	5	13,5	
Electrical Assistant	10711	EAC	R100 000	R13 294	1	1	1	0,3	
Emergency Housing Project	10717	Social	R200 000	R198 200	3	4	1	2,5	
Gansbaai: Cleaning of facilities	10704	EAC	R300 000	R353 409	11	11	3	7,9	
Hermanus Alien Clearing & Deforestation	10680	EAC	R500 000	R275 828	10	13		6,2	
Hermanus Grave Diggers	10682	EAC	R200 000	R197 733	5	7	2	4,5	
Hermanus Waste Management Project	10579	EAC	R1 000 000	R648 541	23	32	20	14,4	
Informal Settlement Toilets	10681	EAC	R300 000	R292 316	12	31	2	6,3	
Kleinmond Clearing/Cleaning of road Reserves	10728	EAC	R300 000	R323 162	12	22	6	6,2	
Kleinmond Clearing/Erosion Control on Storm Water Channel	10726	EAC	R300 000	R169 555	6	17	2	3,3	
Overstrand Community Safety Project: Protection Services	10701	Social	R1 000 000	R1 418 861	45	45	20	28,7	
Overstrand EPWP CCTV Project	10706	Social	R300 000	R286 335	8	8		4,9	
Overstrand EPWP Control Room Operators	10683	Social	R500 000	R229 523	8	8		4,0	

Overstrand Garden Monitor Project	10738	Social	R250 000	R158 539	42	3-5	Finished
Repair to PDA Toilets	10716	Infra	R100 000	R103 978	4	2,3	
Replacement of waterpipes Rooiels to Hermanus	10578	Infra	R1 000 000	R984 582	36	10	11.8 Finished
Thusong Ambassadors	10739	Social	R200 000	R118 447	5	2	2,7
Hermanus Alien Clearing & Deforestation		EAC	R280 000		11	5	
EPWP Seasonal Workers: Community Services	119994	EAC	R1 500 000	R1 164 775	333	25	26,1
Protection Services Fire Project	10702	EAC	R300 000	R365 906	5	2	8,1
Protection Services: Seasonal Project	119995	Social	R200 000	R111 695	27		2,3
Protection Service K9 Unit Support	119996	Social	R250 000	R110 419	7		2,0
Mount Pleasant Just Care Afterschool	120753	Social	R600 000	R102 030	9		3,6
EPWP Gansbaai Operational 2022	120008	Infra	R502 260	R218 953	16		3,9
EPWP Baboon Management	120947	EAC	R213 000	R25 464	11		0,5
EPWP Biodiversity Conservation	120948	EAC	R240 000	R24 579	10		0,5
EPWP Hermanus Cleaning of Vermont & Onrus	120925	EAC	R680 000	R69 516	13		1,5
Overstrand Social Safety Ambassadors	120926	Social	R650 000	R119 025	28		2,5
<b>TOTAL: (28 Projects)</b>			<b>R12 410 260</b>	<b>R9 416 260</b>	<b>568</b>	<b>115</b>	<b>182</b>

GOVERNMENT FINANCIAL YEAR: 2021/22

Summary of capturing: April 2021 to 19 Apr 2022		EAC		Infra		Social		Validation Report vs Target		Deficit		Comments	
Work Opportunities (WOs)	691	691	117	164	402	220	402	1 028	1 257	+229	Over Performance – All Targets!!!		
Full Time Equivalents (FTEs)	127	134	39	41	84	84	118	250	293	+43	Over Performance – All Targets!!!		

MUNICIPAL FINANCIAL YEAR: 2021/22

Summary of capturing: July 2021 to 19 Apr 2022		Municipal BP Targets vs Validation Report		Deficit		Comments	
Work Opportunities (WOs)	1 028	857		171			
Full Time Equivalents (FTEs)	250	209		41			

# EPWP \_ PROJECTS 2021 – 2022

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## 1. RATIONALE [WHY?]

The scourge of the ever-rising unemployment in the country necessitated that the Government of South Africa conjure up a plan to combat unemployment through well conceptualised Public Employment Programmes. The EPWP is a safety aimed at rescuing those who are in dire straits due to unemployment. The programme alleviate poverty as it places on the table the much-needed bread for participants whose extended families often depend on for survival.

## 2. ACTIVITIES [HOW?]

The EPWP implementation plan comprises of two broad streams and viz: EPWP Grant Funded Projects and 2. The Municipal Funded Projects. The projects offer participants opportunities to participate either as Full Time Equivalent (FTEs) or Work Opportunities (WO). The FTEs sign a year long contract of no less than 230 working days on the projects whereas the WO can be any number of days/ months as long as less than 230 days.

The projects are implemented in accordance with the Overstrand Standard Operating Plan and participants are inducted by being taken through the stipulations of the EPWP Contract.

## 3. STATUS QUO

The EPWP programme in the Overstrand is currently funded to the tune of R2,5 million due to a recognized overperformance in the previous years. The latest report indicates that already the targets have been surpassed for the Fourth Phase of the EPWP. The attached report cites the current update and highlights the challenges we face going forward.

## 4. RECOMMENDATIONS

The municipality is duty bound to continue with the programme as it is one sure way of ensuring that the poorest of the poor can be assistance through participating in the EPWP projects. The administrative challenges experienced in the past necessitate that the municipal leadership insist on the Department of Public Works to update the Reporting System which is currently fraught with challenges.

The budget holders of participating departments are encouraged to gun for FTE projects rather than sign and renew contracts as the former is used as the basis of the Grant Allocation for the following financial year. More FTE's translate to more Grant Funding.

## LOCAL ECONOMIC DEVELOPMENT

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## RECRUITMENT AND SELECTION REPORT

JULY 2021 – FEBRUARY 2022



Purpose of the Document: This is to detail and outlines the recruitment and selection processes of the EPWP.

**Prepared By:**

Local Economic Development

**11 March 2022**

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**ACRONYMS & ABBREVIATIONS**

<b>Item</b>	<b>Description</b>
CPUT	Cape Peninsula University of Technology
DAG	Development Action Group
DEDAT	Department of Economic Development and Tourism
DORA	Division of Revenue Act
DPW	Department of Public Works
EPWP	Expanded Public Works Programme
LED	Local Economic Development
NYDA	National Youth Development Agency
FTE's	Full-Time Employment
RSCOMM	Recruitment and Selection Committee
SCOA	Standard Chart of Accounts
SMME	Small Medium and Micro Enterprise
SOP	Standard Operating Procedure
TREP	Township and Rural Entrepreneur Programme
TVET	Technical and Vocational Education and Training
WWF	Worldwide Fund

## 1. INTRODUCTION

This report aims to provide an extensive account of EPWP recruitment and selection on selected and stipulated time frames i.e June 2021 to date. The stipulated time frame is motivated by the time of the establishment of the Recruitment and Selection Committee into EPWP appointments. Mindful of the recruitment and selection two-fold process (higher-level appointments R250 rate and above and Lower-level appointments R191 rate).

Over the years of implementing EPWP, the organization have been confronted by challenges that cut across all implementing, and user departments and this report address some challenges although it is not a size fit all. In a climate of perceptions, guesses and unfounded or unconstructive criticism, this report deals with specific programme related contents and aims to educate and the ready at all counts. The assumption is that development is a process and a discipline on its own, and it's not easy for everyone to understand and grasp the patterns, EPWP is developmental hence the approach taken includes the introduction of the recruitment and selection committee.

The report will first give a brief background to the programme and lay down the major problem leading to some of the persistent challenges to the programme. It further deals with the recruitment and selection process including the EPWP recruitment guidelines, pre-recruitment components and the actual recruitment and selection process. It also deals with the appointment of the recruitment and selection committee and its scope and reporting patterns. It later provides a grid of all administrators working for the LED office and their qualifications. Lastly, it provides a list of all participants that worked under the LED office and their successive careers due to the knowledge and experience acquired and high-level supervision by the LED officials.

## 2. BACKGROUND

The Overstrand Municipality is one of the major players in the National Government's drive to create temporary jobs through the Expanded Public Works Programme (EPWP). The programme involves the use of line function budgets so that municipal expenditure results in more work opportunities, particularly for unskilled labour. Job creation projects are funded through the normal budgetary process of line-function departments within the municipality.

The municipality also receives an EPWP Integrated Grant as per the Division of Revenue Act (DoRA) allocation. The EPWP Grant, as one of its key characteristics, aims to fund labour intensive projects; and it re-focuses the element of performance on – performance in terms of creating a minimum number of FTEs with existing budget allocations and achieving a minimum

labour intensity. Other Spheres of Government funding allocated for project implementation within the Overstrand Municipal area.

### 3. PROBLEM STATEMENT

The advent of triple challenges (Unemployment, inequality, and poverty) facing the South African economy, is persistently penetrating and remains a major concern. The Overstrand Municipality is not immune to these challenges particularly the subject in question i.e unemployment which co-exists with the other two. According to the (Overstrand Socio-Economic Profile, 2020) published by the Western Cape Treasury (15.4 per cent) has the highest unemployment rate in the entire Overberg District.

Although this is considerably higher than the district average (10,4 per cent), it was still lower than the Western Cape rate of 19.4 per cent<sup>1</sup>. The unemployment rate has been increasing from 2015 to 2019 despite positive economic growth. Note that these estimates are based on the narrow definition of unemployment i.e., the percentage of people that can work, are willing to work and looking for work but are unable to find employment. The Overstrand Unemployment is the highest in the Overberg district and has the fastest-growing population at 3.1% annually (Overstrand Socio-Economic Profile, 2020). Meaning the Overstrand has one of the growing local economies despite the higher unemployment rate due to the number of work opportunities created, migrations patterns that lead to the fastest population rate.

Moreover, unemployment has been progressively implementing EPWP and has been recognized for excellence and its dominance in the district. However, the programme has been facing challenges ranging from:

- (a) Database complains and its credibility.
- (b) An unreliable database system is a tool to store and assist in recruitment.
- (c) Late payments due to poor communication among municipal role players in the programme.
- (d) Interference of politicians in the running of the programme despite the Inter-ministerial determination of the involvement of politicians in the process of EPWP.
- (e) Late submission of timesheets by user departments and supervisors and poor verification of timesheets before submissions.

Despite the abovementioned challenges and prospects, EPWP remains a crucial and significant job creation tool to better the lives of South Africans, it is this reason that from all the listed challenges and concerns of the public on the operations of the programme. Also,

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<sup>1</sup> Western Cape Treasury, 2020, Socio-economic profile-Overstrand.

the efforts to successfully implement the programme the Executive Director for Economic, Social Development & Tourism established the Recruitment and Selection Committee (RSCOMM).

#### 4. OBJECTIVES

Considering the above-mentioned challenges and key pointers highlighted, these are the key objectives of the report:

- (a) To lay down the recruitment and selection process both from lower and higher rates thresholds;
- (b) To provide the background of the measure put in place to improve and refine the recruitment and selection processes;
- (c) To outline and present the prospects of the project using the higher rate threshold appointment as an example.

#### 5. THE RECRUITMENT AND SELECTION PROCESS

##### 5.1. The EPWP recruitment guidelines

The recruitment and selection of workers to the EPWP programme is informed and guided by the Minister of Labour's approval as prepared by the Department of Public Works. Meaning all EPWP recruitment processes are informed by the guidelines with these key principles<sup>2</sup>:

- (a) Fairness
- (b) Transparency
- (c) Equity
- (d) Ethics
- (e) Respect for environment
- (f) Accountability
- (g) Commitment

##### 5.2. The pre-recruitment components

###### (a) Business Planning

The recruitment process follows a sequential process of activities that precede the recruitment such as the planning process in form of a business plan to the Department of Public works (DPW). A business plan is a planning document comprising all projects to be implemented in

<sup>2</sup> Department of Public Works, 2014-2019, Expanded Public Works Programme Recruitment Guidelines (p.3)

the financial year applied for. The outcome of the projects submitted determines the amount of grant funding from DWP despite the internal budget put aside.

### (b) The submission of memorandum

Before any recruitment, each user department submitted to the LED Department 6 weeks before the expected start date of the project (Based on the number of workers per project). This is initiated by the Directors and signed off by their respective Departments. The memorandum drafted by the contributing Directorate must outline the following;

The scope of the project; the total number of workers to be employed on the project; duration of the project; daily wage rate; budget Availability (B'Key and Costing); list of Duties attached to the memo; criteria for the selection of workers; requirements for the position; inclusion of the Personal Protective Equipment; EPWP SCOA form<sup>3</sup>.

*For more information on the Overstrand Municipality's guidelines please read the Standard Operating Procedure (SOP) for EPWP.*

### 5.3. Recruitment and Selection

The recruitment and selection process is informed by the following factors:

Item	Description
(a) Requirements to participate in the programme	<ul style="list-style-type: none"> <li>• Complete the work-seeker database form</li> <li>• Registration on the unemployment database</li> <li>• Income tax number</li> <li>• Banking details</li> </ul>
(b) Usage of the database to source qualified candidates	<ul style="list-style-type: none"> <li>• A designated EPWP administrator is responsible for the database, source qualifying candidates according to the requirements from the memorandum.</li> <li>• Sends via email the shortlisted candidates list to the recruitment and recruitment committee to the committee Chair's attention.</li> <li>• An EPWP database administrator contacts the shortlisted candidates for interviews.</li> </ul>
(c) The recruitment committee	<ul style="list-style-type: none"> <li>• Determines form of interviews based on the preference of the candidate with sit in and virtual options to flexibly afford everyone a fair chance to compete despite the geographical boundaries.</li> </ul>

<sup>3</sup> Overstrand Municipality, 2018, EPWP Standard Operating Procedure, (p 7-10)

	<ul style="list-style-type: none"> <li>The Committee use an approved interview evaluation sheet to examine the interviews and records the information once the score has been counted.</li> <li>The outcomes are referred or escalated to the LED Manager for approval and to the Director for final approval or acknowledgement depending on his availability.</li> </ul>
(d) Appointment of the successful candidates	<ul style="list-style-type: none"> <li>The appointment is only made once all approvals are confirmed via email.</li> <li>The Database administrator contacts the successful and unsuccessful candidates.</li> </ul>
(e) Drafting and signing of contractors	<ul style="list-style-type: none"> <li>Once the appointed candidates are confirmed, a senior EPWP administrator prepares a contract and facilitates the process through the Human Resource Management Office confirmed with a pay number.</li> <li>The candidate is called to sign a contract before the start of the contract.</li> </ul>

## 6. THE RECRUITMENT AND SELECTION COMMITTEE

The RSCOMM was appointed by the Director in his capacity as the Head of the Directorate for Economic, Social Development and Tourism in July 2021. The purpose of the committee is to drive and oversee the recruitment and selection of all the higher rate threshold positions i.e R250 and above. The members of the committee are:

Name	Occupation	Committee Role
Luvo Bomvana (Mr)	LED Projects Coordinator	Chairperson
Noxolo Liwani (Ms)	Economic Development and Tourism Senior Admin.	Member
Adinda Jantjies (Ms)	Tourism Officer	Member

### (a) Scope

It is important to understand the scope of the RSCOMM i.e to what extent does the committee drive the recruitment process. The committee is tasked to drive and oversee the higher rate threshold positions i.e R250. The nature of these positions is usually administrative or technical positions that have educational qualifications as a requirement.

Positions that are lower rate threshold are not part of the scope of the committee, the EPWP administrators handle these positions. It is crucial to differentiate between the two thresholds.

**(b) Reporting patterns**

The committee reports directly to the Directors for Economic, Social Development and Tourism. The Directors also provide strategic direction to the direction of the committee; however, the committee must always first seek approval from the LED Manager as the EPWP champion for the Overstrand Municipality.

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## COMMUNICATION IN THE ECONOMIC & SOCIAL DEVELOPMENT AND TOURISM DIRECTORATE

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### ARE WE A CARING DEPARTMENT?

The Economic & Social development and Tourism Directorate is known for its outstanding work in all the communities of the Overstrand Municipality. Working towards developing communities both economically and socially can be hard work and it is time consuming. Therefore, the departments need dedicated employees who strive to see and be part of the change our municipality wants to bring to the Overstrand area. This all starts with both internal and external communication.

### INTERNAL COMMUNICATION

Good communication can boost teamwork and lead to better project collaboration. It applies to practically every organization. Workplace communication is important for streamlining internal communication. Maintaining effective communication ensures that management and the team below them are on the same page.

There are four main types of workplace communication: verbal, body, phone and written. During any point in the workday, you are always faced with at least one. Understanding how to communicate within these fields can be one of the most delicate skills an employee can learn.

### EXTERNAL COMMUNICATION

Being able to communicate effectively is the most important of all life skills. It is what enables us to pass information to other people, and to understand what is said to us. In the LED department we are constantly communicating with other departments, community stakeholders, business community and politicians.

Communication can be verbal or written, formal or informal, depending on what is most appropriate. Some circumstances warrant a combination of written and verbal to ensure all stakeholders can be reached and understand information provided.

## TARGET AUDIENCE

Our department deals with stakeholders, community leaders, civilians who are unemployed or young people who are struggling to find higher learning institutions and need bursaries. Below are our three main target audience:

- Business Community
- Overstrand community at large
- Politicians

These are all the people we deal with to bring services to our communities, create job opportunities and link entrepreneurs with potential funders.

When communicating with these people as an organization we must have ways of sharing important information with the community at large and stakeholders. We need to know **HOW? WHY? And WHEN?**

- **How:** Newsletter, media houses, email, workshops, communication meetings and social media.
- **Why:** To update the target audience and everyone else who would like to know of what we are doing as a directorate such as: the projects we have, employment opportunities, database enquiries and everything done by our departments.
- **When:** Monthly because the public already has access to our monthly reports.

## LED PRINCIPLES

Just like all the other organizations and departments, we also have our own principles that we use in our directorate. Below are the five principals used in the LED Department.

- RELIABLE
- TIMEOUS
- RELEVANT
- ACCURATE
- USABLE
- PROFESSIONALISM

Because we deal with the community and most of them constantly need our assistance. We need be very patient and caring towards them. Therefore, we need to have specific skills for us to execute our mandate. Such as:

- COMPASSION
- MANNERISM
- TELEPHONE ETTIQUETE
- LISTENING
- UNDERSTANDING INSTRUCTIONS

These are all the things we implement to execute the work we do and bring change to both our office and the Overstrand Community.

# USAASA DIGITAL MIGRATION

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## 1. RATIONALE [WHY?]

The monologue currently used by SABC occupies a massive space in spectrum which necessitated that there be a national migration to digital and thereby freeing up space which could be auctioned to all interested and players in the industry. A call was made by the Minister of Communications to shut down the current monologue by end of March. It was at this point that we were approached by USAASA to assist with Registration of Qualifying Residents.

The benefit to the Overstrand Municipality is that the poorest of the poor will not be left behind in the cross over and therefore enabled to have access to information which helps them to be abreast of the all the available opportunities. The installers will be from the Overstrand Municipal Area and thereby affording them an opportunity to render the services and keep their business alive.

## 2. ACTIVITIES [HOW?]

The LED Team was deployed in all the areas in the Overstrand to assist with registration. Loud hailing was done and criticizes invited to register in the municipal halls. Target for this exercise were those citizens who earned less than R3,5 k per month, the indigent and the people living with disabilities. Two rounds were carried out as it turned out that the demand could not be met given the initial period set for registration.

Those who could not be reached beyond the two rounds are currently being directed to the Post Office for registration and can be assisted by the LED Team should it be necessary to explain the project.

## 3. STATUS QUO

The project is now at the stage where more than 500 households are being connected to the digital framework. The installers from the Overstrand have been incorporated into the database and are being called in to render a service.

## 4. RECOMMENDATIONS

The municipality will do well to keep the project going to ensure that the residents of the Overstrand Municipal Area are not left out when the final shut down happens.



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[www.usaasa.org.za](http://www.usaasa.org.za)

**Broadcasting Digital Migration**  
**Public awareness and registration drive in the**  
**Overberg District from 03-18 February 2022**

Theewaterskloof Local Municipality	03 February 2022	<p>Stakeholder's engagement with the Theewaterskloof Local Municipality. The USAASA team presented the Broadcast Digital Migration project to the municipal officials.</p> <p>Furthermore, requested for collaboration in terms of the registration drive that was expected to take place within the entire local municipality.</p> <p>The Municipality committed to assist the USAASA team with public awareness through various communications platforms such as loud hailing, community radio stations, community WhatsApp groups.</p> <p>Moreover, an action plan would be developed by the municipality, which outlines key areas to be serviced by the USAASA team for registrations.</p>
Overstrand Local Municipality	04 February 2022	Stakeholder engagement meeting took place at the Overstrand Local Municipality in cohesion with the Local Economic

		<p>Development (LED) team. The purpose of the meeting was aimed at informing the LED about the Broadcasting Digital Migration project and the implementation of the project within the local municipality. The team further established stakeholder relations with the LED team.</p> <p>The meeting progressed into the development of the implementation strategy that would guide USAASA and the LED team on how to execute the registration drive project.</p>
Overstrand Local Municipality Zwelihle	05 and 07 February 2022	<p>The USAASA and LED teams embarked on a public awareness activation in a form of loud hailing to inform the community of Zwelihle about the BDM registration that took place on Monday, 07 February 2022.</p> <p>07 February 2022, registrations commenced at the Lusitania Building and <b>159</b> new registrations attained.</p>
Overstrand Local Municipality Zwelihle	08 February 2022	Registrations continued in Zwelihle, these registrations took place in Lusitania Building and Zwelihle Community Hall and <b>266</b> new registrations attained.
Swellendam Local Municipality	08 February 2022	<p>While the team was busy on the ground with registration. I had a meeting with the office of the Mayor and his Council in Swellendam.</p> <p>We agreed that they would activate their communities to go register at the Post Office in Swellendam.</p>
Theewaterskloof Local Municipality <ul style="list-style-type: none"> <li>• Villiersdorp Resource Center</li> <li>• Grabouw Thusong Centre</li> </ul>	09/02/2022	The commencement of registrations in Theewaterskloof took place. Due to hindrance from bad weather conditions the teams was unable to register sufficient households. Total number: <b>48</b> was registered.

Theewaterskloof Local Municipality	10/02/2022	<p>Registrations took place in four areas:</p> <ul style="list-style-type: none"> <li>• Caledon Vleiview Hall</li> <li>• Botrivier community hall</li> <li>• Riviersonderend Oostergloed community hall</li> <li>• Tesselaarsdal Library Hall</li> </ul> <p>Total number of new registrations: <b>180</b></p>
Overstrand Local Municipality	14 February 2022	<p>Stakeholder engagement and Loud-hailing was conducted in Buffelsjaarg, Pearly Beach, Gandbaai and Stanford.</p>
Overstrand Local Municipality	15/02/2022	<p>Registrations took place in Gansbaai (Blom park and Masakhane), in the midst of registration, loud hailing was happening to remind members of the community about the registration that were currently being done.</p> <p>Total new number of registrations: <b>523</b> achieved.</p>
Overstrand Local Municipality	16/02/2022	<p>The teams headed to Buffelsjaarg and Pearly Beach to register qualifying household.</p> <p>Total number of registrations: <b>189</b> was achieved.</p> <p>Thereafter, loud hailing was done in Kleinmond and Hawston to rally up members of the community for tomorrow's registration drive.</p>
Overstrand Local Municipality	17/02/2022	<p>Kleinmond and Hawston community members were registered for the BDM set-top-boxes.</p> <p>Total new number of registrations: <b>377</b> achieved.</p>
Overstrand Local Municipality	18/02/2022	<p>Registrations were conducted in Mount Pleasant community hall and Zwelihle community hall. Loud hailing also took place amidst the registration.</p> <p>Total number of registrations: <b>392</b></p>

## CHALLENGES

- Due to distances within the Theewaterskloof Local Municipality and the non-availability of loud hailing resulted into minimum turn out of the potential registration of beneficiaries.
- The team was unable to attend to all Local Municipalities within the Overberg District Municipality due to time constraints; as a result, not enough ground was catered for.
- Numerous areas had no functional Post Offices, which makes it difficult for community members to register; they are left with the option of traveling distances to access Post Office services.
- Recommendation would be for the organisation to liaise with stakeholders in these municipalities to conduct regular registrations in these areas and submit the forms to the nearest functional Post Office.

## In Conclusion:

Ongoing registration stations have been created in areas where LED has presence, namely: Stanford, Pearly Beach and Zwelihle.

This was done for areas where Post Offices have closed down or nonexistent and this was achieved with the help of LED office in Overstrand.

We have no standing agreement on how the forms must be collected and dropped off at Hermanus Post Office for capturing.

What has since happened is that LED officials from Stanford and Pearly Beach whenever they visit the LED offices in Hermanus. They take the forms with and hand over forms to their colleagues so they can be dropped off at Hermanus Post Office.

Whether this exercise is sustainable and can produce accurate reporting of the new application forms, one cannot really say.

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# SOCIAL DEVELOPMENT and YOUTH DESK

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## SOCIAL DEVELOPMENT DEPARTMENT

### SOCIAL CARE PROGRAMME

#### Rationale

The social care programme is aimed at vulnerable groups requiring the assistance of a social work professional. Through the social care programme, targeted projects are implemented in priority and other areas of concern.

#### Activities

The objective of the programme is to lead and facilitate the implementation of the following key projects:

- **GBV focal groups / Circles of Healing:** Facilitate the establishment of focal groups with persons who are victims of abuse with the objective of empowering and healing.
- **GBV support and response:** The provision of immediate support to victims of gender based violence in the absence of other available social workers.
- **Substance abuse awareness among school going children and youth:** Many of the social issues that are dealt with under the social care programme arise due to direct or indirect substance abuse problems. The project aims to quarterly awareness with primary and secondary school children in partnership with other stakeholders to create awareness about the dangers of substance abuse.
- **Parenting programme:** In partnership with stakeholders this project provides assistance to those organisations with the implementation of parenting programmes.
- **Dignity project:** The project is aimed at the rehabilitation and reintegration of homeless people living primarily in the Hermanus CBD area through the provision of various services (See Annexure A for a breakdown of services rendered).
- **Destitute individuals or households reported through Community Liaison Officer (CLO):** The provision of social work services to cases reported by the CLO which may include assessment, intervention and or referral.

#### Recommendation

Due to the diverse nature of the social care programme it requires a seasoned social worker. However, due to the need for social work services and the immediate shortage of these services in the Overstrand we would also need the services of an auxiliary social worker and or lay assistant to assist.

**This is a temporary position and we recommend that it be institutionalised and supplemented by a auxiliary social worker or assistant on a temporary basis through which a learner social worker can gain valuable work experience.**

### THUTHUZELA CARE CENTRE

#### Rationale

There is no dedicated facility in the Overstrand municipality that provides essential services to the immediate needs of persons who have been raped or abused. Thuthuzela Care Centres (TCC's) are one-stop facilities that has been introduced as a critical part of the country's anti rape strategy, aiming to reduce secondary victimisation and to build a case ready for successful prosecution. Our objective

is to pilot a hybrid model of this concept at the currently vacant municipal property (Erf 6214) situated at 23A Mitchell Street, Hermanus. Allowing the pilot project at this well located location will ensure certain vandalism and misuse of the property is prevented while it is vacant. In addition to this it will also enable the strengthening of networks and valuable skills and experience that can be reapplied going forward.

### Activities

How does TCC's work:

- Rape cases can be reported directly to a TCC.
- TCC staff will arrange to get victims immediate medical attention at the centre.
- Staff will arrange counselling services at the centre.
- TCC staff will assist victims to open a police case immediately or at a later stage.
- Staff will arrange for on-going counselling at the centre and court preparation (if the case goes to court).

Typical services offered at a TCC.

- An explanation of how the medical examination will be conducted and what clothing might be taken for evidence.
- A consent form to sign that allows the doctor to conduct the medical examination.
- A nurse in the examination room.
- After the medical examination, there are bath or shower facilities for victim use.
- An investigation officer will interview the survivor and take his/her statement.
- A social worker or nurse will offer counselling.
- A nurse arranges for follow-up visits, treatment and medication for Sexually Transmitted Infections (STIs), HIV and AIDS.
- A referral letter or appointment will be made for long-term counselling.
- The victim (survivor) is offered transportation home by an ambulance or the investigating officer.
- Arrangements for the survivor to go to a place of safety, if necessary.
- Consultations with a specialist prosecutor before the case go to court.
- In addition to these typical services associated with a TCC's centre we would like to also extend these services to victims of abuse.

The facility will also host the social worker who will use the office for counselling (a suitable room for counselling is currently not available) and will also serve as a stepping stone for some of the projects mentioned above.

### RECOMMENDATION

**We recommend that Erf 6214 be made available for above mentioned purpose as soon as possible to prevent further damage and possible illegal occupation of the property and to give us the necessary time to clean and restore the building for use as a Thuthuzela centre.**

### THUSONG AMBASSADORS

#### Rationale

The Overstrand Thusong is located in the geographic middle of the Overstrand municipality. Unfortunately this location is not populated by the majority of the Overstrand's residents, and for those not living in the immediate vicinity of the Thusong, transport can become expensive. To address

this the Thusong has a number of outreaches to our outlying areas during the year. However this remains a limited service.

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The Thusong Ambassadors programme addresses this need for Thusong services in our outlying areas on a more-or-less permanent basis. We have appointed and trained 5 youth as Thusong Ambassadors in the following areas: Gansbaai, Stanford, Zwelihle / Mount Pleasant, Hawston, and Kleinmond. The services that walk-in clients can expect at the Thusong are provided by the Ambassadors in our communities. The aim was to increase the Thusong service delivery footprint of an average 200 clients per month to 600 clients per month. Through the Ambassadors we managed to increase the average monthly customers to 885.

### Activities

The following services have been provided by the Ambassadors since their appointment in September 2022 (Provincial Grant funding):

- South African Social Services Agency (SASSA): assisted customers with applications and enquiries.
- Home Affairs: enquiries and outreaches
- UIF / Labour: enquiries and applications
- COVID – vaccination: registration for vaccination
- Municipal enquiries
- Career guidance & applications for further studies to colleges and universities.
- Typing of CV's
- Job search / applications
- SARS (e-filing): registration for tax numbers - first time tax payers
- Go Digital: assisted with applications and marketing
- General enquiries

Below is a breakdown of services rendered by the Ambassadors during March:

SERVICES	Zwehlhle / Mount Pleasant	Hawston	Stanford	Gansbaai	Kleinmond
SASSA	71	88	76	185	10
Home Affairs	503	134	174	196	5
UIF/ Labour	108	96	81	20	20
COVID Vaccination support		148	-	-	-
Municipal Enquiries		10	20	19	136
Career guidance& post school study applications		4	15	2	0
CV Typing		6	20	2	7
Job search / applications.		5	10	10	0
SARS (e-filing)		35	20	8	6
Go Digital	404	96	180	115	0
Other		10	-	0	0
<b>Totals</b>	<b>1086</b>	<b>632</b>	<b>596</b>	<b>557</b>	<b>184</b>

### RECOMMENDATION

The Thusong Ambassadors have had a significant impact on the accessibility of Thusong across the Overstrand and subsequently on the number of people benefiting from the service.

The Thusong Ambassadors programme was a pilot programme funded through the Western Cape Government's Thusong programme. The Ambassadors are all employed on temporary basis.

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Given the success of the programme and the knowledge and experience gained by these Young Ambassadors, **we recommend that the programme be institutionalised.**

**PROJECT: Dignity**EG  
13**PERIOD:** February 2021- May 2022**FOCUS GROUP:** Homeless people in the Hermanus CBD**ACTIVITIES**

<b>NO.</b>	<b>PROGRAMME DESCRIPTION</b>	<b>CLIENTS REACHED</b>
1.	<b>HOMELESS PROFILED</b>	64
2.	<b>HOMELESS ACTIVELY INVOLVED IN SOCIAL WORK PROGRAM</b>	45
3.	<b>SOURCING INFORMATION OF ALL CLIENTS TO COMPLETE PROFILES (ongoing)</b>	64
4.	<b>OBTAINING INFORMATION:DRUG ABUSE AND SUBSTANCES USAGE (ongoing)</b>	64
5.	<b>IDENTIFYING &amp; PROFILING HOT SPOT WHERE HOMELESS PEOPLE STAYS, SOCIALIZE &amp; WORK</b>	24 places
6.	<b>IDENTITY DOCUMENTS</b>	
	Sourcing Information To Apply For Identity Documents	45
	Identity document obtained	33
	Verification of identity	6
	Late Birth Registration	1
	Clients without ID. documents (newly identified)	16
7.	<b>SOCIAL SECURITY</b>	
	Social relief distress grant (R350)	23
	SASSA: disability (completed process)	3
	SASSA: old aged (completed process)	1
	Assisting with grant inquiries, appeals, renewals, etc.	27
	Bank Accounts opened	11
8.	<b>FUNERAL POLICIES OPENED</b>	15
9	<b>FAMILY REUNIFICATION</b>	
	Home visits to family of clients	10
	Telephonic interviews with family	15
	Tracing clients family	6
	Assisting homeless to be reunified with family within 24H after arrival	2
	Family re-unification	10
10.	<b>COMMUNITY REINTEGRATION PROJECTS</b>	11
11.	<b>CARE PACKAGED DISTRIBUTED (toiletries, underwear, socks, etc.)</b>	40
12.	<b>REHABILITATION CANDIDATES ( Voluntary)</b>	8
	Rehabilitated /Recovering addict (3 months clean)	1
	Relapsed (didn't complete treatment)	1
	Awaiting intake at Rehabilitation Centre (awaiting available intake dates)	6

NO.	PROGRAMME DESCRIPTION	CLIENTS REACHED
13.	<b>EMERGENCY RELIEF</b>	
	Weather: Emergency housing	30
	Medical Assistance: Ambulance Services	8
	Medical Assistance: Admit to Provincial Hospital	8
	Assist CDC/Provincial hospital with tracing of unidentified in hospital/clinic patients (ongoing)	6
14.	<b>HEALTH &amp; WELLNESS</b>	
	Awareness Programmes	6
	Facilitate & Support Service to clients in long term health facilities	1
	Support service to clients hospitalized in Provincial Hospital	6
	Opening of files at Clinic	18
	Arranging private health care (private doctors/-clinic)	7
	Assisted CDC visits (ongoing)	23
	Managing chronic medication intake by clients	8
	Covid-19 vaccinations	24
15.	<b>FUNERALS FACILITATED</b>	
	Public Health funeral/Paupers funeral -AVBOB	1
	Funeral covered by funeral policy	1
	Support to family	2 families
16.	<b>MENTORING</b> (mentoring of clients showing interest & with the necessary skills/ qualifications)	1
	Work placement of mentored clients (exiting homeless program)	1
17.	<b>COMMUNITY CASE WORK</b> (identified possible social work cases by Overstrand Liaison worker) Zwelilhe	
	Home visits ( first responder)	8 families
	Intervention by social worker (ongoing)	8 families
	Referrals to Community based social services professionals & internal municipal services – as required	8 families

# 1. YOUTH DESK: YOUTH PARTICIPATION IN LOCAL DEMOCRACY

**TARGET POPULATION: Overstrand youth aged between 15-35 years of age**

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<b>NEEDS / ASSUMPTIONS</b>		
<p>The youth is an important group of the Overstrand population. Aged between 15- 35 years of age, the youth represent 34% of the total population. They are vital to the future of the Overstrand, not only as future leaders but also as advisors and visionaries. The youth are also the population with the highest unemployment.</p> <p>We need to provide them with opportunities to express their opinions and views in a constructive manner and allow them to make a meaningful contribution to the Overstrand and their communities. As a democratic institution, the municipality also has an obligation and a need to engage and consult with the youth.</p>		
<b>RESOURCES</b>		
Venues Staff / capacity	Catering Telephone e-mail	Time The Youth Budget
<b>ACTIVITIES</b>		
Public participation / youth participation Consulting and engaging the youth Establish and maintain youth database	Draft and finalise terms of reference # Workshops Outreaches Marketing and awareness campaigns Establish youth desk	
<b>STAKEHOLDERS</b>		
Department of Local Government Thusong Programme Government Communication and Information System Overberg Social Development Forum Department of Social Development Zwelihle Youth Expo Spiwo Art Foundation Overstrand Youth		
<b>SHORT / MEDIUM TERM OUTCOMES</b>		
Youth Desk Focus areas: <b>Lifestyle</b> (sports, culture, recreation etc.); <b>Business</b> (youth in business, entrepreneurship, micro enterprises, economic development etc.); and <b>Leadership</b> (public speaking, community service, debating etc.) Youth data base Youth awareness	Terms of reference Ward structures established Overstrand youth structures established	
<b>LONG TERM OUTCOMES</b>		
Empowered and capacitated youth participating in local government structures Established youth leadership programme		
<b>PERFORMANCE MATRIX</b>		
QUARTER 1	All the necessary administration has been completed to employ a youth desk administrator. The position will be filled in August.	

A youth desk administrator has been appointed.  
**144** youth registered and captured on youth desk database  
 The youth desk assisted **264** youth walk-ins with the following:

Enquiry / Assistance Required	Outcome	Total
UIF	Referred to Thusong and or Thusong Ambassador	163
SASSA R350	Assisted	35
MATRIC RE-WRITE	Referred to WCED Caledon	45
NPO REGISTRAION	Referred to local DSD office	3
Unemployment database form	Referred to LED assisted with the unemployment database	17
SEDA Business registration	Referred to SEDA offices in Gateway	1

Active participants on the youth desk WhatsApp group: **169**

**Opportunities shared** through the youth desk on the WhatsApp group:

- Skills development opportunity ( Wine Services Training programme) From Tourism Department
- Job Vacancy: Grootbos Assistant Accountant
- Registration for Covid-19 Vaccination
- Teachers assistant programme from the Department of Education
- Covid-19 vaccination- 18 years and older
- Hemel-en-Aarde Community Liaison Officer from Baseline Civil Contractors
- Woolworths seasonal work advert
- Digital skills for townships business virtual workshop from the National Youth Development Agency NYDA
- Traffic and Law Enforcement work opportunities: 12 months programme from the Department of Transport and Public Works
- Overstrand Municipality external vacancies
- IEC Vote registration announcement
- Sheep/goat shearing and wool classing programme from the Department of Employment and Labour
- SAPS Internship opportunities
- Kiosk assistant position from Hermanus Courier Guy
- The Overberg bursary opportunity
- EPWP positions from South African National Biodiversity SANB
- Boland College 2022 applications
- Business training course from SEDA

**Rural Youth Intervention event hosted in collaboration with the Department of Rural Development and Agriculture:**

The Rural Youth Intervention Project is aimed at conceiving, identifying, designing and implementing processes that provide the necessary services, support and opportunities that can enable youth in rural communities to change their lives.

Due to COVID restrictions and the intensive focus of the intervention only 26 youth could be accommodated. Participating youth were identified and nominated by their peers in Zwelihle, Mount Pleasant and Zwelihle. Participants also gave their input beforehand on topics they would be interested in.

**The event covered the following topics:**

- **Job readiness** (CV preparation, job applications and interview tips) Overstrand Municipality (Thusong Centre) Ronnel Sallies
- **Careers, Bursary Options, Internships** WCDoA (External Development Initiatives)- John Constable
- **Entrepreneurship and Business financing options** SEDA Jan Hanekom
- **Awareness on Gender-based violence** Department of Social Development Sandisiwe Menziwa
- **Rural Safety Aspects** WCDOA (Rural Development) Juan de Lora

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QUARTER 2

**370** new youth registered on the youth desk data base bringing the total now to **514**  
**1582** youth walk-inns assisted at youth desk with the following:

Enquiry/ assistance required	Action taken	Total
LED Seasonal Jobs	Referred and assisted by LED	1405
SEDA (Business registration)	Referred to SEDA offices at Gateway	7
Unemployment database form	Provided and assisted	67
R350 grant	Referred to Thusong Ambassadors	60
Youth desk forms	Provided and assisted	26
Proof of address	Referred to Thusong Ambassador	11
UI19 form	Referred to HR department	4
NYDA Workshop		2

Active participants on the youth desk WhatsApp group **grew with 85**, increasing the **total to 254**.

**Opportunities shared by the Youth Desk on WhatsApp group (Total: 39; bursaries: 3; Government outreaches / events: 6; Internships: 3; Job opportunities: 18; Learnerships: 7; Training opportunity: 1; and Webinar: 1.)**

- Bursaries – Overstrand municipality;
- Bursary – Funza Lushaka
- Bursary - Overberg bursary
- Community Outreach by the Department of Labour.
- Department of Labour, UIF registration;
- Event - Department of Labour- UIF community outreach
- Event - Thusong Center market day
- Event - Western Cape woman in tourism
- Event Home Affairs – mobile truck for temporary ID's;
- Internship - Department of Agriculture, Land Reform and Rural Development
- Internship programme for graduates – South African Breweries
- Internships – City of Cape Town
- Job opportunities – Drakenstein Municipality
- Job opportunities – LED seasonal work
- Job opportunities – Mosselbay Municipality
- Job opportunities – Stellenbosch Municipality – clerks
- Job opportunity - Aquion- General workers
- Job opportunity - Arabella Hotel- General workers
- Job opportunity – Baseline Construction, CLO Position
- Job opportunity - Cape Nature, Field workers
- Job opportunity – City of Cape Town, Secretary
- Job opportunity - Department of Agriculture, Land Reform and Rural Development – Admin Clerk positions
- Job opportunity – Department of Health – Porters and Household aid
- Job opportunity - Dis-Chem - Cashier positions
- Job opportunity - HIK Abalone Farm in Buffeljagsbaai- General workers
- Job opportunity - Overberg Film, Camera operator
- Job opportunity - Restaurant in Kleinmond- General workers
- Job opportunity - Soak Cake Hermanus, General workers
- Job opportunity – Sorbe Hermanus, Receptionist
- Job opportunity - StatsSA, General workers
- Leadership programme for Grade 12 learners – Department of Education

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- Learnership - City of Cape Town- IT
- Learnerships - SAPS
- Learnerships - City of Cape Town
- Learnerships - Eskom
- Learnerships – STATS SA
- Teachers assistant programme with the Department of Education
- Training – Business training course through SEDA
- Webinar - Youth challenge fund

**Interim youth structure workshops:**

Workshops were held in Gansbaai and Hermanus with the interim youth structures from the Wards in the areas.

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# YOUTH PARTICIPATION IN LOCAL DEMOCRACY

S Madikane, G Smit, R Louw, R Williams (supervisor)  
TEAM OVERSTRAND

## Introduction and Objective

There's lack of youth participation in affairs of local government. The consequences of this includes poverty, inequality and a host of other social ills. To address this we aim to institutionalise youth participation and increase local democracy in the Overstrand.

- Establish Overstrand wide formal youth structures.
- Local Government processes simplified and understandable.
- Understanding youth challenges and interests.



Figure 1. Newspaper notice, from Overstrand Youth Desk

## Target group and method

All youth, 18 - 35 years. Method: Workshops. One on one engagements, youth desk established, social media (WhatsApp), establish ward-based structures, promote democracy - mobilized youth to stand for new ward committees.



Figure 2. Overstrand youth engagement

## Results

Figure 3 a and b illustrates some project results:

- Increase in the number of youth registered on the youth database over a 4-month period (Fig. 3a)
- Non-governmental organisations (NGOs) engaged (Fig. 3b)

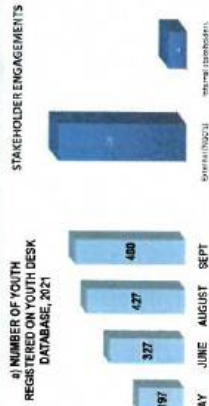


Figure 3 a and b.

Youth register on the youth database (Fig 3 a) to access youth opportunities and share their needs with the Municipality. The youth desk was established in March 2021. The youth desk registration form includes a needs questionnaire of the youth, in general and their expectations of a youth desk. The information is used to guide interventions and services.

28 Youth and youth focused NGOs were engaged and encouraged to nominate representatives for the new cycle of ward committees. (Fig 3 b). All the figures are based on a zero basis, since the municipality has never proactively engaged youth, youth and youth focused NGOs.

## Impact

- Reducing the socio-economic challenges faced by young people.
- Participation in the ward committees.
- Increased space for advocates, engagement and participation within the Overstrand Municipal environment.

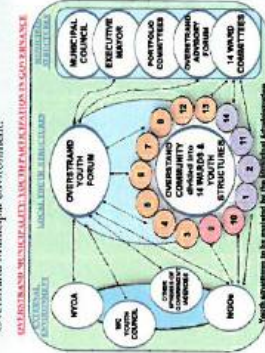


Figure 4. Youth participation and support eco-system

## YOUTH INTERVENTIONS



Figure 5 a. Youth interventions

In line with our youth participation in government framework we have already engaged two other government departments in delivering four workshops, three job readiness workshops were hosted by the National Youth Development Agency (NYDA) (Fig 5 a). Rural youth intervention workshop hosted by the Department of Agriculture.

## YOUTH WARD STRUCTURE PROGRESS

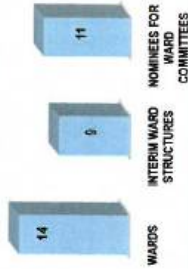


Figure 6 a - Ward youth structures and ward committees

## INTERIM STRUCTURE REPRESENTATIVES

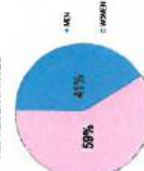


Figure 6 b - Gender representation of the interim ward structure representatives

Figure 6 a - 9 out of the 14 interim youth structures has representatives 11 youth structures has expressed interest to stand in the new cycle of ward committees to be elected in November 2021.

Figures 6 b - 59% of the interim ward youth structure representatives are female. In the ward committee nominees, the males take the lead with 55% representation (Fig 6 c).

## WARD COMMITTEE NOMINEES



Figure 6 c - Gender representation of the youth ward committee nominees

## Conclusions

The project addresses a long-standing issue of youth participation in local government matters. We have made significant strides in engaging with the youth. There are youth representatives for nine of our fourteen wards, and 11 youth organisations have submitted nominations for ward committees. We are looking forward to the further growth and institutionalisation of these structures and the benefits that will flow from it. It will ensure that youth matters features in both the planning and implementation of the Municipality.

The project had a resounding support and endorsement and resonated well with stakeholders (internal & external) and leadership of the Municipality. The project is implemented at an opportune time, with the upcoming local government elections, where youth issues can be placed on the agenda of the new term of Council.

## Acknowledgements

We thank ICILD / UNCDF and Overstrand Municipality for their support and leadership in ensuring that this legacy project is implemented. To our Mentor, Andrew Siddle for inputs and guidance.

## For further information

Please contact [gsmit@overstrand.gov.za](mailto:gsmit@overstrand.gov.za)  
More information on this and related projects can be obtained at [www.overstrand.gov.za](http://www.overstrand.gov.za) (give the URL for project web site).



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