



WESTERN CAPE
ASSOCIATION FOR
PERSONS WITH
DISABILITIES

TM: WCAPD

ANNUAL REVIEW 2018/2019



A word from the *Chairperson*

As an organization, we pride ourselves in the work we do, and we remain accountable to the consumers who we produce services and supports for, as well as our partners and funders from across the province and beyond.

Over the past year WCAPD continued to develop our mission of striving towards an inclusive society in which persons with disabilities are equal and active citizens, and to carry out the mission, to work together with persons with disabilities and their families in facilitating social development and upliftment services whereby persons with disabilities take the lead in removing barriers and achieving independence, practically on a daily basis.

In rendering our services we remembered what we stand for:

- Respect – believing that all people are deserving of respect and dignity and everyone is to be treated with fairness and integrity
- Inclusion – embracing diversity and recognise the contribution of all individuals while including beneficiaries, volunteers, sponsors and staff in planning and decision-making
- Empowerment - striving towards independence and equality of all people and undertake to build human capacity on every level of our organization

Staff have taken these important core values to heart in service delivery.

Support and organizational development to mention a few of WCAPD services to APD Branches, staff and communities was driven by a dedicated staff and Management Committee. The successful execution of services in spite of financial constraints, economical challenges experienced by NPO's and the overall social state of the country, depends on the cooperation between the Management Committee and staff. The clearly defined mission and vision statement, execution of the operational manual (policies and guidelines) places WCAPD in a good position to respond to future challenges.

Thys Blom

We care!



Little known facts about us

- Our social services are free of charge!
 - We will come to you
- We have 2 venues available for hire
- We facilitate applications for vehicle rebates & beach permits

During the year under review, our staff supported other organisations, notably the Cape Town Society for the Blind by participating in their Run with a Vision event, and celebrating Mandela Day by pampering the elderly residents at Huis Ria Abel in Ysterplaat with hand massages and manicures.

These were so well-appreciated that we were invited to do so regularly!



A word from the

Directors

Elmien Grobbelaar - Western Cape

In 1937 a group of people had a dream...a vision. The first of its kind in South Africa. The dream was to coordinate orthopaedic services to persons with disabilities but it was soon realised that a far greater need lay in assisting persons to cope with social issues. 82 years later we continue to build on this dream but we now take a holistic look at the person's circumstances and work with them towards their own independence.

"Independence is not measured by the quality of task we can perform without support, but by the quality of life we can have with support." *Independent Living is having choice, making decisions, taking risks, taking responsibility, having control over one's own life. ~ EMPOWER: The Disability Resource Centre ~*

All services that continue to be provided by WCAPD and APD Branches focus on ensuring that people with disabilities function independently and inclusively within communities despite various barriers, whether financial, physical or attitudinal. An overview of services rendered is included in the annual report, capturing highlights of our activities and our many worthy accomplishments.

WCAPD have been actively involved in Capacity Building programmes of employees, Management Committee Members and volunteers of APD branches. Social Workers attended quarterly Group supervision sessions where relevant practice-focused discussion opportunities with speakers offer staff the opportunity to expand skills. The group supervision provides the Social Workers the opportunity to also exchange skills and strengthen networks within APD. Management Committee trainings is to ensure that all volunteers serving APD Branches governs according the organizational Constitution, policies and other laws. High turn over off Management Committee members makes this training a continues and very needed process.

BrightStar Life Skills Programme was attended by the Middle Management Team of WCAPD. The programme aims to develop personal and relationship skills to aid people to live their life in excellence and to be more effective leaders. The positive outcome of Brightstar Lifeskills Programme is that staff members are not only equipped to work as a team and provide an excellent service to APD Branches, but also received necessary life skills to be mature role models to positively impact the lives of their team members and fellow colleagues.

A new and exciting project was launched by the Middle Management Team in November following the annual strategic planning session. UKULA – we grow - will be launched in November 2019 and APD branches will officially roll out in March 2020. Ultimately, UKULA's goal is to continue to build the dream of 1937.

As the end of another financial year I am humbled about what the organization achieves with limited funding, resources and staff. It stays an exciting time working for the organization and to continue supporting individuals and families to reach their full potential.



Le-Ana van der Merwe - Southern Cape

Years ago, Mr Johan Joubert (previous director of WCAPD) had a dream to have a WCAPD office in the Southern Cape. A part of this dream became a reality at the end of 2014 when the Southern Cape office was established with 2 staff members, Le-Ana van der Merwe as Regional Manager: Southern Cape and Madelie Voigt as Occupational therapist.

The region and the office grew in 5 years to the point where Le-Ana van der Merwe was promoted to Provincial Director: Southern Cape and Madelie Voigt to Occupational therapy manager.

During 2018/19, Angeline van Rooy was appointed as Personal Assistant to the director.

The branches in the Southern Cape mostly represent rural and semi-rural areas with vast service delivery areas which lead to high travel costs. Some branches have challenges to attract and employ social workers. This has an immense impact on service rendering.

Another challenge is the difficulty to have active members from whom Management Committee members may be elected. This leads to unconstitutional Management Committees that puts a strain on WCAPD to administer those Branches, to assist with recruitment of members, and the training of completely new members and Management Committees, in order to ensure that service delivery is not negatively impacted.

It has been a huge privilege to be a part of growth at our Branches and to experience various successes during the financial year. This is proof that Branches, with the assistance of WCAPD, still have a fighting spirit to render quality services to persons with disabilities and their families, even in the presence of financial difficulties, staff shortages and a temporary absence of Management Committees.



It is a privilege to be a part of the WCAPD family!

Governance

As always a tremendous amount of time and effort this year went into **monitoring and evaluating** the governance at Branch level; coaching the administrative staff on correct financial procedures and human resource management, training of volunteers on Management Committees on the principles of good governance, strategic planning and sustainability.

Several Branches have been placed under partial or full administration during this time. An APD branch is placed under partial administration if any serious problems are experienced that may or may not have affected service delivery. This Association provides administrative support to the Management Committee to ensure corrective measures at the branch. In the event that there is no constituted Management Committee or no Management Committee members, when there are management and governance issues that negatively impact service delivery or which may result in the branch being at risk of losing NGO registration and/or subsidy, an APD branch is placed under full administration without any input from the (existing) Management Committee. Whether partial or full administration, it should not be regarded as a punishment. It must be seen as an opportunity of support from WCAPD to apply corrective measures and thus ensure sustainable service delivery to persons with disabilities within the community. During the past financial year the following branches were placed under either partial or full administration : Knysna APD, Oudtshoorn APD, Tembaletu Day Centre, West Coast APD, Witzenberg APD. Progress is generally very positive and some of the Branches will function independently again in the foreseeable future.

West Coast APD has been under our administration for a while now. Despite our best efforts to keep their doors open, it has not proved financially sustainable and for this reason our Management Committee decided to dissolve the Branch. We are currently negotiating the future of services to persons with disabilities in the area with the Department of Social Development and the community.

84 Branch visits in 90 days to 25 Branches | Management Committee training at 4 Branches
3 quarterly meetings with 33 staff & volunteers

Services



Social Development

One of the major services we provide to Branches is supervision of social workers. These sessions support the social workers in their interaction with clients and serve as a sounding board when they are uncertain as to a plan of action for a particular client. They also ensure that social workers follow good social work practice and abide by ethical standards of social worker. Individual supervision is provided to 25 social workers and 9 Auxilliary social workers, while group supervision is provided to all of these as well as 17 Community Development Workers not included in individual supervision. We are honour-bound to report any and all social workers who are found to be in breach of these principles to the South African Society for Social Service Professions.

Social workers are not trained specifically on disability and so it is essential that social workers receive ongoing training on all aspects of disability to ensure better service delivery to persons with disabilities. Quarterly group meetings are an opportunity for social workers to come together to discuss topics relevant to the profession and developments within the disability sector.

35 social workers | 11 auxiliary social workers
7 Community Development Workers

Day Care Centres

The 14 APD **special care centres** across the Western Cape province, constantly strives to provide a high quality service of care, stimulation & training to the 241 children making use of this service on a daily basis. These children does not qualify for mainstream or special schooling and is therefore a group who can easily fall through the cracks and 'disappear' in their community. From January to November 2018, WCAPD piloted a **Toy Library Programme** in partnership with the George APD branch. The aim of the programme was to reach children who were currently on the waiting list for entry to the special care centre and therefore unstimulated at home. Through this programme we provided training on various aspects of play & stimulation to the parents as well as a monthly play & stimulation session for the children. Parents and children also had access to some 'take-away toys' at the end of each session to use and play with at home.



These toys were then exchanged for something else the following month. A total of 11 children and their parents / carers benefited from the programme which was attended well and we received very positive feedback. WCAPD is now exploring how this programme can be reviewed and made available for implementation at other APD branches – which will probably form part of our new and exciting UKULA programme.

Furthermore, 3 APD branches in the Western Cape opened **adult day care centres** in which is a fresh, new approach of service delivery to this highly vulnerable group.

WCAPD provides guidance and support on programmes and operational procedures at these facilities as well as training with staff.

241 children in 14 Day care centres | Carer training at 7 Branches

Protective workshops

Except for developmental social work services, **protective workshops** are our largest support platform for adults living with disabilities amongst the APD branches. Each workshop operates in a slightly different way and therefore the support provided from WCAPD also differs from branch to branch. Assistance and guidance are provided with programmes and operational procedures at the workshops and from time to time assistance and training is provided to staff and clients on the development of new products. In this way, persons with disabilities are trained and upskilled and Branches try to place them in permanent employment.

In February 2019 WCAPD initiated a Protective Workshop Forum for APD branches in the Southern Cape / Karoo region, which meets on a quarterly basis. This allows protective workshop staff from these branches to visit the various workshops in the region, share ideas, learn from each other and brainstorm challenges and possible solutions.

509 people in 16 protective workshops | 69 placed in learnerships



Peer support

The Peer Support programme has proved to be an essential link in reaching persons with disabilities in communities, particularly those who are not known to us, and effectively extend the hands of the social workers. During the year under review, 1 additional group was established in Mossel Bay while existing groups were able to expand.

This project is no longer administered from our office but has been handed over to individual Branches to facilitate the community taking responsibility for the service in those areas. The programme now boasts 76 Peer Supporters in 10 areas, namely Beaufort West, Cape Town, George, Hawston, Knysna, Mossel Bay, Oudtshoorn, Saldanha & Vredenburg, Stellenbosch and Vredendal.

We were able to train Peer Supporters in George, Mossel Bay, Olifantsrivier & Overstrand on the 10 modules in the programme. Peer Supporters also receive training on awareness raising, legislation and public speaking. These are very popular as it enables persons with disabilities to become involved in their communities and to guide and support other persons with disabilities when it comes to knowing their rights and speaking for themselves.

76 Peer Supporters in 10 Branches made 2319 visits to 3029 persons with disabilities

Human resources

The new **National Minimum Wage Act** which came out in January 2019 will have a devastating effect on the sustainability of Branches, so we have networked and liaised with other organisations within the disability sector, the Department of Labour and the Department of Social Development, in an attempt to change the legislation. The new Act sees persons with disabilities in our workshops as employees, when they are actually beneficiaries of our services and should therefore be exempt from the hourly rate of R20.

Awareness Raising

Educating the public on disability and what it means to the individual and their family, as well as the legislation protecting the rights of persons with disabilities, is a vital part of our role.

We continue to work alongside corporates, sensitising their staff to see the individual rather than the disability and to recognise the diversity which exists within disability. We are proud to have formed relationships with the HR teams at several companies. Various talks and displays were held at ladies groups, civil organisations, University wellness days. We have begun a close relationship with the Department of Health's Community Health Clinics, notably Parow CHC and Lady Michaelis Day hospital and will be holding regularly talks with their patients and staff.



NCPD has been wonderful in affording us the opportunity of many interviews on Radio Sonder Grense, Kaapse Kamsel and Radio Tygerberg. We hosted a series of talks on CCFM on disability rights and continue to submit articles to the ImagineMag, an online arts & culture publication.

We were invited by NCPD to collaborate on compiling a resource package containing guidelines on the minimum standards for the reasonable accommodation of persons with hearing loss in the workplace, which is now complete and forms the first document of its kind.

Our social media is increasing steadily at a rate of approximately 30 people per month, providing an invaluable opportunity to engage both with the public and like-minded organisations. We use this vehicle to showcase awareness days on various disabilities as well as begin conversations around topical events from a disability perspective.

We are also proud to welcome our first Ambassador on board! Sally Brownie was a guest speaker at our gala event in September 2018 and has joined us as a volunteer to raise awareness in the elder care community.

5 Sensitisation sessions reached 80 people

Organisational development & support



Our 5-year **strategic planning** revealed the need for a training programme on different aspects of disability and aimed at clients, volunteers, staff, children in DCCs and the public. We have begun compiling the content and have spent several weeks in focussed writing so that the programme, named "Ukula", may be launched at our 2019 Annual General Meeting.

Services to persons with intellectual impairments is fairly new to our basket of care and requires ongoing training. We were able to send 4 staff members for training on "Managing Challenging Behaviours" presented by the Western Cape Forum on Intellectual Disability which gave great insight into managing and dealing with those clients who display such behaviour. This training was in turn presented to social workers at Branches.

We invested substantially in the **personal development** of our staff by sending 13 members of staff as well as 9 Peer Supporters from Changeability, Mossel Bay APD, Overstrand APD and Oudtshoorn APD to a 3-day **Brightstar Life Skills Training** workshop. This training will be incorporated into the Ukula training as a basis on which to build.

Much work has been done during the year on developing services at **Laingsburg APD**. We were able to train their Management Committee and assist with the implementation of their strategic plan. The Branch conducted a needs assessment in the area which has revealed the need for a protective workshop. They have secured funding to establish such a facility where suitably assessed persons with disabilities will learn upholstery work. Western Cape APD will continue to provide guidance and supervisory support to this Branch.

Our occupational therapist attended an Introduction to Neurodevelopmental Therapy & the principles of a day care centre. We also paid a lot of attention to **capacity building** of both centre managers and staff as well as volunteers serving on Management Committees of APD programmes so as to ensure good, transparent and financial sustainable management of ourselves and Branches.

Financial report

The annual financial statements for the year 2018-2019 year were presented at the Annual General Meeting (AGM) along with the auditor's report for the year. It was pleasing to note that the audit report has not revealed any issues with the accounting practices and financial management at Western Cape Association for Persons with Disabilities.

Income Statement

The 2019 financial year net deficit amounted to R355 064 compared to a deficit of R556 361 during the 2018 financial year. The total income of the organisation decreased from R4 520 068 in 2018 to R4 471 436 in 2019 and total expenses decreased from R5 076 429 in 2018 to R4 826 500 in 2019.

The decrease in income was mainly attributable to the decrease in income from Trusts and Bequests.

Previously impaired loans were recovered with the transfer of the Bergivier APD property to Western Cape APD.

Our staff expense remains our largest expense and unfortunately we need to continue to reduce this cost. During the 2018 financial year staff expenses decreased by 7% and further decreased by 9% during the 2019 financial year.

Bequests

Trust Funds and bequests amounting to R976 749 were received during the year. (2018: R1 571 900)

Balance Sheet

The market value of investments amounted to R11 287 711 at 31 March 2019 (2018: R11 072 345). Cash in Money Market investments and bank accounts amounted to R1 337 133 at 31 March 2019. (2018: R2 226 636)

Conclusion

Based on the 2019 results, the Western Cape Association for Persons with Disabilities, through its directors, management committee and staff, continue to take bold steps to protect the future of our organisation.

Western Cape APD has a strong balance sheet and maintains a sound financial footing.

Chris Botha
Treasurer

Application of Funds at 31 March 2019 (excluding DSD Funds)

Application of Funds	2019 R	%	2018 R	%
Fixed assets	5,888,075	31	5,348,646	28
Investments at market value	11,287,711	60	11,072,345	58
Money market investments & bank	1,337,133		2,226,636	12
Net other current assets	424,574	2	421,452	2
Total	18,937,493		19,069,079	100

Analysis of Income 2018/2019

Source of Income	2018/2019 R	%	2017/2018 R	%
Trusts fund and Bequests	976,749	22	1,571,900	34
Grants and Subsidies	2,221,863	50	2,205,763	49
Fundraising	98,733		253,012	6
Investment income	502,297		398,034	9
Other income	226,902	5	91,359	2
Reversal of loan impairment	444,892	10	0	0
Total Income	4,471,436		4,520,068	100

Analysis of Expenditure 2018/2019

Expenditure	2018/2019 R	%	2017/2018 R	%
Staff expenses (professional and support staff)	3,535,559	73	3,867,876	75
General administration	1,161,338	24	1,058,091	23
Bad debt	35,268	1	2,290	0
Wear and tear of fixed assets	94,335	2	148,172	3
Total Expenditure	4,826,500		5,076,429	100

NET DEFICIT FOR THE YEAR (355 064)

(556 361)

Funders

Coronation | Goudini Spa ATKV Holiday Resort | Protea Hotels | Spier | KPMG
Investec Securities Proprietary Limited | Philwest Motors

Branches

Beaufort West APD • Bergrivier APD • Breede Valley APD • Cape Town APD • Changeability • Drakenstein APD • Goukam Health • George APD • Hout Bay APD • Jo-Dolphin Swartland APD • Knysna APD • Laingsburg APD • Mossel Bay APD • Ocean View APD • Olifantsrivier APD • Oudtshoorn APD • Overstrand APD • Paarl Stimulation Centre • Robertson House • Die Sterreweg • Tembaletu Day Centre • Tygerberg APD • Wallace Anderson Home • West Coast Protective Workshop • Witzenberg APD

Management Committee

Honorary President : Mr Michael Bagraim • Honorary Vice-President : Mr Peter Ocroft •
Chairperson : Mr Thys Blom • Vice-Chairpersons : Ms Elwyn Hansby-Consul & Mrs Priscilla Jansen •
Treasurer : Mr Chris Botha • Members : Mr Michael Koch, Mr Richard Marshall, Mr Ian Hovey
Ms Cynthia Boltman (till February 2019), Ms Amanda Mbombo, Nawaaz Allie,
Legal Advisors : Adv. Joel Krige; Bagraim & Associates
Human Resource Consultant : Mr Gary Shorkend

Personnel

Elmien Grobbelaar - Provincial Director • Le-Ana van der Merwe - Provincial Director: Southern Cape •
Celista Gerber - Regional Manager : Chief Social Worker • Martine Kock- Chief Social worker •
Madelie Voigt - Occupational Therapist Manager • Barbara Foguet – Chief Occupational Therapist •
Erica du Toit - Awareness & Sensitisation Coordinator • Francis Robyn-Pretorius - Fundraising & Events Coordinator •
Trigeta Christians - Manager : Finance • Loren Farmer - Finance Clerk •
• Angeline van Rooi—PA to Director Southern Cape (since May 2018) • Terca Barron, PA to Provincial Director
Esme Walters - Peer Support Administrator (till Jul 2018), receptionist (since Aug 2018) •
Gerald Meyer - Reception (till July 2018) • Natasha Vinson - General Assistant (till July 2018) •
Shaheeda Dollie - General Assistant (from 1 January 2019)

Partners

National Council of and for Persons with Disabilities | Cape Mental Health | CapeMobility
Cape Town Society for the Blind | Gun Free SA | Inclusive Education Western Cape | Multiple Sclerosis
Muscular Dystrophy Foundation Western Cape | QuadPara Association Western Cape | RampUp
UCT Disability Service | Western Cape Forum for Intellectual Disability | Western Cape Network on Disability
Western Cape Rehabilitation Centre

Heartfelt thanks

The Association extends our sincere and grateful thanks to all those who assist us in our mission, be they volunteers, donors, staff, partner organisations, sponsors or friends. We could not have achieved all that we have during this year without the collaboration of partners, the support of sponsors and donors, the dedication and hard work from volunteers and staff alike, and the guidance of our leaders.



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