



**WESTERN CAPE  
ASSOCIATION FOR  
PERSONS WITH  
DISABILITIES**

TM: WCAPD

# ANNUAL REVIEW 2020/2021



**Mr Thys Blom**  
**Chairperson**

As I look back and reflect on the past year, I could not be more proud of this organization. We all faced unprecedented challenges. Still, our organization was able to continue to deliver results.

I want to thank the staff of WCAPD for your leadership and dedication. The Management Committee is immensely proud of the manner in which WCAPD staff have managed this crisis. The demands made to them have been extraordinary and their response incredible. A heartfelt thank you to all staff of APD Branches for the excellent job over the past several months in this highly difficult and challenging times. It was an enormous undertaking but went smoothly and efficiently!

The COVID-19 pandemic challenged us as a society. Many persons with disabilities experience greater barriers because of it. It showed us the importance of having accessibility standards in place.

Despite the pandemic, the Provincial Management Committee was able to learn from the challenges and interaction with the APD Branches. Provincial Management Committee members are firmly committed to the mission of the WCAPD. We believe that WCAPD will only stay successful if we are able to develop and implement rigorous and effective standards. Our focus was to achieve concrete results, without neglecting our long-term vision. We are committed to developing effective services that remove and prevent barriers.

During His time on earth, Jesus saw people who were hungry, visited people who were sick and wept over the death of his friend Lazarus. He entered a world of illness, suffering and death, so he understands what we are going through—not only because he is divine and knows all things, but because he is human and experienced all things. Without our Heavenly Father nothing would have been possible. He is our anchor.



**Ms Elmien**  
**Grobbelaar**

**Provincial Director**  
**Western region**

In the face of a global pandemic, changing it permanently, demanding a horrific human toll and transforming the way we live, work, learn, access services and much more, WCAPD managed to gather momentum and achieve more than anticipated. We continued to build our organization and were able to focus on our core business of support to APD Branches and Persons with disabilities.

Despite the darkness of the past 12 months, there have been signs of hope. As the pandemic's impact caused persons with disabilities to wonder how they will cope with the many challenges that emerged, WCAPD and APD Branches were there with courage and conviction:

- working tirelessly to serve persons with disabilities;
- centralizing and distributing timely and critical resources to reach beneficiaries during lockdown – food, nappies, PPE to mention a few;
- continuing with online supervision, education, awareness and sensitization

WCAPD kept our focus on:

- sharing information about accessibility;
- collaborating with stakeholders;
- organizational development and welcomed 2 new APD Branches

We are thankful to Companies and individuals who have stepped up to support APD Branches and persons with disabilities in need. COVID-19 knows no borders. It devastates every part of the community and does not care about a person's position in life. The pandemic has presented such an existential crisis – such a blatant reminder of our fragility – reminding us of collective action.

Together, we will meet all the challenges before us as we continue being the force for the change we want to see. Herein lies the power of collective action!



Mrs Le-Ana  
van der Merwe

## Provincial Director Southern region

During the last week of the 2020 financial year-end, our worlds were turned upside down by words that haven't been part of our vocabulary until then: TOTAL LOCKDOWN. Many saw it as an additional three week paid annual leave and enjoyed the strange time in our lives and in our country. But it did not end after three weeks and caused uncertainty in the lives of all of us. We became used to terms like level 5 to level 1 (and in between adjusted levels), 'family meetings' on Sundays and the dreaded 'WITH IMMEDIATE EFFECT'. Masks became part of our outfits and sanitiser part of our make-up. Deaths were recorded far from us, but when the first death were recorded in the Southern Cape and when the first employees started to test positive (as far as that can be positive), Covid-19 became a shocking reality in our lives. Everyone started to know someone with covid-19, many sadly also experienced the tragic loss of a friend or family member due to this dreaded disease.

Through all the uncertainty, one thing remains as certain as can be: the care, support and dedication of staff of WCAPD and its Branches.

After the initial three weeks of total lockdown, staff of social work departments returned to the workplace with new and creative ideas of how to continue rendering their much needed services in fear-filled communities. WCAPD did training on the prevention of covid-19 in the workplace and on how to handle the situation. Program Implementers and carers developed home stimulation programs for children in the day care centres and trained parents at home and they monitored the children on a regular basis. Food parcels were packed and delivered and at some Branches staff cook meals and delivered it to families to ensure that clients had balanced meals.

Workshop beneficiaries started to return to their APD families for support and togetherness while some staff and Branches developed new skills and started to make cloth masks for staff and clients.

Zoom became one of our powerful resources and many management committee meetings, staff meetings, trainings, supervision and support took place using this platform. It still remains a value resource for WCAPD and its Branches.

All the projects of our Branches (day care and workshops) started to return to the 'new' normal by July 2020, whether it be on a daily basis or rotational basis.

It took a pandemic with harsh lockdown and uncertainty to remind us all again that everybody in the WCAPD family has a high sense of responsibility, loving hearts and that resilience is one of the characteristics of our organisation. During a very difficult time in our country (and economy), we were able to reach our targets and to deliver services of a high standard.

Unfortunately, Madelie Voigt resigned at the end of December 2020 and left a huge vacancy in our office after she joined the CSPID team in February 2021. Fortunately, she is still in George and assists us when she can. She is still, through her new position, involved with all our special day care centres in the region.

As Fred Rogers said: ***'Often when you think you're at the end of something, you're at the beginning of something else.'***

*We are WCAPD, yes we are!! We are at the beginning of something else!*

# Appreciation & thanks

We are simply not able to continue our work without the support of so many people, and it was even more evident during this most trying of years. We owe a tremendous amount of gratitude towards State Departments, corporates and local business, civil society and individuals at large. Closer to home, we are indeed inspired by the undying and dedicated efforts of our volunteers, Management Committee members, staff and consultants who support us in achieving our goals for an inclusive and equal society.



# Governance

## Annual strategic planning

The Annual Strategic Planning held in November 2019 identified priority areas for 2020/2021 including the following focus areas included -

- a) continued development of the **Ukhula** service providing manual for social workers for group and community work;
- b) The development of an **administrative training manual**;
- c) Evaluation of the current **statistics** form and development of a new, user-friendly form to ensure accurate statistical information received from APD branches;
- d) Continued **governance support** and training to APD Branch Mancoms
- e) attending the **BrightStar Lifestyle** facilitators training in order to equip APD Branch employees with the benefits of this lifestyle programme.

Due to the COVID-19 pandemic, the Annual Strategic Plan for 2020/2021 had to change and circumstances forced us to focus on different aspects of our services. Even so, the 2020/2021 strategic plan guided us through a year of turmoil to reach the planned outcomes and bring hope to persons with disabilities in these unprecedented times.

During the coming 2021/2022 year, Western Cape APD will continue to render our services by focusing on -

- a) differentiating ourselves from other NGOs within the sector;
- b) Strategising and repurposing;
- c) Embracing technology;
- d) Reaching out to our network;
- e) Creating global awareness;
- f) Building trust with our stakeholders.



## Assets

WCAPD owns 3 buildings; our office premises and 2 in different local communities and from which social work services and/or protective workplaces are run. It was necessary to repair the leaking roof of our office premises in Milnerton, while extensive maintenance work was done to ensure that the building in Velddrif complied with the prescribed electricity requirements.

We also replaced our vehicle fleet with

- 2 Hyundai Grand i10 – one for Milnerton office and one for George office
- 3 Hyundai Venue Motion 1.0T – two for Milnerton office and one for George

## Monitoring & evaluation

Monitoring and evaluation seeks to ensure that all Branches practice good governance by adhering to their Constitution while remaining in alignment with our own policies and procedures and South Africa's legal requirements. Monitoring and evaluation was conducted at 4 Branches in the Western Cape region, Breede Valley APD, Witzenberg APD, Changeability and Overstrand APD during March 2021, with comprehensive feedback reports provided to all the branches within 14 days.

# Organisational development

## Overstrand APD

In the humble town of Hawston, a small and historical fishing village close to Hermanus, the need to establish stable and secure services for persons with disabilities gave birth to the registration of Overstrand APD (OAPD) in 2009. At the time, the Overstrand municipality presented office space at the Thusong Centre in Hawston to OAPD, which was unfortunately not renewed in 2017 when a municipal decision prohibited any other than government employees to work from the offices. Office space was kindly made available by Hawston Secondary school from where OAPD continued providing services. With the outbreak of the COVID-19 pandemic with its lockdown and protocols, OAPD employees were not able to return to the school in June 2020. Once again, the community of the little town nestled between the sea and the mountain opened their doors for OAPD, and the branch moved to the Church of Christ, from which they are still operating.

During 2019, unused premises in a building previously owned and used by Child Welfare as a safe house for abused children, were identified as a potential home for OAPD. OAPD applied to the Muslim Trust Fund (MTF) for funding and after many negotiations and meetings, the MTF agreed to fund the project. Negotiations for the purchase of the property from Child Welfare Hermanus have begun, with negotiations regarding sub-division and ownership still underway, but we hope these will be finalised in mid-2021.



## Laingsburg APD

Only 280 km from Cape Town the large agricultural Karoo town of Laingsburg lies. This friendly town had no services for persons with disabilities until the 10th of November 2016 when Laingsburg APD (**LAPD**) was registered by community members that identified the need for appropriate services.

Initially the branch operated from the local Thusong centre in Laingsburg and was awarded funding from Laingsburg municipality for an upholstery project on the 01st of April 2019. The project gained exposure and awareness in the community. The LAPD management Committees' perseverance to establish services to persons with Disabilities was noticed by DSD and their funding application was approved. For the first time in

the history of the town, LAPD will open a Social work services office from in the 2021/2022 financial year with a Social Worker and Social Auxiliary worker.



## Witzenberg APD

Ceres is the largest town in the Witzenberg municipality of the Western Cape and is also the regional centre for the surrounding towns of Wolseley, Tulbagh, Op-die-berg, Prince Alfred Hamlet, Nduli and Bella Vista. Witzenberg APD (WAPD) has been a registered APD branch since 2002. They have experienced many challenges in the 10 years since then, particularly that of a secure office space, resulting in them having to move offices several times. Despite this, the Branch continued to render the much needed services within the community as originally identified by their founder. As with the very first project, a soup kitchen, future and current projects continued with donations from farmers and community members. Good relations with churches, community leaders, political leaders and community members have ensured that WAPD was able to provide for the needs of persons with disabilities, and continued and regular marketing and awareness programs allows WAPD to remain a known and loved organization.

WAPD is currently renting space from the VGK church in Ceres, but has never given up on the dream of owning their own property. A funding application for this purpose was submitted to Siemens GameSA in 2019, approved later that same year, and negotiations between the Management of WAPD and Witzenberg Municipality for suitable premises resulted in the municipality awarding premises in the Bella Vista area during 2020. The Siemens GameSA funding covers fully-equipped containers providing office space for the staff, a full workshop for clients, a kitchen, staff room, entertainment room and extra space in which to expand and develop. We hope that the project will be completed during 2021.



## COVID-19 response

The COVID-19 hard lockdown and subsequent safety protocol restrictions definitely impacted on our initial planned actions, but at the same time presented us with several opportunities -

- to continue advocating for people with disabilities within the COVID-19 context of government policy and procedures, and providing services to the most vulnerable minority group;
- to realise that resilience comes from within, but depends on good and transparent governance systems;
- to develop and implement innovative programs.





# Services

## Social Services : Southern region

As a response to the COVID-19 pandemic, the necessary regulations were put in place in March 2020 and continued until mid-August. All services were cancelled across the board, including home-visits, group work and developmental services by the social workers, while all protective workshops and special day care centres were closed and travel was prohibited. Despite this, we were fortunately still able to communicate with Branches via telephone and Zoom meetings, and 10 Zoom meetings were held with 6 Branches during this time.

The staff maintained contact with our beneficiaries via WhatsApp groups, and once the initial 5-week hard lockdown had ended and social workers had been granted essential worker status, used that platform to arrange delivery of home programmes for the children who usually attended day care centres and food parcels.

This also allowed us to return to more active and hands-on services to our Branches. A total of 21 Branch visits took place during this reporting period, as well as 2 group supervision sessions with all the social workers in the region.

Due to COVID-19, the roll out of UKHULA group work only started in February 2021 but since then all social workers have implemented UKHULA in their service delivery.

Exciting news is that APD Mosselbay opened a Special Day Care Center in KwaNonqaba.

There was some staff turnover in the Southern Cape; Beaufort West APD, George APD, and Goukam Heath all had a change in social workers, while the social auxiliary worker at Oudtshoorn APD resigned and has not yet been replaced.



# Social Services : Western region

In spite of the COVID-19 regulations since March 2020 services in the region continued due to the resilience and new measures and techniques adapted to by branches. This is only possible when Management Committees and staff rise to the challenge, start thinking out of the box and approach service delivery with new and different perspectives.

The safety and health of employees and beneficiaries were always paramount. WCAPD staff received training in **Standard Precautions and Staff safety procedures – COVID-19**. All Protective Workshop, Day Care Centres and APD Branch employees in the Western region was then trained during 6 Zoom sessions regarding COVID-19 safety precautions and measures to combat the spread of the Corona-virus and which enabled the centres to safely re-instate their services. The COVID-19 pandemic emergency relief funds for all APD Branches for operational expenses in the first three months of the pandemic, together with the financial support from DSD for PPE, provided great relief for branches.

Researching and identifying the various online meeting platforms suitable for organizational use such as individual and group supervision, meetings and trainings, provided the organization with a tool to continue with services. Though COVID-19 caused havoc in terms of health and loss of lives, it had the positive result of forcing service delivery providers to investigate other means of continuing with the much needed services, resulting in new and creative ways of ensuring sustainability. Branches received training on amongst others themes such as:

- **Protective workshops and special care centre Managers - Assessment of beneficiaries.**
- **Financial Administration**
- **Disability rights awareness and functional report writing in mediation**
- **Disability Rights Awareness**

Quarterly Group Supervision sessions focused on matters such as **Ethical presentation and CPD overview**

Quarterly Organizational Orientation takes place for all new employees or as needed for volunteers. This orientation allows for new employees in the region to receive a overview of the organization's operational manual and policies, work ethics, information on disability and organizational history.

The need for a regional platform where Managers from APD Protective Workshops and Day Care Centres can communicate, discuss related matters and network amongst each other, was identified. This platform creates an opportunity to address matters relating to these services. The managers of these services meets quarterly.

Though the initial first hard lockdown and thereafter different levels of lockdown caused a loss of income and had an impact on all the planned services of the APD Branches, the good relations between APD Branches and institutions within their communities, as well as new sponsors, is a testimony of the hard work APD employees had continued to render during this testing times.

Social relief to different communities in the western region were possible due to donations received:

- A generous donation of nappies was received from the Nappy Run and was distributed to APD branches;
- WCAPD donated blankets to clients of Hout Bay APD who lost their belongings after a devastating fire.





# Ukhula programme

A brand new initiative was launched during 2020 with the strategic purpose to improve service delivery. The project was coined “Ukhula” meaning growth and inspiration. The project is built on three themes, namely “I am”, “I can” and “We are”. Each one of these themes are integrated into all the functions and strategic objectives that APD delivers and will be implemented over a three-year period. Each theme is designed to build on the next. The main theme is initiating growth and innovation; firstly with the focus on self-identity, then on ability and purpose and lastly on teamwork, collaboration and community. Ultimately, “Ukhula” will provide the momentum to establish APD Western Cape with a strong identity in terms of who we are, what we do, how we do what we do and most importantly what APD offers that is different to what other NGO’s are currently doing.

The year 2020 was dedicated to the “I am” theme. It entailed the development, training and implementation of a structured service delivery programme specifically designed for the target population that APD serves. It is based on the principles of neuro-linguistic programming and adult learning. The programme addresses aspects pertaining to finding purpose and establishing a strong identity. The “I am” programme was designed in collaboration with an external consultant who is an expert in the field of social work, neuropsychology and curriculum design.

Once the development of the programme was completed and approved by APD, the next step involved the training of all social workers in the principles of the programme and how to adapt the tools provided to their specific client needs as well as the resources that are available.

Unfortunately, due to the Covid-19 pandemic that affected all service delivery from April 2020, the full extent of the programme could not be implemented. The social workers, however, are committed to continue with implementation despite the challenges they face. They have embraced the Ukhula spirit of growth and resilience and is forging ahead to inspire growth in the communities they serve.

It was decided to incorporate a ‘Play & Learn’ section, specifically for children with disabilities, in our new and exciting Ukhula programme. The Ukhula Play & Learn Programme was developed, mainly by Madelie Voigt. The same Ukhula themes were used and the sessions and activities may either be used within the special care centres or can be presented as a separate stimulation programme for out-of-school children. A practical 2-day training workshop on the programme was presented to Social Workers and Social Auxiliary Workers from all APD branches just before the end of the 2020 financial year. Further training of programme implementers, carers and other support staff are planned but training was limited due to covid-19.

## Peer Support

Since its inception in 2009, the peer support programme has developed into a well-known and established programme – not only within APD, but within the disability sector of the Western Cape. We can therefore proudly report that Western Cape APD still uses our home-grown Disability Inclusive Development training programme to continuously train new peer supporters who join the programme. Training was done during 2020 for new peer supporters at George, Mossel Bay and Oudtshoorn in the Southern Cape, as well as training on awareness & sensitisation for the group at Olifantsrivier APD in Vredendal.





# Training

## **Standard Precautions and Staff Safety Procedures—COVID-19**

WCAPD managers received training in June 2020 via Zoom, which was in turn presented to our social workers, protective workshops and day care centres to enable them to safely re-instate their services.

## **Western Cape Forum for Intellectual Disabilities Workshop**

Celista Gerber, Elmien Grobbelaar and Martine Kock attended a workshop on *“How social workers can assist persons with disabilities and their families in the community, using principles of community orientated family care.”*

## **BrightStar Facilitator’s training**

Celista Gerber, Elmien Grobbelaar, Isabel Duvenhage and Le-Ana van der Merwe from WCAPD virtually attended the training in July 2020. Being accredited Bright Star Facilitators, they are now qualified to present the various training products of BrightStar lifestyle and have done so with several Branches.

## **Statutory Work & Report Writing**

Elmien Grobbelaar, Celista Gerber and Martine Kock virtually attended the 4 day course in November and December 2020

## **Peer Supporter training**



Training to peer supporters at branches continued and a session on Awareness & Sensitisation took place in Vredendal at the Olifantsrivier APD

## **Supervision training**

Isabel Duvenhage is our newest Regional Manager : Chief Social Worker for the Southern Cape, so attended supervision training in late 2020.



# Awareness & sensitisation

The issue of the **rights of persons with disabilities** took centre stage at the very beginning of the pandemic when it became obvious that little thought had been given to this marginalised group by those in government tasked with managing the country's response. Besides the negative impact that the initial hard lockdown had on services for persons with disabilities, it was discovered that the Critical Care Tool and triaging procedure was also deeply discriminating towards persons with disabilities. We joined with many other organisations in bringing this to the attention of the authorities and opening discussions around amending the procedure.

Further discrimination was observed in the **inaccessibility of the many public service announcements** and Presidential addresses to the nation to persons with hearing loss who do not use SASL to communicate. NCPD identified this in 2015 and has done much around lobbying for captions, but it was only when ICASA invited comment on their Code for Persons with Disabilities that we were able to make a formal submission. We eagerly await the finalised product.

We were fortunate to be selected to be a **guest speaker** at the Cape Chamber of Commerce's annual Disability Summit in November on the topic *Reasonable Accommodation: A Win-Win for All*, highlighting practical ways in which Western Cape APD has applied reasonable accommodation in our own office. We were again a guest speaker at UNISA's Career Fair, focussing particularly on persons with disabilities in the workplace, in an effort to make the attitudes of future employers more favourable towards those with disabilities. Western Cape APD was also invited to present on our services during the pandemic to the Parliamentary Portfolio Committee.

Several opportunities presented themselves over the year under review to provide **advice and guidance** on matters relating to accessibility, particularly sensitising an architect from the Southern Cape who was in the process of designing a primary school, on the access needs of children with disabilities. Similarly, hints and guidance on design were discussed with a group of engineering students from University of Stellenbosch. It is hoped that both these opportunities will result in a change in thinking by those who design facilities and their contents to include persons with disabilities on an equal basis.

We have taken a substantial role in collaboration with the Network in advising the WC Department of Public Works of the **access requirements** of the Artscape Theatre Centre, particularly where the needs of persons with hearing loss have been ignored. This is a long-term project and while access for persons with physical impairments has largely been achieved, access for other categories of impairments will be dealt with in upcoming phases as the budget allows. We will not rest until equal access is guaranteed for all!

Of necessity, we converted to online training, allowing us to continue providing sensitisation and awareness sessions. We formed a **partnership** with Goldilocks and the Bear, an NPO providing early detection and intervention for children with Attention Deficit Hyperactivity Disorder (ADHD) and other mental health barriers to education in disadvantaged communities, where they provide training for our social workers and we provide social support where required.

Radio publicity was the backbone of our **awareness raising** this year as participation was not adversely affected by the pandemic in any way; in fact, we received many requests for interviews around the impact of the pandemic on persons with disabilities.

We continue to maintain the **social media** platforms which form a large part of our awareness raising and information. We were also able to update all our fact sheets on the website; something that has been pending for too long! Maintenance of the website and e-mail management have been given to admin staff, requiring several training sessions which are ongoing as needed.

Fact Sheet:

## Depression



## Fact Sheet: Stroke

### What is a stroke?

Stroke is the interruption of the flow of blood to the brain, therefore also the supply of oxygen, and can be caused in three main ways:

- A blockage may occur in an artery due to a blood clot (thrombosis).
- A blood clot may become detached and be moved along by the blood flow until it lodges in a narrower blood vessel (embolism).
- A blood vessel in the brain may rupture (haemorrhage).

If the problem is not fixed within a short time – usually hours – brain cells will die and the person will be left with permanent brain damage. Consequences can vary, but they cannot be repaired or reversed.

There are two types of stroke – ischaemic stroke and haemorrhagic stroke. Ischaemic stroke is more common and occurs when blood flow to the brain is blocked. Haemorrhagic stroke is less common, but more deadly, and occurs when there is bleeding into or around the brain itself.

### Who is at risk?

Although they are more common in the elderly, strokes can occur at any age. Your risk increases if you have any of the following:

- Stroke
- Have high blood pressure
- Have diabetes
- Have a history of heart disease
- Have high serum cholesterol
- Use oral contraceptives (birth control pills)

### Symptoms of stroke

- Sudden severe headache
- Confusion, disorientation or memory loss
- Numbness, weakness or clumsiness of an arm or leg
- Facial droop or weakness
- Language problems, including abnormal or slurred speech
- Visual disturbances, including blurred or loss of vision in one eye, blurry vision or "flashing"
- Poor balance or lack of coordination, dizziness, stumbling

### Treatment

Rapid and accurate diagnosis of the kind of stroke and the exact location of its damage is critical to successful treatment. Such technical advances as the use of the operating microscope (microsurgery) and the surgical laser have made it possible to treat stroke problems that were thought to be irreversible a few years ago.



## Dwarfism

What is Dwarfism?

Dwarfism is a general term for a group of conditions that result in short stature. It is caused by a growth hormone deficiency or a problem with the growth plates in the bones. Dwarfism affects about 1 in 4,000 people. It is not a disease and does not affect intelligence. People with dwarfism can live full, active lives. There are many different types of dwarfism, each with its own characteristics. Some people with dwarfism may have other health problems, such as heart disease or diabetes. It is important to get a proper diagnosis and treatment for dwarfism. Treatment may include growth hormone therapy, which can help a person grow taller. Surgery may also be needed to correct bone problems. Dwarfism is a lifelong condition, but with the right support and care, people with dwarfism can lead happy and successful lives.

## Facts

- Occurs in all races and ethnicities
- At least 30% SAAs will experience a depressive episode at some point in their life

## Don't say...

- How's the weather down there?
- Dyspraxia comes in small packages
- Where's your wheelchair?



# Human Resources

## COVID-19

The period under review commenced under a hard Level 5 lockdown with little directive from the Dept of Employment and Labour. With little foresight and an expectation of a 3 week lockdown, common practise was that employees take the lockdown as annual leave. The return to work process was carefully managed. As the year progressed, it became apparent that the lockdown would be extended at different levels. The TERS fund was opened and the UIF was placed under huge pressure resulting in beneficiary pay-outs being problematic. COVID-19 regulations had been inconsistent during under the period review with constant changes causing difficulty in drafting any reasonable policy. During June 2021 the Department of Employment and Labour published a consolidated directive and an updated policy is currently under review.

## Employment contracts

Many Branches have improved their level of professionalism when employing staff by approaching our HR consultant, Mr Gary Shorkend, to assist with employment contracts. Concerns were raised with regard to non-permanent employees and he urged Branches to discuss their intentions with him before approaching or advertising for non-permanent candidates.

Some Branch's need to pay attention to procedures when appointing new staff. Mr Shorkend found that focus on the objective of the appointment is often lost, resulting in misconduct or performance based problems as the employment relationship develops. The Provincial Office has top quality appointment guidelines and Branches should all request a copy to use in interviews.

## Service conditions & work performance

The number of queries received regarding misconduct and poor work performance has increased, resulting in the effective management of these events at the Branches that have consulted. This increase is positive as it is due to more Branches liaising with the HR consultant on these matters. Misconduct has arisen at all levels during the course of the period under review, from junior level to senior level to this effect 6 disciplinary hearings took place during the period under review, of which 5 resulted in dismissal.

## Dissolution of Paarl Stimulation Centre

The dissolution of Paarl Stimulation Centre resulted in numerous consultations in the Provincial Office, staff, unions and other key role players and resulted in the formal retrenchment of all staff.

## National Minimum Wage Act and Protective Workshops

National Council has appointed constitution lawyers from Johannesburg based law-firm Webber Wentzel to manage this process. Mr Shorkend has continued to play a role in this matter, working closely with Samantha Robb of Webber Wentzel in an advisory capacity and also co-ordinating her efforts with Michael Bagraim in his parliamentary position as Shadow Deputy Minister of Employment and Labour.

## General

It is encouraging that the number of general HR enquiries from Branches has increased. This increase has improved efficiency in the staff management process and reduces time consuming and unnecessary management of misconduct and poor work performance and mitigates against loss at CCMA hearings. General enquiries are primarily related around leave, absenteeism and sick-leave abuse, and exchanging sick leave for annual leave which is not encouraged as it promotes sick-leave abuse. Poor work performance is also common and Branches are urged to consult on these matters as they arise, not after they become intolerable. These matters can be easily managed if handled correctly. He found many Branch's management was not sufficiently decisive, resulting in opportunistic misconduct and poor work performance. While there is an expectation of mutual respect between management and staff, management is also expected to command respect. Mr Shorkend suggested a workshop on management techniques be arranged for Branch managers and where possible, Branch Management Committees.



# Resource Mobilisation



WCAPD approached DMI in 2019 to help the organisation develop and implement a fundraising strategy that will result in more predictable income in the years ahead, so that the financial strain faced by the organisation will be eased.

When the Covid-19 virus struck, the country was plunged into lockdown, which delayed the start of the fundraising strategy. The first priority was the establishment of a consolidated database to which future campaigns could be directed. DMI finally deployed the first digital e-appeal on behalf of WCAPD on 14 October 2020, and since then a further three e-appeals and two electronic newsletters have been deployed to the WCAPD e-mail database.

DMI has conducted four Facebook/social media campaigns on behalf of WCAPD during this time, which added 424 new prospective donors to WCAPD's list of e-mail addresses (the list has grown from 4 056 records to 4 480 records).

These social media campaigns resulted in 541 new people 'liking' the WCAPD Facebook page, which is very positive in terms of growing brand awareness, and the 'pool' of prospective donors.

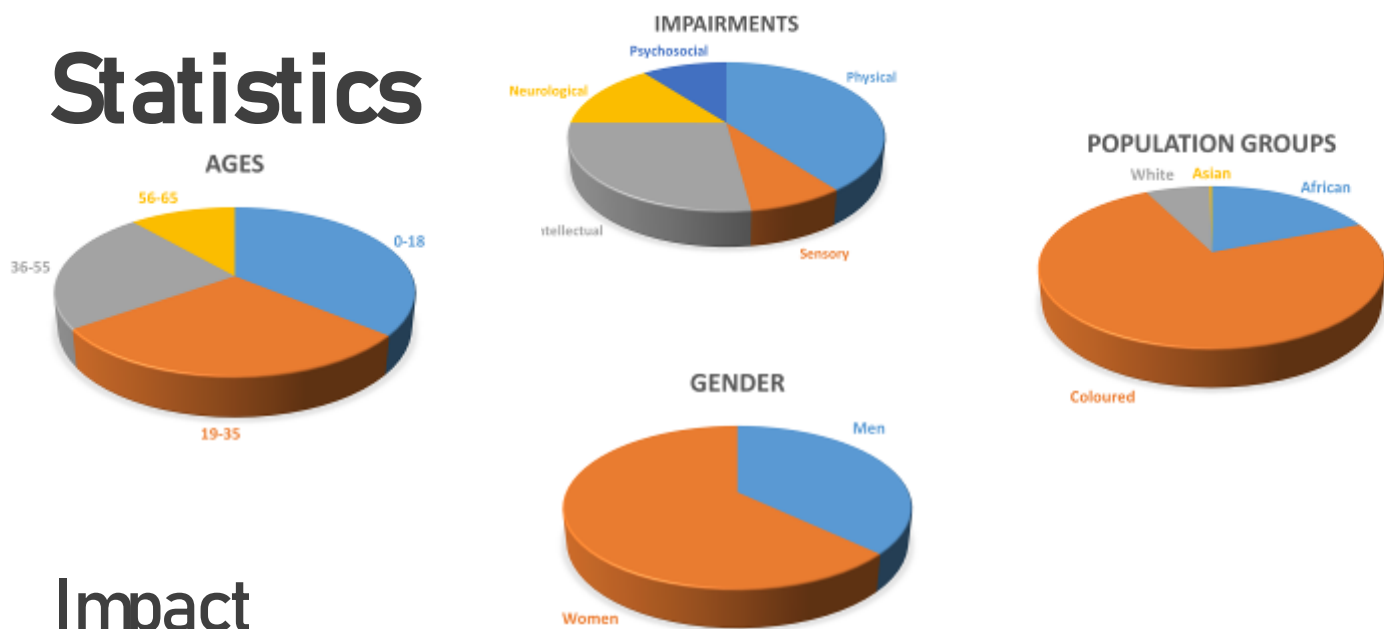
**About Downes Murray International**—DMI is a specialist full service fundraising agency and DMI's offerings range from the implementation and management of direct mail, digital and online fundraising campaigns, to capital campaigns, donor stewardship, bequest promotion, training, strategic planning, fundraising audits, feasibility studies, and more. Downes Murray International (DMI) has been successfully helping non-profit organisations since the early 1960s. Visit <http://www.dmi.co.za/>

## Funders



Department of Social Development | Investec Wealth & Management | PhilWest Motors  
Charles Harding Trust | Estate Late O Snyman | Leonard & Winifred Franks Trust  
Gray Trust | Mathers Trust | Schonegeval Benevolent Trust | ER Tonnesen Trust  
Helga Blake Charity Trust

# Statistics



## Impact

63 Peer Supporters at 9 Branches	30 Residents in residential facilities 3 New placements	22 Placed in permanent employment	46 Adults with severe disabilities in 5 Adult day care centres	309 Children receive ECD in 10 day care centres
21 Radio interviews	11 Talks & sensitisation reached 93 people	27 000 Nappies sent to 12 Branches	458 Placed in 13 protective workshops	25 Placed in learnerships

## Staff

37 Social workers	21 Social Auxilliary	13 Community development workers	86 Carers	9 Programme implementers
2 Senior social workers	3 Regional managers	2 Directors	1 Occupational therapist	39 Administrative staff







**Mr Chris Botha**  
**Treasurer**

# Finances

## Comments on the summarised Annual Financial Statements

The annual financial statements for the 2020/2021 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 2021 financial year nett surplus amounted to R111 511 compared to a surplus of R6 481 during the 2020 financial year. The total income of the organisation increased from R5 152 729 in 2020 to R5 773 449 in 2021 and the total expenses increased from R5 146 248 in 2020 to R5 661 938 in 2021.

The increase in income was mainly attributable to the increase in income from surplus subsidy funds received. The increase in expenses is mainly attributable to

repairs and maintenance done on buildings of R187 893 and professional fees of R263 663 paid for the services of a leading fundraising consultancy firm. Our staff expense of R3 973 244 remains our largest expense.

### Bequests

Trust Funds and bequests amounting to R922 311 were received during the year. (2020: R1 569 360)

### Balance Sheet

COVID-19 had a negative impact on the market value of investments at the end of last year. The market value of investments increased from R9 286 620 at 31 March 2020 to R10 664 604 at 31 March 2021. We also replaced our fleet of motor vehicles during the year at a cost of R1 356 300. Cash in Money Market investments and bank accounts amounted to R1 268 044 at 31 March 2021. (2020: R966 911)

### Conclusion

The economic consequences of the COVID-19 pandemic will be felt for many years to come, with revenue from fundraising and donations basically dried up. Based on the 2021 result, the Western Cape Association for Persons with Disabilities, through its directors, management committee and staff, despite the COVID-19 pandemic, took bold steps to protect the future of our organisation.

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

Chris Botha  
Treasurer

Analysis of income	2020/2021	%	2019/2020	%
Trust funds & bequests	922 311	16	1 569 360	30
Grants & subsidies	3 903 597	68	2 703 479	53
Fundraising	35 910		98 819	2
Investment income	389 734		530 508	10
Other income	162 734	3	250 563	5
Profit on sale of assets	359 163	6	0	0
<b>TOTAL INCOME</b>	<b>5 773 449</b>	<b>100</b>	<b>5 152 729</b>	<b>100</b>

Analysis of Expend	2020/2021	%	2019/2020	%
Staff expenses	3 973 244	70	3 878 768	75
General administration	1 405 784	25	1 095 059	21
Bad debt	43 755	1	37 674	1
Wear & tear of assets	239 155	4	134 747	3
<b>TOTAL INCOME</b>	<b>5 661 938</b>	<b>100</b>	<b>5 146 248</b>	<b>100</b>
<b>NETT SURPLUS</b>	<b>111 511</b>		<b>6 481</b>	

Application of funds	2020/2021	%	2019/2020	%
Fixed assets	6 847 392	36	5 776 084	3
Investment at market	10 664 604	56	9 286 620	57
Money market / bank a/c	1 268 044		966 911	6
Nett other current assets	96 128	1	310 367	2
<b>TOTAL</b>	<b>18 876 168</b>	<b>100</b>	<b>16 339 982</b>	<b>100</b>

# Branches

Beaufort West APD  
Bergrivier APD  
Breede Valley APD  
Cape Town APD  
Changeability  
Drakenstein APD  
Elgra 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  
Robertson House  
Die Sterreweg  
Tembaletu Day Centre  
Tygerberg APD  
Wallace Anderson Home  
Witzenberg APD

# Partners

National Council of and for Persons with Disabilities  
Western Cape Forum for Intellectual Disability  
QuadPara Association Western Cape  
Western Cape Network on Disability  
Goldilocks and the Bear 4 ADHD  
Cape Town Society for the Blind  
Cape Mental Health  
RampUp

# Office Bearers

**Chairperson** : Mr Thys Blom  
**Vice-Chairperson** : Ms Elwyn Hansby-Consul & Mr Richard Marshall  
**Treasurer** : Mr Chris Botha  
**Additional members** :  
Mr Michael Koch  
Ms Michelle Vos  
Mr Johan Cronje  
**Legal Advisors** : Adv. Joel Krige | Bagraim & Associates  
**Human Resource Consultant** : Mr Gary Shorkend

# Personnel

Angeline van Rooi - PA to Provincial Director South Cape  
Celist Gerber - Regional Manager : Chief Social Worker  
Elmien Grobbelaar—Provincial Director  
Erica du Toit - Coordinator—Awareness & Sensitisation  
Esme Makoloi - Administrative Assistant & Reception  
Isabel Duvenage - Regional Manager : Chief Social Worker  
Le-Ana van der Merwe—Provincial Director South Cape  
Loren Farmer - Accounts Clerk  
Madelie Voigt - Occupational Therapist Manager (till Dec 2020)  
Martine Kock - Regional Manager : Chief Social Worker  
Shaheeda Dollie - General Assistant (Part-time)  
Terca Barron - PA to Provincial Director  
Trigeta Christians - Manager : Finance

# Contact

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