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12/14/2  
Enquiries: District Office

Institutional Management and Governance Planning Minute: 0004/2017

To: Chief Directors, Directors (Head Office and district offices), Circuit Managers,  
School Enrichment Coordinators and Principals of primary and secondary schools

**Subject: Request for nominations for the Junior City Council**

1. The City of Cape Town in collaboration with the Western Cape Education Department (WCED) is embarking on a recruitment process for learners to be part of the Junior City Council (JCC) programme for 2018/19.
2. The JCC was established as a forum for high school learners to broaden their knowledge of local government, with special reference to municipal matters, and also to understand the scope and extent of the functions performed by local authorities. It is not a political structure and participation by all schools (public and independent high schools) is voluntary.
3. The primary purpose of the JCC is to make the youth aware of their ability to mobilize for positive change in their communities and to work together to solve their socio-economic challenges. It will also develop the participants' skills and personal self-image so that these young individuals can become confident in their ability to bring about change in their schools and communities.
4. The objectives of the JCC are to:
  - inculcate good leadership skills and develop the leadership potential of our high school youth;
  - help the youth become good citizens and develop their interest in civic and community affairs;
  - equip the youth with critical thinking skills that will make them develop an understanding of public policy processes;
  - develop decision-making skills;

- develop an awareness of those less privileged and of problems within the community;
  - teach the youth to become involved in community issues and solve problems independently;
  - strengthen today's youth to ensure a better future;
  - represent the youth accurately and fairly; and
  - develop strong individuals to guide their peers.
5. Learners accepted for the programme are expected to participate and engage in community-based or service-learning activities in school. They must provide regular progress reports on their chosen activities.
  6. The programme will take place after school (weekends and holidays). The first meeting will be an introductory meeting. The second meeting will be in the form of a residential workshop over two days where they will be trained in various activities and equipped with skills to deal with matters such as making submissions, public policy processes and engaging with the community. An executive committee will be elected at the end of the workshop.
  7. Participation in the programme is via nomination. This can be done by the principal or the deputy responsible for the Representative Council of Learners (RCL) or a senior teacher at the school. Schools interested in participating in this programme must nominate two learners (Grade 8 to 10 in 2018) who they believe have the potential to make a significant contribution to the development of the school and the community. The nominated learners should complete the attached nomination forms. The closing date for nominations is 01 December 2017.
  8. Nominations can be sent via fax or email to Ms Levona Africa (fax number: 086 202 8854 or email: [Levona.Africa@capetown.gov.za](mailto:Levona.Africa@capetown.gov.za)) or Mr Sharif Sayed (email: [Sharif.Sayed@capetown.gov.za](mailto:Sharif.Sayed@capetown.gov.za)) or to one of the WCED district officials in the list below.

**Contact details of district officials:**

| <b>Education district</b> | <b>Contact details</b>   |
|---------------------------|--|
| Metro Central             | Ms S Majiet<br>Tel.: 021 514 6700<br>Fax: 021 514 6953<br>Email: <a href="mailto:Smajiet@westerncape.gov.za">Smajiet@westerncape.gov.za</a>    |
| Metro East                | Ms MJ Swartz<br>Tel.: 021 900 7253<br>Fax: 021 903 2149<br>Email: <a href="mailto:Mjswartz@westerncape.gov.za">Mjswartz@westerncape.gov.za</a> |
| Metro North               | Mr D Leonard   |

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|                        | Tel.: 021 938 3170<br>Fax: 021 938 3180<br>Email: <a href="mailto:Dleonard@westerncape.gov.za">Dleonard@westerncape.gov.za</a>                         |
| Metro South            | Mr R Esau<br>Tel.: 021 370 2000<br>Fax: 021 372 1856<br>Email: <a href="mailto:Rowan.Esau@westerncape.gov.za">Rowan.Esau@westerncape.gov.za</a>        |
| West Coast             | Ms C Beukes<br>Tel.: 021 860 1210<br>Fax: 021 860 1231<br>Email: <a href="mailto:Cbeukes@westerncape.gov.za">Cbeukes@westerncape.gov.za</a>            |
| Cape Winelands         | Mr F Josias<br>Tel.: 023 348 4602<br>Fax: 023 342 4138<br>Email: <a href="mailto:Fred.Josias@westerncape.gov.za">Fred.Josias@westerncape.gov.za</a>    |
| Overberg               | Mr K Mike<br>Tel.: 028 214 7300<br>Fax: 028 214 7400<br>Email: <a href="mailto:Kobus.Mike@westerncape.gov.za">Kobus.Mike@westerncape.gov.za</a>        |
| Eden and Central Karoo | Ms S Stofile<br>Tel.: 044 803 8300<br>Fax: 044 873 2253<br>Email: <a href="mailto:Sino.Stofile@westerncape.gov.za">Sino.Stofile@westerncape.gov.za</a> |

9. Please bring the contents of this minute to the attention all concerned, especially the RCL and the Teacher Liaison Officer (TLO).

**SIGNED:** TS MATSELISO

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2017-11-06