

Milestone 1

Inception and Progress Report

Community Stakeholder Engagement, Household Enumeration and GIS Mapping of Overhills, Kleinmond



Compiled by Violence Prevention through Urban Upgrading for the Western Cape Government Department of Human Settlements Informal Settlements Support Programme

6 June 2019

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1 Inception Report

1.1 Introduction

South African cities, have experienced rapid urban growth. The result is often one of insecure living conditions in informal settlements, typified by widespread levels of informality in terms of living conditions and housing typologies. In urban South Africa, this is often coupled with a high crime rate.

As part of the Western Cape Government's (WCG) efforts in acknowledging that informal settlements are a more enduring feature of the provincial landscape than generally appreciated, and that non-state actors (the private sector and NGOs) are inadequately utilised in responding more effectively to informality, the province put out a call for proposals in order to work in collaboration with preferred service providers to achieve the vision of the ISSP effectively.

Violence Prevention through Urban Upgrading (VPUU) responded to the call for proposals and was appointed of a service provider to conduct a Household profiling and Enumeration for the informal settlement of Overhills in Kleinmond. On request from the Overstrand Municipality, and with agreement from the WCG Department of Human Settlements (DHS), the enumeration of additional beneficiaries living in backyard dwellings in surrounding, formalised areas was agreed upon as part of VPUU NPC's scope of work. Based on available resources, experience and capacity VPUU NPC has developed a project plan to carry out Community Stakeholder engagement, a household survey and GIS mapping of the Overhills informal settlement, as per the proposal.

Figure 1: Overhills informal settlement. Source: Google Earth



1.2 Project Objectives

Objective 1: Design, implement and manage a stakeholder participatory process to support the data collection process.

This objective entails taking into account existing social and political structures/networks within the informal settlement. It is acknowledged that project deliverables are solely linked to household profiling and GIS Mapping for the Overhills informal settlement, all stakeholders involved have a contributing role to play in planning, implementing and monitoring the project. To this end, VPUU NPC has developed a project programme that provides a project preparation and stakeholder engagement period to ensure integrated planning, consideration of settlement-specific dynamics and prepare stakeholders prior to implementation; specifically, Overhills community leaders and members are champions of this process.

Key to the VPUU NPC approach is working in an integrated manner which combines planning and design work, with local economic development, institutional development, public participation, social interventions, knowledge management and project management principles.

Objective 2: Conduct a household survey which includes data collection and numbering of shacks in the pocket.

VPUU NPC uses a systemic method of physically numbering structures and collecting individual household data through an enumeration process, implemented by trained local fieldworkers from the Overhills community. All households in Overhills, as well as additional beneficiaries living in backyard dwellings in surrounding formalised areas, will be recorded in the survey, with any current numbering systems to be recorded and included in the methodology for the enumeration. In the absence of a comprehensive numbering system, VPUU will in conjunction with Department of Human Settlement (DHS), Western Cape Government (Province) and the Overstrand Municipality develop a logical and consistent structure numbering system.

The enumeration methodology is detailed in Section 1.5.2.

Objective 3: Capture GPS coordinates for all structures and link them to households in the pocket based on the information gathered; and produce GIS maps.

The enumeration process shall include a geo-location of all enumerated and physically numbered structures, which creates a triangulated model of data analysis and profiling for mapping. This objective is important in that it links the structure information to the each of the households that will be enumerated in Overhills.

Objective 4: Analyse all the data collected from the survey and produce various reports.

Utilising available enumeration data, VPUU NPC shall be able to develop reports that can assist planning for the development of the Overhills informal settlement. It is envisaged that with the data collected a report compiled will provide guidance to the professional technical team with a detailed insight into who lives within the community and what is it that they are planning for the space.

Objective 5: To record existing social infrastructure and socio-economic opportunities/networks accessible to the dwellers.

The participatory mapping of social infrastructure in Overhills will be captured ahead of the numbering of the structures as part of the fieldworker training process. This will be counter-referenced with the leadership as part of the leadership training. This information shall be included in the Settlement Socio-Economic Report as an addition to the enumeration information, and as informant to the planning processes for Overhills.

Objective 6: Develop a database which links each household information to a structure.

VPUU NPC shall provide analysis and collation of data in a fully populated, standardised and structured database in Comma Separated Values (CSV) format and ESRI geodatabase format for GIS data.

1.3 Overall Project Timelines

In the project proposal and bid for the tender, VPUU NPC indicated that data collection would take place over a duration of four months, with final data to be presented to the professional team in an *Informal Settlement Socio-Economic Report* by the end of October 2019. Stakeholder engagement began in April 2019 and preparations for recruitment for the fieldworkers began in May 2019. Once the data for the report has been collected, a community-managed Community Register Office (CRO) will be established in order to maintain a knowledge register of all structures within the settlement. It is noted that December 2019 and January 2020 are considered as a single project month due to annual December/January organisational shutdown. Figure 2 displays the full work plan for the project.

The project activities shall provide detail for the response to the above six objectives, as per the tender, and will elaborate upon the initial comments made for each objective.

It is acknowledged that the collective term of household profiling and GIS Mapping of households shall be known as enumeration throughout the project's duration. This shall inform the working title of the project, to ensure consistency of project communication.



Figure 2: ISSP Kleinmond Work Plan

Milestone Schedule		Milestone 1: Initiation	Milestone 2: Enumeration	Milestone 3: Participatory Planning	Milestone 4: Transition
Project Preparation					
Project Inception Meeting	Overall Management, Stakeholder Management, Team Lead				
Confirm project scope of work incl. project plan, methodology, deliverables and milestones	Overall Management, Stakeholder Management, Team Lead				
Develop stakeholder participation and engagement plan in cooperation with DHS and Project Steering Committee	Stakeholder Management, Team Lead				
Develop Enumeration Methodology and Fieldwork Plan in consultation with DHS and Project Steering Committee	GIS Senior, GIS Technical,				
Review and provide input to DHS and OVS Enumeration Questionnaire in consultation with DHS and Project Steering	GIS Senior, GIS Technical, M+E				
GIS Baseline data collection and production of field maps	GIS Senior, GIS Technical,				
Stakeholder Engagements					
Site visits and individual engagements with community	Stakeholder Management, Team Lead				
Stakeholder Network Analysis of Overhills Community Leadership	Stakeholder Management, Team Lead				
Monthly Ward Councillor Meetings in project 1st quarter	Stakeholder Management, Team Lead				
Compilation and finalisation of Terms of Reference (ToR) for Project Steering Committee	Stakeholder Management, Team Lead				
Monthly Project Steering Committee Meetings	Participatory Planning, Stakeholder Management, Team Lead				
Participatory Planning sessions utilising Enumeration data and social compact information to assist settlement planning	Participatory Planning, Stakeholder Management, Team Lead				
Ongoing Organisational Development sessions for PSC community stakeholder	Stakeholder Management				
Structured leadership trainings with identified community	Stakeholder Management				
Community Exchange to other VPUU sites	Stakeholder Management				
Quarterly Councillor Engagements post-Implementation Phase	Stakeholder Management, Team Lead				
Special Meetings to Council, Public Meetings (as requested - maximum 1 bi-monthly engagement)	Stakeholder Management, Team Lead				
	Stakeholder Management, Team Lead				
Enumeration					
Recruitment, appointment and training of local fieldworkers	Survey and Enumeration				
Gather and map any social infrastructure and economic amenities in the pocket	GIS Technical, Survey and Enumeration				
Physical numbering of all the structures in the Overhills settlement est. 650 structures	GIS Technical, Survey and Enumeration				
Enumeration: Socio-economic data collection using electronic device, door-to-door admin est. 950 surveys	Survey and Enumeration, GIS Technical, M+E				
Capture coordinates of each structure, profile and map all households during enumeration process + quality control of data	GIS Technical, GIS Senior				
Analysis and collation of data in a fully populated, standardised and structured database in Comma Separated Values (CSV) format and ESRI geodatabase format for GIS data	GIS Senior				
Analyse pre-screening results and capture outcomes in pre-screening report for households in the informal settlement pocket	GIS Senior, M+E				
Develop a community-managed Community Register Office to maintain a knowledge register of all structures within settlements	Survey and Enumeration, GIS Technical, M+E				
Business Survey and Report	Survey and Enumeration, GIS Technical, M+E				
Half Year Community Satisfaction survey	GIS Senior, M+E, Team Lead				
Project Reporting					
Draft and finalisation of Informal Settlement Socio-economic	M+E, Team Lead				
Provide fortnightly status reports to project manager	Team Lead				
Attend monthly project management meetings with project	Team Lead				
Produce milestone Progress Reports (inclusive of all deliverables and supporting documentation) for invoice drawdown	Team Lead				
Produce close-out report on outputs and outcomes, including process followed, lessons learnt and recommendations	M+E, Team Lead				

1.4 Project Resources

VPUU NPC Resources:

Overall Senior Management: Michael Krause

Stakeholder Management + Leadership Training: Priscilla Erasmus and Theo Mayekiso

GIS Senior: Chris Berens

GIS Technical: Nhlanhla May

Supervision via Survey and Enumeration - Technical: Thulani Mancini and Olwethu Xhinti

Participatory Planning (Urban Designer): Sabina Favaro and Carla Robb

Team Leader, Project Coordination: Qaasiem Francis and Nontsikelelo Mngqibisa

Overstrand Municipality Resources

Project Management: Riaan Kuchar

Assistant Housing Programme Manager: Abigail Jacobs

Community Project Manager: Desmond Lakay

Figure 3: Satellite image of two Kleinmond neighbourhoods from which residents are engaged in the community participation process, Overhills informal settlement and Proteadorp. Source: Google Earth



1.5 Methodology

1.5.1 Community Participation Methodology

The methodology and sequencing of the community participation process for ISSP activities in Overhills is based on best practices developed through previous stakeholder and community engagement work by VPUU NPC.

A. Initial Community Engagements

Timelines: April 2019 to June 2019

- 1. Local Councillor engagements and introduction of VPUU Processes (trust-building exercise with Councillors)**
 - Introduce VPUU and VPUU Mandate in Kleinmond
 - Ask for stakeholders list Councillors have, including ward committee members
 - Ask for municipal database of stakeholders
- 2. Stakeholders mapping and analysis [including NGOs/CBOs]**
 - Desktop analysis on lists of stakeholders, to see whether there are gaps [making telephonic calls to verify existence of stakeholders]
 - Making appointments/set dates for meetings with groups of stakeholders
- 3. Stakeholder consultations and introduction of VPUU processes and mandate**
 - Meeting with groups of stakeholders to introduce VPUU and VPUU methodology
 - Getting to know more about stakeholders
 - Find gaps/missing stakeholders for further invitations

Figure 4: Stakeholder Management: Priscilla Erasmus meets with community stakeholders



4. Formation of core leadership group

- Give each structure/organisation/forum a nomination form for 1 or 2 representatives to join core group of development

B. Setting up Project Steering Committee (PSC)

Timelines: May 2019

5. Setting out steering committee with ToR

- The pre-existing PSC will be engaged, as well as additional stakeholders whom will be incorporated as needed, with assistance from the Municipality
- VPUU's community participation processes will guide regular engagements through leadership training
- Update Terms of Reference (ToR) for Project Steering Committee
- ToR Finalisation

C. Capacity Building and Enumeration Process

Timelines: June 2019 - February 2020

6. Leadership group training and trust-building exercise with core group of leaders and stakeholders

- Start leadership training as a form of trust-building with the entire core group of stakeholders

Note: Leadership Training is done concurrently with Enumeration Process

- Examples of Training Topics are:
 - a) Qualities of a good leader
 - b) How to communicate well as leaders
 - c) How to build trust with communities
 - d) How to manage conflict
 - e) How to run meetings and give report-back/feedback
 - f) Understanding Financial Management

7. Tenure Protocol Workshop

- As part of or after 2nd Leadership training session, this is used as a platform to inform the community as to why the enumeration is taking place and how it will take place. This is the start of fieldworker recruitment
- Communicate scheduling and other logistics to Enumeration team

D. Participatory planning workshops

Timelines: November 2019 – April 2020

8. Conduct participatory planning workshops as focus Project Steering Committee meetings

- Run workshops with community and municipal officials to assist and guide future planning of settlement upgrades and new projects
- 9. Support DHS, TWK and Project Steering Committee in conducting information-sharing workshops and stakeholder engagements for UISP and housing processes (as required - minimum monthly engagement)**

E. Mini Profile Workshop

Timelines: August 2019

10. Profile Workshop

- Run a full-day workshop on findings/challenges of the community and assets available

F. Mini Solutions and Way forward

Timelines: October 2019

11. Mini CAP formation and practical solutions

- Run a full-day workshop on finding solutions to the profile workshop report, these will potentially guide the participatory planning process through identifying community needs

G. Ongoing processes

Timelines: from May 2019, ongoing until end of program

Meetings

- 12.** Regular monthly meetings with PSC
- 13.** Monthly/quarterly Ward Councillor meetings
- 14.** Greater stakeholder engagements/community meetings

Trainings/Mentoring

- 15.** Regular organisational development/mentoring sessions/continued leadership training/community exchange
 - The Leadership Training schedule can be found in Table 1.

Table 1: Leadership Training Schedule

DATE	TOPIC	KEY OBJECTIVES/OUTCOMES
May 2019	Defining leadership and good leadership characteristics	<ul style="list-style-type: none"> • Explaining the concept of leadership • Various definitions of leadership are identified and explained with examples • The roles and qualities of a leader are explained using examples • The circumstances when a team leader manages and leads are explained with examples from the organisation context

Jun 2019 (2 nd week)	Tenure Protocol workshop	<ul style="list-style-type: none"> Inform the community as to why the enumeration is taking place and how it will take place This is the start of fieldworker recruitment
Jul 2019	Importance of Trust and how to build trust	<p>Participants who attend this topic will be capable of:</p> <ul style="list-style-type: none"> Increase the conceptual understanding of Building Trust and the interrelationship of the Leadership practices. Identify skills and qualities associated with practice of Building Trust. Identify the characteristics of trust required in a leader. Experience the development of trust and distrust in a group setting. Examine how trust issues operate in authentic situations. Explore the necessary elements of the trust building process as illustrated in authentic examples.
Aug 2019	Communication and how to communicate effectively	<ul style="list-style-type: none"> To show the speaker that his/her message has been heard. To help the listener gain clarity on both the content and emotion of the message. To help speakers express themselves and to encourage them to explain, in greater detail, their understanding of the situation and what they are feeling. To encourage the understanding that expression of emotion is acceptable and that it is useful in understanding the depth of feelings. To create an environment in which the speaker feels free and safe to talk about a situation.
Aug 2019	Profile workshop	
Sept 2019	Conflict management	<p>Participants who attend this topic will be capable of:</p> <ul style="list-style-type: none"> Identifying conflict situations, including parties, issues involved, social context and trends Understanding conflict situations Analysing conflict situations Facilitating the bringing together of conflicting parties Designing systems and processes for dealing with conflict Communicate in a variety of ways when dealing with conflict
	Conflict Management continued	<ul style="list-style-type: none"> Help participants resolve sample conflicts and build a climate of internal cooperation within their community, organizations, homes, etc.

Oct 2019	Solutions workshop	
Oct 2019	Leadership styles and how leadership styles affect decisions	<ul style="list-style-type: none"> Develop your power of authority without becoming an authoritarian. Discover how each leadership style is able to influence and persuade people. Create a reputation that inspires people to willingly follow you. Quickly assume the most appropriate leadership style for the given situation. Learn the skill of empowerment to bring out the best in other people. Encourage other people to assume personal responsibility.
Nov 2019	Understanding financial management and financial planning	<ul style="list-style-type: none"> Introduction to Budgeting Elements and Types of Budgets Estimating Income and Expenditure
	Understanding financial management and financial planning	<ul style="list-style-type: none"> The Budgeting Process Monitoring Expenditure Revising the Budget
Jan 2020	Personal and organizational effectiveness	<ul style="list-style-type: none"> Setting realistic goals To clearly and accurately communicate your message To be able to write good plans To handle conflict assertively but fairly and calmly To self-inspire and develop self-confidence To inspire confidence and motivation in others around you. How to conduct meetings effectively
Feb 2020	General planning	<p>At the end of this unit trainees should be able to</p> <ul style="list-style-type: none"> Define planning Justify the purpose of planning Decide on appropriate planning methods Decide on appropriate follow ups on planned activities
	<i>Preparation for certification</i>	

Documentation

16. Endorsed database of local stakeholders

17. Regular minutes/notes

18. Regular register

1.5.2 Enumeration Methodology

The approach to conducting the physical numbering of households, household surveys and GIS mapping is a multiphase process, with a best practice sequence to deliver those objectives developed through prior enumeration projects, which has become the VPUU Enumeration Methodology. Some tasks are able to be run in parallel, but it is reaffirmed that the outcomes of community stakeholder engagements affect the various processes envisioned, what can be delivered, and when deliverables can be completed.

Following initial miscommunications regarding which data collection tool would be used, it was agreed in a meeting with DHS on 30 May 2019 that the enumeration process would continue as per the proposal submitted by VPUU NPC, with the raw, cleaned data made available by VPUU NPC to the University of Stellenbosch data system.

The enumeration of additional beneficiaries in formal areas has been agreed to by VPUU NPC, DHS and Overstrand Municipality. This will be treated as a separate process to the enumeration of the informal settlement. It will be supported by the VPUU NPC enumeration field team. The method of capturing information for these additional beneficiaries is under discussion with DHS and Overstrand Municipality. Overstrand Municipality is responsible for verifying the eligibility of additional beneficiaries registering for the housing list.

Map 1: Identifiable rooftops of structures in Overhills



A. Enumeration process

Timelines: 3 June to 16 August

1. Tenure Protocol Workshop (1 day)

- Preparing content for presentations about tenure protocol and recruitment for enumeration

- Attend and present at Tenure Protocol Workshop organised by Community Participation team
- 2. Recruitment and training of 18 local fieldworkers (3 weeks)**
 - Call for CVs of community members who are not currently working to support the enumeration fieldwork (10 days prior to training workshop),
 - Training of enumeration fieldworkers (3 days theory),
 - Contractual engagement of 14 (fourteen) fieldworkers for the labelling and interviewing of all structures identified as part of the enumeration process.
- 3. Physical labelling of all structures (1 week)**
 - Current structure estimate of 690 informs timelines
 - Mapping of social infrastructure using Field Atlases (2 days of fieldwork),
 - Fieldworkers supported by VPUU Field Co-ordinators attach stickers to structures using Field Atlases
 - Fieldworkers to spray-paint checked house numbers using stencils
 - Weekly progress maps
- 4. Household survey of all structures (4 – 6 weeks)**
 - Current dwelling unit estimate of 950 informs timelines
 - Fieldworkers managed by supervisors to conduct interview survey at each dwelling unit identified in painting process
 - Quality control and troubleshooting of error cases; any issues to be referred to supervisors
 - Weekly progress maps
- 5. Finalisation of database and payment of fieldworkers (2 weeks)**
 - Confirmation of full coverage of settlement
 - Quality control and troubleshooting of error cases
 - Submission of raw, cleaned data to University of Stellenbosch
 - Payment of fieldwork team
- 6. Statistical Analysis of Survey Data (1 month)**
 - Development of visualisations for key data through maps, bar charts, pie charts, frequency tables, etc.
 - Written interpretation of each data visualisation

B. Community Information Office

Timelines: September 2019 to March 2020

- 7. Development of Community Information Office for duration of Enumeration process (7 months)**
 - Confirmation of community register protocols
 - Capture of missing data
 - Verification of data collected per household
 - Updates to initial enumeration database

1.6 Goals for June through September 2019

The next report, the Milestone 2 Progress Report, will recount progress made towards the following goals, which are set for the next quarter:

1.6.1 Stakeholder Engagement Goals

- Conduct two Ward Councillor meetings;
- Conduct four monthly PSC meetings;
- Commence structured leadership trainings with identified community stakeholders (four in this quarter);
- Conduct up to two special meetings with Council and/or the public; and
- Support DHS, OVS and Project Steering Committee in conducting information-sharing events for UISP and housing processes, as required.

1.6.2 Data Collection Goals

- Recruit, appoint and train of local fieldworkers;
- Gather and map any social infrastructure and economic amenities in the informal settlement pocket;
- Physically number all structures in the Overhills settlement;
- Collect socio-economic data;
- Capture coordinates of each structure;
- Profile and map all households; and
- Control quality of data.

1.6.3 Analysis and Reporting Goals

- Analyse and collate data in a fully populated, standardised and structured database;
- Analyse pre-screening results for households in the informal settlement pocket;
- Capture outcomes in pre-screening report for households in the informal settlement pocket;
- Commence Business Survey Report;
- Commence half-year Community Satisfaction survey;
- Commence drafting Informal Settlement Socio-Economic Report; and
- Produce monthly progress reports
- Produce one milestone Progress Report.

2 Progress Reports

2.1 Community Participation Process Progress Report

Initial engagements with Overhills stakeholders and documentation for this project have begun, in accordance with the community engagement plan detailed in 1.5.1. Below, Table 2 contains a chronology of major meetings that have occurred thus far. In addition, the Community Participation team commenced the stakeholder mapping process in April, and met with 45 individual key stakeholders in the community between 25 April 2019 and 10 May 2019.

Table 2: Timeline of Meetings

DATE	MEETING	PURPOSE	OUTCOME
27 Mar 2019	Overstrand Municipality	Confirm undertaking of survey and timelines	Requested to hold a follow-up meeting with Municipality to learn more about a recent protest
3 Apr 2019	Overstrand Municipality, along with representatives from Wards 9 and 10	Learn more about recent protest (<i>Purpose was not achieved</i>)	VPUU NPC explained scope of project Dates set for community meetings
4 Apr 2019	Call with Heleen Schliep of Narrative Foundation	Learn about forums in Overhills and broader Kleinmond	
	Call with Ayanda Tyhulu, Deputy Chairperson of Overhills Committee and Municipal Employee	Clarity on protests that occurred earlier in 2019	
	Call with Sheridan of Kleinmond Hangklip Links	Learn about social cohesion activities	
16 Apr 2019	Ward 9 Community Meeting	Introduce VPUU NPC and scope of project	
17 Apr 2019	Proteadorp Community Meeting	Introduce VPUU NPC and scope of project	
16 May 2019	Stakeholder Meeting	Identifying and further mapping stakeholders	
11 June 2019 (planned)	Leadership Training	<ul style="list-style-type: none"> Defining Leadership Tenure Protocol Workshop 	

Figure 5: Community members meeting with Priscilla Erasmus (not pictured)



2.2 Community Dynamics Progress Report

The dynamics surrounding this project are influenced by local leadership structures, protests, racial tensions and perceptions of crime and violence. Following VPUU NPC methodology attempts are made to engage inclusively with as many stakeholders as possible with the outcome of creating strong communication channels and platforms.

Local leadership in Overhills and surrounding areas include the following key groups:

- Proteadorp Indigenous Committee (PIC) – representing the interests of residents who resided in Proteadorp before the Overhills informal settlement formed
- Ward Committees for Wards 9 and 10
 - Overhills is in Ward 10
 - Half of Proteadorp is in Ward 9 and half is in Ward 10
- Joint Committee (JOCOM) – consisting of the Municipal Area Manager, Ward Councillors, Ward Committee representatives, SAPS and the Community Policing Forum (CPF)
- Overhills Community Forum
- Kleinmond Community Forum (KCF)
- KHAYA – representing backyard dwellers, though this is disputed

A full list of stakeholders can be found in Annexure A – Key Stakeholders List.

Preliminary meetings with Overstrand Municipality were postponed until the end of March due to service delivery protests that preceded VPUU NPC's work in Kleinmond. The protests occurred when Overhills residents built structures in an area that was undefined in an agreement held between the municipality and the community. The agreement limited the boundaries of Overhills based on fire safety standards. Before a solution could be found between the community and Joseph Smith, the Kleinmond Housing Official, private security personnel from the Red Ants evicted residents in the disputed area and demolished the structures. In response, the community began protesting. When a leader of Overhills who was not at the protest was arrested in his home, protesters organised a march to the police station to demand his release. Police officers utilised tear gas against the crowd.

Several former community leaders – including Ayanda Tyhulu, who is now Deputy Chair of the Overhills Community Forum's Committee – now work for Overstrand Municipality. According to municipal policy, they are not permitted to react to situations such as protests in the community, even in an attempt to de-escalate tensions.

Based on conversations that the Community Facilitator has had with members of the community, it is clear that there racial tension and distrust exists between the Proteadorp and Overhills neighbourhoods. Proteadorp residents claim indigeneity to the area, and have voiced concerns around crime and violence occurring in Overhills. These tensions will likely affect collaboration between residents within the co-design process.

Other community dynamics that may affect the enumeration and participatory processes include concerns around protecting indigenous fynbos species in high-crime areas hidden by dense foliage; a growing community of social entrepreneurs; a community need for more cemetery space; existing social cohesion activities for children from diverse backgrounds; and low employment.

3 Annexure A – Key Stakeholders List

NAME	SURNAME	ORGANISATION	ROLE	TELEPHONE	E -MAIL
Michael	Botha	Kleinmond Ratepayers Association	Chairperson		mikebotha500@gmail.com
Nokwayoyo	Booi	Community of Backyarder	Member	(078) 074 6678	noksie81@gmail.com
Unice	Ndlovu	The Grail Training for Transformation	Accountant	(060) 419 2783	
Sheridan	Goliath	Kleinmond Links	Voluntary Member	(084) 964 9579	
Chris	Harding	Kleinmond Ratepayers Association	Chairperson	(082) 820 8005	chrisharding500@gmail.com
Mary	Hull	Kleinmond Fisherman	Ward Rep	(076) 388 9706	hullmary73@gmail.com
Christian	Ntobeko	Overhills Community	Chairperson	(078) 830 5894	
John	Engelbreght	Fynbos Hub for the Elderly	Coordinator	(078) 370 5076	John.Engelbreght.za@gmail.com
Solly	Van Wyk	Kleinmond Rugby Club	Chairperson	(072) 726 0939	svanwyk121@gmail.com
Cornette	Hull	Cultural			
Yvonne	Sliep	Narrative Foundation	Coordinator	(072) 198 7279	Yvonne.sliep@gmail.com
Yvonne	Sliep	Building Bridges	Director	(083) 533 9303	admin@narrativefoundation.org
Shireen	Arendse	M&S Catering	Partnership	(071) 284 0412	
Leilani	Abrams	SA Post office	Branch Manager	(028) 271 3100	Leilani.Abrams@postoffice.co.za
Peter	Dave	Kleinmond Veterinary Clinic	Veterinary Doctor	(028) 271 4044	kak@sonicmail.co.za
Philda	Heidman	ECD Day-care	Principal	(082) 970 9701	
Riekie	Grove	Kleinmond Animal Welfare Society	Manager	(028) 271 5004	Kaws@mweb.co.za
Theresa	ELS	Youth Care Centre	Manager	(028) 271 5753	Boyshome@absamail.co.za
Cheryldene	Jonas	Bambanani Day Care Centre	Carer	(028) 271 4044	
Tania-Lee	Van Rooyen	Kleinmond Women's Rugby Club	Secretary	(082) 751 2316	tantjiesvanrooyen@gmail.com
Grant	Cohen	Ward 9 Councillor	Councillor	(072) 436 9068	grantcohen25@gmail.com
Paulette	Marinus	St. Andrews Anglican Church	Church Warden	(072) 984 3707	pauletemarinus2@gmail.com

Karl	Jonkers	VGK KERK Proteadorp	Church Warden	(028) 271 4263	
Alta	Van Wyk	Siyabulela Pre- primary	Principal	(028) 271 4882	altavwspp@gmail.com
Mariette	Swartz	Spanish Kitchen	Business Owner	(073) 830 9113	
Mark	Engelbrecght	Kleinmond Health Clinic	Bestuurder	(028) 271 4951	mark.engelbrecht@westerncapegov.za
Sandra	Van Schalkwyk	Family and Child Welfare SA	Manager	(028) 271 4044	kleinmondcw@telkomsa.net
Mary	Malgas	Heideland Pre-primary	Principal	(028) 271 4134	heidelandpreprimaryschool@gmail.com
Roderick	Brikkels	Kleinmond Primary School	Principal	(028) 271 13149	kleinmond.01@wcgschools.gov.za
Monique	Bailey	Kleinmond Netball club	Chairperson	(084) 337 7157	m.bailey0603@gmail.com
Innocent Nkuleko	Vula	Overhills Community Forum	Committee Member	(083) 894 3537	
Gys	Huisamen	Kleinmond Laerskool	Principal	(028) 271 3440	kleinmondls@gmail.com
Dr Chris	Malan	DRC Church	Religious Leader	(028) 271 3913	drmalan@outlook.com
Dr Chris	Malan	Forum for Christian Church Leaders	Coordinator	(028) 271 3913	drmalan@outlook.com
Ayanda	Tyulu	Overhills Community Forum	Deputy Chairperson of Committee	(078) 263 3608	
Andrew	Martin	Local Football Association	Chairperson	(078) 263 3608	
Bangikhaya	Manshinga	Backyard Dwellers Association Poppedorp	Organiser	(078) 204 8060	khayamantshinga34@gmail.com
Louise	Swarts	Ocean Fisheries Shop	Owner	(072) 074 8589	lobster@mweb.co.za
Judy- May	Onker	Kids Can Aftercare	Principal	(072) 915 9347	centre@kidscan.co.za
Lisa	Vava	Kleinmond Theatre Production	Leader	(078) 725 0589	vavamongikazi@gmail.com
Fatima	Hickley	Green Market Vendor	Vendor	(072) 665 6623	
Pheziwe	Fongoqa	Church	Religious Pastor	(076) 460 9669	phezi.f@gmail.com
Violet	Bosset	CPF	Chairperson	(082) 768 1194	snaggle1@gmail.com
Vilna	Hoonenberg	Library	Head Librarian	(028) 271 8485	w.hooneberg@overstrand.gov.za
Deon	Brits	Business Forum	Deputy Chairperson of Committee	(082) 338 2532	dbrits@potentialmanagement.co.za
Frazer	Barry	Indigenous	Member	(082) 497 0433	fgbarry@gmail.com+K49

Anecia	Abrahams	Tourism	Official	(028) 271 5657	manager@kleinmondtourism.co.za
William	August	Proteadorp Community Forum	Chairperson	(074) 026 6837	anwill0904@gmail.com
Mzovuyo	Kwinana	Taxi Association	Owner	(073) 818 8400	
Charmaine	Resant	Proportionate Councillor New Revival Ministry	Councillor for Ward 10	(079) 885 5022	resandt@overstrand.gov.za cresandt@gmail.com
Elgirvin	August	Church	Pastor	(076) 422 5617	elgirvinaugust75@gmail.com
Eleanor	Barry	Proteadorp Primary School (Provincial)	Ward Rep	(072) 126 6221	eleanorbarry6@gmail.com
Charles	Swartz	Integrated Fishing Forum	Chairperson	(082) 437 0727	lobster@mweb.co.za
Sam	Pretorius	Pretorius Bou Diens Aanemers	Coordinator	(082) 393 8689	spretorius105@gmail.com
Thomas	Sitholi	Masishisa Clothing and Barber	Worker	(073) 758 4399	
Simon	Asheho	Best Price Tuckshop	Worker	(061) 887 1361	
Lucky	Allie	JT Traders	Worker	(074) 681 1671	
Sobu	Miaha	Protea Superette	Worker	(076) 996 8550	
Rachel	Goliath	Kleinmond Primary School	Deputy Principal	(060) 947 4525	goliathrachel2@gmail.com

4 Annexure B – Meeting Minutes

VPUU –VIOLENCE PREVENTION THROUGH URBAN UPGRADING

Minutes of Overstrand Scope of Works clarification Meeting

Held in Hermanus, on 03 October 2018 at 14:00

Present: David Allie, Elmay Pelsner – DHS
Michael Krause (MK) – VPUU NPC

Attendance register included at end of minutes.

Action Items

Item	Action/s to be taken	Responsible Person
3.1		
3.2		
4.1		
4.1		
Item	Text	
1	Opening and Welcome	
2	Survey in Kleinmond	
2.1	a. need for survey is identified b. Overstrand got Lyners as engineering company	
3	Background of project	
3.1	Lyners appointed to assess land for housing and public facilities, range of housing typologies Topographical constraints in Kleinmond Lyners identified certain land parcels for development and did some studies on beta land yield in Kleinmond Field surveys required Protea Dorp, (formal with backyarders) Overhills areas (informal settlement) Verification of housing needs is important Baseline is outdated 3 weeks ago meeting WCG DHS - Overstrand, that concluded that VPUU can offer service of survey Lyners digitalized formal structures in the area, Informal structure area partially done Questionnaire available: hybrid Overstrand, previous studies, WCG questionnaire	
3.2	David: formal and informal survey, framework agreement from WCG to VPUU NPC is only for informal	
3.3	There are about 600 informal structures The intention is to determine the housing needs in Overstrand according to different types of housing. Why backyard survey? To understand whether backyarders are family, renters, whether owner of house lives in backyard and rents out main structure. Some of the intention is	

whether one can do a subdivision if it is family. Understand the living conditions of residents.

When discussion with community took place, it emerged that some of the renters are actually looking for opportunities in other town like Betty's Bay. In other words get good understanding of how best to assist people.

4 Discussion

4.1 Is there a community structure in Kleinmond? Yes various, it will require to form a consolidated structure.

How many informal structures? approximately 600

Tracing of shack outlines: partially done

Numbering some numbers are there, service provider at Overstrand that does numbering

How to manage data base after survey? Think about a Community Registration Office.

Part of our mandate is to do participatory design, are the designs fixed or not?

What is done in shared facilities, community facilities?

Also an intention is to gather info into database to understand whether residents are qualifiers or not and what housing options

What services are required from VPUU in terms of application form?

Community based planning – Yes

Community facilitation- Yes

PM - No

Project packaging – No

Documenting learning – Overstrand to decide

Community Survey, Data collection – Yes

Conflict mediation: yes

Networking, partnership brokering – Overstrand to decide

Facilitating learning – No

Skills and leadership training – Yes

M&E- Yes

In-situ re-blocking – later not now

Construction support – later not now

5 Process steps:

5.1 DHS to send application template 04.10.2018

Overstrand will submit request form for all informal structures in specific area.

Community preparation: this year

Field worker training:

Numbering:

Field work:

Verification of housing database will take place in November to verify or register for application.

6 Date of next meeting: Dependent on submission of proposal

Michael Krause,
VPUU CEO

VPUU –VIOLENCE PREVENTION THROUGH URBAN UPGRADING

Informal Settlements Support Programme (ISSP) Overstrand Municipality – Kleinmond

Minutes of Scope of Works Meeting

Held in Preekstoel Offices, Rotary Way, Hermanus on 25 January 2019 at 14:30

Present: Overstrand Municipality:
Abigail Jacobs (AJ)
Briand Louw (BL)
Haneen Van Der Stoep (HVDS)

Lyners: Lawrence Stewart (LS)

VPUU NPC: Mark Schreuder (MS)

Apologies DHS: Elmay Pelser (EP)

Attendance register included at end of minutes.

Action Items

Item	Action/s to be taken
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- | | |
|-----|--|
| 3.1 | AJ to forward housing registration figures to MS for inclusion in proposal |
| 5.1 | MS to compile VPUU proposal for submission to DHS on 31.01.2019 |

Item	Text
------	------

1	Opening and Welcome
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- | | |
|-----|--|
| 1.1 | MS thanks attendees for joining the meeting. |
|-----|--|

The purpose of the meeting is to confirm and clarify certain points of information related to the Scope of Works for the Kleinmond Overhills project, to assist the VPUU NPC proposal that shall be submitted.

2	Status Quo of Project
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- | | |
|-----|---|
| 2.1 | LS provides background information for the project thus far. Lyners was appointed to assess available land for housing and public facilities to be developed. Lyners identified certain land parcels for development. The land use management processes need to be undertaken to initiate development, but require verification of the housing demand figures to determine number of units for development. |
|-----|---|

Completion of Report is therefore dependent upon submission of enumeration figures.

3	Services Required
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- | | |
|-----|---|
| 3.1 | Core focus for VPUU assistance is that of enumeration and community engagement as part of project team. |
|-----|---|

AJ confirms that there are approximately 600 structures at last count, but additional imaging is being conducted by Law Enforcement in late January 2019. Shall impact upon the structures that should be enumerated.

Enumeration comprises of both physical numbering of structures, as well as the household survey to determine number of qualifiers. Proposal shall be based upon survey

counts. AJ to forward relevant information related to housing database to MS for estimation of survey numbers in proposal.

Survey questionnaire had been previously developed by Lyners which incorporated questionnaires of WCG DHS, Overstrand Municipality and a previous backyard structure study. If appointed, VPUU shall incorporate into the development of a single questionnaire incorporating current version with additional WCG DHS information requirements if needed. Shall be drafted and confirmed by project team, not in isolation.

LS stated that a database was developed for linking all survey information to Overstrand Municipality's GIS. Informal structures on aerial photograph of 03 May 2019 were digitized and needs to be verified as part of field survey. Additional structures erected since the aerial photograph was taken still needs to be digitized.

Field workers to be recruited from the communities and will be trained for the survey.

- 3.2 MS enquires about current community structures and engagements thus far.
LS and BL note that there have been 2 public meetings, 3 planning meetings with the Project Steering Committee and other individual engagements with stakeholder and the municipal housing department.
BL notes the need to expand the engagement process and to augment the current process. This would be the expected role of VPUU as preparation to the enumeration process.

Kleinmond has two wards (Wards 9 and 10) with the relevant Ward Committee included in the process thus far.

4 Participatory Planning

- 4.1 Group agrees that the enumeration data shall be used to assist the planning of the new development. Professional team includes urban designers and planners, with a need for facilitated use of the enumerate data to reconfigure developments. VPUU to assist in this regard as facilitating with the Project Steering Committee and professional team.

Intention is that Project Steering Committee community stakeholder component would be a viable long term structure that can be used for other engagements as part of project processes. Community structures exist for Overhills and Proteadorp respectively.

5 Process Steps

- 5.1 VPUU to submit a proposal to DHS for consideration on 31 January 2019 as per RFP process.

- 6 **Date of next meeting:** Dependent on proposal submission.

Mark Schreuder,
VPUU Project Manager

5 Annexure C – Meeting Attendance Registers

Date: 25.01.2019

[illegible]



ATTENDANCE REGISTER: KLEINMOND SURVEY DISCUSSION

NAMES	ORGANISATION / DESIGNATION	E-MAIL ADDRESS	TELEPHONE NO.	SIGNATURE
E. Pelser	DHS	elmay.pelser@cape.gov.za @western	(021) 483-3608	
M. KRAUSE	VFw NTC	MICHAEL@VFw.ORG.ZA	021-447 0086	
D. Lakey	Overstrand municipality	dlakey@overstrand.gov.za	028-271 8413	
A. JACOBS	"	ajacobs@overstrand.gov.za	028 313 5075	
D. Hendriks	Overstrand Municipality	dhendriks@overstrand.gov.za	028 313 5058	
L. Kuchar	"	lkuchar@overstrand.gov.za	028 213847	
L. Stewart	Lyners	lawrence@lynors.co.za	021-914 8300	
D. All:	DHS-Planning	David.all@westerncape.gov.za	021 483 4146	
FW Frans	OVERSTRAND MUNIC	ftrans@overstrand.gov.za	028 313 8148	

Date: 25.01.2019

[illegible]

VIOLENCE PREVENTION THROUGH URBAN UPGRADING
Informal Settlements Support Programme
Overstrand Municipality - Overhills Informal Settlement

Meeting: Enumeration meeting @ Lyness offices Date: 6/05/2019

[illegible]

ATTENDANCE REGISTER for: *Interviews with Stakeholders in Kleinmond* DATE: *25.04.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	GOTHA	MIKE	W9. KB	Housing	061069579	M	<i>[Signature]</i>
2	BOOI	NOKSIE	W 10	Back Yarders	0750746678	F	<i>[Signature]</i>
3	Ndlou	Eunice	W 9	Travelling for transport	0604192783	F	<i>[Signature]</i>
4	Goliath	Sheridan	Volunteer	Kleinmond Link	0630926261	F	<i>[Signature]</i>
5	Hull	Mary	W10	(Ward) fishing	0763889706	F	<i>[Signature]</i>
6	Bangikhangwa	Manfshinga	W10	Backyard ANC	0782048060	M	<i>[Signature]</i>
7	CHARLING	CHRIS	Chairperson	Ratepayers Ward 9/10	0828208005	M	
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ATTENDANCE REGISTER for: *Interviews with Stakeholders in Klermond* DATE: *26.04.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Van Wyk	Solly	Chairperson	Klermond Rugby	0727260939	M	<i>[Signature]</i>
2	CH Ntobeko	Christian	Chair	Overhills Comm	0788305874	M	<i>[Signature]</i>
3	Engelbrecht	John	Chair	Fynbos Hub	0783705076	M	<i>[Signature]</i>
4	Hull	Cornette	Chair	Khoi-Son Organis.	0727804146	F	<i>[Signature]</i>
5	Siep	Yvonne	Director	Narrative Foundation	0824989343	F	<i>[Signature]</i>
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ATTENDANCE REGISTER for: *Interviews with Stakeholders in Kleinmond* DATE: *2.05.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	ARENDSE	Shireen	Member	MBS Catering	0721982279	F	<i>[Signature]</i>
2	ABRAMS	LEICANI	BMR	SA POST OFFICE	0282713100	F	<i>[Signature]</i>
3	DAVE	PETER	Driver	Kleinmond Animal Clinic	0282714183	M	<i>[Signature]</i>
4	Heidmann	Philola	Principal	Murs-Paters-Dagga	0829709701	F	<i>[Signature]</i>
5	Grove	Rickie	Manager	KRWS	0282715006	F	<i>[Signature]</i>
6	ELS	Theresa	Manager	Youth Care Cent	0282715753	F	<i>[Signature]</i>
7	Jonas	Cherylaine	ED	Bambanani	0768563283	F	<i>[Signature]</i>
8	van Rooyen	Tania Lee	Secretary	Kleinmond Vroue Rugby	0827512316	F	<i>[Signature]</i>
9	COHEN	GRANT	CLL	OVERSTEND MUNICIPALITY	0726369064	M	<i>[Signature]</i>
10	MARINUS	PAULETTE	CHAPELWARDEN	ST. NICHOLAS ANGLICAN CHURCH	0729813707	F	<i>[Signature]</i>
11	TONKERS	KAREL	Headteacher	UGK Kleinmond	0282714263	M	<i>[Signature]</i>
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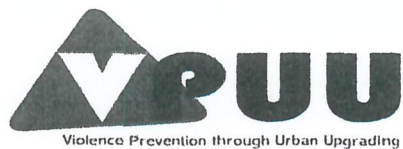
ATTENDANCE REGISTER for: *Interviews with Stakeholders in Kleinmond* DATE: *3.05.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Van Wyk	Alta	Principal	Siyabulela Pre-Primer	0282714882	Female	<i>[Signature]</i>
2	<i>SINARDZ</i>	<i>Mariette</i>	<i>Marieke</i>	<i>Spennas Chicken</i>	<i>0-85309112</i>	<i>Female</i>	<i>[Signature]</i>
3	<i>Engelbrecht</i>	<i>Mark</i>	<i>Manager</i>	<i>Healty</i>	<i>0282714951</i>	<i>Male</i>	<i>[Signature]</i>
4	J. Samuels	Johanna	SAW	CWSA: Kleinmond	0282714044	Female	<i>[Signature]</i>
5	M. MALCIS	MARY	Principal	Heidelberg Pre-Primer	0282714134	Female	<i>[Signature]</i>
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ATTENDANCE REGISTER for: *Interviews with Stakeholders in Kleinmond* DATE: *9 May 2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Vuwa	Indocent	Committee	OVERHILLS community F	0838943535	M	[Signature]
2	Mulu	HYANDA	Vice chair	Local football Association	0782633608	M	[Signature]
3	MANTSHINGA	BANGIKHAYA	BACKYARD	POPSOP	0782048060	M	[Signature]
4	SWARTZ	LOUISA	OWNER	OCEAN FISHERIES	0720748589	F	[Signature]
5	ONCKER	Judy-Mary	Principal	KidsCan!	0789159347	F	[Signature]
6	Nava	LISA	Chairperson	Kleinmond Theatre Project	0787250589	F	[Signature]
7	HICKLEY	FATIMA	OWNER	Green Vendor	0726656622	F	[Signature]
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ATTENDANCE REGISTER for: *Interviews with stake holders in Kleinmond* DATE: *10 May 2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Mqlan	Chris	Minister	DRC / Forum Church Lead	0721987 279	Male	<i>Chris Mqlan</i>
2	Huisamen	Gys	Principal	Kleinmond Laer	028271 3410	M	<i>Gys Huisamen</i>
3	FONGORA	THEZIWE	Minister	THE AFM OF SA	0764609669	F	<i>THEZIWE FONGORA</i>
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ATTENDANCE REGISTER for: Interviews with Stakeholders in Kleinmond DATE: 16.05.2019

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Bassut	Violet	CHAIR	C. P. F	082-7681194	F	
2	Hennobog.	Wilma	librarian	Kleinmond library	038 2718485	F	
3	Deits	Ida	VICE CHAIR	HANFELP Business Forum	0823382532	M	
4	BARRY	SPRAZER	ARTSECURE	P.I.C	0824970432	M	
5	Abrahams	Anecia	Tourism Officer	Hanglip Kleinmond Tourism	0282711565	F	
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ATTENDANCE REGISTER for: *Meeting with owners of Spaza Shops Sh. 6000 & Pastor* DATE: *16.05.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	INANTSHINBA	BANGIKHAYA	A. DWELLERS	A. Y. DWELLERS	0782048060	M.	<i>[Signature]</i>
2	PHOBANI	BONGBISWA			0835876864	F	<i>[Signature]</i>
3	Sankobo	Thembokazi			0789048890	F	<i>[Signature]</i>
4	Khunthwaga	Thembisa			0787183891	F	<i>[Signature]</i>
5	MALOTANIA	TOZIEWA			0786583009	F	T. MALOTANIA
6	Sixiba	Noma Indiga			0713979133	F	<i>[Signature]</i>
7	JAJA	JOLILE			06364425820	EHP	J. JAJA
8	Vula	Innocent Mkhoko	Committee	Overkill Committee	0838943537	M	<i>[Signature]</i>
9	Thulu	MYHINDA	VPR chair	local football HSS	0787633602	M	<i>[Signature]</i>
10	Piyose	Aneli			071955779	F	<i>[Signature]</i>
11	Koti	THOBKILE			0634874019	M	<i>[Signature]</i>
12	YONAKA	THABISA			0631363267	F	<i>[Signature]</i>
13	Dikizwa	Bonginkosi			0783420860	R.B	<i>[Signature]</i>
14	FRASSET ERASMUS	TRISULLON	VPUU CF	VPUU	0826957717	F	<i>[Signature]</i>
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ATTENDANCE REGISTER for: *Interview with Stakeholders in Klenzmond* DATE: *17.05.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	<i>August</i>	<i>William</i>	<i>CP</i>	<i>Comm forum</i>	<i>0828433861</i>	<i>m</i>	<i>[Signature]</i>
2	<i>Khwilanga</i>	<i>Mzouyo</i>	<i>Coordinator</i>	<i>Taxe ABS</i>	<i>0738188408</i>		<i>[Signature]</i>
3	<i>RESANT</i>	<i>CHARMAINE</i>	<i>CLR</i>	<i>OVERSTRAND MUNICIPALITY</i>	<i>0798855022</i>		<i>[Signature]</i>
4	<i>AUGUST</i>	<i>ELGIN</i>	<i>PASTOR</i>	<i>new Revival mission</i>	<i>0664225617</i>	<i>male</i>	<i>[Signature]</i>
5	<i>[Crossed out]</i>	<i>[Crossed out]</i>	<i>[Crossed out]</i>	<i>[Crossed out]</i>	<i>[Crossed out]</i>	<i>[Crossed out]</i>	<i>[Crossed out]</i>
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*added on
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ATTENDANCE REGISTER for: *Interview with Stakeholders in Kleinmond* DATE: *23.5.2019*

*inquest on
today register*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Barry	Eleanor	Ward Rep	Kleinmond Primary	028 271 4407	Female	<i>E Barry</i>
2	SWARTZ	CHARLES	WARD REP	KLEINMOND	082 437 0727	MALE	<i>(Signature)</i>
3	Petrus	Sam	Building Contractor	Pretorius Ave. Oudorp	082 393 8689	M	<i>(Signature)</i>
4	Zumana	Makuzenkwe	Maintenance	Pringle Bay	071 325 5855	Female	<i>M Zumana</i>
5	GOLIATH	RACHEL	EDUCATOR	Kleinmond Primary	060 947 11525	FEMALE	Rachel
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ATTENDANCE REGISTER for: *Interviews with stakeholders in Kleinmond* DATE: *24 May 2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	<i>Goliath</i>	<i>Rachel</i>	<i>Educator</i>	<i>Kleinmond Primary</i>	<i>0609474525</i>	<i>F</i>	<i>R Goliath</i>
2	<i>Asheho</i>	<i>Simpson</i>	<i>Manager</i>	<i>Rice Price Business</i>	<i>0618871301</i>	<i>M</i>	<i>Asheho</i>
3	<i>Lucky</i>	<i>Allie</i>	<i>Worker</i>	<i>JJ Traders</i>	<i>0746811671</i>	<i>M</i>	<i>Lucky</i>
4	<i>Sobuz</i>	<i>Micka</i>	<i>Manager</i>	<i>Rotea Superette</i>	<i>0769968550</i>	<i>M</i>	<i>Sobuz</i>
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