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1 INTRODUCTION

1.1 Background

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 efforts in acknowledging that Informal settlements are a more enduring feature of the provincial landscape than generally appreciated and 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 WCG Department of Human Settlements (DHS), the enumeration of additional beneficiaries in living in backyard dwellings in surrounding formalised areas was agreed on as part of VPUU NPC scope. 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 Scope of Work

In Kleinmond, the ISSP focuses on the informal settlement of Overhills and additional beneficiaries living in the nearby settlements of Poppedorp, Proteadorp and Mountain View.

As part of the ISSP, VPUU NPC has been appointed by the WCG Department of Human Settlements (WCG DHS) to provide:

- **Community participation** - The community participation process gives voice to the community. Through a series of engagements, the community has the opportunity to be informed and to voice their needs and wishes, which will inform future planning.
- **Leadership training** - Through a series of leadership sessions, a core leadership group receives training in community development and leadership skills.
- **Enumeration** - The purpose of the enumeration is to gather data from each household to better understand the socio-economic profile of the neighbourhood. The data gathered will inform the future planning and upgrading of the settlement, involving community partners, WCG and the municipality.

1.3 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 5.

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 assisting 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.

1.4 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. 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

ISSP IMPLEMENTATION PROGRAMME



KLEINMOND (OVERHILLS)		Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec / Jan	Feb	Mar	Apr
Task	Team Member													
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 Committee	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 stakeholders	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 stakeholders	Stakeholder Management													
Community Exchange to other VPUU sites	Stakeholder Management													
Quarterly Councillor Engagements post-implementation Phase onwards	Stakeholder Management, Team Lead													
Special Meetings to Council, Public Meetings (as requested - maximum 1 bi-monthly engagement)	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													
Project Reporting														
Draft and finalisation of Informal Settlement Socio-economic report	M+E, Team Lead													
Provide status reports to project manager	Team Lead													
Attend monthly project management meetings with project manager	Team Lead													
Produce milestone Progress Reports (inclusive of all deliverables and supporting documentation) for invoice drawdown	Team Lead													
Produce final report on outputs and outcomes, including process followed, lessons learnt and recommendations	M+E, Team Lead													

1.6 Purpose of the Report

This report aims to provide an analysis of the findings of the enumeration and socio-economic household surveys; to present the findings of the community participation and participatory planning processes; and to provide an update on progress made up to Milestone 2 (30 September 2019). Drawing from the emerging socio-economic profile and identified needs of the human settlements, a set of recommendations will be included in the final report. The findings and recommendations should inform the future upgrading of Overhills Informal Settlement, by guiding the WCDHS and Overstrand Municipality in decision-making and identification of key interventions.

2 METHODOLOGY

2.1 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

Photo 1 Stakeholder Management: Priscilla Erasmus meets with community stakeholders



- Getting to know more about stakeholders
- Find gaps/missing stakeholders for further invitations

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

E. Community Action Plan (CAP) Workshop

Timelines: November 2019

8. Profile Workshop

- First half of workshop is on findings/challenges of the community and assets available

9. Mini CAP formation and practical solutions

- Second half of workshop is on finding solutions to the profile workshop report, to identify community needs and develop a Community Action Plan (CAP)

F. Ongoing processes

Timelines: from May 2019, ongoing until end of program

• Meetings

10. Regular monthly meetings with PSC

11. Monthly/quarterly Ward Councillor meetings

12. Greater stakeholder engagements/community meetings

• Trainings/Mentoring

13. 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
17 Aug 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.

20 Jul 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. <p>Encourage other people to assume personal responsibility.</p>
31 Aug 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 • Help participants resolve sample conflicts and build a climate of internal cooperation within their community, organizations, homes, etc.
21 Sept 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.
12 Oct 2019	Creating a Vision and Mission	
2 Nov 2019	Roles and Responsibilities of Committee Executives	

16 Nov 2019	General planning	At the end of this unit trainees should be able to <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
TBA	Profile and Solutions workshop	
TBA	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
TBA	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
	<i>Preparation for certification</i>	

- Documentation**

14. Endorsed database of local stakeholders

15. Regular minutes/notes

16. Regular register

2.2 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. DHS, VPUU NPC, Lyners and Overstrand Municipality agreed that enumeration of the backyard dwellers would be included in the scope of works of the ISSP Kleinmond project. 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. Verification of Household Information

Timelines: November 2019 to March 2020

7. Verification of data collected per household

Post-enumeration, each structure's record in the register is made available to the head of each household, in the form of a printed VHI letter. This process is facilitated by the Community Information Officers (CIOs) or Fieldwork Supervisors and allows for corrections and additions, to improve the accuracy of the enumeration data.

Residents can request changes to their records by marking up and submitting the VHI letter for correction. It is advised that residents keep a copy of the marked VHI letter in their possession until the corrected version becomes available.

Printing of documents

- 1) One document is printed per dwelling unit.
- 2) Forms are pre-printed, double sided in colour in bulk using a litho process.
- 3) Forms are watermarked, press-numbered, and printed on 120gsm stock to distinguish between the original and subsequent copies.
- 4) The second printing process which adds the enumeration data can be done in grayscale on any photocopy machine.
- 5) VHI letters are collated and box-filed in alphanumeric order by section and block before being distributed

- 6) A final Field Atlas accompanies the VHI letters, an appendix includes a A-Z Surname sorted population register (owners, heads of household and adults) referencing house number.

Stakeholder engagement

- 1) The ward councillors must be informed of this process
- 2) If relevant the PSC members should be informed
- 3) All relevant municipal officials must be informed
- 4) Community leadership should be informed as to the process
- 5) CIOs should be contracted for the purpose

Setup of an administration space

- 1) The CIOs or FW Supervisors require documentation to disburse and a registration book to track activity.
- 2) They also require a cellphone with the relevant data forms loaded and (ideally) a connection to the internet.
- 3) They require a storage space for at least one box-file and sturdy folders for transporting documentation between the storage and the point of administration, eg community hall, gazebo.
- 4) A desk and chairs/benches and a filing cabinet would greatly assist this process.

Handing out VHI letter protocol

- 1) Residents are required to visit the VHI desk to collect their VHI letter.
- 2) There is no cost for the VHI letter.
- 3) Only resident owners or heads of households as recorded in the enumeration may collect the VHI letter for that household.
- 4) Identity document must be shown for collection purpose.
- 5) Collection will be signed for and countersigned by CIO in the Field Atlas register.
- 6) Collection will be recorded on a digital form with the barcode on the letter and the corresponding ID book being scanned.

Corrections to household data

- 1) Residents are required to visit the VHI desk to update their VHI letter.
- 2) There is no cost for corrections to the VHI letter.

- 3) Only resident owners or heads of households as recorded in the enumeration may update the VHI letter for that household.
- 4) Identity document must be shown for update purpose.
- 5) Updates will be signed for and countersigned by CIO in the Field Atlas register.
- 6) Updates will be recorded on a digital form with the barcode on the letter and the corresponding ID book being scanned.
- 7) Residents submitting corrections should annotate their VHI letter, that letter will be scanned inside a digital form along with their ID and house code.
- 8) The resident should keep their original VHI letter until they are provided with the new form. At that point they will need to surrender the original VHI letter to the CIO who will mark it as redundant and place it back on file.
- 9) The process of updating records and printing updated VHI letters may take some weeks. This time delay is a factor of resources.

Addition of new households

- 1) The addition of new households is subject to protocols allowing this step.
- 2) The method of adding new households to the register is as per enumeration.
- 3) There is no cost for additions to the community register.
- 4) The process of updating records and printing new VHI letters may take some weeks. This time delay is a factor of resources.

3 PROGRESS REPORT FOR MILESTONE 3

3.1 Achievements

The following stakeholder engagement goals were achieved ahead of this milestone:

- Verification of data collected per household
- Conduct Workshop on findings of Enumeration Report to community and verification of the Enumeration findings
- Continuation of community leadership engagements
- Mini CAP workshop and practical solutions

The following data collection goals were achieved ahead of this milestone:

- Completion of 2 week VHI fieldworker process
- Submission of post Enumeration data
- Mini CAP workshop and practical solutions held and a final CAP report produced with the outcomes of the workshop
- Completion of the Leadership Training Programme
- Submission of post VHI/Final data



Photo 2 Ntombecawe standing outside a structure in Overhills to record its GPS location

3.2 Challenges

Challenge 1: Lack of clarity on how to include members of the core leadership group into the existing PSC.

→ **Remedy:** A meeting was held with the Overstrand Municipality to discuss this and the outcome was for the municipality to keep the existing PSC. The Municipality decided that, if community members would like to form part of the current PSC, they would need to be elected through the Subcouncils.

Challenge 2: Confusion around the Enumeration numbering system used by VPUU

→ **Remedy:** A meeting was held with the Overstrand Municipality, DHS and Lyners to clarify the Enumeration structure numbering system and to discuss how to align the Enumeration data with the current Housing list data.

4 FIELD REPORTS

4.1 Community Participation Progress Report

Initial engagements with Overhills stakeholders and documentation for this project have begun, in accordance with the community engagement plan detailed in 2.1. 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. The annexures for meetings from before June 2019 can be found in previous reports.

Table 2 Timeline of Meetings

DATE	MEETING	PURPOSE	Annex
27 Mar 2019	Overstrand Municipality	Confirm undertaking of survey and timelines	N/A
3 Apr 2019	Overstrand Municipality, along with representatives from Wards 9 and 10	Learn more about recent protest (Purpose was not achieved)	N/A
4 Apr 2019	Call with Heleen Schliep of Narrative Foundation	Learn about forums in Overhills and broader Kleinmond	N/A
	Call with Ayanda Tyhulu, Deputy Chairperson of Overhills Committee and Municipal Employee	Clarity on protests that occurred earlier in 2019	N/A
	Call with Sheridan of Kleinmond Hangklip Links	Learn about social cohesion activities	N/A
16 Apr 2019	Ward 9 Community Meeting	Introduce VPUU NPC and scope of project	N/A
17 Apr 2019	Proteadorp Community Meeting	Introduce VPUU NPC and scope of project	N/A
16 May 2019	Stakeholder Meeting	Identifying and further mapping stakeholders	N/A
18 June 2019	Overhills Community Meeting	Introducing enumeration and leadership training	D
20 June 2019	Overhills & Proteadorp Community Meeting	VPUU Introduction presentation	E
3 July 2019	Enumeration Meeting with Lyners	Confirm enumeration questionnaire and programme	G
30 Aug 2019	Councillor Meeting	Update Councillors on progress	J
24 Oct 2019	SoW meeting with DHS, OM and Lyners	Clarification around the SoW and signed SLA	M
04 Nov 2019	Data clarification with Lyners	Clarification meeting on how to read the data	N
22 Jan 2020	Data clarification with Lyners and OM	Clarification on the new numbering system used in the Enumeration	S

Photo 3 Community members meeting with Priscilla Erasmus (not pictured) in May 2019



Photo 4 Overhills community meeting on 18 June 2019 in the community hall

4.2 Leadership Training Progress Report

Leadership Training with the core leadership group in Kleinmond began on 11 June 2019. Table 3 has a timeline of progress on the leadership trainings and topics covered thus far. VPUU NPC has encountered the challenge of low attendance to the leadership trainings. The initial group of 20 participants has diminished to nine regular participants. Seven of those participants registered for the accredited training course offered by VPUU NPC.



Table 3 Timeline of Leadership Trainings through 30 September 2019


DATE	TOPIC	Annex
11 Jun 2019	Tenure Protocol workshop  <i>Photo 5 First leadership training</i>	B
22 Jun 2019	Personal Development	F
20 July 2019	Defining leadership and good leadership characteristics	H
17 Aug 2019	Team or Group Dynamics	I
31 Aug 2019	Conflict Management Methods	K
21 Sept 2019	Communication and how to communicate effectively	L
12 Oct 2019	Create a vision and mission	O
09 Nov 2019	Roles and Responsibilities of the committee executive	P
16 Nov 2019	Community Action Plan (CAP)	Q
23 Nov 2019	Accredited course portfolio guidance	R



Photo 6



Photo 7

4.3 Community Action Plan (CAP) Workshop

A community action plan (CAP) is a road map for implementing community change by identifying and specifying WHAT will be done, WHO will do it and HOW it will be done. In other words, the action plan describes what the community wants to accomplish, what activities are required during a specified timeline and what resources (money, people and materials) are needed to be successful. At a local level, across ward boundaries, CAP provides an open and transparent participatory process where community leaders plan and strategise on bread-and-butter issues which are in line with the broader municipal needs. The community action plan shall become a framework for implementing sustainable development and management activities that are decided by the community itself. Community members should be the main actors in preparing their own community action plan regarding their community challenges and issues.



Photo 8 Community members presenting their ideas at the CAP workshop in Kleinmond

The CAP workshop took place on 16 November 2019 with the following main objectives:

1. To collect information for future planning, prioritization and implementation of key interventions.
2. To draft a mini-plan which contains a list of prioritized solutions, strategies and options for dealing with identified problems.
3. The solutions for problems comes from the community.



Photo 9 CAP Workshop attendees



Eleven (11) community members, mainly from Overhills and Mountain View attended the workshop, mainly youth from the leadership training programme. The attendees were enthusiastic and engaged. They committed to bringing the results to their ward committee and holding meetings in their area. Topics of discussion included socio-economic issues and urban management.

More details about the CAP workshop are available in a draft report, which was circulated to the community in December 2019 and can be found in Annexure T. The final draft report will be distilled into a double-sided brochure in order to report back to the community.

4.4 Enumeration Field Report

4.4.1 Kleinmond Coverage and Responses

Map 2 shows which blocks of Overhills were enumerated, overlaid atop the latest satellite imagery of the settlement.



Map 2 Map of structures visible from satellite image, used for enumeration

During the course of the enumeration in June, July and August 2019, 726 potential dwelling units in Overhills were identified and labelled, of which 716 were used residentially. Within these units, 749 residing households and a total of 1607 individual residents were enumerated.

This data shows a rapid increase in the population of Overhills: in 2011, the census only found 365 dwelling units in the settlement and in 2016, the IDP Review only found 379 dwelling units.¹ In two-and-a-half years, through June 2019, at least 337 new dwelling units were constructed. Additionally, the number of households increased by 270, from 479 in 2011² to 749 in 2019.

¹ Eilgelaar-Meets et al (2017),19.

² Ibid.

Additionally, 226 backyard dwelling units were identified and labelled in Proteadorp, Mountain View and Poppedorp. Within these units, 228 residing households and a total of 420 individual residents were enumerated.

Table 4 Additional Beneficiaries coverage

Enumerated Rooftops	Total Households	Total Residents
226	228	420

4.4.2 VHI Process

Verification of household information (VHI) took place in Kleinmond between 4 and 15 November 2019. Out of 463 letters requesting verification which were distributed in the community, 163 were returned with edits. The changes made during the VHI were added on the data delivery. Additionally, 63 new households (including those not reached during the first phase) were enumerated and 19 new structures were painted. No VHI process was completed for additional beneficiaries [Poppedorp, Proteadorp and Mountain View]. The VHI process was not designed for the small scale rental market on private (formal) erven.

Final verified numbers for Overhills are in the table below.

Table 5 Final Verified Numbers in Overhills, Kleinmond

Total Rooftops	Enumerated Rooftops	Total Households	Total Residents
800	767	792	1687

The VHI process was conducted in two methods: two fieldworkers distributed letters door-to-door and two fieldworkers distributed letters from the Overhills Community Hall, which the team used as a base centre.

The VHI Letter included both the house number painted during the enumeration and the existing house number found on the structure at the time of painting. It also had the names, surnames, ID numbers, cell phone numbers, family status and tenure status of the household residents.

VPUU NPC has the remaining letters at its offices, awaiting confirmation from the community leadership and/or the municipality to continue with the process. VPUU NPC proposed that the balance of letters be handed over to Overstrand Municipality for future distribution; exact venue and responsible department to be confirmed by Overstrand Municipality.

5 GOALS FOR MILESTONE 4

The next report, the Milestone 4 Final Report, will recount progress made towards the following goals in the next quarter, from February through April 2020.

5.1 Stakeholder Engagement Goals

- Monthly PSC/Area Coordination Team (ACT) Meetings, to include Council
- Ongoing Organisational Development sessions for PSC community stakeholders
- One quarterly Councillor Engagement, post-Implementation Phase onwards
- Community Exchange to other VPUU sites, scheduled for Saturday 7 March 2020
- Conduct workshop sharing findings of enumeration, CAP and recommendations on 25 February 2020.

5.2 Project Reporting Goals

- Attend monthly project management meetings with project manager
- Produce final report on outputs and outcomes, including process followed, lessons learnt and recommendations

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	paulettmarinus2@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

Annexure B – 11 June 2019 Tenure Protocol Workshop



Tenure Protocol Workshop: Meeting Agenda

Date: 11 June 2019

Time: 18h30

VPUU representatives:

ICD4D: Thulani Manci

Leadership Training: Theo Mayekiso

Community Participation: Priscilla Erasmus

Project Manager: Qaasiem Francis

The following items will be discussed in today's meeting:

1. 1. The Household Survey (enumeration)
2. Recruitment of fieldworkers by Wed 19th June for Monday 24th June.
3. Labelling of every house in Overhills according to a new numbering system, existing numbers will be recorded
4. Interviewing of every household by the fieldwork team
5. Focus on definitions:
 - a. Dwelling unit
 - b. Household
 - c. Family status (relation to Head of Household)
 - d. Ownership status (relation to HoH)
 - e. Household income: excluded grants
 - f. Previous ownership: title deed holders
6. Introduction to the leadership training VPUU will be conducting



ATTENDANCE REGISTER for: DATE:

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	XHASHLIMBA	N TOMPOKO		Overhills 43	063513513	Female	N. Tompo
2	Sankoba	THEMBOKO ZI		Overhills K160	053539725	Female	T.S
3	Mditshane	Ngameki		Overhills K260	078657833	Female	N.M
4	Gijamba	J					
5	S. D. B. Z.	Zimkhitha		Overhills K165	073033781	Female	Z.S
6	Sigomphing	Sibahle		Overhills K285	0739571195	Female	S.S
7	Ngobhalela	Coloka		Overhills K285	0739571195	Female	N.K
8	Sigamhile	Sigamhile		Overhills K290	0734491305	Female	S.S
9	BELEDE	LULEKA		Overhills K316	0810567101	Female	K. Luleka
10	Renene	Tupho		Overhills 47	072991162	Female	T.P
11	Netso	Netso		Abolone 12	072021678	Female	P. Netso
12	Portia	Patsile		Overhills K190	073860380	F	P. Portia
13	Melo	NABUHE		Overhills K180	078875533	Female	N. Melo
14	MALOTANA	TOZELA		Overhills K175	0786588105	F	T. Malotana
15	Gisile	Thucet		Overhills K89	060394702	F	G. Gisile
16	Maleas	Phaphama		Overhills	071666665	F	M. D
17	Thabane	Colagi		Overhills K90	078995450	F	T. Thabane
18	Bisang	Mama				Female	M. Bisang
19	Sente	Tumeleang		Overhills K91	078134080	F	S. Sente
20	MASIZA	Mamisoane		Overhills K138	071700119	F	M. Masiza
21	Meshele	Zimkhitha		Overhills	073651376	F	M. Meshele
22	Sesana	Sonwabise		Overhills		F	S. Sesana
23	Mamuyiwa	Thembi		Overhills	0137010015	F	M. Mamuyiwa
24	Wofa	Akhong		Overhills	0789938040	F	A. Wofa
25	Soda	Thakazi		Overhills	063450550	F	S. Soda
26	Tsane	Thakazi		Overhills	070	F	T. Tsane
27	Suana	Vukokazi	General	Overhills	071814110	F	V. Suana
28	Makapala	Sandiswa	General	Overhills	078700119	F	S. Makapala

Annexure D – 18 June 2019 Overhills Community Meeting



ATTENDANCE REGISTER for: *Overhills Community Meeting* DATE: *18.06.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	BISHOP	BANERWA	Overhills		083-2872325		B. Bishop
2	Harmans	Rutledge			0664735645		B. Harmans
3	William	Nxolo			0647759449		N. William
4	MIDA	Stekelwa			061871254	Female	S. Mida
5	NOPEMELE	NOMANGESI			0633124160	Female	N. Nopemele
6	SOLODOKO	TEDIE			0769626506	FEMALE	T. Solo
7	MONDANA	MAMOKETE			079796901	FEMALE	M. Mondana
8	Phendulwa	MTO			0837227612	Female	P. Phendulwa
9	MASIZA	NOLWANDIE			0117456811	Female	M. Masiza
10	Geduts	Ungathi			0833469251	Female	G. Geduts
11	TOO	NCOMI			076727384	male	T. Too
12	Ngwenisa	SOFIHE	Overhills		0840858610	Female	N. Ngwenisa
13	Rata	MONAGHON	Overhills		0711301372	Female	R. Rata
14	Nemonde	Matutu	Overhills		0835715442	Female	N. Nemonde
15	Makgijela	Andiswe			0735070023	Female	M. Makgijela
16	Luthuli	Ziyanda			0731114202	Female	L. Luthuli
17	Xali	Athut			0731114202	Female	X. Xali
18	CELEKA	Jennifer			0746094195	Female	C. Celeka
19	Chirane	LISABETH			0746094195	Female	C. Chirane
20	MPONDO	WANDISWE			0777777777	Female	M. Mpondo
21	PASCHAL	Zodisi			0663057121	Female	P. Paschal
22	Laweti	Azola			0617537065	Female	L. Laweti
23	Swelindawo	Nokulunga			073279141	Female	S. Swelindawo
24	Cyana	Nomkeliso	Overhills		078039744	Female	C. Cyana
25	Mzimomo	Overhills			078039744	Female	M. Mzimomo
26	Mphahlele	Zuzwe	Overhills		078039744	Female	M. Mphahlele
27	Nkomo	Nkomo			078039744	Female	N. Nkomo
28	Mass	Nontobeko	Overhills		085766552	Female	M. Mass



ATTENDANCE REGISTER for: *Overhills Community Meeting*

DATE: *18.06.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Mokete	Khuthwa		8442 School St	07393405	F	K Mokete
2	Mondlala	Belinda		9298 Olwe St	09329088	F	B Mondlala
3	Phiri	Angeline		Overhills	07264636	F	Angeline
4	Motshila	Nambele		15 Greifels St	07819860	F	Nambele
5	Neshe	Nendumiso		8333 Kuyasa St	07838361	F	Neshe
6	Motshila	Ziyanda			07235584	F	Ziyanda
7	Namela	Nolufefe		21 Aberton	07235584	F	Nolufefe
8	Mogale	Siriso		ENP 121	07699090	F	Siriso
9	Phangile	Magali		915 Moni St	07321072	F	Magali
10	Khalekazi	Melotana		KITS	07192403	F	Melotana
11	Komake	Rondea		8325 Overhills	07911896	F	Rondea
12	Ndabeni	Lutho		K343 Overhills	06494988	F	Lutho
13	Ntlangeni	Nyeliwa			07899030	F	Nyeliwa
14	Obeshe	Zubele		K343 Overhills	07174630	F	Zubele
15	Khalekazi	Mziwankwa		205	07174630	F	Mziwankwa
16	Bongeka				00510770	F	Bongeka
17	Galeli	Nambele		K276	07875232	F	Nambele
18	Galeli	Lolisa		ENP 124	07358016	F	Lolisa
19	Galeli	Nkomo		K228	07812915	N	Nkomo
20	Ngumani	Sphokule		K207	09371238	F	Sphokule
21	BERE	LUBALELO		K91	06597640	M	LUBALELO
22							
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11 Iaramnawa	Sinaco	00000-2094	female	S. Iaramnawa
Zenzile	Hendipha	0765448619	female	HAZ
1 Kutala	Motivisi	087037536	female	HAZ
2 Lusanda	Yizani	0644172267	female	HAZ
3 Athini	nciliani	0604396781	female	HAZ
4 Anelisiwe	mscisi	0834829698	female	HAZ
7 Sinaco	Madolo	0717418868	female	HAZ
8 Nohudo	Klaga	063245727	female	HAZ
9 Nwabisa	Tunjiwa	073989957	female	HAZ
10 Sinesipho	Mbulu	0717418868	female	HAZ
11 Nphomatseng	Nkopane	0538462663	female	HAZ

Attendance Register for Overhills Community Meeting 18.06.2019.



1. Runzenwa Thabazane 0784962110 male ~~Thabazane~~

2. Nokuzola Mgunuke 0733347170 Female ~~Mgunuke~~

3. Zimasa Rhangayi 0630066132 Female ~~Rhangayi~~

4. Sandishe Qashani 0610136078 Female ~~Qashani~~

5. Thelma Maneval 09144563316 Female ~~Maneval~~

6. ZiziPO Gongela 0640201446 female ~~Gongela~~

7. Thuliswa Sogexxe 0603870746 female ~~Sogexxe~~

8. Zusiphe Mamebelana 0657045922 Female ~~Mamebelana~~

9. Busiswa Mbebe 0739985120 female ~~Mbebe~~

10. Kupiso Zikhanyile 0730647665 Female ~~Zikhanyile~~

11. Nkolwana NoliFEFE 0727608486 Female ~~NoliFEFE~~

12. Xandile Spofers 0731375500 Female ~~Spofers~~

13. Babalwa Spofers 0604248443 Female ~~Spofers~~

14. Ntando Ntando 0639127521 Male ~~Ntando~~

15. Aphine Ntazakhe 0734680005 Female ~~Ntazakhe~~

16. Sipokazi Gceju 0818757031 Female ~~Gceju~~

17. Shemane Rekhotsofetse 0748631136 Female ~~Rekhotsofetse~~

18. Avela Hashibi 0622365933 Female ~~Hashibi~~

19. Nosibabalo Hawuli 0604509978 Female ~~Hawuli~~

20. Sonelisiwe Mayile 0833777993 female ~~Mayile~~

21. Amari Wolubabalo 0605795550 female ~~Wolubabalo~~

22. Ebonga Cawe



ATTENDANCE REGISTER for:

Overhills Community Meeting

DATE: *18.06.2019*

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	Malixolo	MAGABA	GRADE 10		063745727	Male	<i>[Signature]</i>
2	Lami	NGASINATHI	Grade 11	K120	072326608	Male	<i>[Signature]</i>
3	TOMOSE	LYTHO	Grade 10	K109	081092726	Male	<i>[Signature]</i>
4	Mnyanda	Siphulele	Grade 10		07326954	Male	<i>[Signature]</i>
5	Mchitshele	Khanyile	GRADE 12	EHP 169	060346102	MALE	<i>[Signature]</i>
6	MDINYELWA	LUNGA	GRADE 12	K61	07604578233	MALE	<i>[Signature]</i>
7	PAKEMILE	SANELE	GRADE 12		060396576	Male	<i>[Signature]</i>
8	MAKAYELA	ESITHU	Grade 11		081087458	Male	<i>[Signature]</i>
9	EKGIDE	NTOMBECQWE	GRADE 11	K46 K246	0731873278	Female	<i>[Signature]</i>
10	SANSINI	NTOMBIZANELE	GRADE 9	K248	073519444	Female	<i>[Signature]</i>
11	Mtekeze	Angelwa	Grade 11	K175	073914087	female	<i>[Signature]</i>
12	ZINGILE	JOLISWA	Grade 11	K235	064043522	Female	<i>[Signature]</i>
13	MRAULU	SINESIPHU	Grade 12	K158	0717418868	female	<i>[Signature]</i>
14							
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Annexure E – 20 June 2019 Proteadorp Community Meeting

Community meeting Date: 20 June 2019 Venue: Proteadorp Hall

NAME	ADDRESS	CONTACT NUMBERS	ID NUMBER	EMAIL	SIGNATURE
E. MICKELT	9 VYQIE STR KREINMOND, 7195	076 7800 358		Elnsa. Wiskut @ gmail.com	
C. RESANDT	3314 CLARENCE DR,	079 855 5022		cresandt@gmail.com	Bar
G. COHEN	107 11TH AVE KREINMOND	0726 369068		gautcha25@gmail.com	
G. SMART	M4 de CLOFFIE STREET 8455	0635446739		Godfridus Smart 290@gmail.com	
E. OERSON	Kalkoentjiesstraat 41	076 0571134			Baron
L. OCTOBER	Heidestraat 15	076 7084785			Octel
J. CHUIER Markus Phillips	11 DE STRT 49 skoolstraat 8548	0618354879 0638777967	7906305205081 781		P. S. u.
HENLEY JOHNSON	25 NEMESIA LAAN	0786953144	8812205085087		Johnson
gerald Stewart	26 11 DE STRAAT	0661772464			Stewart
ROGER FISHER	Heide STRAAT 24	0639408451			
LIZELLE BOTTO	75 NEMESIA STR	0798652377 0778395371			L. Botto

Community Meeting

Date: 20 June 2019

Venue: Proteadorp Hall

NAME	ADDRESS	CONTACT NUMBERS	ID NUMBER	EMAIL	SIGNATURE
Deon	Skoolstraat 8544	060 625 3252	8811315228083	/	D. Edu.
Porchia	Coaljoenstraat 17	0606 253 252		-	P.V. morais
Charlotte	Alorstraat 8276	0732241938	9304131275080	Charlotte Carolus12@gmail.com	
Peterman	Ruim 114	0715270371		Peter	Amber
Desmond		0734744622	550130504485		Desmond
Alfrancia	Afrika	0633582042		AllyAfrika@gmail.com	Ally
Roseline	Niveniastr 92	0745690484	7607020192089	-	Roseline
ANDREW	NENIA STR 119	0767796011	7408105182081	-	Andrew
Leaete	Alce street 8304		-	-	Leaete
Maria	nirrecia Rd 59		-		M.W.
H. Rosse	NIRIECIA 59	082 084 335	-	-	H. Rosse
Hoorn Davids	Geelbek 13	06 60163777	-	-	F. Davids

Community meeting Date: 20 June 2019 Venue: Proteaderv Hall

NAME	ADDRESS	CONTACT NUMBERS	ID NUMBER	EMAIL	SIGNATURE
Noksie	41 Geelberg Str.	078 074 6678	8108060830083	noksie81@gmail.com	Noksie
Eunice	8 Berggras Singel	0604192783	EN1322080	gmail.com eunice.ndlovu04@	Eunice
Brunhilda	28 11th Street	0622906930	8508070262088	ruiter102@gmail.com	Brunhilda
Stephanie Matthews	Rice street 8255	07899108856	901225020983	/	S. Matthews
Jenilee Gibson	Aloe street 8252	0789902856	8603110155085	/	J. Gibson
Christina Paulse	Floe Str. 2252	0789902856	880640104086	/	C.J. Paulse
NICOLAS DAWIDS	ALOE ST 8301	631229506709 6312295067089	6312295067089	/	N. Dawids
Peter Dave	Beach rd, 11 Elmon	0834405191		davefamily@telkomsat.net	P. Dave
Wane Buge	20 Lower Beach	0729054702	4312030053091	anjibuge@netactive.co.za	W. Buge
John Mathew	49, 15th Wre	0828946397	5905255891089	howwtama@icloud.com	J. Mathew
Kaya Mantshinga	K-47 Cichuils	0782048060	7912045316089	kayamantshinga34@gmail.com	K. Mantshinga
Jeanette Karelse	30 Kalkoentjiesstreet	0764628689	8309020210085	jeanettekarelse@gmail.com	J. Karelse

Annexure F – 22 June 2019 Leadership Training: Personal Development











Attendance Register... *Kleinmond Stakeholders Leadership Training* ...date... *22.06.2019*

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	Margot	Samuels	F	PIC	0620911793	<i>M. Samuels</i>
2	Priscilla	Erasmus	F	VPUU	0826457717	<i>Priscilla Erasmus</i>
3	Nokuthula	Dude	F	Overhills	078 781 7345	<i>N. Dude</i>
4	Nokwanya	Booi	F	Overhills	078 074 6678	<i>N. Booi</i>
5	Nicholas	Taylor	F	Overhills	0818751897	<i>N. Taylor</i>
6	Zodidi	Masing	F	Overhill	0603269126	<i>Z. Masing</i>
7	Zine	Tembani	F	Overhill	0783150285	<i>Z. Tembani</i>
8	Isipho	Penne	F	Overhills	0709951632	<i>I. Penne</i>
9	Luluka	BHEDE	F	Overhills	0810567101	<i>L. BHEDE</i>
10	KENZIE	Yoliswa	F	Overhills	0640485220	<i>K. Yoliswa</i>
11	Nontyatyambo	Rebe	F	Overhills	0606167106	<i>N. Rebe</i>
12	Namadiq	Sixiba	F	Overhills	0713975133	<i>N. Sixiba</i>
13	NTombi, zanele	Sanjia	F	Overhills	0735190441	<i>N. Sanjia</i>
14	NTomboxolo	Xhashimbo	F	Overhills	0635195513	<i>N. Xhashimbo</i>
15	Phulasende	Madelu	F	Overhills	0710085105	<i>P. Madelu</i>
16	Mayekiso	Theo	M	VPUU	0833750089	<i>M. Theo</i>
17	LONA	COMBO	F	Overhills	0718108064	<i>L. COMBO</i>
18	Siphelile	Mchisa	M	Overhills	0632386979	<i>S. Mchisa</i>
19	KHAYA.	MANSHINGA	M.	"	0787473576	<i>K. MANSHINGA</i>

Annexure G – 3 July 2019 Meeting with Lyners on Data Collecting

Meeting: Lyners office, Data collecting

Date: 03.07.2019

Nr	Surname	Name	Telephone / Cell no	Position	Organisation	Email Address	Signature
1	STEPHENSON	GARTH	0218084935	SU GFT EO	SU	garth@sun.ac.za	
2	Vivier	Hannah-Marie	0823732888	Lyners	Lyners	hannah-marie@lyners.co.za	
3	LENG	HARLIND	021 914 0300	RYM	LYNERS	harlinda@lyners.co.za	
4	Theran	Christiaan	0823164377	SU GFT Sa	SU	ctheran@sun.ac.za	
5	Stewart	Lawrence	0829003875	Lyners PM.	lyners	lawrence@lyners.co.za	
6	Bonus	CHIN	0214470086	GISC	VPUU	chin.bonus@vpum.co.za	
7	Stasimus	Priscilla	0826457117	Comm. Facilitator	VPUU	priscilla.stasimus@vpum.org.za	
8	Francis	Qasim	072 538 6369	Project Manager	VPUU	qasim.francis@vpum.org.za	

Annexure H – 20 July 2019 Leadership Training



ATTENDANCE REGISTER for:

Kleinmond Leadership Course






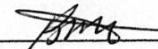
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20.07.2019

NO.	SURNAME	FIRST NAME	POSITION	ORGANISATION	CONTACT NO.	GENDER	SIGNATURE
1	FRASMUS	Priscilla	Facilitator	VPUU	0826957717	F	<i>[Signature]</i>
2	FONQORA	PHIEZWE	PASTOR	AFM Church	0764409609	F	<i>[Signature]</i>
3	BOOI	NOKWAYILO	Facilitator	Overhills	0780711678	F	<i>[Signature]</i>
4	SINBA	Nomalanga		Overhills	071397933	F	<i>[Signature]</i>
5	Xhoshimbeni	Ntombozo	CWP	CWP	06359525	F	<i>[Signature]</i>
6	Madolo	Phlasande	-	Overhills	0710085108	F	<i>[Signature]</i>
7	Mhekisa	Siphelele	Housing dev	Overhills	0652386979	M	<i>[Signature]</i>
8	Ree	Nontatyaniso	-	Overhills	0606167106	F	<i>[Signature]</i>
9	Dude	Nokuthula	-	Overhills	0797817345	F	<i>[Signature]</i>
10	Samuel	Murgha	-	Protea Dwp	0620911793	F	<i>[Signature]</i>
11	Jam Jam	LELETHU	-	Mountain view	07823374063	F	<i>[Signature]</i>
12	Michaelas	Taylor	-	R-Tea Dwp	0919751977	F	<i>[Signature]</i>
13	Tembai	ZINE	-	Overhills	0783150285	F	<i>[Signature]</i>
14	ZEMZILE	Yoliswa	-	Overhills	0640435220	F	<i>[Signature]</i>
15	Mtekese	Anelwa	-	Overhills	0735114087	F	<i>[Signature]</i>
16	MAN TSHINGA	ISANGIKHATHA	COMMITTEE	Overhills	08748576	M.	<i>[Signature]</i>
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Annexure I – 17 August 2019 Leadership Training: Team or Group Dynamics

Meeting: Leadership Training Kleinmond Date: 17/08/19

Nr	Surname	Name	Telephone / Cell no	Position	Organisation	Email Address	Signature
1	Mayekiso	Theo	083375009	CP	YPUU	Theo.Mayekiso@ypuu	
	Fongogq	Phezuwe	0764609009	Pastors	AFM church	phezuwe@smail.com	
	Maclole	Phukisandile	0710085108	-	-	Phukisandilemshokou@gmail.com	Mrs 
	Bebe	MONTYATYAMBO	0606167106	-	-		
	Renene	Isipho	0729951630	-	-		
	Dude	Nokumiso	0797917308	-	-		N. Dude.
	Madolo	Mxolisi	081025691	-	-		m.madolo
	Bamantla	MANTSHINGA	078742576	Community Leader	-	Khayamantshingo.34@gmail.com	
	Xheshimba	Nkomkoko	0759595009	CWP	-		N. Xheshimba
	Nisiro	NOKUMISO	0732305223				N.O. NISIRO

Annexure J – 30 August 2019 Progress meeting with Overstrand Municipality Councillors



Attendance Register... UPDATE ON VPUU PROCESSES ...Date... 30/08/2019

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	Fanie	Krige	M	Ward 10 Cllr	0827737749	<i>[Signature]</i>
2	GRON	COUGN	M	WARD 9 Cllr	0724369068	<i>[Signature]</i>
3	CHARMAINE	RESANDT	F	PR Cllr	0798855022	<i>[Signature]</i>
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Annexure K – 31 August 2019 Leadership Training: Conflict Management Methods



Attendance Register... Kleinmond Leadership Training ... Date 31/08/19 .

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	Bhuvikathana	MANTSHINGA	M.	Overstrand Council	0787473 576	
2	IBJEITHU	TAMU JAM	F		0782574065	
3	Nokuthula	Dude	F		079 751 7349	N. Dude.
4	Nontyatyambo	Bebe	F		060 616 7106	
5	Nokhanyo	NTSIPO ONG	F		0732305223	N.O. NTSIPA
6	Mxolisi	Madoho	M.		0810725691	M. madoho
7	Phulasande	Madolo	F		0710085108	MP
8	Ntombeko	Xhashimbo	F		0639664373	N.A. Xhashimbo
9	Siphelele	Ntlexisa	M	Alousing officer	0632386979	
10	Priscilla	Grasmus	F	VPUU	0826957717	
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Annexure L – 21 September 2019 Leadership Training: Communication and How to Communicate



Attendance Register... Kleinmond Leadership Training Date... 21/09/2019

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	Nokhe	Booi	F	Backyard dwellers	078 0746678	
2	Ntombakolo	Xhashimba	F	CWP	0637664373	N.A. Ntombakolo
3	HERIWE	FENGORA	F	AFM church	076 460 9669	
4	Melidias	Taylor	M	WWF	0918 751 997	
5	Nontyatyambo	bebe	F	Overhills	060 616 7106	
6	Noruthula	Dude	F	Overhills	078 781 7348	N. Dude
7	LELEHU	Jim Jim	F		078 237 4063	
8	Theo	Mayerisio	M	VPUU	0833750089	
9	Priscilla	Siomuis	F	VPUU	0826957717	
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Annexure M – 24 October 2019 SoW Clarification Meeting

Meeting: *ESSP Kleinmond with DHS, LINES & Municipality + VPUU* Date: *24.10.2019*

VPUU

Surname	Name	Organisation	Email Address or phone number	Signature
Erasmus	Piscilla	VPUU	Piscilla.Erasmus@vpuu.org.za	<i>[Signature]</i>
Francis	Georgien	VPUU	georgien.francois@vpuu.org.za	<i>[Signature]</i>
ANDERJ	Gail	VPUU	gail.anders@vpuu.org.za	<i>[Signature]</i>
BERENJ	Chim	VPUU	chim.berem@vpuu.org.za	<i>[Signature]</i>
Stewart	Lawrence	LYNERS	lawrence@lyniers.co.za	<i>[Signature]</i>
Belouis	Brian	Man.	blouis@overstrand.gov.za	<i>[Signature]</i>
Ud Stoop	Hamer	Man.	hulstoo@overstrand.gov.za	<i>[Signature]</i>
Rocher	Rocher	Man.	rocher@overstrand.gov.za	<i>[Signature]</i>
ALLI	David	DHS	David.Alli@westerncape.gov.za	<i>[Signature]</i>
VORSATZ	Wesley	DOHS: PLANNING	Wesley.vorsatz@westerncape.gov.za	<i>[Signature]</i>
Pelzer	El-May	DHS	elmay.pelzer@westerncape.gov.za	<i>[Signature]</i>
Hendriks	Dennis	Overstrand	dhendriks@overstrand.gov.za 028 8335058	<i>[Signature]</i>

Annexure O – 12 October 2019 Leadership Training

Attendance Register *Kleinmond Leadership Training Prog. Date 12.10.2019*

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	<i>Riscilla</i>	<i>Erasmus</i>	<i>F</i>	<i>VPULL</i>	<i>0826957717</i>	<i>[Signature]</i>
2	<i>BANGIKHAYA</i>	<i>MANTSHINGA</i>	<i>M</i>	<i>PERMAN G</i>	<i>0187278576</i>	<i>[Signature]</i>
3	<i>Ntombaxdo</i>	<i>Xhoshimby</i>	<i>F</i>	<i>CWP</i>	<i>0639664373</i>	<i>N. P. Xhoshimby</i>
4	<i>Nokwayiso</i>	<i>Booi</i>	<i>F</i>	<i>Overhills</i>	<i>0780746678</i>	<i>N. Booi</i>
5	<i>Nokuthula</i>	<i>Dude</i>	<i>F</i>	<i>CWP</i>	<i>078 7517348</i>	<i>N. Dude</i>
6	<i>LELETHI</i>	<i>JAM JAM</i>	<i>F</i>	<i>Mshini Jwale</i>	<i>08 937 4065</i>	<i>LJP</i>
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Annexure P – 9 November 2019 Leadership Training

VPUU **OVERSTRAND** **Western Cape Government**

Attendance Register Kleinmond Leadership Training Prog Date 9.11.2019

No	Name	Surname	Gender	Organisation	Contact Details	Signature
1	NORUTHULA	Dude	Female	Overhills	075 781 7345	N. Dude
2	Phulasanele	Modolo	Female	Overhills	0710085108	MR
3	RANGIMPAH	MONSHINGA	M	Overhills D.	0787475576	MR
4	Siphelwe	Mkomo	M	H. Adams	0652336979	SP
5	LEPTHA	Jani Jani	Female	Overhills	078 2374063	L. ED
6	Notwayiso	Boni	F	Overhills	078 0746678	Notwayiso
7	Muchot	Jayla	M	Overhills	0819751997	MR
8	Ntombikoko	Xhashimba	F	Overhills	0639664373	N. Xhashimba
9	Thes	Majekiso	M	VPUU	0833750089	Thes
10	Priscilla	Erasmus	F	VPUU	0526957717	Priscilla
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Annexure Q – 16 November 2019 Community Action Plan (CAP) Workshop



Meeting: CAP workshop Kleinmond Date: 22/11/19



Surname	Name	Gender	Organisation	Contact Details	Signature
MANTSHANGA	KHAYA	M	WARDS 10 Committee	078 7473 576	
Enamus	Priscilla	F	VPUU	082 695 7717	
Dude	NORATHULA	F	Overhills	078 781 7308	N. Dude.
GWADISO	DHWETHU	F	Overhills	078 21 35412	D. Gwado
Jam Jam	LELETHU	F	Mountain view	078 237 4063	
Vula	INNOCENT	M	Committee	083 894 3537	
Nicholas	Jaylor	M	Committee	081 875 1997	
Batyi	Viwe	M	Overhills	071 798 6640	V. BATYI
Francis	Qoosiem	M	VPUU	072 538 6369	
KHUPSHIMBA	NTAMBOXO	F	Overhills	0639 664373	N.A. Xhaxhaxhax
Mthetisa	Siphelele	M	Overhills	063 23 86979	
Madolo	Phulasande	F	Overhills	07100 85108	
Mxolisi	Madolo	M	Mountain View	081 072 5691	M. madolo

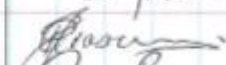











Annexure R – 23 November 2019 Support Workshop for Accredited Course



VPUU attendance register for leadership accredited course Date 23.11.2019

Name	Surname	Gender	organisation	Contact no.	Email Address	Signature
Nicholas	Tajjeer		1000	0813751497		
LAMSAWA	Mayeki	M	Sigalo	0842712864		J.A.
Ntombi	Xhaskhwa	F	Community Sister	0639669373		N.A. Khaskhwa
Nolusindiso	Hlebo	F	Botriver	0625199172		N.A. Hlebo
Esethu	Mkhambiso	F	B.D.F	0842997782		E.M.
NOLUYISO	THILI	F	SIGALO	0766383339	noluyisathili@gmail.com	N. Thili
Mawuli	KOHLESO	M	SHALO CHURCH	074507305	shadrackkohleiso@gmail.com	M. Kohleiso
BOOI	Naxie	F	Overhills	0780746678	nekstest@gmail.com	N. Naxie
Phaya	Mantshuphe	M	A. Dwekan	0787477576	Khayamaitshuphe@gmail.com	Phaya
Bida	Longer	F	Botriver DE/Vona	0790111731	0790111731@vona.co.za	B. Longer
BONGIWE	MKHAMBISO	F	Botriver Devion	0604634723	bbongiwevona@gmail.com	B. Bongiwe
Nontshula	Duole	F	Overhills	0787817348		N. Duole
LELETHU	Jan Jan	F	Overhills	0782374063	janjanleca@gmail.com	J. Lelethu
Philasandile	Madolo	F	Overhills	0710085108	Philasandilemontshole@gmail.com	P. Madolo
Theo	Mayekiso	M	VPUU	0833780084	Theo Mayekiso@vpuu.org.za	Theo Mayekiso
Sibelele	NHAKISA	M	Overhills	0632386974		N. Nhakisa
Priscilla	Etamun	F	VPUU	0826957717	PRISCILLA.Etamun@vpuu.org.za	P. Etamun

Annexure S – 22 Jan 2020 Data clarification with Lyners and OM

22-Jan-2020		Register for Meeting with VPUU-Overstrand Municipality + Lyners		
Name	Org	E mail/Address	Gender	Signature
Riscilla Erasmus	VPUU	riscilla.erasmus@vpuu.org.za	F	
Chris Berens	VPUU	chris.berens@vpuu.org.za	M	
Karin Kuchel	Overstrand	karin.kuchel@overstrand.gov.za	F	
Franklin Frans	Overstrand	franklin@overstrand.gov.za	M	
Desmond Lakes	Overstrand	dlakes@overstrand.gov.za	M	
Harind Long	LYNERS	harind@lyners.co.za	M	
Abigail Jacobs	Overstrand	abigail@overstrand.gov.za	F	
Harriet Stoop	Overstrand	harriet@overstrand.gov.za	F	
Francis	Francis	quarant.francois@lyners.co.za	M	
Brian Lou	Overstrand	blouw@overstrand.gov.za	M	
El-May Pelsner	bttS	elmay.pelsner@westerncape.gov.za	F	
Lawrence Stewart	lyners	lawrence@lyners.co.za	M	

Annexure T – CAP Workshop Report

KLEINMOND DRAFT CAP REPORT

Ward 9: Kleinmond, Mountain View and Palmiet

Contents

A. Title of Report	Page 1
B. Introduction and Background of the workshop	Page 1-2
C. Objectives of the workshop	Page 2
D. Agenda of the workshop	Page 2-4
E. Workshop discussions and findings	Page 5-21
F. Next steps and recommendations	Page 22
G. Conclusion	Page 22

A. Kleinmond Community Action Plan Report : First Draft

Date of Workshop: 16 November 2019

Attendance: See Register attached

B. Introduction and Background of the workshop:

I. CAP as a tool to collect information needed for future planning

Through the Informal Settlement Support Program [ISSP], the Western Cape Government Department of Human Settlements has appointed VPU and other NGOs across the Western Cape to involve communities and to collect information for future planning, prioritization and implementation of key interventions.

CAP is one of the tools used by VPUU to collect information for future planning.

II. CAP as a bottom-up approach to community development

The CAP workshop is a platform for Community Stakeholders of Kleinmond to discuss and document various challenges that affect their community and also identify possible solutions to those challenges.

CAP workshop and its report is a tool VPUU uses as bottom-up approach to community development where community members directly participate in the planning stage of development in their area.

III. CAP as Holistic approach to community development

CAP takes as Holistic Approach in addressing community needs. Challenges and Needs documented in a CAP are not one dimensional but multidimensional. In the CAP the following categories will be found:

Social and health related needs, Economic and livelihood needs, Environmental needs, Safety needs, Emergency services needs, Public spaces needs, etc.

IV. CAP as people centered approach to community development

The vision of the ISSP is to improve the quality of life of informal settlement dwellers by enabling access to public infrastructure, finance, land, tenure, economic opportunities and incremental housing opportunities through an innovative, people-centered and partnership-based approach.

V. CAP and Link to IDP

At a local level, across ward boundaries, CAP provides an open and transparent participatory process where community leaders plan and strategies on bread and butter issues which are in line with the broader municipal needs and challenges

CAP helps the municipality to achieve its objectives in the IDP by having active citizens who hold everyone accountable on deliverables. This process empowers communities and encourages local ownership of development and its processes

VI. CAP and Sustainable development

The community action plan shall become a framework for implementing sustainable development and management activities that are decided by the community itself. Community members should be the main actors in preparing their own community action plan regarding their community challenges and issues.

C. Objectives of the workshop

- I. To gain a deeper understanding of the socio-economic profile, social needs and wishes of Kleinmond community
- II. To empowerment local community stakeholders and encourage local ownership of development and its processes by allowing them to participate at the early stages of planning and co-creation of their future. Hopefully this build Kleinmond community social capital.
- III. To collect information for future planning, prioritization and implementation of key interventions in Kleinmond.
- IV. To draft a mini-plan which contains a list of prioritized solutions, strategies and options for dealing with identified problems and challenges.

D. Agenda of the workshop

Registration and tea – 10:00 – 10:30

Workshop Part 1 – 10:30 – 11:00

1. Welcome and opening – Priscilla Erasmus

Messages of support

2. Introductions
3. Apologies
4. Background and objectives of the CAP workshop [Fraser]
 - a. Background of the workshop:
 - b. Main Objectives of this workshop:
 - c. Defining Community Action Plan (CAP)
 - d. Link of CAP to IDP processes
 - e. Linking this workshop to Enumeration and Survey report

Workshop Part 2: Profile exercise – 11:00 – 12:30

5. Commissions/Groups Formation

- a. Participants are divided into groups/commissions with maximum of 6 - 10 people in one group
- b. Each participant picks up a card [Cards are labelled from A – D]
- c. Similar letters will form a group
- d. Facilitator indicate where the group will go
- e. Task 1 is read out and explained by Facilitator
 - i. Group nominates a lead
 - ii. Group nominates a scribe
 - iii. Each group has a flipchart and Koki pen
 - iv. Flipchart is labelled and names of the participants are written at the top of the flip chart
 - v. QUESTION: List the main challenges faced by the community under the following subheadings: [As a group Pick up as many categories as possible]
 1. Social and health related challenges [Adolescent pregnancy, access to clean drinking water, child abuse and neglect, crime, domestic violence, drug use, ethnic conflict, health disparities, HIV/ AIDS, hunger.....]
 2. Economic and livelihood Challenges (Employment and income generating related challenges.)
 3. Environmental challenges / environmental contamination (Pollution)
 4. Safety challenges and Emergency services
 5. Urban management: public spaces, infrastructure, basic services, maintenance of public spaces
 - vi. After 60 minutes to 90 minutes, at most, the group must return to the plenary to present findings
 - vii. Groups take turn presenting

Workshop Part 3: CAP Formation exercise – 12:30 – 1:30

6. Commissions/Groups return to their respective spots

- b. Task 2 is read out and explained by Facilitator
 - i. Each group has a flipchart and Koki pen
 - ii. Flipchart is labelled and names of the participants are written at the top of the flip chart
 - iii. QUESTION: List possible solutions to each of the challenges generated in task 1

1. Social and health related challenges [Adolescent pregnancy, access to clean drinking water, child abuse and neglect, crime, domestic violence, drug use, ethnic conflict, health disparities, HIV/ AIDS, hunger.....]
2. Economic and livelihood Challenges (Employment and income generating related challenges.)
3. Environmental challenges / environmental contamination
4. Safety challenges and Emergency services
5. Urban management: public spaces, infrastructure, basic services, maintenance of public spaces

- iv. After 60 minutes to 90 minutes, at most, the group must return to the plenary to present findings

*Workshop Part 4: Community top 3 Priorities (**important & urgent**) and Rounding off*

7. At plenary participants vote for top 3 action priorities they would like to see attended to
8. Concluding remarks
9. Way forward
10. AOB
11. Next Workshop or Meeting

End of Agenda

E. CAP Discussions and Findings

1. SOCIAL CHALLENGES AND SOLUTIONS (SOCIO-ECONOMIC)					
Challenges Problems Risk factors	Underlying Causes (Possible causes of risk factor/challenges / Problems)	Solutions / Interventions	Responsible Party/Champion or Link to possible Line departments and Municipal Directorates	Responsible Party/Champion or Link to possible Community owned CBOs, NGOs, groups, etc	Responsible Party/Champion or Link to possible Private enterprises
1. <u>Increase</u> <u>In Dysfunctional families</u> <ul style="list-style-type: none"> Domestic violence Substance abuse High rate of Divorces Children neglect Abusive partners Child headed homes 	<ul style="list-style-type: none"> Gender inequality; Abuse of drugs Abuse of alcohol Marital and broken homes Violent parental conflicts Friends that engage in violence Poor parenting practices Unemployment / Less jobs available in Kleinmond; Poverty leads to most crime; Poor rule of law Cultural norms that are insensitive to violence Lack of social cohesion; 	<ul style="list-style-type: none"> Introduce family support programs Link affected families and individuals with appropriate working programs 			

	<ul style="list-style-type: none"> • Lack of availability of economic opportunities lead some people to violence and crime; • Lack of availability of economic opportunities lead some people to poaching • Lack social support to dysfunctional families • Decline in moral values • Level of Poverty is high • Alcohol dependency is high • Drug abuse is high • unemployment rate is high: Most people are jobless, especially youth. • Lack of parenting skills • Mental illness • Social services not operating adequately in community • Social grants not adequately monitored 				
2. <u>Many people die before they reach health care assistance</u>	<ul style="list-style-type: none"> • Hospitals are very far from Kleinmond • Lack of 24/7 Emergency Care 	<ul style="list-style-type: none"> • Build capacity of the local clinic to offer 24/7 care 			

3. <u>Increase in social unrest and social Violence</u>	<ul style="list-style-type: none"> • Poverty is high; • The plight of the poor is not properly taken care of • Lack of efficiency and effectiveness in solving community challenges • Community expectations not fulfilled. • lack of opportunities for the most vulnerable groups to improve their standard of living. • Moral Decline 				
4. <u>human rights suppression</u>	<ul style="list-style-type: none"> • Lack of understanding of individual and community rights 	<ul style="list-style-type: none"> • Training and awareness campaigns on Human rights 	•	•	•
5. <u>Many children are roaming the streets</u>	<ul style="list-style-type: none"> • Lack of opportunities for education of the children • Shortage of ECDs and Youth Centres • Shortage of aftercare services for children at school 	<ul style="list-style-type: none"> • There is a need to do enumeration of children not allocated to schools (outside school) • TWK municipality need to be informed about the results of enumerated children 	•	•	•
6. Public demand for improved livelihoods	Poverty	Introduce Poverty alleviation programs			

7. homelessness	<ul style="list-style-type: none"> • Poverty • Substance Abuse and Addiction 	<ul style="list-style-type: none"> • Introduce Poverty alleviation programs • Introduce substance abuse programs 	•	•	•
8. <u>vulnerable groups face special abuse</u> from communities (very old people / pensioners and people living with disabilities)	<ul style="list-style-type: none"> • Lack of planning and programs for vulnerable community groups • Lack of old age, frail care facilities • Few day-care facilities • Lack social support to dysfunctional families 				
9. <u>Substance dependency</u> (Alcohol and drug abuse problems)	<ul style="list-style-type: none"> • Poverty • Substance Abuse and Addiction • Family value system Decline; • Moral Decline 				
10. Increase of people in conflict with law (Youth at risk, arrested people and released)		Introduce rehabilitation programs for youth at risk and people in conflict with the law			
11. Pollution of environment due	to inadequate sewerage treatment and waste disposal.				

to inadequate sewerage treatment and waste disposal.					
<p>12. High prevalence of HIV/AIDS, TB and other opportunistic diseases –</p> <p>Other issues:</p> <ul style="list-style-type: none"> • Sexually transmitted infections • Unplanned pregnancies • Maternal health – complications during Education 	Minimal awareness of HIV/AIDS, TB and other opportunistic diseases	<ul style="list-style-type: none"> • Introduce programs for healthy living • Revisit/Plan Clinic Resources and accessibility • Prevention of illness • Promotion of healthy life style • Access to healthcare services • Infrastructure – clinics and hospitals 	•	•	•
<p>13. Increase in Shebeens and Crime associated with taverns/shebeens</p>	<ul style="list-style-type: none"> • Poverty • Lack of employment • Lack of economic opportunities • No integrated governmental approach on safety and security 	<ul style="list-style-type: none"> • Introduce local safety plans • Enforcement of law by SAPS and other safety agencies 	•	•	•
14. Issue of gender inequality					
2. ECONOMIC CHALLENGES AND SOLUTIONS					

Challenges Problems Risk factors	Underlying Causes (Possible causes of risk factor/challenges / Problems)	Solutions / Interventions	Responsible Party/Champion or Link to possible Line departments and Municipal Directorates	Responsible Party/Champion or Link to possible Community owned CBOs, NGOs,	Responsible Party/Champion or Link to possible Private enterprises
1. High number of unemployed people (Lack of jobs)	<ul style="list-style-type: none"> Insufficient labour intensive job opportunities 	<ul style="list-style-type: none"> Foster entrepreneurship and innovation Provide internships Introduce program to sustain livelihood Empower active communities Support livelihood by supporting township informal economy instead of imposing undue restrictions on their operations: <ul style="list-style-type: none"> Zoning, bylaws, taxation, licensing and regulation Support informal trading as source of livelihood Introduce public employment programs 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

		<p>such as EPWPs to support community base initiatives</p> <ul style="list-style-type: none"> • Promote entrepreneurship and support community based enterprises such as: <ul style="list-style-type: none"> ○ recycling waste ○ food gardens ○ catering ○ environmental improvements (cleaning sea, rivers and dams) ○ infrastructure maintainance ○ better security ○ renovating homes ○ Township panel beaters ○ Township hairdressers ○ Cell phone repairers ○ Artists ○ Recyclers ○ Waste pickers ○ Mechanics ○ Craftsmen 			
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		○ Street traders			
	• Lack of opportunities for tertiary education graduates				
	• High levels of inequality in Kleinmond				
	• Economy in Kleinmond not growing, instead declining				
	• People don't have adequate skills needed by available jobs				
	• School Curriculum does not match skills / career demands				
2. Few NPOs, NGOs and Community owned businesses	<ul style="list-style-type: none"> • Lack of Funding for NPOs • Lack of knowledge of registration processes 				
3. Very Few Community owned businesses survive	<ul style="list-style-type: none"> • No active strategy for SMME • Non-compliance of illegal shop owners • No Tender opportunities for government investment within community 				
3. ENVIRONMENTAL IMPACT CHALLENGES AND SOLUTION (POLLUTION)					

Challenges Problems Risk factors	Underlying Causes (Possible causes of risk factor/challenges / Problems)	Solutions / Interventions	Responsible Party/Champion or Link to possible Line departments and Municipal Directorates	Responsible Party/Champion or Link to possible Community owned CBOs, NGOs,	Responsible Party/Champion or Link to possible Private enterprises
<p>Kleinmond is filthy:</p> <ol style="list-style-type: none"> 1. Public spaces Filth and bad smell 2. Garbage found thrown everywhere in the community 3. Domestic refuses scattered around settlement 4. pollution putting stress on the community facilities 5. Hygiene affected negatively 6. Diseases due to filth 7. In adequate solid waste removal 8. Dumping 	<ul style="list-style-type: none"> • solid and liquid waste pollution • Illegal dumping of garbage • Littering along the road and entire neighbourhood • weekly refuse removal not carried out regularly • Lack of hygiene practices • No centralized sewage system for liquid waste which includes water from • washing, laundry, kitchen, bath and other domestic uses haphazardly discharged onsite. 	<ul style="list-style-type: none"> • More bins are needed • Both Community and Municipality need to be dealing with urban waste decisively • Awareness campaigns need to take place • Environmental and Health Training and education of community need to take place 	•	•	•

9. Improper sanitation service					
10. Grey Water Sites					
4. SAFETY AND SECURITY - EMMSERVICESERGENCY					
Challenges Problems Risk factors	Underlying Causes (Possible causes of risk factor/challenges / Problems)	Solutions / Interventions	Responsible Party/Champion or Link to possible Line departments and Municipal Directorates	Responsible Party/Champion or Link to possible Community owned CBOs, NGOs,	Responsible Party/Champion or Link to possible Private enterprises
1. Violent Robberies at night (outdoor crime) a. Rape crime, physical abuse, violence and victimisation in Kleinmond are very high b. Repeat offenders and targets / victims and with absence of guardians to prevent crime from happening at a place or environment	<ul style="list-style-type: none"> • Lack of street lights • Lack of SAPS visibility • No safety plan in place • CPF not visible, inactive • Don't have a satellite or mobile policing • Inadequate enforcement of offender's ACT • 	a. Introduction of safety programs focusing on prevention of crime; b. Supporting victims and preventing offenders from acting c. Creating programs to develop liveable and safe community d. Encourage partnership between SAPS and community NHW / Patrollers e. Introduce social programs that promote social cohesion	y.	z.	aa.

<p>c. Robberies and housebreakings are high in Kleinmond</p> <p>d. Stabbings and fighting from people coming from taverns</p> <p>e. Poaching on sea products</p>		<p>f. Monitoring alcohol sellers (taverns)</p> <p>g. Improve surveillance visibility of SAPS and Community based safety forums such as Neighbourhood Watch</p> <p>h. Improve SAPS response time to crime incidents</p> <p>i. Improve crime prevention initiatives focusing on vulnerable groups such as women, children, elderly and people living with disabilities affected by violence and crime</p> <p>j. Develop localised safety plans</p> <p>k. Introduce social development programs</p> <p>l. Reduce licensing red tape process to allow</p> <p>m. Re-look and change licencing regulations</p> <p>n. Educate and train more aspiring fisherman</p>			
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		<ul style="list-style-type: none"> o. Expose fishermen to more economic generating skills and entrepreneurship p. Increase Job creation programs q. Dealing with safety and security issues r. Confronting Crime s. Establishing community patrols and neighbourhood watch t. Working with Community Police u. promoting communication and co-operation between the SAPS and the community; v. promoting joint problem identification and problem-solving between the SAPS and the community. w. establishing partnerships between businesses in the same streets with a view to working collectively to combat crime 			
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		x. There is a need for random SAPS/Law enforcing patrols and searches			
2. Increase house break-ins, robbery, rapes (Indoors crime)	<ul style="list-style-type: none"> • Slow response into domestic abuse • No safety plan in place • CPF not visible, inactive • Don't have a satellite or mobile policing • Inadequate enforcement of offender's ACT 				
3. People drown at the sea/beach when swimming (including poachers)	<ul style="list-style-type: none"> • Lifesavers are not always at the spot where people want to swimming • Government only deploy enough life savers during holidays 	<ul style="list-style-type: none"> • There is a need for life savers not only during holidays • There is a need of community volunteers to assist with lifesaving skills • Training of community volunteers for life saving 	•	•	•
4. Ambulance service not adequate; They take a long time to respond to a call or invite					
5. People die of exposed electric wires	<ul style="list-style-type: none"> • illegal desperation and need for electrical connections 	<ul style="list-style-type: none"> • Monitor and control illegal electrical connections 	•	•	•

		<ul style="list-style-type: none"> Deal decisively with those providing illegal electric connections – Disconnect their boxes or transformers 			
6. Clinics are closed on weekends and after hours		Build capacity of the local clinic to offer 24/7 care and services			
7. Fire fighters do not come promptly		There is a need for alarms linked to community safety groups, SAPS and Fire fighters			
5. URBAN MANAGEMENT: PUBLIC SPACES, INFRASTRUCTURE, BASIC SERVICES, MAINTAINANCE OF PUBLIC SPACES					
Challenges Problems Risk factors	Underlying Causes (Possible causes of risk factor/challenges / Problems)	Solutions / Interventions	Responsible Party/Champion or Link to possible Line departments and Municipal Directorates	Responsible Party/Champion or Link to possible Community owned CBOs, NGOs,	Responsible Party / Champion or Link to possible Private enterprises
1. Inaccessibility of recreational sports facilities	<ul style="list-style-type: none"> Lack of indoor multipurpose Ineffective usage of open space Inadequate recreational facilities 				
2. Inaccessibility to parks There is shortage of parks for our community	<ul style="list-style-type: none"> 				

3. There is no Secondary school in Kleimond	•				
4. Overcrowded houses and shortage of houses	<ul style="list-style-type: none"> • Community need to consult the municipality regarding housing lists • No service sites • Evictions for people occupying open spaces • Policies not aligned with constitution • increasing population growth due to both illegal invasions of spaces and growth of family members • Poor water supply system and poor sanitation system • Ineffective usage of open space 				
5. Lack of Basic services	<ul style="list-style-type: none"> • Implementation departments not responding / co- operating on time 				
6. IDP not sufficient for community planning	<ul style="list-style-type: none"> • Community involvement in planning community services is minimal 				

7. Lack of old age, frail care, day-care facilities					
8. Lack of safe spaces for children					
9. Lack of proper water supply (sometimes water pressure is very low that toilets do not flush)					
Health hazard caused by sewage	Lack of proper Sewage infrastructure				
10. Inadequate Maintenance of existing streets	In adequate maintenance of existing services and facilities	Proper Dealing with Operation and maintenance issues (O&M) <ul style="list-style-type: none"> • Roads; • Water and taps; • sewage/toilets; • rivers; • Electricity; • Hazardous waste; • Parks; • Public housing; • Public spaces • Solid waste and removal; • Water supply; 			

		<ul style="list-style-type: none"> Wastewater 			
11. Some areas are flooding	Maintenance of storm water infrastructure				
12. Boat launching activities					
13. Cemeteries					
14. Fires and burning of houses <ul style="list-style-type: none"> Difficulty to enter informal settlements 	<ul style="list-style-type: none"> Lack of access roads into communities Houses/Structures too close to each other (high density of structures) houses are made from highly flammable cardboard, wood, corrugated iron, plastic sheeting and metal from oil drums. 	<ul style="list-style-type: none"> Create access roads by negotiating with communities for reconfiguration of structure to allow access roads Provide training about dangers of fires Provide residents with smoke detectors Partnership between community SAPS and Safety forum to run awareness campaigns and education about dangers of electrical hazards Facilitate discussions between Community and government to accelerate installation 	•	•	•

		<p>of Electrical grids (Power lines and poles) in informal settlements</p> <ul style="list-style-type: none"> • Introduce culture of risk avoidance among residents through education and awareness campaigns • Provision of improved sanitation solutions • Provision of improved water supply system and better sanitation solutions • To conduct a survey to find out how many children in Kleinmond have passed primary school • Do detailed research and data gathering on youth outside schooling system in Kleinmond • Develop educational programs • Educational institutions already in Kleinmond should collaborate and 			
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		<p>integrate programs to cater for all the children in Kleinmond</p> <ul style="list-style-type: none"> • Current clinic to be converted into an institution that open up its services 24 hours a day • g. Department of Human settlement need to assist the Kleinmond municipality 			
15. Exposed electrical wires and illegal electrical connections by residents and izinyoka					
16. Kleinmond has no Secondary school. Children have to travel to other towns far from Kleinmond to access education Land and public space availability					
17. Lack of proper water supply (sometimes water pressure is very					

low that toilets do not flush)					
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F. Next steps and recommendations

1. VPUU will take the presentations notes from each commission/group to generate a draft report
2. Draft report to be circulated to all the participants in two weeks' time (be ready by +- 30th November 2019)
3. Participants will be afforded time to read and edit the draft report and return it back Priscilla (within -5 to 7 days = +- 7th December)
4. VPUU will formulate a second draft which will be ready for endorsement in a meeting with participants and other community stakeholders. Priscilla will inform stakeholders of readiness of final draft report – Possibly early 2020
5. Stakeholders will use the final draft CAP report to learn, to lead and to influence IDP processes within the Kleinmond ward

G. Conclusion

This was a great workshop for both VPUU staff and community leaders of Kleinmond who attended the workshop.

The CAP workshop provided a platform and a tool for participants to co-create their future with assistance from VPUU.

As most of the content of the report was coming from the participants during commissions and group work, this demonstrates to all possible readers of this report how blessed is Kleinmond municipality with diverse social capital.

In closing, as VPUU, we would like to believe that the workshop has achieved the following set objectives in section B of this report:

- I. Produce a Kleinmond CAP as a tool to collect information needed for future planning
- II. Produce a Kleinmond CAP with a bottom-up approach to community development
- III. Produce a Kleinmond CAP with Holistic approach to community development
- IV. Produce a Kleinmond CAP with people centered approach to community development
- V. Produce a Kleinmond CAP and demonstrate Link to Municipal IDP processes
- VI. Produce a Kleinmond CAP with elements Sustainable development in Kleinmond