

WEEKLY DEPARTMENTAL REPORT

COMMUNITY LIAISON DEPARTMENT

10/02/95

REPORT NO. 4

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1. The Management Committee of the 10th February 1995 failed to give sufficient clarity on how the Community Liaison Department should proceed with it's programme for February as well as how we should plan our programme for March. The Department seeks the direction of the Directorate in this regard and accordingly requests a meeting between the Directorate, Head of Department and Project Managers.

 2. Every possible and foreseeable issue with respect to the Paarl Meeting on 11th February 1995 has been attended to. The most important concern that we have is that the promotional material is primarily English in a town traditionally regarded as the birth place of the Afrikaans language. See attached memo from Nicky le Roux.

 3. The Department is preparing a document detailing the structure of the department and outlining the functions of it's members. On the basis of the structure of the department and function of it's members we will include a motivation for additional resources.

MEMORANDUM

TO: 1. Mr Wayne Morris
Project Manager

2. Mr Edward Shalala
Head: Community Liaison

FROM: Nickey le Roux

RE: FEEDBACK ON CL LAUNCH

Date: 9/2/95

1. Attached find a copy of the checklist used to arrange the launch with indicators as to the exact arrangements done.
2. The following for your specific attention;
 - 2.1 Community participation:

The OPS team enlisted the help of the SACS Cape Town regional office to arrange the event at such short notice. A total of about 350 written invitations were sent to community leaders identified by SACS. The addresslist was submitted to the Project Managers for comment and approval beforehand.

Steering committees were set up on Monday, 6/2 in Mbekweni and Paarl East, involving several NGOs/ CBOs and political parties. All the relevant political parties were contacted personally and asked for assistance in ensuring community involvement.

The newly elected mayor, Mr Paulse, also assisted by personally inviting his TLC as well as the TLCs of Wellington and Franschhoek.

- 2.2 Promotional material:

Two banners were printed, unfortunately only in English due to time constraints, one for inside the hall and one for outside.

Several thousand handbills were printed in Afrikaans, English and Xhosa. Seeing that we aimed at overkill, the distribution is being done by a private company, primarily in the traditionally white community, by the community steering committees in the traditionally other-than-white communities and by students involved with Street Law in the business centre.

Posters, also only in English, were printed and distributed by a private company. Furthermore, loudhailers are being used from moving vehicles to inform the public in Xhosa, English and Afrikaans.

2.3 Community transport:

Seven busses are arranged to transport those interested from several venues to and from the Town Hall. Information on this arrangement is being broadcast by radio. The community steering committee's will also play a major role in notifying the communities of the facilities.

2.4 Safety and Security:

bodyguard. *←* The office of the provincial minister of safety and security, Mr Patric McKenzie, was asked to task the SAPS to assist in both VIP- and venue protection. The Paarl SAPS was contacted to assist with plain clothes officers on duty. The VIP ~~bodyguard~~ ^{has been} was notified. The Traffic Police's assistance with traffic control and parking arrangements, both VIP and for the busses, was made.

The local hospital ~~is~~ ^{has been} put on standby, and they will have doctors on call in case of emergency. An ambulance will also be on standby.

2.5 Venue:

The Paarl Town Hall is the biggest venue in town, taking up to 650 people. Chairs will be arranged in school hall formation. VIP guests will be accomodated ~~at~~ the gallery in order to not create a barrier between the chairpersons and the audience. A total of 11 VIPs will sit on stage, including the CA directorate. *Note: 3 in back row.*

A marimba band and two choirs will perform before the ceremony to entertain the crowd.

Several rent-a-loo's will be available, and hopefully a kiosk (outside the hall) to serve the people refreshments.

A Sound system, with two roving microphones, operated by a private company, is arranged. The company will also be responsible for tape recording the event, using two tape decks. The municipal facilities are put on standby to take over in case of a systems failure. Loudspeakers will also be made available outside.

3. Concerns:

Some major concerns for your attention;

(a) the promotional material and focus of the meeting is primarily English in the town traditionally regarded as the birthplace of the Afrikaans language - this will definitely have ramifications if a balance cannot be created in the presentation.

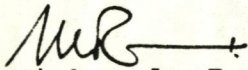
(b) the emphasis was placed on the disadvantaged communities, yet the wrong impression may be created if very few whites should show. This observation against the background of the fact that the new mayor is an active ANC and civic leader. One fears that the impression may be

created that the CL launch and thus the CA is politically biased.

(c) though every precaution will be taken by VIP Protection and the local SAPS, the two chairpersons are put ^{at} risk

(d) in allowing a free flow of questions and/or submissions, the chairpersons ~~is~~ ^{are} open to public abuse in full view of cameras/ media.

Submitted for your information



Nickey le Roux
Programme Manager