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Waste recycling and small, micro, and medium enterprises (SMMEs) development in Greater Kokstad Municipality.

Sobuce, Ndabazovuyo Wellington

2013-02-15
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APPENDIX 'A'

REQUEST FOR PERMISSION TO CONDUCT A STUDY

P.O.Box 1516
Kokstad
4700
04 April 2011

TO:
.....
.....
.....

REQUEST FOR PERMISSION TO CONDUCT RESEARCH

My name is Ndabazovuyo Sobuce. I am a postgraduate student at Wits University in Johannesburg. I am currently doing a Masters Degree in Social Development under the Department of Social Work in the Faculty of Humanities. As part of my degree programme I am expected to conduct and complete a research project. My study is entitled **WASTE RECYCLING AND SMME DEVELOPMENT: A CASE STUDY OF GREATER KOKSTAD MUNICIPALITY**. This is a letter of request, firstly, to be allowed to conduct research with your workers who are involved in recycling activities. If they consent to participate in the study their real names will not be mentioned and their participation will be entirely voluntary. Secondly, I further request that I do an interview with you as the Director of your company on matters related to recycling. Participation will be entirely voluntary and refusal to participate will not be held against you in any way. If permission is granted please indicate as to whether I will be allowed or not to mention the name of your company in my research report but no real names of people interviewed will be mentioned. There will be no implications of any kind to your company should you decide to grant permission for the name of your company to be mentioned.

Thank you for your time in reading and considering my letter of request.

Regards

_____

Mr Ndaba Sobuce

APPENDIX 'B'

PARTICIPANT INFORMATION SHEET

HELLO

My name is Ndaba Sobuce. I am Masters level social work student and am required to undertake a research project as part of the requirements for my degree.

The purpose of my research is to find out more about waste recycling and Small, Micro and Medium Enterprises development within Greater Kokstad Municipality. The study will involve both focus groups and one-to-one interviews with the researcher wherein research participants will answer few prepared broad questions related to the above issues. You have been selected as a potential participant because of your involvement in waste recycling. Participants in this research study will not be identified by their real names. Pseudo- names or codes will be used in the report so as to conceal the identity of participants. There are no risks of any kind or possible danger that may arise as a result of one's participation in the study. There are no personal gains, losses or benefits that may occur except general societal benefits in terms of knowledge that will be produced as a result of the study.

I wish to invite you to participate in my research project. A venue will be organized which will be convenient to you where you will be invited on a day and time of your choice. The researcher will ask you some questions which will not require prior preparation but question themes will be distributed to you a few days before the interviews so as to alert you about the kind of information that will be sought. There will also be a research assistant who will help the researcher with logistics as well as operate a tape recorder (if you are not opposed to it). The interview will take about one and a half to two hours of your time at the most.

Participation is entirely voluntary and refusal to participate will not be held against you in any way. Participation or refusal to participate will not affect our future relations. You are free to withdraw from the study at any time without incurring any penalties and you may refuse to answer any particular question/s if you feel uncomfortable about it/them.

If you have any queries, questions or reservations about anything related to this research, do not hesitate to contact Mrs Motlalepule Nathane-Taulela, who is my research supervisor at the following telephone number 011 717 4471. Once the study is finalized, I will provide you with the summary of the results.

Thank you for taking your time to consider participating in this research.

Yours Truly

_____

Ndaba Sobuce

APPENDIX 'C'

PERMISSION TO TAPE RECORD THE INTERVIEWS

Dear Participant

My name is Ndabazovuyo Sobuce. I am a postgraduate student at Wits University in Johannesburg. I am currently doing a Masters Degree in Social Development under the Department of Social Work in the Faculty of Humanities. As part of my degree programme I am expected to conduct and complete a practical research project on my topic of choice. My topic of choice is **WASTE RECYCLING AND SMME DEVELOPMENT: A CASE STUDY OF GREATER KOKSTAD MUNICIPALITY**.

I have recently approached you or your companies seeking permission to conduct my research in your company. Some companies have responded but some responses have not yet been received. This is now my second request that I be allowed to tape record research proceedings. The intention is to make sure that all views, opinions and comments are accurately and correctly captured. Although verbatim quotations will be made from the tapes but no real names of participants will be included in the research report.

Thank you for your time in reading and considering my letter of request.

Regards

_____

Mr Ndaba Sobuce

APPENDIX 'D'

CONSENT FORM FOR PARTICIPATING IN THE STUDY

I,.....give consent to participate in the study. I fully understand that my participation is voluntary and that I am at liberty to withdraw from the study at any time without incurring any penalties and that I may refuse to answer any particular question/s if I feel uncomfortable about it/them. I also understand that my withdrawal will not affect my future relations with the researcher.

I am aware that if I have any queries, questions or reservations about any aspect of this study, I am free to contact Mrs Motlalepule Nathane-Taulela who supervises this study at the following telephone number 011 717 4471.

Signature.....

Date.....

APPENDIX 'E'

CONSENT FORM FOR AUDIO RECORDING THE INTERVIEWS

I,.....give consent to have the proceedings of the interview tape recorded. I fully understand that the intention is to make sure that all views, opinions and comments are accurately and correctly captured.

I am also aware that verbatim quotations will be made from the tapes but no real names of participants will be included in the research report.

Signature.....

Date.....

APPENDIX 'F'

Interview Schedule

Name of the Organization: .....

Gender

Male	Female

Age Groups

21 -30 yrs	31 -40yrs	41 – 50yr	51 – 60yrs	61 – 70yrs	71 – above

Number of years in recycling

0 - 12yrs	1 – 5yrs	6 – 10yrs	11 – 15yrs	16 – 20yrs	21yrs – above

The following question themes will guide both the focus group interviews and the semi-structured one-to-one interviews;

1. How did you get involved in recycling activities?
2. (Nangena njani kumsebenzi wokuchola izinto ezinokuphinda zisetyenziswe kwi nkunkuma?)
3. What do you do in your work?
4. (Nenza ntoni kanye emsebenzini wenu?)
5. What do you think about recycling in general?
6. (Nicinga ntoni ngokuchola izinto ezinokuphinda zisetyenziswe kwi nkunkuma?)
7. What do you think can be done to reduce the large volumes of waste that is disposed of in the landfill site?

8. (Nicinga ukuba kungenziwa ntoni ukunciphisa lenkunkuma ininzi kangaka siyichitha e landfill site?)
9. **What are the challenges of doing this kind of a job?**
10. (Zithini iingxaki enihlangabezana nazo kulo msebenzi wenu?)
11. **How can these challenges be overcome?**
12. (Zingasonjululwa njani ezi ngxaki?)
13. **How do people perceive this work?**
14. (Nicinga ukuba abantu bawuthatha njani lomsebenzi wenu?)

APPENDIX 'G'

Voltac Transport & Scrapmetal

P.O.Box 502
Kokstad
4700
10 May 2011

Mr N.W. Sobuce
P.O.Box 1516
Kokstad
4700

RE- INTERVIEWING

Your letter dated 04 April 2011 has reference.
It would be a great honour for my business, Voltac Transport & Scrapmetal to be interviewed by you on matters related to waste recycling. The permission requested is hereby granted.

I would be available at anytime and any day from 8am to 5pm at the Scrapyard, 60b Murray Street Kokstad 4700. You are more than welcome to interview my workers too to find out more on how we operate and recycle waste.

Please do not hesitate to contact me should you have any queries on 072 7566 383.

Yours Truly

Roland Hogg

APPENDIX 'H'

GIANI'S SCRAP METALS

TRUCK HIRE
BUYERS OF FERROUS & NON FERROUS METALS

1 RAILWAY STREET
KOKSTAD
4700

MR.N.W.SOBUCE
P.O.BOX 1516
KOKSTAD
4700

Date: 13 May 2011

RE-REQUEST FOR PERMISSION TO CONDUCT RESEARCH

I Hereby Respond To Your Correspondence Dated 13 May 2011 Regarding The Above Matter.

Giani'S Scrap Metals Is A Small Company That Is Involved In The Recycling Of A Number Of Commodities.This Company Has No Problem With You Conducting Interviews With Our Workers. You Can Arrange That With Them Or I Can Assist You With Organizing A Meeting With Them So That You Can Explain This To Them.I Am Also Willing To Be Interviewed In Matters Related To Recycling Of Waste. You Can Contact Me At Anytime When You Are Ready For That Interview So That We Can Agree Where To Meet.My Contact Number Is The Following: Cell: 072 450 0971 / 079 505 2700 Or Contacted The Office At 039 727 5658

I THINK THIS WILL BE ENOUGH.

YOURS FAITHFULLY
P.R.GIANI P.R. Giani

APPENDIX 'I'

EG SCRAP N STEEL

Physical Address: 2 Sparrow Drive
Kokstad 4700
Tell/Fax: 039-727 2430

Postal Address: 92 St John Street
Kokstad 4700
Clerence: 083 452 3582
Quinn : 073 762 6019

egscrap@telkomsa.net *egscrap@mtnloaded.co.za*
Vat number: 4680203355 *Ck Number: 2002/084632/23*

06 APRIL 2011

MR. N. SOBUCE

REQUEST FOR PERMISION TO CONDUCT RESEARCH

I MR. CG DIEDRICK DIRECTOR OF EG SCRAP N STEEL GRANT YOU PERMISION TO DO THE RESEARCH AS YOU'VE REQUESTED. I ALSO GIVE YOU PERMISION TO USE MY COMPANY NAME.

I LOOK FORWARD MEETING WITH YOU.

REGARDS

.....

MR. CG DIEDRICK (DIRECTOR)

HELPING TO CLEAN & SAVE OUR ENVIROMENT
THE GREENER WAY IS A BETTER WAY
AGENTS OF *MONDI RECYCLING.*
RESPONSIBLE PEOPLE RECYCLE

APPENDIX 'J'

Research Office

HUMAN RESEARCH ETHICS COMMITTEE (NON MEDICAL)
H110613 Sobuce

CLEARANCE CERTIFICATE	**PROTOCOL NUMBER H110613**
PROJECT TITLE	Waste recycling and Small, Micro and Medium Enterprises (SMMEs) development: A case study of Greater Kokstad Municipality
INVESTIGATOR(S)	Mr N W Sobuce
SCHOOL/DEPARTMENT	School of Human and Community Development
DATE CONSIDERED	10 June 2011
DECISION OF THE COMMITTEE	Approved
EXPIRY DATE	10 June 2013
DATE 22 July 2011	**CHAIRPERSON** (Professor R Thornton)

cc Supervisor Mrs M Nathane-Taulela

DECLARATION OF INVESTIGATOR(S)

To be completed in duplicate and **ONE COPY** returned to the Secretary at Room 10005, 10th Floor, Senate House, University

I/~~We~~ fully understand the conditions under which I ~~am/are~~ authorized to carry out the abovementioned research and I/~~we~~ guarantee to ensure compliance with these conditions Should any departure to be contemplated from the research procedure as approved I/~~we~~ undertake to resubmit the protocol to the Committee **I agree to completion of a yearly progress report.**

~~Signature~~ Signature

24/08/2011
Date

PLEASE QUOTE THE PROTOCOL NUMBER ON ALL ENQUIRIES