

PORTFOLIO COMMITTEE :

MANAGEMENT SERVICES

Chairperson :

Cllr R de Coning

Committee Members :

**Ald M Sapepa, Cllrs J Kloppers-Lourens,
M Opperman & N Nqinata**

PORTEFEULJEKOMITEE :

BESTUURSDIENSTE

Voorsitter :

Rdl R de Coning

Komiteelede :

**Rdh M Sapepa, Rdle J Kloppers-Lourens,
M Opperman & N Nqinata**

**AGENDA of the
Portfolio Committee : Management Services
20 September 2016
(Also the agenda for the Mayoral Committee Meeting : 27 September 2016)**

APPLICATIONS FOR LEAVE OF ABSENCE

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

20 SEPTEMBER 2016

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

1. PUBLIC PARTICIPATION POLICY

1

**AGENDA of the
Portfolio Committee: Management Services
20 September 2016
(Also the agenda for the Mayoral Committee Meeting: 27 September 2016)**

**1.
PUBLIC PARTICIPATION POLICY**

2/B

**DS ARRISON
31 August 2016**

(028) 313 8911

Corporate Head Office

1. Executive Summary

The purpose of this report is to recommend to Council the approval of the final Public Participation policy.

2. Service Delivery and Budget Implementation Plan - IGNITE

Directorate: Management Services

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance.
The encouragement of structured community participation in the matters of the municipality.

4. Delegated Authority

None

5. Legal Requirements

Constitution of the Republic of South Africa, 1996
Local Government: Municipal Systems Act, Act 32 of 2000
Local Government: Municipal Structures Act, Act 117 of 1998

6. Background/Discussion/Evaluation/Conclusion

The White Paper on Local Government, published in March 1998:17, sets out a clear vision of developmental local government that is: "Local government committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives"

Overstrand Municipality acknowledges and values the contributions of the community in achieving its service delivery, developmental and strategic objectives, and for that reason a draft public participation policy was developed and served before Council on 25 May 2016 and was advertised for for public comment.

**AGENDA of the
Portfolio Committee: Management Services
20 September 2016
(Also the agenda for the Mayoral Committee Meeting: 27 September 2016)**

Various comments were received from stakeholders in the Overstrand community and where relevant and applicable comments received were included in the final public participation policy attached as annexure A.

7. Financial Implications

None

8. Staff Implications

None

9. Comments from other Departments, Divisions and Administrations

The input from the Portfolio Councillor: Management and Protection Services, as well as input from various colleagues were included in the final policy.

10. Annexures

Annexure A: Final Public Participation Policy

Annexure B: Input from various stakeholders

RECOMMENDATION TO THE COUNCIL:

that the final Public Participation Policy for the Overstrand Municipality **be approved.**

RESPONSIBLE OFFICIAL :

DS ARRISON

TARGET DATE FOR IMPLEMENTATION :

1 OCTOBER 2016

**AGENDA of the
Portfolio Committee : Management Services
26 September 2016
(Also the agenda for the Mayoral Committee Meeting : 26 September 2016)**

REMARK

Please note that the following recommendations contained in this agenda are subject to confirmation or amendment by the Portfolio Committees in view of the fact that the compilation of the Mayoral Committee agenda was done before the Portfolio Committees of 26 September 2016 had formally sat.

**1.
PUBLIC PARTICIPATION POLICY**

**2/B
DS ARRISON (028) 313 8911 Corporate Head Office
31 August 2016**

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
26 SEPTEMBER 2016, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

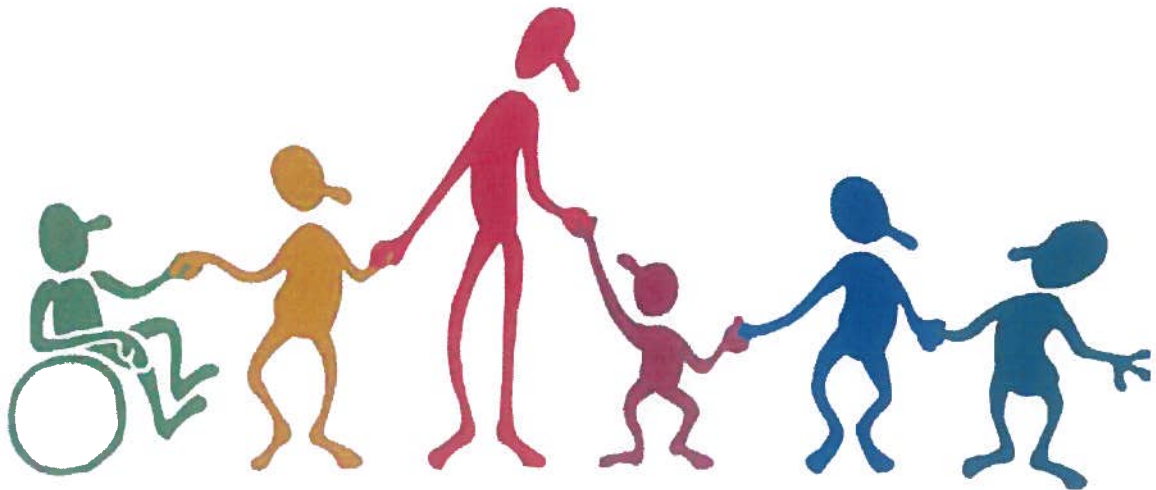
RECOMMENDATION TO THE COUNCIL:

that the final Public Participation Policy for the Overstrand Municipality **be approved.**

RESPONSIBLE OFFICIAL : DS ARRISON

TARGET DATE FOR IMPLEMENTATION : 1 OCTOBER 2016

Annexure A



Public Participation Policy

August 2016



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DEFINITIONS

In this policy, unless otherwise indicated in the context -

“Council” means the municipal council of Overstrand Municipality

“Councillor” means a member of the municipal council

“Community” or **“local community”** means that body of people comprising –

- The residents of the Municipality
- The ratepayers of the Municipality
- Any civic organisation and non-governmental, private sector or labour organization or bodies which are involved in the local affairs of the Municipality

“Community participation” means the public participation at the municipal level where local residents are called the community

“Constitution” means the Constitution of the Republic of South Africa, 1996

“Consultation” means the action or process of formally consulting or discussing

“Inform” means to give or impart knowledge of a fact or circumstance

“Integrated Development Plan (IDP)” means the principle strategic planning instrument which guides and informs all planning and development, in a Municipality

“Involve” means to have or include (something/someone) as a necessary or integral part or result

“Municipal Manager” means the person appointed in terms of Section 54A of the Local of Government: Municipal Systems Act, Act 32 of 2000

“MTREF” means the Medium Term Revenue and Expenditure Framework

“Municipal Finance Management Act (MFMA)” means the Local Government: Municipal Finance Management Act, Act 56 of 2003

“OMAF” means the Overstrand Municipal Advisory Forum. A body representing civic society and interest groups serving the entire Overstrand

“Performance Management System (PMS)” means a two-way communication process between the Municipality and the community that measures specific targets, standards and priorities that were agreed on during the IDP process.

“Performance Management Regulations” mean the Municipal Performance Management Regulations for Municipal Managers and Managers Directly accountable to Municipal Managers, R805, 1 August 2006.

“Petition” means a formal written request, typically one signed by many people, appealing to authority in respect of a particular cause.

“Promotion of Access to Information Act” means the Promotion of Access to Information Act, Act 2 of 2000.

“Promotion of Administrative Justice Act” (PAJA) means the Promotion of Administrative Justice Act, Act 3 of 2000

“Property Rates Act” means the Local Government: Municipal Property Rates Act, Act 6 of 2004.

“Public Participation” means an open, fair and accountable process through which individuals and groups within selected communities can exchange views and influence decision making. It is further defined as a democratic process of engaging people, deciding, planning and playing an active part in the development and operation of services that affect their lives.

“SDBIP” means Service Delivery and Budget Implementation Plan

“Stakeholder” means an individual or group with an interest in a particular issue addressed by government, e.g. ratepayers association or trade unions.

“Structures Act” means the: Local Government: Municipal Structures Act, Act 117 of 1998

“Systems Act” means the Local Government: Municipal Systems Act, Act 32 of 2000

“Ward Committee” means a committee of a municipal ward, established in terms of Chapter 4, Part 4 of the Structures Act

Objectives

The objectives of the policy are as follows:

- a) to promote the values of good governance and human rights;
- b) to establish appropriate mechanisms, processes and procedures for public participation in the municipal affairs;
- c) to acknowledge the fundamental right of all people to participate in the governance system;
- d) to promote direct and indirect platforms of participation;
- e) to provide, clear, sufficient and timeous information concerning community participation to communities; and



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Chapter One: Introduction to Public Participation in Local Government

1.1 Introduction

Overstrand Municipality acknowledges and values the contributions of the community in achieving its service delivery, developmental and strategic objectives. The development of a policy that creates a framework, in line with the National Policy Framework 2007, within which public participation can be effected, serves to confirm the commitment of the Municipality to encourage structured community participation in the matters of the Municipality and to create an environment conducive to the engagement of the public in its governance and performing the duties and obligations set out in legislation with regard to public participation.

The contents of this policy serve to provide mechanisms, processes and procedures to facilitate the achievement of the objectives and goals related to effective public participation. These mechanisms and processes will provide opportunities for the residents of the Municipality to gain direct access to information, participate in consultation and decision-making processes and to make meaningful contributions to the planning, design and implementation of programmes and projects that directly or indirectly affect their lives.

1.2 Legislative framework

While there is several government policy documents which require some form of public participation in local government there are a few laws which are central. These are the Constitution, the Local Government: Municipal Systems Act, Act 32 of 2000 (hereafter referred to as Systems Act), Local Government: Municipal Structures Act, Act 117 of 1198 (hereafter referred to as the Structures Act,) Local Government: Municipal Finance Management Act, Act 56 of 2003 and Local Government: Municipal Property Rates Act, 2004 . A brief introduction to aspects of these laws is important before proceeding.

The notion of public participation in all spheres of government is embedded in the **Constitution of the Republic of South Africa, 1996**.

The objects of local government in terms of Chapter 7, Section 152(1)(a) of the Constitution is to "encourage the involvement of communities and community organisations in the matters of local government." Section 153(b) states that a Municipality must participate in national and provincial programmes. Chapter 7 further prohibits the passing of by-laws, unless the proposed by-law has been published for public comment in terms of Section 160(4). Section 162 restricts the enforcing of promulgated by-laws, unless they have been published in the official provincial government gazette and made accessible to the public by the Municipality concerned. Chapter 10 expounds the basic values and principles that must govern public administration. Section 195(1)(e) stipulates that "[p]eople's needs must be responded to, and the public must be encouraged to participate in policy-making", whilst Section 195(1)(g) stipulates that "[t]ransparency must be fostered by providing the public with timely, accessible and accurate information." The Constitution further demands that enabling legislation be promulgated in order to give effect to the Bill of Rights and the values and principles enshrined in it.

The **Structures Act** allows as per Chapter 4 for a ward participatory system. The Structures Act sets up clear guidelines for Ward Committees. Hence section 72 states that the object of a Ward Committee is to enhance participatory democracy in local government.

An important and key feature of local government is the Ward Committee System. A Ward Committee consists of the councillor representing the ward who must also chair the committee, and not more than 10 other persons. Ward Committees are seen as the vehicle

for deepening local democracy and the instrument through which a vibrant and involved citizenry can be established. It is at the local level within wards that all development issues converge. Ward Committees therefore have a crucial role to play as an interface between government and communities (not just local government). Overstrand Municipality has developed its own set of Ward Committee rules that is aligned to Chapter 4 of the Structures Act.

In Section 19(2)(c), the **Structures Act** dictates that a municipal council must annually review its processes for involving the community and Section 19(3) speaks to a municipal council that must develop mechanisms to consult the community and community organisations in performing its functions and exercising its powers.

The **Systems Act** defines, "the legal nature of a Municipality as including the local communities within the municipal area, working in partnerships with the Municipality's political and administrative structures to provide for community participation".

According to Section 4 in the Systems Act council has the duty:

- *To encourage the involvement of the local community*
- *To consult the community about the level quality, range and impact of municipal services provided by the Municipality, either directly or through another service provider*

In Section 5 of the act, members of the community have the right:

- *To contribute to the decision-making processes of the Municipality and submit written or oral recommendations, representations and complaints to the council*
- *To be informed of decisions of the council*
- *To regular disclosure of the affairs of the Municipality, including its finances*

Perhaps the clearest and most specific requirements for public participation in local governance are outlined in Chapter 4 of said act. Hence **Section 16** requires that: -

The Municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance and must...

- *... encourage and create conditions for the community to participate in the affairs of the Municipality, including in the IDP, performance management system, monitoring and review of performance...preparation of the budget, strategic decisions re municipal services.*
- *contribute to building the capacity of the local community to participate in the affairs of the Municipality and councillors and staff to foster community participation*
- *... (section 42) through appropriate mechanisms, processes and procedures*
- *... must involve the local community in the development, implementation and review of the Municipality's performance management system, and in particular, allow the community to participate in the setting of appropriate key performance indicators and performance targets of the Municipality.*

The **Municipal Finance Management Act**, was put in place to bring about transparent and effective financial management in municipalities and municipal public entities. The MFMA outlines ways in which the community can be informed of the financial situation of a Municipality.

The **Property Rates Act** stipulates that the public must participate in decisions relating to municipal property rates.



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The **Promotion of Administrative Justice Act, Act 3 of 2000 (PAJA)** is linked to public participation to the extent that procedural fairness to the public stipulates the necessity for a participatory process. PAJA also necessitate a process of public participation through section 4 of the Act, which in its extent allow for more informed and defensible decisions with a greater potential of support by the public.

1.3 Scope and Application

The Policy applies to all Councillors, municipal officials, community representatives, Ward Committees, designated groups, and members of the public in as far as their rights, duties, responsibilities and roles are outlined in terms of the Policy.

The Policy makes provision for mechanisms, processes and procedures to facilitate and give effect to public participation as regulated by statute.

The rules giving effect to Ward Committees, is an additional document and should be read together with this Policy.

1.4 Key Policy informants

According to the White Paper on Local Government, 1998 municipalities require active participation by citizens at four levels:

- *As voters: to ensure maximum democratic accountability of the elected political leadership for the policies they are empowered to promote.*
- *As citizens: who express, via different stakeholder associations, their views before, during and after the policy development process in order to ensure that policies reflect community preferences as far as possible.*
- *As consumers and end-users: who expect value for money, affordable services and courteous and responsive service.*
- *As organised partners involved in the mobilisation of resources for development via for profit businesses, non-governmental organisations and community-based institutions.*

The White Paper further introduced the concept of **Batho Pele**, which means "*People First*". Batho Pele was launched to ensure that public servants become service orientated, strive towards service excellence and are committed to continuous service delivery improvement. Eight (8) Batho Pele principles were developed which include consultation, setting service standards, increasing access, ensuring courtesy, providing information, openness and transparency.

Overstrand Municipality also adopted the three (3) pillars on which the Batho Pele principles are built, namely "we belong", "we care" and "we serve".



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Chapter Two: Public Participation the vehicle

2.1 What is Public Participation?

Public participation has been defined in various ways by different people, and for a variety of reasons. In this document public participation is defined as an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision-making. It is further defined as a democratic process of engaging people, deciding, planning, and playing an active part in the development and operation of services that affect their lives.

2.2 Developing a Culture of Public Participation

In giving effect to section 16 of the Systems Act and as set out in this policy, the Municipal Manager must ensure that for this purpose:

- The Municipality encourages and creates conditions for the local community to participate in the affairs of the Municipality, including in –
 - The preparation, implementation and review of its IDP;
 - The establishment, implementation and review of its performance management system;
 - Determination, consideration and adoption of by-laws;
 - The monitoring and review of its performance, including the outcome and impact of such performance;
 - The preparation of its budget; and
 - Strategic decisions relating to the provision of municipal services.
- The Municipality employs sufficient staff members who may help in informing and educating the local community about the affairs of the Municipality;
- That all staff members, including Councillors, are trained in the basic knowledge of the areas referred to in section 16 of the Systems Act.

2.3 Principles guiding Public Participation:

The following principles are underscored by the Batho Pele principles:

- Inclusivity – embracing all views and opinions in the process of community participation.
- Diversity – in a community participation process it is important to understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation.
- Building community participation – capacity-building is the active empowerment of role players so that they clearly and fully understand the objective of community participation and may in turn take such actions or conduct themselves in ways that are calculated to achieve or lead to the delivery of the objectives.
- Transparency – promoting openness, sincerity and honesty among all the role players in a participation process.
- Flexibility – Being flexible in terms of time, language and approaches to public processes and engagements
- Accessibility –ensuring that participants in a community participation process fully



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and clearly understand the aim, objectives, issues and the methodologies of the process, and are empowered to participate effectively. Accessibility ensures not only that the role players can relate to the process and the issues at hand, but also that they are, at the practical level, able to make their input into the process.

- Accountability – the assumption by all the participants in a participatory process of full responsibility for their individual actions and conduct as well as a willingness and commitment to implement, abide by and communicate as necessary all measures and decisions in the course of the process.
- Trust, Commitment and Respect – the Municipality should build trust, confidence, integrity, sincerity and honesty in the community so that they believe that their views will be heard, respected and considered when decisions are taken by the Municipality.
- Integration – that community participation processes are integrated into mainstream policies and services, such as the IDP process, service delivery issues and Budget and Performance Management Systems.

2.4. Value of Public Participation

- Increases involvement in the democratic process
- Encourages approaches of openness and transparency in community engagement
- Draws the attention of the Municipality to ordinary issues from residents' viewpoint
- Contributes to the development of self-confidence, pride, initiative, responsibility and co-operation
- Motivates residence and communities to take charge of their own lives and be actively involved in finding solutions to their problems
- Builds capacity in communities to engage effectively with their councils
- When communities establish good working relationships with local Municipality, it raises their level of confidence without losing perspective
- Participation also encourages and strengthens internal accountability structures in community organisations
- In terms of the IDP process, participation enables partnerships like public/public; public/private; public/community

2.5 Public Participation as an obligation

2.5.1 The structure of the Municipality has three (3) distinct components actively involved in public participation –

- *Political Governance Structure*

The council performs both legislative and executive functions. It focuses on legislative, oversight and participatory roles, and has delegated its executive function to the Executive Mayor. Council's primary role is to debate issues publicly and to facilitate political debate and discussion. Apart from its functions as decision makers, Councillors are also actively involved in community work and the various social programmes in the municipal area.

- *Administrative Governance Structure*

The Municipal Manager is the Chief Accounting Officer of the Municipality. He is the head of the administration and primarily has to serve as chief custodian of service delivery and implementation of political priorities. He is assisted by the Municipality's directors, which are referred to as the Top Management Team.



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- *Public Accountability*

The Overstrand Municipality has two distinct structures through which formalised public participation with its communities takes place i.e.

- The Ward Committee system as well as
- The Overstrand Municipal Advisory Forum (OMAF).

Communities, the ratepayers of the Municipality, any civic organization and non-governmental organisations or members of the private sector which are involved in local affairs of the Municipality are therefore an integral part of the Municipality. It obliges the Municipality to include communities in municipal decision-making. Thus the Systems Act obliges municipalities to develop a culture of participatory governance.

Chapter Three: Municipal Issues Requiring Community Participation

3.1 Types of Public Participation

Not all types and forms of decision-making require the same degree of community participation. The Systems Act provides a non-exhaustive list of important municipal 'events' in which community participation is particularly important. This list will avoid any uncertainty about whether or not participation is critical with regard to certain important municipal decisions and processes.

3.1.1 *Development, implementation and review of the Integrated Development Plan (IDP)*

Facilitation of community participation in the IDP process takes place as set out in the approved IDP process plan/time schedule and is effected mainly through the following structures and methods:

3.1.1.1 *Senior Manager: Strategic Services*

- Drafts the IDP & Budget Process Plan/time schedule in liaison with the Budget Office for scrutiny of senior management and consideration by the Executive Mayor after consultation with the members of the Mayoral Committee and adoption by the Municipal Council.
- Implements the Media-and Awareness Campaign to encourage community and sector participation in the IDP process.
- Consolidate all community inputs, including newly identified projects for channeling to the relevant departments.
- Senior Managers of the respective Administrations to channel all IDP related community input to the Senior Manager: Strategic Services
- The role here is specifically an administrative function of guidance and assistance and implementation of the process in itself.

3.1.1.2 *Ward Committees*

- The objective of a Ward Committee is to enhance participatory democracy in local government and must participate in the following:
 - Preparation, implementation and review of the IDP,



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- Establishment, implementation and review of a Performance Management System (PMS);
- Preparation of the budget and
- Strategic decisions of the Municipality relating to the provisions of municipal services in terms of Chapter 8 of the Systems Act, 2000
- The functions of Ward Committees are specified in the Ward Committee Rules for Overstrand Municipality.

3.1.1.3 OMAF

- The OMAF has been established in order to engage with the draft IDP. By engaging this forum it is considered to be another step in ensuring that the IDP is comprehensive, transparent and inclusive.
- The OMAF consist of:
 - The Mayor as chairperson
 - All Councillors
 - The Municipal Manager
 - The Senior Managers
 - Representatives of various municipal departments
 - Ward Committee members
 - Representatives from the Overberg District Municipality
 - Representatives from National and provincial sector departments
 - Local sector representatives; Organised Business, registered NGO'S with an Overstrand-wide interest

3.1.1.4 Electronic and Printed Media

- Community inputs must be obtained from calls for input as advertised in local media, the municipal website and the municipal notice boards.
- The municipal IDP Process Plan/time schedule must be placed on the municipal website and in libraries for public scrutiny.
- The IDP must be made available at municipal offices, municipal libraries and on the website of the Municipality. This is a public document and must always be readily available to all members of the community.

3.1.1.5 Written Submissions

- Members of the community may participate in the development of the municipal IDP by making written submissions to the IDP Unit on or before the dates as specified in specific municipal notices

3.1.2 **Development, implementation and review of Performance Management System (PMS) and Monitoring and review of organisational performance, including outcomes and impact of performance (Annual Report)**

The Systems Act is clear on the community's role in the monitoring and review of the performance of the Municipality through the revision of the Key Performance Indicators and Targets as well as the publication of the projections, targets and indicators as set out in the SDBIP not later than 14 days after the approval thereof. The quarterly performance assessment report of the Municipality must also be made public as well as the annual report.



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3.1.3 Preparation of budget

- The budget preparation process commences with the approval of the IDP/Budget process plan/time schedule annually approved by the Council.
- The Ward Councillor and Ward Committee will consult the communities in the Ward to determine the developmental needs of the Communities.
- All needs determined through this process, will be finalised and prioritised by the Ward Committee. The development needs will feed into the IDP process of the Municipality.
- The Budget Steering Committee of the Municipality has a duty in terms of the MFMA to compile the draft budget for the MTREF.
- Once the draft budget is compiled, the Executive Mayor will table the draft budget, draft IDP, and the draft budget related policies to the Municipal Council.
- The draft budget, its related policies and the Draft IDP will be placed in the Municipal Libraries, Offices of the Area Managers and the Website to ensure that the public has access to the documents in order to make informed comments.
- The Ward Councillor will have the duty to explain the draft budget, its related policies and the IDP to the Ward Committee and the Ward Committee to their respective Wards. (The administration will provide support to the Ward Councillor and Ward Committee during this consultative process and on invitation by the Ward Committee attend the meetings of the Ward Committee).
- In order to ensure that all stakeholders are informed about these budget consultation meetings, notices will be placed in print media and the municipal website. Announcements will also be made through the electronic and / or social media including the sms system, for those whose contact numbers are registered on the municipal database.
- All submissions received through the consultation process including written submissions, must be submitted to the Budget Steering Committee for consideration, where after the Executive Mayor will submit the budget to the Municipal Council for adoption.

3.1.4 Strategic decisions relating to Service delivery such as Service Level Agreements

Regulations and legislation guide the process to be followed in the decision making processes relating to service delivery such as Service Level Agreements and the role of the public therein.

3.1.5 Policy formulation and By-laws development

All proposed policies affecting the community as well as by-laws must be made public for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed policy or by-law

3.1.6 Other issues for consultation

The Municipality may engage the community on any other aspects identified by the Municipality for consultation.

Consultation on other issues will be the responsibility of the respective functional department.

3.2 Methods of Public Participation

3.2.1 Inform the community

3.2.1.1 Notices about community meetings must be placed in community newspapers, website and notice boards, local radio as well as social media platforms (facebook and twitter). The SMS system may be used to inform all persons whose contact cellular phone numbers are registered on our database, loud hailing as well as 'door to door' notices.

3.2.1.2 When the Municipality communicates this information, it must take into account the language preferences and usage in the Municipality, as well as the special needs of people, who cannot read nor write.

3.2.1.3 The Ward Councillor and the Ward Committee shall hold quarterly public meetings to:

- Inform the community on progress made with the implementation of service delivery projects planned for the ward;
- Inform the community on policies adopted by the Municipal Council, or policies proposed for adoption;
- Determine what are the service delivery needs of the communities within the ward in order to make recommendations to the municipal council;

3.2.1.4 The Administration will assist the Ward Councillor and Ward Committee by preparing the information that must be presented at the community feedback meetings.

3.2.1.5 Information about the Municipality's performance in implementing the SDBIP will be available on the municipal website, at municipal offices, in libraries as well as in meetings;

3.2.1.6 All persons with special needs who cannot read or write will be assisted by the staff in attendance.

3.2.2 Petitions

3.2.2.1 Petitions lodged by the local community will be received by the Municipality at a facility provided for the Municipality's offices or by the Executive Mayor and the Municipal Manager and/or their delegates.

3.2.2.2 Any petition must comply with the following requirements –

- it must be in legible writing or typed;
- it must clearly indicate the topic; and
- it must indicate the relevant department or official, where possible
- it must clearly reflect the names, identity numbers, addresses and signatures of all petitioners

3.2.3 Consultation

3.2.3.1. The Municipality must actively seek the community's input or comments on matters pertaining to service delivery to ensure that all the needs of the community are catered for.

3.2.3.2. The following activities, apart from those other matters specifically provided for in legislation, require community consultation:



- a) Development of the IDP of the Municipality;
- b) Compilation of the municipal budget
- c) Relevant Policy Formulation;
- d) Developing a By-law;
- e) Determining Performance Indicators for the Performance Management System.

3.2.3.3. Where applicable the Ward Councillor and the Ward Committee must hold regular community meetings in their respective wards to ensure that all the comments and inputs of the communities are received.

3.2.3.4. The representatives of the various organisations, sectors and geographical blocks within a ward serving as Ward Committee member must hold feedback meeting with the sectors on a regular basis and give feedback to the Ward Committee.

3.2.3.5. Information regarding matters for consultation will be advertised at libraries, on the municipal notice boards, on the municipal website, in community papers, and will also be available at meetings.

3.2.3.6. Staff must be present at meetings to assist people with special needs and those who cannot read or write.

3.3 Contributing to Municipal Decision-Making

3.3.1 In general, members of the local community have the right to contribute to the decision-making processes of the Municipality. They can exercise this right through mechanisms and in accordance with processes and procedures provided for in terms of the Systems Act and/or any other applicable legislation.

3.3.2 The Municipality has established the following formal structures to encourage the members of the local communities to contribute in the decision making processes:

- a) Ward Committees;
- b) Overstrand Municipality Advisory Forum (OMAF)

The above-mentioned structures advise and inform the Municipality on various matters to ensure that the municipal functions are optimally distributed and attended to throughout the Municipal area.



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Chapter Four: Community Participation Tools

The preceding chapter identifies the issues around which municipalities are statutorily obliged to engage the public. This chapter outlines the legally specified ways in which this engagement must occur, and lists various tools that can be used to meet these obligations.

4.1. Community Participation Tools

To better understand the variety of tools available, this section outlines a comprehensive list for each form of engagement (inform, consult and involve. The key tools listed in the law are identified a bold italic font, eg ***Ward Committees***.

	Tools	Example
„Inform“	<i>Ward Committee</i>	Informing the community of council decisions, community rights and duties, municipal affairs etc.
		Community informing Ward Councillor of their concerns.
	<i>Public meeting or imbizo</i>	Informing the community of Municipality's decisions, community rights and duties, municipal affairs etc.
	<i>OMAF</i>	Overstrand wide advisory forum consisting of representatives of Ward Committees, Sectors, ODM and Provincial Partners
	<i>Stakeholder forums and Mayoral Committee</i>	Informing the community of Municipal decisions, community rights and duties, municipal affairs etc.
	<i>Council meetings open to public</i>	Informing the community of council decisions, community rights and duties, municipal affairs etc.
	<i>Annual report</i>	Informing the community of municipal activities
	<i>Surveys</i>	Informing the Municipality of the needs of a local ward, or of the levels of satisfaction with the delivery of a service like electricity.
	<i>Newsletter</i>	Informing the community of council decisions, community rights and duties, municipal affairs etc.
	<i>Service Delivery Agreements</i>	Inform public of the Municipality's agreement on service delivery



We belong



We care



We serve

Requirement	Tools	Example
„Involve“	Ward Committee	Municipalities involving Ward Committees in the IDP,
	Stakeholder forums	Municipalities involving stakeholder forums in the IDP, Budget, Performance management system, a performance assessment and service delivery agreement processes
	Training	Building capacity of municipal staff, councillors, Ward Committee members and stakeholder forum members
	Posters, SMS methods, loudhailers, banners, email notification, media adverts, local radio	Inform public of an event or meeting, eg council meeting or public meetings
Requirement	Tools	Example
„Consult“	Ward Committee	Advising the Ward Councillor on matters affecting the community for feedback to council and administration
	Public meeting	Asking the community for feedback on matters affecting them
	Stakeholder forums	Asking the community for feedback on matters affecting them
	Advisory committees	Asking a specific section of the community for feedback on matters affecting them, municipal affairs etc. eg experts or key role-players in local economic development
	Customer Satisfaction Surveys	Asking the community views on a specific service or municipal product, e.g. waste removal

4.2 OVERSTRAND MUNICIPAL ADVISORY FORUM (OMAF)

- A body representing civic society and interest groups serving the entire Overstrand is hereby created and called the Overstrand Municipal Advisory Forum (OMAF). As a consultative forum, the public may attend OMAF and post questions, but “voting” rights are reserved for elected representatives.
- Bodies representing civic societies and interest groups serving the entire Overstrand must apply for membership of OMAF on the prescribed form. Such application shall be dealt with by the Executive Mayor.
- OMAF must meet as often as it may deem to be necessary, but at least twice a year.
- The draft, reviewed or amended Integrated Development Plan as well as the budget of the Municipality must be discussed at a meeting of OMAF.
- OMAF will be chaired by the Mayor and Deputy Mayor and will consist of the representatives of all wards mentioned in bullet point 1, all councillors of the Municipality and organisations which represent Overstrand wide interests and approved as such by OMAF.
- OMAF will be the official body with which the Municipality will liaise regarding matters affecting the entire Overstrand area.



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Chapter Five: Communication

At the most basic level public participation is about communication between councillors, officials and the community. Communication in turn is about the passing of information between these three role-players, especially the sharing of information about municipal issues and decision-making regarding the community. This is crucial to ensure that those who are outside the formal decision-making structures of local government are able to make any kind of contribution to local governance. It is for this reason that legislation usually requires councillors and officials to "inform" the community. However, democratic decision-making is also about the community informing the Municipality of its issues and concerns to make decision-making better informed and more responsive.

Overstrand Municipality utilises the following communication mechanisms to engage with our community:

- Municipal Bulletin (monthly newsletter)
- Municipal website- www.overstrand.gov.za
- Local newspapers
- SMS notifications
- Loud hailing
- Pamphlets
- Campaigns- topic specific, e.g, water conservation, recycling, know your Ward Committee
- Local radio station
- Social Media



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Vermont

**Ratepayers & Environmental Association
Belastingbetalers & Omgewingsvereniging**

Annexure
B1

PO BOX 142, ONRUSRIVIER. 7201

29 June 2016

The Municipal Manager
Overstrand Municipality,
PO Box 20,
HERMANUS, 7200

Dear Sir

COMMENT ON OVERSTRAND PUBLIC PARTICIPATION POLICY

With reference to the call for comments on this policy by 30 June 2016.

The policy is generally well referenced and is supported.

We do however have a comment regarding the public participation **process**. We regard it as critically important that after written comments have been received by the municipality that feedback is given to the interested and affected parties [I&APs] who have invested their time and effort to study the related documentation etc. and then to formulate written comments.

It is commonplace and a normative process that such public participation feedback take the form of a schedule compiled by the authority that requested the comments. The schedule should document the various written comments received from the parties on a particular matter and then provide feedback to the I&APs as a group in the form of written responses from the authority to the various comments received. In this way I&APs are appropriately acknowledged for their inputs, better informed on the particular issue/s and are aware how each of their comments are being considered. This process is viewed as public participation good practice and is more informative, educational, transparent and provides I&APs with a greater understanding of the matter receiving attention.

It is therefore requested that this public participation feedback process be included as a normative process as part of the Overstrand Public Participation Policy.

For consideration.

Yours faithfully

Duncan H.W. Heard

Chairperson: Vermont Ratepayers and Environmental Association

Ba

Desiree Arrison - Vermont Conservation Trust: Public Participation Policy: Comment

From: "Andre" <andbel@telkomsa.net>
To: "Don Kearney" <dkearney@overstrand.gov.za>, "Coenie Groenewald" <cgroene...>
Date: 2016/06/30 11:27 AM
Subject: Vermont Conservation Trust: Public Participation Policy: Comment
Cc: "Duncan Heard" <duncanheard@telkomsa.net>, "Anita Taylor" <conceptsadmin...>
Attachments: 1606_Comment_VREA.pdf

Dear Mr. Groenewald and Mr. Kearney,

Thank you for affording us the opportunity to comment on the above.

The Vermont Conservation Trust fully supports the views expressed by the Vermont Ratepayers and Environmental Association regarding the (draft) Public Participation Policy. (I attach a copy of the VREA's comment)

Feedback to all parties are critical and we strongly recommend the development of structured processes to ensure feedback in order to maintain the positive relationships with all parties.

Kind regards

André Beugger

André Beugger
Chair: Vermont Conservation Trust
P O Box 142
Onrusrivier 7201

082 565 8118

B3

>>> Tommy Snibbe <tommysnibbe@gmail.com> 03/06/2016 05:06 PM >>>
KANTOOR VAN DIE MUNISIPALE BESTUURDER

AANDAG: ME D ARRISON

Geagte Me. Arrison,

Ek verwys na die bogemelde proses wat tans onder hersiening geneem is deur die Overstrand Munisipaliteit (OM) en ek sal graag my inset hierin wil lewer.

In die verlede het ek al by meer as een geleentheid gevra dat vergaderings van komitees van die OM vir die Publiek oopgestel behoort te word. Nie soseer om die Publiek toe te laat om kommentaar te lewer en die vergadering te ontwig nie maar bloot net om die Publiek toe te laat om eersterangse kennis in te win oor sake waarin hulle belang het. Die deur kan dan vir die Publiek oopgelaat word om moontlik per brief kommentaar oor sekere besprekingspunte op die vergadering te lewer.

Persoonlik sal ek graag die Begroting Beheerkomitee (BBK) se vergaderings wou bywoon en indien sodanige vergaderings dan nie, om watter rede ookal, vir die Publiek oopgestel kan word nie, voel ek dat dit wel oopgestel kan word aan sekere lede van die Publiek wat aansoek kan doen om hierdie vergaderings dan by te woon. Dit sal dan daarop neerkom dat slegs 'n uitgelese groepie mense toegelaat sal word om die vergaderings by te woon. Ek is oortuig daarvan dat daar baie mense gaan wees wat sal vra om die vergaderings van die BBK by te woon nie en dit behoort dus geen impak op die werksaamhede van die BBK te hê nie.

Die huidige Wykskomitee Stelsel opereer wel volgens Wet maar dit werk nie. Enige insette wat op Wykskomitee vlak deur die Publiek gemaak is, het sover my kennis strek, nooit verder as die Wykskomitee gevorder nie. Daar is min belangstelling in die Wykskomitee vergaderings hoofsaaklik omdat die datum, tyd en plek waar die vergadering gehou gaan word nie effektief aan die Publiek gekomunikeer word nie.

Na my beskeie mening is die huidige stelsel hoogs verbruikers **ON**vriendelik. Daarom dat ek hierdie versoek aan die OM rig.

Dit sal ook waardeur word indien die OM op 'n gereelde basis terugvoering aan die Publiek gee aangaande algemene Raadsake / -besluite. Hierdie inligting kan by wyse van Inligtingsvergaderings, nuusberigte in die Bultin en ook in die plaaslike pers aan die Publiek gekomunikeer word. Die OM mag dit selfs oorweeg om kennisgewingborde by die groter sakesentrums in die streek, Gemeenskapsale, Sportkomplekse, Klinieke ens. aan te bring en kennisgewings van die Inligtingsvergaderings, Wykskomitee en ander Komitee (bv. BBK) vergaderings sowel as ander inligting van belang op hierdie wyse aan die publiek oor te dra.

Alhoewel die OM 'n SMS Boodskap sisteem in plek het, kry ek min SMS boodskappe. Hierdie bron bestaan reeds en kan meer effektief gebruik word. Waarom kan kennisgewings van die onderskeie vergaderings nie op hierdie wyse aan die Publiek deurgegee word nie?

Die OM het tog seker 'n adreslys van 'n groot deel van die Inwoners se e-pos adresse. Dit is 'n maklike, vinnige en uiters doeltreffende manier om inligting aan 'n goeie deel van die Inwoners te kommunikeer.

Om die Publiek se belangstelling te wek kan die hoofpunte van bespreking op vergaderings moontlik ook op hierdie kennisgewings gemeld word.

Hou die Publiek ingelig en kyk of daar nie meer begrip kom vir die meer "ongewilde" besluite wat die OM van tyd tot tyd moet neem nie. In die verlede kon daar baie ongelukkigheid voorkom gewees het as inligting net vooraf behoorlik aan die Publiek deurgegee is. Veral die armer deel van die Bevolking kan maklik uitgesluit voel en daarom wil ek 'n beroep op die OM doen om werklik 'n poging aan te wend om hierdie mense te bereik.

B4

Moet ons nie soos sampioene behandel deur ons in die duister te hou en op afval te voer nie. Wees eerlik en sinvol in alle onderhandelings met die Publiek en kyk hoeveel steun kry julle van ons kant af.

Ons wil graag deel van julle lewe wees - maak ons deel daarvan. ASSEBLIEF!

Vriendelike Groete / Kind Regards

Tommie Snibbe

Tel no: 028 271 5837

Sel no: 083 412 5870

E-pos: tommysnibbe@gmail.com

Adres: 9de Laan 68, Kleinmond, 7195

B5



PO Box 1741, Hermanus, 7200
 Ph : (028) 312-2314
 Fax : (086) 545-6903
 mail : admin@whalecoastfm.co.za
 web : www.whalecoastfm.co.za

29 June 2016

The Municipal Manager
 Overstrand Municipality
 PO Box 20
 Hermanus 7200
 Email: cgroenewald@overstrand.gov.za
 Cc: smuller@overstrand.gov.za

Dear Mr Groenewald.

Overstrand Municipality Draft Public Participation Policy

Whale Coast FM supports the Draft Public Participation Policy, published in May 2016. However, for reasons set out in what follows, we recommend a few key changes to the policy.

3.1.1.3 The OMAF consists of: The Mayor . . . Registered NGO's with an Overstrand-wide interest.

The draft policy states that "The OMAF has been established in order to engage with the draft IDP," and on page 14, "The Overstrand Municipality has established the following formal structures [of which OMAF is one] to encourage the members of the local communities to contribute in the decision making processes ."

While we recognise the cross section of representation on OMAF, the media is not represented on this forum.

We believe a representative of the local media could be a valuable advisor on this panel, and serve as a further link to the community.

3.2.2.1 Notices about a community meeting must be placed in community newspapers, website and notice boards as well as on social media platforms (Facebook and Twitter). The SMS system to inform all persons whose contact cellular phone numbers are registered on our database, loud hailing as well as 'door to door' notices.

It is suggested that radio is also used as a means to communicate with the community.

3.2.1.6 All persons with special needs who cannot read or write will be assisted by the staff in attendance.

How would illiterate people know that public ward meetings are being held if they cannot read the printed notices or SMS's? We suggest again that radio can be considered as a means of communication to notify the community of ward meetings.

4.1 Community Participation Tools

We suggest the involvement of radio at the Inform, Consult and Involve phases of community participation.

Final remarks:

Emphasis should be placed on providing as much **free** information to the public as possible. We suggest using forms of media which are not bound by a reader/listener/user **purchasing** a product in order to get access to information.

We therefore would also encourage the Overstrand Municipality to use their website for regular updates and a platform on which to publish news, letters and notices more effectively.

Whale Coast FM would also suggest having regular press meeting with the Overstrand Municipality on a monthly basis. These meetings would create a platform for all media in the Overstrand to hear what is on the OM's diary for the month, address any concerns from the public, and give the media an opportunity to address the OM.

Finally, Whale Coast FM, as a registered NPC and community organisation, is in favour of the OM using community media, not large corporations, to disseminate information.

We noticed that radio was mentioned only once in the sixteen page document as a communication mechanism.

Radio as a medium should be considered not only as a one-way medium, but a participatory process. Public information can be given through in different languages, to different spheres of the community, and it is not limited to those who have to purchase the publication.

Radio offers a platform which can be used to open dialogue between the municipality and the community, as it reaches within the inner sanctums of people's homes.

Whale Coast FM is also the ONLY community media organisation in the Overstrand which has a board, elected by the community, and which is a Non-Profit Company. We therefore again remind the OM of the 30% ad spend which should be going to community media.

Please acknowledge receipt of this letter and confirm your commitment to take all aspects of its contents into careful consideration.

We welcome the opportunity to further engage with the Overstrand Municipality on the issue of public participation.

Yours in Radio



Dayne Nel
Station Manager - Whale Coast FM



30 June 2016

Mr C Groenwald
Municipal Manager
Overstrand Municipality
P O BOX 20
Hermanus
7200

Attention: Me D Arrison

Draft Public Participation Policy: Notice Number 82/2016

It was with great anticipation that we awaited this very important policy to enhance the public participation process in Overstrand. We don't need to qualify the importance of Public Participation as all the recent unrest in municipalities about service delivery, housing etc. speaks for itself, as do all recent court cases involving municipalities and the importance of public participation in the judgements.

On behalf of the Hermanus Business Chamber we wish to submit the following comments on the draft public participation policy in the spirit of fostering good relations between the municipality and the business community. We would like to contribute in a positive way and partner with OM in promoting local economic development and sound public relations

In addition to the legislative documents mentioned in your draft policy we used the following to get to the conclusion of our remarks and opinion on the draft policy.

- Promotion of Administrative Justice Act (3 of 2000) (PAJA)
- National Policy Framework for Public Participation
- IDP – Guideline to Municipalities from National Government
- Western Cape Province Public Participation Guidelines
- SALGA Circular (CIR 4/13-G&IGR) Guideline on Enhancing Public Participation

1.2 LEGISLATIVE FRAMEWORK

Page 5; Para. 3: The exclusion of Section 153 of the Constitution of the Republic of South Africa, 1996. Especially referring to Section 153 (b) that states "A municipality **must**– (b) participate in national and provincial programmes.

B9

Page 5; Para. 4; The exclusion of Section 19 of The Municipal Structures Act (117 of 1998) Especially 19 (1)(c) and 19 (3)

The total exclusion of the Promotion of Administrative Justice Act (3 of 2000) (PAJA) PAJA is the acid test for what is needed to be consulted with the community.

2.2 DEVELOPING A CULTURE OF PUBLIC PARTICIPATION

Page 7: Would like to have included from the Constitution of the Republic of South Africa Section 152(1)(e), 153(b) and Section 195(1)(c) and (g). The reason being is to enhance the constitutional rights of the public, as stated in your draft policy.

2.5 PUBLIC PARTICIPATION AS AN OBLIGATION

Page 9; Para. 2.5.1; 3rd bullet point: Only way to test this statement is to use the Promotion of Administrative Justice Act (3 of 2000) that does not form part of your draft policy under legislative framework.

3.2.2 PETITIONS

Page 13; Para. 3.2.2.1 and 2: It would seem it's contrary to the Gathering Act (205 of 1993) that clearly states the procedures allowed to be followed.

3.3 CONTRIBUTING TO MUNICIPAL DECISION MAKING

We will give an opinion on this at the end in our summary.

CHAPTER FOUR: COMMUNITY PARTICIPATION TOOLS

We were pleasantly surprised to see through this whole chapter the emphasis you have on "Stakeholder Forums" as we believe not enough is being done to get them involved in decision making of the municipality.

SUMMARY

We believe that your draft policy does not address real Public Participation enough. It concentrates on the process and institutions - like Ward Committee's and the Overstrand Municipal Advisory Forum (OMAF). It should be broader as the draft policy states Public Participation.

For example, how is the overarching Whale Coast Development Forum going to be accommodated - one possibility is to have it as a standing member of OMAF? In addition, how are other formal bodies going to be accommodated e.g. the Fernkloof Advisory Board, the various Estuary Forums, the Community Police Forum, etc?

The actual workings of OMAF also needs to be brought into line with true Public Participation as its present workings are effectively Municipal information-sharing sessions,

with little or no provision for genuine two-way communication, debate and input on any substantive issues. The current workings of OMAF would never pass muster in terms of PAJA.

Take as an example Stakeholders Forums. Council might be in the process of taking a very contentious decision that will affect a certain group of the community more than another. There might not be a relevant member on the ward committee seeing that by legislation only 10 members per ward is allowed. Overstrand Municipality will need to make a special effort to have discussions with particular stakeholder forums before taking a decision.

Does the municipality have a data base of Stakeholder Forums? Does the municipality ever consult with them?

We ask with respect not just the legislative documents in the draft policy, but were the other documents mentioned that we used also perused by the officials?

We further see that the policy will be an agenda item on Special meeting scheduled to take place on the 27 July 2016. We would ask you extent the approval of the draft policy on Public Participation until after the elections and new ward committees have been elected, so that this very important policy document can be discussed in the ward committees. After all this is Public Participation.

Be assured as Hermanus Business Chamber our desire to submit these comments is about assisting the fostering good relations between the municipality and ourselves.

The IDP is central to a municipality's ability to plan, budget and deliver on its mandate. It is recognised as the business plan for the municipality and determines projects that a municipality plans to undertake in a given financial year. Thus the IDP formulation process is required to be a **transparent and inclusive one** and the content of the IDP must be representative of the needs and aspirations of all interest groups in each of the wards. As is any decision taken by Council.

The South African Constitution is underpinned by principles of good governance, also highlighting the importance of public participation as an essential element of successful good local governance

Yours sincerely



Bobby von Doring
Vice Chairman

B11



D Arrison

ATT: D. ARRISON

**RE: RESPRESENTATION REGARDING
PUBLIC PARTICIPATION POLICY**

Notice number: 82/2016

FILE NO:	10 513
SCAN NO:	
COLLABORATOR NO:	915038

7
excused 4/7

To whom it may concern:

I, De Waal Steyn, representing The Village NEWS, a registered vendor of the municipality, would like to make the following representations with regard to the Draft Public Participation Policy.

Reasons for interest:

The Village NEWS is the only locally owned and operated community newspaper in Hermanus and the largest of its kind in the Overstrand.

The Village NEWS has a printed copy readership in excess of 21 000 residents. It is distributed from Gansbaal through Hermanus to Kleinmond. Its online PDF readership is more than 2 000 reads per month and its social media network reaches in excess of 25 000 Facebook, Instagram and Twitter users – by far the largest in the Overstrand. This is accomplished via a cooperation agreement between locally owned media companies including Whale Coast FM.

Representations:

The scope of this representation will be limited to the importance, function and role of the local media only.

1. News:

- a. Both the municipality and the local media has an obligation to inform residents of news related events and information of public interest.
- b. The local media play an important role in disseminating the information. In a community such as ours the information needs to reach residents in all local areas, as well as people with vested interests both nationally and internationally (holiday homeowners, 'swallows' and business owners).
- c. In order to fulfill on this, local media need the ability to reach all of these markets either via printed publications, online or social media.
- d. Cognizance by the municipality should be taken of media companies able to afford this reach.

Our representation is in order for a continuous flow of information, a monthly news conference between stakeholders of the municipality and the media is proposed.

2. Advertising:

- a. Chapters 3 and 5 of the Draft Policy Refers.
- b. Community inputs must be obtained from calls for input as advertised in local media, the municipal website and the municipal notice boards.
- c. Overstrand Municipality utilises the following communication mechanisms to engage with the community: • Municipal Bulletin (monthly newsletter) • Municipal website- www.overstrand.gov.za • Local newspapers • SMS notifications • Loud haling • Pamphlets

- d. This is crucial to ensure that those who are outside the formal decision-making structures of local government are able to make any kind of contribution to local governance. It is for this reason that legislation usually requires councillors and officials to "inform" the community
- e. The municipality has a legal duty to place advertising of notices of meetings, by-law changes and other critical information such as the IDP and budget in local newspapers, websites, notice boards and social media.
- f. Cognizance should be taken of supporting locally owned and operated media (print, online and radio) in the placement of its advertising.
- g. Cognizance should be taken of the cost of advertising and the municipality has a duty to use not only the right mediums of communication but also avoid fruitless and wasteful expenditure by scrutinizing advertising tariffs.
- h. Cognizance should be given to locally owned and operated media.
- i. Systems and procedures within the municipality should be amended to allow for multiple requests for quotes on all advertising placements.
- j. Systems and procedures within the municipality should be amended to allow for locally owned and operated media companies to comply with the legal framework in terms of the publication or broadcast dates.
- k. Planning of the placement of notices should allow for all media players to be able to quote and publish the material. Thus longer lead times for the placement of advertising need to be implemented
- l. Only if a media owner cannot fulfill the specific legal requirements of date of publishing should more expensive options be considered.
- m. In the event of notices such as building requirements where the resident needs to reimburse the municipality for the cost of the advertisements all notices need to be accompanied by at least two quotations for the applicant so that a free and equitable choice of advertising medium can be made by the applicant.
- n. Cognizance should be taken of the savings afforded by locally owned media companies as well as the large penetration of the local market affording the municipality better reach of their message.

The representation is:

- i. All media companies be allowed the opportunity to quote on all advertising placements. Preference should, rightly so, be given to local companies, lower tariffs and those affording better reach. Only when very specific legally mandated criteria in terms of the date of publication cannot be met should more expensive or non-local media companies be considered.
 - ii. Quotations offering better reach – such as a combination of print, radio and social media should be given preference as it not only saves money but also offers greater penetration.
3. Cost of reach for user:
- a. All media consumption has an element of cost involved for the user. This ranges from data costs for online participation, travelling costs to a shop to pick up a publication and the cover price of a publication.
 - b. Cognizance should be taken of free publications that lowers the cost of media consumption for the consumer.

- c. The ability to access a publication after a pay-point at a shop and not having to pay for a publication eases access to information and thus creates better penetration of the message.

The representation is that preference should be given to free publications.

4. OMAF:

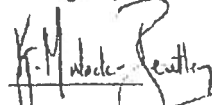
Chapter 3 and 4 refers:

- a. The OMAF has been established in order to engage with the draft IDP. By engaging this forum it is considered to be another step in ensuring that the IDP is comprehensive, transparent and inclusive.
- b. The OMAF consist of: o The Mayor as chairperson o All Councillors o The Municipal Manager o The Senior Managers o Representatives of various municipal departments o Ward Committee members o Representatives from the Overberg District Municipality o Representatives from National and provincial sector departments o Local sector representatives; Organised Business, registered NGO'S with an Overstrand-wide interest.
- c. At the most basic level public participation is about communication between councillors, officials and the community. Communication in turn is about the passing of information between these three role players, especially the sharing of information about municipal issues and decision-making regarding the community.
- d. Overstrand Municipality strives to deliver quality services and promote development in our municipal area in a non-sexist, non-racial and non-discriminating manner. This is done by creating a climate of co-operative governance with meaningful partnerships with all stakeholders, especially the members of the general public.
- e. The OMAF is a critical part of the Public Participation structure and information regarding the workings of OMAF need to be disseminated.

The representation is that the media are co-opted onto the OMAF in a non-voting and non-executive position with the aim of providing insight into the decision-making processes to the public.

I thank you for the opportunity to do this representation and look forward to the final policy that affords all role players an equal and equitable stake in the system of participation.

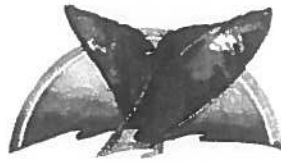
Kind regards,



De Waal Steyn

Publisher

The Village NEWS



B15
 Whale Bay
 CASCADES

WALKER BAY | HERMANUS

Mr. Coenie Groenwald
 P.O. Box 20
 Hermanus
 7200
 Fax 028 313 8030

Dear Sir

Re: Have your say about having your say – Reported 31 May 2016

I act on behalf of:

- Whale Rock Estate
- Hermanus Beach Club
- Hermanus Home Owners Association
- Whale Bay Cascades
- Mariners Village

We request that communication as envisaged by the newspaper coverage of 31 May 2016 regarding affairs in Hermanus be forwarded by email to our respective organisations (contact details are on your records but can be provided again) as the majority of our members do not reside at the various developments and are therefore unlikely to gain insight into matters of importance raised by the Municipality or the Hermanus Community .

We further suggest that communication regarding issues that my negatively or positively affect our community or sectors thereof also be attached to the monthly news letters and forwarded to the affected parties so as to enable them to respond in the appropriate manner

We thank you for your support in this regard

For and on n behalf of the above recorded developments

Willem van Zyl

B16

083 7171468

028 316 2918

LWJ van Brakel

Wyk 13

21 Junie 2016

Mnr Don Kearney

Area Bestuurder

Munisipaliteit

HERMANUS

7200

KONSEP VAN PUBLIEKE DEELNAME BY MUNISIPALITEITE

Ingevolge u paragraaf 1.2 meld dat daar nie meer as 10 ander persone op die wykskomitee mag dien nie. Hoe word hulle verkies? Slegs as hulle aan organisasies verbonde is? Ek het verneem dat daar nie meer van individuele lede gebruik gemaak gaan word nie. U paragraaf 2.5 onder sub paragraaf 2.5.1 Publieke Deelname verwys ook.

Ek is egter van mening dat individuele lede ook nodig is. Die organisasies kom ook nie by al sy lede uit nie. Dit is net die komitees wat ingelig word. Die gemeenskap in Onrusrivier is ouer mense. Hulle wil nie aan organisasies behoort nie. Hulle is met pensioen en wil ook nie ekstra kostes aangaan om aan organisasies te behoort nie. Daar is van hulle wat belangstel in wykskomitees.

Die individuele persone het gewoonlik ook met baie van die gemeenskap kontak, selfs met lede van die organisasies wat na die munisipaliteit se betrokkenheid vra.

Daar is baie lede van die gemeenskap wat ook 'n wye kennis het van die werksaamhede van die munisipaliteite, maar hulle wil egter nie aan organisasies behoort nie.

Dit kom voor asof organisasie(s) die gemeenskap wil forseer om aan hulle te behoort deur die individuele lede van die wykskomitee uit te skakel.



LWJ VAN BRAKEL