2026

DRAFT PUBLIC PARTICIPATION POLICY

OVERBERG DISTRICT MUNICIPALITY

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1. DEFINITION OF TERMS

In this policy, unless the context indicates otherwise –

"Municipal Manager" means, as defined in terms of the Local Government: Municipal Finance Management Act 56 of 2003 in relation to a municipality, the Accounting Officer as referred to in Section 60 of the said Act.

"Constitution" means the Constitution of the Republic of South Africa, Act 108 of 1996.

"Consultation" is a higher level of participation. It is defined in terms of the IRFA as "a process whereby the views of another on a specific matter are solicited, either orally or in writing, and considered". *Consultation* therefore seeks the views of others with the intention of taking their contributions into consideration during decision-making processes.

"Council" refers to the Council of the Overberg District Municipality as established in terms of Section 18 of the Local Government: Municipal Structures Act 117 of 1998.

"Councillors" refers to members of the **Council** of Overberg District Municipality.

"Designated groups" are selected clusters of people with common identity/interest or distinguished by circumstances.

"Meeting of Council" is a statutory meeting held on a regular basis that all members of Council are required to attend and resolve matters referred to it.

"Municipality" as defined in the Intergovernmental Relations Framework Act, No. 13 of 2005, will –

a) when referred to as a corporate body, mean a municipality as described in Section 2 of the Municipal Systems Act, No. 32 of 2000;
b) when referred to as a geographic area, mean a municipal area determined in terms of the Local Government: Municipal Demarcation Act, No. 27 of 1998;

"Official" as defined in the Local Government: Municipal Finance Management Act 56 of 2003 in relation to a municipality or municipal entity, means –

a) an employee of a municipality or municipal entity;

b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
c) a person contracted by a municipality or municipal entity to work as a member of staff of the municipality or municipal entity other than an employee;

"Participation" is the act of sharing something with others, where all parties play an active part in the process to achieve an outcome expected by those involved.

"Policy" means the Public Participation Policy of the Overberg District Municipality.

"Public meeting" is a gathering of community at a venue (undercover or not) where matters of concern are discussed by those attending and is open to all citizens.

"Public participation" occurs where the public participates in an active way to ensure that its needs are responded to satisfactorily by the **Municipality**. Communities are to be involved in identifying their needs, participating in the process and ensuring the outcome by taking ownership and thereby responsibility.

"Vulnerable groups" consist of persons not afforded the same security as the general citizen, i.e. children, women, the aged, and persons with disabilities.

"Ward Committees" is a committee established in terms of section 72 and 73 of the Local Government Municipal Structures Act 117 of 1998, as amended. It serves to convey the needs of the respective community via the **Ward Councillor** to **Council**. Ward Committees are central to ensuring that the communities' express needs are conveyed to the **Council** committees, as well as the municipal administration for consideration in the Integrated Development Plan and Budget.

2. INTRODUCTION

ODM is dedicated to serving the residents of the Overberg and recognizes the importance of involving beneficiaries in all stages of development planning, implementation, and monitoring.

As per the supreme law of the Republic of South Africa, the Constitution mandates that local government must ensure democratic and accountable governance for local communities. Municipalities are required to promote community and community organization involvement in governance. It also mentions that, regarding the fundamental values and principles that guide public administration and good governance, it is important to address the needs of the people and promote their role as active collaborators in policy development.

In the past, individuals had no say in local government matters, but starting from 1994, South Africa's laws require the government to promote public participation and facilitate a conducive atmosphere for involvement. This implies that the government should provide communities with information access and streamline processes for public involvement.

Promoting public involvement in communities through IDP processes establishes accountability between the municipality and its citizens and enables citizens to make informed decisions about the services they need in their various living environments.

It is thought that implementing effective public involvement techniques and approaches will prevent demonstrations and discontented members of the public. Public Participation goes beyond just giving information to the public; it also involves creating a platform for the public to give valuable input on issues that affect them.

3. PURPOSE

The Overberg District Municipality appreciates and recognizes the community's contributions to reaching its service delivery, developmental, and strategic goals. Creating a policy framework for public participation validates the Council's commitment to fostering an environment where the public can engage in governance and meet legal obligations for public involvement.

This policy outlines mechanisms, processes, and procedures that help achieve the goals of promoting effective public participation. These mechanisms and processes will allow the residents of the Municipality to access information, participate in decision-making, and contribute to programs and projects that impact their lives.

The Policy encourages an inclusive strategy to incorporate the needs of vulnerable groups and specific sectors like youth, women, children, individuals with disabilities, and older individuals.

The purpose of this policy is to outline mechanisms, processes and procedures that will be used by ODM to facilitate effective and community centred public participation processes.

4. LEGAL FRAMEWORK

The focal point of the ODM Public Participation Policy revolves around the legislative pieces listed below:

Constitution of the Republic of South Africa (Act 108 of 1996)

Democratic processes are crucial in our Constitution because they allow citizens to participate in matters that impact them. This policy is governed by the specific sections outlined in the Constitution.

Section 152(e) is aimed at promoting the participation of communities and community organizations in local government affairs.

Municipal Councils cannot pass by-laws unless they have been made available for public feedback as stated in Section 160(4)(b).

Section 195(1)(e) requires addressing people's needs and promoting public engagement in policy-making.

Section 195(1)(g) states that transparency should be promoted by giving the public up-to-date, easy-to-access, and precise information.

The Constitution also requires the creation of legislation to implement the Bill of Rights and the values and principles it upholds.

The Municipal Systems Act 32 of 2000

Chapter 4 of the Municipal Systems Act provides clear guidelines for municipalities to conduct public participation.

Section 16(1)(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality including in –

I. the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
II. the establishment, implementation and review of its performance management system in terms of Chapter 6;

III. the monitoring and review of its performance, including the outcomes and impact of such performance.
IV. the preparation of its budget; and
V. strategic decisions relating to the provision of municipal services in terms of Chapter 8

Section 16(b) plays a role in enhancing the capability of -

I. The local community is enabled to take part in the municipality's affairs.
II. Councillors and employees should promote involvement from the community.

Section 17(2) requires a municipality to set up suitable systems, methods, and protocols to allow the community to be involved in the municipality's activities.

— ***Section 21(1)*** requires municipalities to inform the local community through the media when necessary under this Act or other laws.
  a) in the newspapers of the local vicinity.
  b) in a newspaper, or newspapers distributed within its region and identified by the council as an official newspaper.
  c) by using radio broadcasts that reach the municipality's area.

(2) The notification must be in the official languages designated by the regulations

council, considering language preferences and usage in its jurisdiction.

(3) Each notice required to be published in the Provincial Gazette or the media according to this Act or other relevant laws must also be posted at the municipal offices.

(4) If the municipality asks the local community to give written feedback on an issue before the council, they must also inform that anyone unable to write can visit during office hours for help from a municipal staff member in transcribing their comments.

a) If a resident in a municipality needs to fill out a form but is unable to read or write, a municipal staff member must provide them with appropriate help to understand and complete the form.
b) (b) When the form pertains to paying money to the city or receiving a service, help should come with an explanation of its terms and conditions.
c) The Municipal Finance Management Act of 2003, Act number 56.

The aim of the Municipal Finance Management Act, 2003 is to promote transparent and efficient financial management in municipalities and municipal public entities. The MFMA

details methods for keeping the community updated on a municipality's financial status, which includes the Annual Financial Statements, Budget, and Annual Report.

d) The Municipal Structures Act of 1998, number 117.

The Municipal Structures Act provides rules for creating ward committees and their function in public engagement. Ward committees, which are in close proximity to the community, are responsible for communicating any issues or concerns within their ward to the ward councillor.

5. SCOPE AND APPLICATION

The Policy apllies to everyone involved, including Councillors, municipal officials, community members, community organizations, and designated groups, in relation to their rights, duties, responsibilities, and roles as stated in the Policy. The Policy includes methods, steps, and protocols to enable and implement public involvement according to the legislative framework mentioned above. The Public Participation Policy should be read alongside the Council's Communication policy.

6. OBJECTIVES

By following the Policy, Council aims to accomplish the following goals:

- Promote a culture of inclusive government through the methods established within the framework of the Policy.
- Help communities prioritize development and needs with their involvement and support.
- Encourage both direct and indirect methods of participation.
- Create a thorough structure for defining, executing, overseeing, and assessing public engagement efforts within the district.
- Offer standardized guidelines to municipal officials for public participation initiatives to ensure consistency and efficiency.
- Create implementation guidelines within the local government that adhere to the Constitution and/or relevant policies, with the aim of encouraging public involvement.
- Guarantee consistency and standardization in the execution of Council policies and procedures.

7. PRINCIPLES OF PUBLIC PARTICIPATION

- **Transparency:** Commitment to open and accessible communication channels between the municipality and the public.
- **Inclusivity:** Ensuring that diverse voices, including marginalized groups, are heard and considered.
- **Accountability:** Establish mechanisms for feedback, evaluation, and transparency in decision-making processes.
- **Empowerment:** Provide opportunities for meaningful engagement and collaboration between the municipality and the community.

8. ROLES AND RESPONSIBILITIES

The Municipal Systems Act (Act No. 32 of 2000) in South Africa provides a legal framework for municipalities to govern their affairs, including public participation. In accordance with the Municipal Systems Act, a public participation policy of a district municipality would outline the roles and responsibilities of various stakeholders involved in the public participation process.

a) MUNICIPAL COUNCIL

- **Policy Formulation**: Develop policies and procedures for public participation in municipal decision-making processes.
- **Oversight**: Ensure that public participation processes are conducted in accordance with legal requirements and municipal policies.
- **Decision-making**: Consider input received through public participation when making decisions that affect the district municipality and its residents.

b) MUNICIPAL ADMINISTRATION

- **Implementation:** Implement public participation initiatives and processes as outlined in the municipal policy.
- **Communication***:* Provide information to the public about opportunities for engagement, including meetings, consultations, and feedback mechanisms.
- **Documentation***:* Keep records of public participation activities, including input received and decisions made.

c) LOCAL RESIDENTS AND COMMUNITY MEMBERS

- **Engagement***:* Actively participate in public meetings, consultations, and other forums organized by the municipality.
- **Feedback***:* Provide feedback, suggestions, and concerns on municipal policies, plans, and projects.
- **Advocacy***:* Advocate for the interests and needs of their communities during public participation processes.

d) CIVIL SOCIETY ORGANIZATIONS (CSOS)

- **Advocacy:** Advocate for the interests of specific groups or communities within the district municipality.
- **Capacity Building***:* Assist in building the capacity of local residents to participate effectively in public processes.
- **Monitoring***:* Monitor the implementation of policies and programs to ensure they align with community needs and expectations.

e) BUSINESSES AND INDUSTRY REPRESENTATIVES

- **Input Provision***:* Provide input on economic development strategies, infrastructure needs, and other issues relevant to the business community.
- **Collaboration:** Collaborate with municipal authorities and other stakeholders to support local economic growth and development initiatives.
- **Compliance***:* Ensure compliance with regulations and standards related to business activities and operations.

9. PUBLIC PARTICIPATION STRUCTURES AND MECHANISMS

Overberg District Municipality comprises four local municipalities with wards within the district. The 19 IGR structures within ODM are operational, and their minutes and resolutions serve as source material for development planning. All 7 local government areas are involved in the IGR systems overseen by ODM. In many instances, ODM does not directly interact with the public, but instead works through community organizations and local municipalities as its public interface. Engaging with local municipalities is considered as the district municipality's form of public participation.

Overberg District Municipality is failing to carry out all the responsibilities outlined in Section 84 of the Local Government Municipal Structures Act, but communication and public engagement related to events, activities, and projects aligned with the district's functions should be conducted in accordance with sector guidelines for all responsibilities. It is

expected that all departments will collaborate with the IDP & Communications department and follow the Council's communication policy guidelines. Each department has the continued duty to guarantee inclusion of public participation in all department planning.

Public participation is facilitated via the utilization of the mechanisms listed below:

PUBLIC PARTICIPATION MECHANISM	PURPOSE	OUTCOME	FREQUENCY
Imbizos	Imbizos offer a space for people in the community to meet, talk about important topics, exchange information, and build strong relationships. They play a crucial role in upholding community unity and togetherness.	The outcome may include increased participation, involvement, and ownership of community issues and solutions.	As and when
IDP Rep Forum	Create a platform for representatives from various sectors of government, the community, local municipalities, community leaders, civil society organizations, business representatives, and residents, to participate in the development and implementation of the Integrated Development Plan. Facilitates consultation and dialogue between local government authorities and the community regarding development priorities	Leading to greater ownership of development initiatives and increased community support. Identification of priority areas, innovative solutions, and strategies for addressing community needs and challenges.	Bi-annually
High School Visits	To promote stakeholder engagement through initiatives like youth councils and volunteer opportunities. Also to inspire participation in local affairs,	Students gain a better understanding of local government structures, functions, and decision-making processes. To	Annualy

	teaching students about government functions and empowering them to be informed citizens.	hear directly from young people and gain insights into their perspectives, concerns, and priorities.	
Social Media	To reach a wide audience quickly and cost-effectively. Enables municipalities to actively engage residents in decision-making processes by soliciting feedback, opinions, and suggestions on various issues.	To facilitate open, inclusive, and participatory municipal governance by enabling widespread communication, engagement, and collaboration between the district municipality and its stakeholders including the residents.	Regularly
Road Shows	Road shows are often used by businesses to promote their products or services to a wider audience.	Through engaging presentations, demonstrations, and interactions, attendees become more familiar with the brand and its offerings.	As and when
Ward Committee (*Inputs received from local municipalities)* local municipalities can involve district officials through the District's IDP office on specific district-related matters)	Receive inputs from local municipalities. Involve district officials through the District's IDP office on specific district-related matters by invitation. Receive feedback on ward committee functionality.	Transparency and accountability in local governance. Valuable feedback on municipal services, infrastructure, and amenities in their area.	As per local municipality time-schedule
Community Development Workers (Representation at	Building strong relationships with community members, CDWs can encourage greater participation in local governance	Increased level of participation among residents in municipal governance processes.	Quarterly

meeting)	processes and conduct outreach and engagement activities to identify the needs, concerns, and priorities of community members.	Strong communication and trust between local government institutions and communities.	
Civil Society groups	They raise awareness about issues, lobby policymakers, and mobilize public support to bring about change or influence decision-making processes.	changes in laws, regulations, or government policies that reflect the interests and concerns of the affected populations.	As and when
Newspaper Publications	To inform the public about current events, news, and development.	Educate readers and help them make informed decisions as citizens. Ensure transparency and integrity in governance and public life.	Regularly
Radio Shows	To disseminate information and news to the public that are community-focused, interviews, and call-in segments that address issues relevant to the local community.	To have a loyal and engaged audience who regularly tune in to the show, participate in interactive segments, and provide feedback.	As and when
Awareness Campaigns	Educate the public about important issues, facts, and information that they may not be aware of. Platform for advocacy, raising awareness about specific causes or issues and advocating for policy changes, social reforms, or other forms of action.	Outcome is for the target audience to have a better understanding of the issue and its implications. Or individuals to become more engaged, supportive, and active in efforts to address the issue.	Bi-annualy

Mayoral IDP/Budget Engagement	Executive Mayor and Portfolio Chairperson to have one-one engagements with stakeholders from the business cluster, NGO/NPOs and Community organisation of the Overberg. Stakeholders raise their possible challenges in relation to district services.	Valuable feedback on municipal services and infrastructure. Established relationships between district municipality and stakeholders.	Annualy

10. INTERGOVERNMENTAL RELATION

The district municipality facilitate intergovernmental relations between the district municipality and the local municipalities in the district. serve as a consultative forum for the district municipality and the local municipalities in the district to discuss and consult each other on matters of mutual interest.

The IGR Forums regarded as ODM district public participation structures are listed below:

FORUM NAME	FREQUENCY	PURPOSE	COMPOSITION
District IDP Managers Forum	Quarterly	To engage on IDP processes of the district and local municipalities in the Overberg.	IDP Managers – District & Locals DLG – IDP Directorate
District Public Participation & Communications Forum	Quarterly	to share best practices regarding public participation, communications and public relations; municipal activities, community engagements, ideas and campaigns.	Communications Officers – District & Locals DLG – Public Participation DLG – Communications GCIS SALGA
District CAE and Risk Forum	Quarterly	To discuss any matters relating to Internal Audit and Risk Management in the District	CAE's and Risk Managers

SCM Forum	Quarterly	To discuss the implementation of current and new legislation pertaining to SCM and other SCM matters (audits, best practises, etc.)	Provincial Treasury
Regional Roads Management Meeting	Quarterly	To engage with Provincial Department of Infrastructure concerning maintenance, regravel, reseal and upgrade of road in terms of the Memorandum of Agreement	Senior officials of Department of Transport and other 4 District Municipalities
ICT Steering Comm	Quarterly	To facilitate the use of ICT in enabling business in its service delivery.	Municipal Officials
Records Management Forum	Quarterly	The Western Cape Archives and Records Service collects, manages and preserves records that form part of our archival heritage.	All Municipal Records Managers SALGA
Employment Equity (EE) Committee	Quarterly	To discuss matters related to Employment Equity	4 Council members,
Training Committee	Quarterly	To discuss training issues	4 Management Reps,
Local Labour Forum (LLF)	Monthly	To discuss labour relations matter	7 Union Reps,
Occupational Health and Safety Committee	Quarterly	To discuss Health and safety related matters	HR
SALGA Human Resources Working Group	Quarterly	HR Managers with problem solving, best practice and legislation/ collective agreement interpretation	2 Cllrs observer status
Job Evaluation Committee	Monthly	Evaluation of positions	HR Managers of the District
Provincial Audit Committee (PAC)	Monthly	Auditing of evaluated Job descriptions	HR managers of the WC
SDF Provincial Forum	Quarterly	Information sharing,	

District SDF Forum	Quarterly	Training and processes	All SDF's in the Western Cape
District Coordinators Forum	Quarterly	Collate discussion deriving from the District Forums to be taken to Provincial Forum for discussion	All SDF's in the Overberg and Cape Winelands District
EPWP	Quarterly	Discuss challenges and progress to take forward to the District Forum	SDF's of the Overberg District
District Fire workgroup	Quarterly	To deal strategically and operationally with fire related matters in the district	FPA, Cape Nature, Landowners, Municipalities, SANPARKS and other contractors and agencies dealing with fire
District Disaster Management Advisory Forum	Quarterly	To deal strategically and operationally with Disaster Management related matters in the district	Local and Provincial agencies involved in Disaster Management
District Safety Forum	Quarterly	To provide for a platform to strategically coordinate the execution of the safety grant and activities in the district	Law enforcement, SAPS, NPA, POCS and other relevant local and provincial departments
Provincial Heads of Disaster Management Centres	Quarterly	Provincial Strategic disaster management forum for HOC and role-players	District and Province
Provincial Advisory Forum	Quarterly	To deal strategically and operationally with Disaster Management related matters in the Province	Provincial and national disaster management role-players
Provincial Veldfire Workgroup and its sub workgroups:	Quarterly	To deal strategically with veld fire related matters in the district	Districts, FPA's, Cape Nature,

• ICS • Ground Crews Aerial Firefighting			Landowners, Municipalities, SANPARKS and other contractors and agencies dealing with veldfires
Provincial Fire Chiefs Committee and its sub workgroups: • Hazmat • ICS Training	Quarterly	To deal strategically with fire related matters in the district	Fire chiefs of districts and municipalities as well as provincial department
Social Development Coordinating Forum	Quarterly	To support the implementation of social development initiatives and mitigate against duplication of services.	Provincial DSD representatives, ODM, B Municipalities, Govt Dept's and NGOs
Victim Empowerment Forum (VEP)	Quarterly	Report on VEP initiatives in the various districts as well as the functioning of local forums in the respective municipal areas.	Provincial, District and local DSD offices, ODM
CDWP Provincial Stakeholder Engagement	Annually	To reflect on CDW interventions in the province, strengthen partnerships with stakeholders, networking.	DPLG, CDWs, Govt Dept's, Municipalities
Fraud & Risk Management Committee (FARMCO) Meetings	Quarterly	To assist the AC in addressing oversight require-ments of risk management	ODM officials Member of External Audit Committee
Intergovernmental Forum on Street People	Quarterly	To discuss challenges experienced with street people, seek solutions, and mitigate risks.	Provincial DSD, City of Cape Town, Govt Dept's, NGOs, Municipalities

Audit and Perfor- mance Committee	Quarterly	To advise the Municipal Council and Administra- tion on matters relating to the MFMA and performance	ODM officials External Audit Committee members
Municipal Public Accounts Committee (MPAC)	Quarterly	To assist Council with its oversight role. Also serves as the Oversight Committee for the Annual Report.	Councillors ODM officials External member of the public
Records Manage- ment Forum	Quarterly	The Western Cape Archives and Records Service collects, manages and preserves records that form part of our archival heritage.	All Municipal Records Managers SALGA
MAF	Quarterly	Technical financial matters	WC Provincial Treasury
WC Municipal Health Working Group	Bi- monthly	The general purpose of the WCMHWG is to promote and support sustainable and integrated management of Municipal Health Services in the Western Cape.	Managers MHS of 5 DM's Metro CPUT Provincial EHS
WC Air Quality Officers Forum	Quarterly	To promote and support sustainable and integrated Air Quality management in the Western Cape.	All AQO from DM's Metro Provincial Officials
Overberg Air Quality Officers Forum	Quarterly	To promote and support sustainable and integrated Air Quality management in the Overberg	AQ Officers from: ODM CAM TWK Overstrand
Overberg Waste Forum	Quarterly	To promote cooperation between Municipalities in order to improve Waste Management within the region; To share best practices and share knowledge and information; and To create a platform for which information can be gathered to stakeholders as feedback to the Provincial Waste identified by the Officers Forum.	ODM OSM CAM SDM TWK DEADP National DEA Other information can be gathered to stakeholders as feedback to the Provincial Waste identified by the Officers Forum.
WC Food Control Committee	Quarterly	To promote and support sustainable	MHS Managers

		and integrated Food Control management in the Western Cape.	Laboratories Provincial Health CPUT Metro officials Expert EHPs Industry
WC Public Health Forum	Quarterly	To promote and support sustainable and integrated Municipal Health Services in the Western Cape	MHS Managers Provincial Health EHPs
WC Integrated Waste Forum	Quarterly	The Waste Management Officer Forum serves as a platform for the Department of Environmental Affairs and Development Planning to interact with local government with regards to integrated waste management issue. The forum is utilized as a vehicle to support municipalities with the implementation of the National Waste Management Strategy and legislation pertaining to integrated waste management.	DEADP National DEA WC District Munics WC LMs Other stakeholders as identified by the forum
Regional Waste Forum	Quarterly	To promote cooperation between Municipalities in order to improve Waste Management within the region; To share best practices and share knowledge and information; and To create a platform for which information can be gathered to feedback to the Provincial Waste Officers Forum.	Overberg District Municipality Local Municipalities: Overstrand, Cape Agulhas, CAM & TWK National Department of Environmental Affairs Provincial DEADP Any other stakeholders as identified by the forum
Karwyderskraal Residents Monitoring Committee	Annually	Facilitate the participation of interested and affected parties (I&AP's) in the formulation of control procedures for impacts or	Overberg District Municipality Local Municipalities:

		possible impacts resulting from the establishment, operation and rehabilitation of the Karwyderskraal Landfill Site; Monitor compliance to the permit conditions;	Overstrand and TWK National Department of Environmental Affairs National Department of Water and Sanitation Provincial DEADP Breede-Gouritz Catchment Management Agency Whale Coast Conservation Contracted site operator Surrounding landowners
Climate Change & Biodiversity Forum	Quarterly	The forum will also serve as a platform to share information on the climate change and biodiversity policies, tools and, interventions across the Overberg District thereby minimising duplication of efforts across the District whilst pooling of resources; To steer and facilitate biodiversity management across all local municipalities in the Overberg District to invest in the preservation and restoration of local habitats in order to increase protection against climate change impacts; and	Overberg District Municipality Local Municipalities Department of Environmental Affairs and Development Planning National Department of Environment, Forestry and Fisheries

		Inform and guide Municipalities in the Overberg with regards to projects and programmes linked to biodiversity protection and Climate Change initiatives.	
Local Government Support Forum	Bi-annually	Coordinate local government environmental management support; Provide a platform for engagement, and accountability between the environment sector with its key partners and local government on the management and implementation of the local government support strategy;	National Department of Environment, Forestry and Fisheries WC Dept of Environmental affairs District and Metro municipalities SALGA South African Biodiversity Institute Department of Cooperative Governance and Traditional Affairs South African Cites Network nternational Council for Local Environmental Initiatives
Regional Tourism Liaison Committee	Bi-Monthly	To limit the overall environmental intrusion of the signs • To limit the total number of information bits available at a specific point.	Prov Transport Administration Road Authority LMs RTOs LTOs Assessing Organisations

WESGRO RTO	Quarterly	Priority sectors: agribusiness, business process outsourcing and ICT, renewable energy, and tourism infrastructure.	Wesgro NDT SA Tourism SATSA SACCI FEDHASA RTO LTOs
District LED/ Tourism Forum	Quarterly	To promote cooperation between Municipalities in order to improve LED & Tourism within the region;	DM & LMs NDT Cape- Overberg Whale Coast Country Meander Trade Route Cape Agulhas Other Stakeholders
LTO Meetings	Quarterly		Local Tourism Board Members Local Sphere: LTO Community DM Strategic Partners: WESGRO Provincial Government DEDAT CEO's of Tourism Offices
National Depart-ment Tourism	As needed	To ensure participation of all stakeholders and beneficiaries; To ensure that stakeholders are informed and updated on the status of tourism; Role and responsibilities of stakeholders for the on-going info sourcing, provisioning, data verification and on-going	DEDAT RTO LTO Stakeholders

		maintenance of the NTIMS.	
Uilkraal- mond Camp Association		All semi-permanent home owners are advised to join the Uilenkraalsmond Camp Association, who are currently mandated to be the communication vehicle between home owners and the Local Authorities	
Women in Tourism	Quarterly	Its main focus areas included training on personal development, supporting women to develop a competitive advantage in their businesses and provision of capacity building initiatives.	DEDAT Municipalities
Western Cape Resort Association	Quarterly	The promotion of the resort manager's function within the tourist sector	Holiday Resort Managers from both the private and public sector Chairperson Vice Chairperson Secretary Treasurer

11. IMPLEMENTATION PLAN

Implementing a public participation policy requires careful planning and coordination to ensure that the objectives of the policy are achieved effectively. Here's a proposed implementation plan for a public participation policy in a Overberg District Municipality:

WHAT	DESCRIPTION	WHEN	BY WHO
ASSESSMENT AND PLANNING:	• Conduct a comprehensive assessment of the current state of public participation in the district municipality, including existing practices, resources, and challenges. • Identify key stakeholders and their roles in the public participation process. • Develop a detailed implementation plan outlining specific objectives, activities, timelines, and responsible parties.		IDP & Communications
CAPACITY BUILDING:	• Provide training and capacity-building workshops for municipal officials, elected representatives, and community leaders on the principles and practices of public participation. • Equip staff with the necessary skills and resources to facilitate meaningful engagement with the public.		IDP & Communications HR-SDF
COMMUNICATION AND OUTREACH:	• Develop a communication strategy to raise awareness about public participation opportunities and processes.		All

	• Use a variety of communication channels, including social media, local newspapers, community radio, and public meetings, to reach a diverse range of stakeholders. • Translate key documents and information into local languages to ensure accessibility for all residents.		
ESTABLISHMENT OF PLATFORMS AND MECHANISMS:	• Establish various platforms and mechanisms for public participation, such as community forums, public hearings, online surveys, and citizen advisory committees. • Ensure that these platforms are accessible, inclusive, and responsive to the needs of different segments of the population.		All
POLICY AND PROCEDURE DEVELOPMENT:	• Develop clear and transparent policies and procedures for public participation, outlining how input from the public will be solicited, considered, and incorporated into decision-making processes. • Ensure that these policies align with legal requirements and best practices in public engagement.		All
ENGAGEMENT AND CONSULTATION:	• Organize regular public meetings, workshops, and consultations to solicit feedback on municipal policies, plans, and projects. • Encourage active participation from a diverse range of stakeholders, including marginalized and vulnerable groups.		ODM Officials IDP & Communications
FEEDBACK AND REPORTING:	• Establish mechanisms for providing feedback to participants on how their input has been considered and incorporated into decision-making processes.		IDP & Communications

	• Prepare regular reports documenting the outcomes of public participation activities and the impact on municipal decision-making.		
MONITORING AND EVALUATION	• Monitor the effectiveness of public participation activities, including participation rates, representativeness, and the quality of input received. • Collect feedback from participants and stakeholders to identify strengths, weaknesses, and areas for improvement. • Use evaluation findings to refine and enhance public participation processes over time.		Municipal Manager IDP & Communications
CONTINUOUS IMPROVEMENT:	• Foster a culture of continuous learning and improvement within the municipality by regularly reviewing and updating public participation policies and practices. • Seek input from stakeholders on how to improve the accessibility, inclusivity, and effectiveness of public participation processes.		IDP & Communications ODM Council

12. COMMUNICATION AND FEEDBACK

Overberg District Municipality shall consider the special needs of people who cannot read or write, people with disabilities, women, and other disadvantaged groups when deciding on public participation methods. ODM shall accept feedback from the community it serve through various mediums such as.

- Letters
- Emails
- Facebook posts
- Verbal inputs at meetings
- Minutes of meetings
- Telephone calls

13. REVIEW AND AMENDMENT

The Public Participation Policy shall undergo an annual review and will be presented to the Council only if any modifications are required.