



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

DRAFT PUBLIC PARTICIPATION POLICY

2025

First draft (for consultation)



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Document Review and Approval

Previous Updates

	Reviewer	Date of Review	Council Adoption Date
1.	Gurswin Cain	2025	
2.			



PREAMBLE

- a) Stellenbosch Municipality acknowledges that it is committed to the development of a culture of municipal governance that complements formal representative government with a system of participatory governance; and
- b) Through this policy the municipality commits itself to establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality in terms of the provisions of the Local Government: Municipal System Act, 2000 (Act No.32 of 2000) (MSA).

VISION, MISSION AND VALUES OF THE STELLENBOSCH MUNICIPALITY

Vision

We describe the vision of where we want to be as a municipality and the Greater Stellenbosch area as the **“An Integrated Valley of Opportunity and Innovation”**.

Mission

Our mission is to deliver services in an enabling environment through sustainable, cost-effective and accountable services for our community.

Values

In all our work and engagements with the community and other stakeholders, we subscribe to the following values:

Integrity: As servants of the public, we undertake to perform the functions and operations of the municipality honestly and ethically.

Accountability: As responsible public servants, we pledge to perform our duties in a manner that is open to oversight and public scrutiny. This commitment is shaped by our understanding to give an account of our actions to individuals, groups and organisations.

Transformation: We, as custodians of hope, will work tirelessly at transforming our municipality, communities and broader society by unlocking the endless possibilities that our valley holds and treasures. This commitment is shaped by our understanding of the historical, spatial, social and economic inequalities in our valley.

Innovation: We will continuously review our systems, procedures and processes to make them less bureaucratic and more responsive to customer needs. We will acknowledge and reward initiatives that show creativity and ingenuity.

Excellence: As a municipality, we will strive to deliver excellent services for all areas within the greater Stellenbosch.

Responsiveness: The municipality is a responsive municipal entity with zero tolerance for corruption and illegal actions.



List of Acronyms

CPF	: Capital Planning Forum
IDP	: Integrated Development Plan
IGR	: Inter-Governmental Relations
MFMA	: Municipal Finance Management Act
MTREF	: Medium Term Revenue and Expenditure Framework
MSA	: Municipal Systems Act
mSDF	: municipal Spatial Development Framework
SDBIP	: Service Delivery and Budget Implementation Plan
SLA	: Service Level Agreement
SMS	: Short Message Service
PMS	: Performance Management System



Glossary of terms

In this policy, unless the context indicates otherwise-

“By-law” means legislation passed by the council of a municipality binding in the municipality on the persons to whom it applies.

“Council” means the municipal council of Stellenbosch Municipality established by the Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) and Provincial Notice.

“Councillor” means a member of the municipal council.

“Community” means that body of people comprising –

- The resident of the Municipality;
- The ratepayers of the Municipality;
- Any civic organisation or non – governmental, private sector or bodies, which are involved in the local affairs of the Municipality;

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

“Democracy” ‘rule by the people’ or the idea that all members of a community should be treated as if they were equally qualified to participate in the decision-making process for that community.

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

“Integrated Development Plan (IDP),” means a single, inclusive and strategic plan for the development of the municipality.

“Involve” means to have or include someone as a necessary or integral part or result.

“Local community” or **“community”** in relation to the municipality means the body of people comprising –

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

“Municipal Manager” means a person appointed in terms of section 54A of the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000) (MSA)

“Municipality”, when referred to as “an entity” means a municipality as described in Section 2 of the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000) (MSA); and when referred to as a geographic area means the municipal area determined in terms of the Local Government: Municipality Demarcation Act, 1998 (Act No. 27 of 1998).

“National Development Plan” means the plan for the country to eliminate poverty and reduce inequality by 2030 through uniting South Africans, unleashing the energies of its citizens, growing an inclusive economy, building capabilities, enhancing the capability of the state and leaders working together to solve complex problems.



“Public participation” means an open, fair and accountable process through which individuals and groups within 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.

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

“Structures Act” means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), as amended.

“Systems Act” means the Local Government: Municipal System Act, 2000 (Act No. 32 of 2000), as amended.

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

“Ward committee” means a committee of a municipal ward, established in terms of Part 4 of Chapter 4 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).



1. INTRODUCTION

This policy seeks to build on the commitment of a democratic local government to deepen democracy, which is embedded in the Constitution of the Republic of South Africa (1996).

This policy, therefore, describes Stellenbosch Municipality's public participation processes for the Integrated Development Planning (IDP) and Budget as well as other municipal processes requiring public participation, how it will be conducted, the appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality in terms of the legal statutes of local government.

2. LEGISLATIVE FRAMEWORK

Legislation that forms the foundation for this policy:

- Constitution of the Republic of South Africa (1996): Chapter 7, Sections 152(1); 153(b); 160(4) and 162, Chapter 10, Section/s 195(1) and 195(1)(g);
- The White Paper on Local Government of 1998;
- Local Government: Municipal Structures Act, 1998 (Act No.117 of 1998): Chapter 4 – Establishment of ward committees; Sections 19(2)(c); 19(3) and Section 72;
- Local Government: Municipal Systems Act, 2000 (Act No.32 of 2000) (MSA) and its amendments: Chapters 4, 5 and 6; and
- Local Government: Municipal Financial Management Act, 2003 (Act No.56 of 2003) (MFMA).

3. OBJECTIVES OF THE PUBLIC PARTICIPATION POLICY

Through the implementation of this policy, Stellenbosch Municipality strives:

- 3.1 To meet the legal requirements as stipulated in the Constitution, the MSA and relevant legislation.
- 3.2 To establish a transparent and accountable municipality.
- 3.3 To promote the values of good governance in Stellenbosch Municipality.
- 3.4 To facilitate the development of mutual trust between the public and the municipality.
- 3.5 For the municipality to make development plans and services more relevant to local needs and environments.
- 3.6 Develop coherent municipal strategies for ongoing communication and participation around development planning and governance processes that require community involvement.
- 3.7 Facilitate consistent engagement with all sectors in our municipality through stakeholder engagements, ward committee structures and the community.
- 3.8 Develop and identify public participation approaches, platforms and mechanisms for local communities and stakeholders to participate in the affairs of local government.
- 3.9 Build inter-governmental mechanisms to ensure that the local, district, provincial and national government work together to enhance service delivery and address the needs of the community.
- 3.10 To outline the roles and responsibilities of the municipality and the public in deepening participatory democracy.

4. BENEFITS OF PUBLIC PARTICIPATION

- 4.1 Increases participation in statutory processes and allows for greater links between sectors and communities.
- 4.2 Encourages attitudes of openness and transparency in engaging with communities.



- 4.3 Alerts the municipality of grassroots issues from a citizen's perspective.
- 4.4 Contributes to the development of self-confidence, pride, initiative, responsibility and cooperation.
- 4.5 Encourages citizens and communities to take ownership of their own lives and be actively involved in finding solutions to their problems.
- 4.6 Builds the capacity of citizens to engage effectively with their local council.
- 4.7 When communities establish good working relationships with local authorities, it increases their level of confidence without losing perspective.
- 4.8 Participation also encourages and strengthens internal accountability structures in community organisations.
- 4.9 With increased communication between structures, negotiations become part of the participatory process.
- 4.10 Participation builds ownership of the processes of change on the part of communities and deepens their commitment to it.
- 4.11 In terms of the municipal IDP and Budget process, participation enables the formation of collaborative partnerships.

5. PUBLIC PARTICIPATION IN LOCAL GOVERNMENT

Public participation has been defined as an open, accountable process through which individuals and groups within communities can exchange views and influence decision-making. It is a democratic process of engaging people, deciding, planning, and playing an active part in the development and operation of services that affect their lives.

5.1. Developing a culture of public participation

In giving effect to section 16 of the MSA and as set out in the 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:

- 5.1.1 The drafting, implementation, review and/or amendment of its Integrated Development Plan (IDP);
- 5.1.2 The drafting of the Medium-Term Revenue Expenditure Framework (MTREF) / budget;
- 5.1.3 The establishment, implementation and review of the Municipality's performance management system;
- 5.1.4 Determination, consideration and adoption of by-laws and sector/master plans linked to the IDP and Spatial Development Framework (SDF), where applicable; and
- 5.1.5 Strategic decisions relating to the provision of municipal services.

5.2. Principles guiding public participation

The White Paper on Local Government (1998) emphasized the importance of building relationships between local communities and the municipality. It also emphasized the principle of accountability by municipal councils.

The underlying principles guiding this policy are also underscored by the Batho Pele Principles as stipulated below:

Table 1: Principles guiding public participation

Principle	Applying these principles
Accessibility	<ul style="list-style-type: none"> ✚ The Municipality to ensure that public participation processes are accessible, gender-sensitive and open to all role-players. ✚ Conducting public engagements taking into account the circumstances of the various communities and available resources.
Accountability	<ul style="list-style-type: none"> ✚ Ensuring report backs to the community forums or role-players at least twice a year through IDP and Budget processes and ward councillors report back to community meetings.
Trust, commitment and respect	<ul style="list-style-type: none"> ✚ Ensuring that the purpose of the public participation process is explained adequately, as well as how it will develop.
Consultation	<ul style="list-style-type: none"> ✚ Consulting internal and external role-players is critical when planning and/or initiating programmes and projects.
Diversity	<ul style="list-style-type: none"> ✚ Ensure that different interest groups including vulnerable groups (women, disabled persons and youth) are part of governance structures. ✚ Embracing all race, gender, religion, ethnicity, language, age, special needs, economic status and sexual orientation.
Openness and Transparency	<ul style="list-style-type: none"> ✚ Promoting openness, sincerity, and honesty among all the role-players in a public participation process.
Flexibility	<ul style="list-style-type: none"> ✚ Being flexible in terms of time, language and approaches to public participation engagements and processes.
Inclusivity	<ul style="list-style-type: none"> ✚ Identifying and recognising existing social networks, structures, organisations and institutions and use them as vehicles for public participation and communication. ✚ Embracing the views and opinions of all irrespective of gender, age, religion and economic status in the public participation processes.
Building community capacity	<ul style="list-style-type: none"> ✚ Embarking on citizen education on all aspects of local governance. ✚ Keep the public informed and knowledgeable through open communication and for the public to have a clear understanding of the purpose and the role that they are required to play.
Integration	<ul style="list-style-type: none"> ✚ The Municipality to ensure that public participation processes are integrated into the planning and decision-making processes such as the Integrated Development Plan (IDP), Budget, Performance Management System, Sectoral Planning and by-laws.

6. PUBLIC PARTICIPATION STRUCTURES AND MECHANISMS

Public participation should take place through the established structures in the Stellenbosch Municipality as the political structures, ward committees, and intergovernmental structures.

6.1. Political structures

In terms of the provisions of Section 17(1)(a) of the MSA, political structures must be used to drive the public participation processes. The Act defines 'political structures' as the council of a municipality or any committee or other collective structure of a municipality that has been elected, designed or appointed in terms of the Municipal Structures Act.

These political structures include:

6.1.1 The Municipal Council or its Committees: According to Section 5 (e)(i) of the Municipal Systems Act the proceedings of the municipal council and those of its committees must be open to the public, subject to Section 20, which governs the rules of admission of the public to council meetings.

6.1.2 Ward Councillors: Ward Councillors are the representatives of specific communities and are ideally placed to be the link between the public and the municipality. Therefore, they should



bring people's needs and problems to the municipality, and then consult and inform the community on municipal services and programmes.

- 6.1.3 Ward Committees:** Ward Committees represent the community and different sectors in communities. Ward Committee members can be very useful in assessing the needs, building partnerships, consulting the community and advising the ward councillor on service delivery challenges.

Any other mechanisms, processes and procedures established by the municipality in terms of Council policies.

6.2. Intergovernmental structures

Effective inter-governmental relations (IGR) structures are important to the developmental role of municipalities. This role can only be fulfilled through the active involvement of all spheres of government in the setting of priorities, resource allocation and development planning.

Structures that are active within the district of the CWDM and to ensure continued liaison and coordination throughout the municipal processes include:

1. District IDP Managers Forum (DIDPMF)
2. Provincial IDP Managers Forum (PIDPMF)
3. Joint District and Metro Approach task team (JDMA)
4. Strategic Integrated Municipal Engagements (SIME)
5. District Co-ordinating Forum (DCF)
6. Municipal Managers Forum (MMF)
7. District Communications Forum
8. Provincial IDP Indaba's
9. Provincial IDP Managers Forum and Public Participation and Communications Forum.

6.3. Stakeholder Structures

The main purpose of stakeholder structures, if and when established, will be for strategic engagement pertaining to municipal areas of service delivery or contribute to the lives of Stellenbosch communities. Structured forums for public participation in our municipal processes can include established forums, municipal sports councils, churches, businesses, agriculture and tourism, various institutions, non-governmental organisations and community-based organisations.

Structured forums may register on the IDP Stakeholder database to be invited to stakeholder engagements in public participation processes.

The objectives of these structured engagements will be to:

- 6.3.1 Elicit input for the review of draft IDP and preparation for the draft Budget.
- 6.3.2 To develop integration by balancing the economic, ecological and social pillars without compromising the institutional capacity.
- 6.3.3 Strengthen the dialogue between municipal areas of deliverables and the key sectors across the municipality.
- 6.3.4 Better target and coordinate implementation plans with partners, sectors and different spheres of government; and
- 6.3.5 Identify the gaps and means for closing gaps with our partners;
- 6.3.6 Ensure alignment between Provincial, District and Municipal strategic frameworks and implementation plans.

7. ROLES AND RESPONSIBILITIES

The roles and responsibilities of role-players during the public participation processes are summarised as follows:

Table 2: Roles and Responsibilities

Role Player	Roles and Responsibilities
Executive Mayoral Committee	<ul style="list-style-type: none"> Play a role in the monitoring of public participation by annually reporting to Council on community involvement. Ensure that public views and opinions are taken into account.
Office of the Speaker	<ul style="list-style-type: none"> The support for the participatory component of the political system resides with the Office of the Speaker. The Speaker, who chairs Council meetings, is ultimately responsible for ensuring that the Stellenbosch Municipal Council, through its elected Councillors, implements a dynamic and effective system of public participation. The co-ordination of public participation processes through the Office of the Speaker does not mean the implementation of all the aspects of public participation. The management of the public participation process into the Integrated Development Plan and Budget would be managed through the Office of the Municipal Manager and Directorate: Finance. However, the co-ordination of how this process fits into the ward committee system that deals with input to the IDP and budget will be set up through proper mechanisms within the Office of the Speaker (politically) and through the Office of the Municipal Manager (Administratively).
Council	<ul style="list-style-type: none"> Municipal Council to familiarise themselves with the content of this policy, make their constituencies aware and oversee its implementation of the policy; It is the Council's responsibility to promote and supervise the implementation of public participation initiatives. Councillors should act as enabling agents in the community.
Municipal Manager	<p>To give effect to Sections 16 and 17 of the MSA as set out in this policy the Municipal Manager must do the following:</p> <p>Encourage and ensure conducive conditions for public participation in the affairs of the municipality, including in:</p> <ul style="list-style-type: none"> Preparation, implementation and review of the Integrated Development Plan (IDP). Establishment, implementation and review of the municipal Performance Management System. Monitoring and review of the municipality's performance, including the outcome and impact of such performance. Considering draft by-laws. Preparation of the municipal budget. Strategic decisions relating to the provision of municipal services. Ensure that the municipality employs sufficient component staff members, other than councillors to assist in the public participation processes. Ensure that all staff members, including councillors, are trained in the public participation methodologies and processes. Ensure community capacity building for meaningful participation in municipal affairs.



Role Player	Roles and Responsibilities
	<ul style="list-style-type: none">Establish and notify the public on all available participation platforms in the municipality.Ensure that the municipality uses appropriate venues and platforms for public participation.Ensure that gender-sensitive approaches are developed to make public participation platforms accessible to all community members.
Manager: Integrated Development Planning	<ul style="list-style-type: none">Draft the IDP and Budget Process Plan / Time Schedule for the scrutiny of the Executive Management Committee, the consideration of the Mayoral Committee and adoption by the Municipal Council.Implementation of a public participation plan to encourage community and sector participation in the IDP and Budget process.Consolidate all community input and needs, including newly identified projects for channelling to the relevant departments for consideration.The role here is specifically a facilitation and administrative function of guidance, assistance and implementation of the process in itself.
Community	<ul style="list-style-type: none">Members of the public to familiarise themselves with the content of this policy.Ensure that their participation takes place through the public participation mechanisms and platforms established by the municipality in terms of the MSA as set out in this policy and made public in municipal public notices.
Ward Committees	<ul style="list-style-type: none">Mobilise communities to participate in IDP and Budget public participation processes or any other service delivery matter demanding public participation.Identify persons with special needs and communicate this to the ward councillors in cases where special logistical arrangements need to be made where appropriate if circumstances permit this and dependant on the availability of resources.All ward committee members must be present at the IDP and Budget public engagements and or other public engagements relating to municipal affairs requiring public participation, to represent their respective communities.Ward committee members must participate in the ward-based planning process for their respective wards.Prioritise the community needs and assist the ward councillor to determine the key priorities for the respective ward.Provide in-depth details on priority issues and problems raised in the public engagements.Monitor and evaluate IDP projects and ward priorities.

8. STATUTORY PROCESSES NECESSITATING PUBLIC PARTICIPATION

Different types and forms of decision-making necessitate varying levels of public participation. To avoid any uncertainty about whether or not participation is critical with regard to certain important municipal decisions and processes, the MSA provides a non-exhaustive list of important municipal 'events' in which public participation is particularly important, including:

8.1. Participation in the drafting, review and/or amendment of the IDP

Facilitation of public participation in the IDP process takes place as set out in the IDP and Budget Process Plan (Time Schedule), and is implemented through the following structures and methods:

8.1.1 Department: IDP / PMS / Public Participation

- 8.1.1.1 Draft the IDP and Budget Process Plan (Time Schedule) in terms of Section 21(1)(b) of the MFMA in consultation with the Departments: Spatial Planning, Budget and Disaster Management for scrutiny of the Executive Management, the consideration of the Mayoral Committee and adoption by the Council;
- 8.1.1.2 Draft and implement the IDP and Budget public participation plan to encourage community and sector participation in the IDP and Budget process;
- 8.1.1.3 Consolidate community and sector inputs received during the IDP public participation processes, including newly identified projects for channelling to the relevant departments; and
- 8.1.1.4 Ensure that departmental feedback on the IDP community and sector inputs is captured and updated before the following IDP and Budget process.

8.1.2 Ward Committees

The objective of a ward committee is to enhance participatory democracy in local government and must participate and provide assistance in the following:

- 8.1.2.1 Assist with the mobilisation of communities to attend IDP and Budget engagements in person or via online platforms made available by the municipality;
- 8.1.2.2 Participate in the needs analysis phase of the IDP;
- 8.1.2.3 Participate in the driving of the ward-based planning process in the development of ward plans;
- 8.1.2.4 In consultation with the ward councillor, prioritise the community inputs and determine the top ward priorities for the respective ward;
- 8.1.2.5 Elaborate on priority issues and problems and advise the ward councillor;
- 8.1.2.6 The ward councillor and ward committee will have the duty to explain the ward priorities to their respective wards (the administration will provide technical support to the ward councillor and ward committee during this consultative process);
- 8.1.2.7 Communicate information in both directions between the community and the municipal council;
- 8.1.2.8 Monitor and evaluate IDP projects as encapsulated in the IDP and ward plans;
- 8.1.2.9 Participate in the establishment, implementation and review of the Performance Management System (PMS);
- 8.1.2.10 Participate in the preparation of the budget; and
- 8.1.2.11 Strategic decisions of the Municipality relating to the provisions of municipal services in terms of Chapter 8 of the MSA.

The functions of Ward Committees are specified in the Ward Committee Policy of Stellenbosch Municipality.



8.1.3 Electronic and printed media

- 8.1.3.1 Community input and comment must be obtained from calls for comment as advertised in local print media, on the municipal website, social media platforms and the municipal notice boards;
- 8.1.3.2 Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the IDP) and budget (within 10 working days) as prescribed by the MSA;
- 8.1.3.3 The draft IDP and Budget must be published on the municipal website for public scrutiny as prescribed by the MSA and MFMA not later than five (5) days after its tabling in Council or on the date on which it must be made public for a period of at least 21 days for public comments and written submissions;
- 8.1.3.4 The IDP and budget-related documents must be made available at municipal offices and municipal libraries.

8.1.4 Written Submissions

Members of the community and stakeholders may participate in the drafting of the municipal Integrated Development Plan (IDP) by making written submissions to the Municipal Manager on the dates as specified in the municipal notices.

8.2. Participation in the budget preparation process

The Budget preparation process commences with the adoption of the IDP and Budget Process Plan (Time Schedule) by the Council and further unfolds as follows:

- 8.2.1 The IDP department, Budget Office, ward councillor and ward committee will consult respective communities to determine the developmental needs of the community;
- 8.2.2 All community needs determined through this process, will be captured and prioritised by the ward committee during the ward-based planning process;
- 8.2.3 The Capital Planning Forum (CPF) will reflect on the strategic objectives for service delivery and proposed capital projects emanating from the ward-based planning process;
- 8.2.4 All internal municipal departments will take into consideration the priorities listed by the community;
- 8.2.5 The Department: Finance of the Stellenbosch Municipality has a duty in terms of the MFMA to compile the draft budget for the Medium-Term Revenue and Expenditure Framework (MTREF) period;
- 8.2.6 Once the draft budget is compiled, the Executive Mayor will table the draft IDP, draft budget and related policies, and Service Delivery and Budget Implementation Plan (SDBIP) to the Council;
- 8.2.7 The draft budget and its related documents will be published on the municipal website, and hardcopies placed in the municipal libraries and offices, to ensure that the public has access to the documents to make informed comments and written submissions;
- 8.2.8 In order to ensure that all stakeholders are informed about the budget consultation sessions, notices will be placed in local print media, on the municipal website, on social media platforms and on the municipal notice boards.
- 8.2.9 In addition, the municipality will also consult with stakeholders who are registered on the municipal stakeholder database;
- 8.2.10 All submissions received through the IDP and Budget public participation process, including the written submissions, will be submitted to the Budget Office and Mayoral Committee for consideration, whereafter the Executive Mayor will submit the final budget to Council for adoption.



8.3. Development, implementation and review of the performance management system (PMS), monitoring and review of organisational performance, including outcomes and impact of performance (annual report)

The MSA and applicable regulations stipulate that the public must participate in the monitoring and review of the performance of municipalities. This list below sets out the various issues in respect of which the municipality is required to engage with the community in terms of performance management:

- 8.3.1 Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP by the Executive Mayor);
- 8.3.2 Make public the Quarterly Performance Assessment Reports of the municipality;
- 8.3.3 Monitoring and review of organisational performance, including outcomes and impact of performance (Annual Report).

8.4. Policy formulation and development of By-laws

All proposed by-laws must be published for public comment in a manner that allows the public an opportunity to make representations concerning the proposed by-law.

8.5. Strategic decisions relating to service delivery

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

8.6. Other council processes for public participation

The Municipality may engage the community on any other aspects identified by the Municipality for public consultation. Consultation on other council processes will be the responsibility of the respective functional department.

9. PUBLIC PARTICIPATION METHODS AND TIMEFRAMES

9.1. Notices

- 9.1.1 Notices about community engagements must be placed in the local print media, municipal website, municipal notice boards, municipal-approved social media platforms and other platforms as it become available.
- 9.1.2 When the municipal administration communicates this information, it must take into account the Communication Policy of the municipality, as well as the special needs of vulnerable groups and persons who cannot read or write.
- 9.1.3 Municipal officials will assist all persons with special needs who cannot read or write.

9.2. Petitions and complaints

- 9.2.1 Petitions and complaints lodged by the public shall be addressed to the Executive Mayor or Municipal Manager and/or their delegates.
- 9.2.2 Petitions will be dealt with as per the standard operating procedure set out by the Executive Mayor and Municipal Manager.



9.3. Public input and comments on the draft IDP and draft Budget

The Municipality should consider inviting the public and interested stakeholders to submit inputs and comments on the following:

- 9.3.1 The identification of community needs and the prioritisation of those needs in the municipal area or specific ward, within the IDP and budgeting processes;
- 9.3.2 On strategies, programmes and services to address the developmental agenda based on community needs as encapsulated in the IDP;
- 9.3.3 In the development, implementation and monitoring of the municipal Performance Management System (PMS);
- 9.3.4 The inputs and written submissions of the public on the budget, proposed tariffs as well as budget-related policies;
- 9.3.5 The Municipal Manager should ensure that all input and written submissions are submitted to the Council for consideration;
- 9.3.6 The Municipal Manager should ensure that copies of the draft documents are made available to the general public in one or more of the following:
 - ✚ By publication in the official municipal newsletter;
 - ✚ Hard copy available at all municipal ward offices and libraries;
 - ✚ Publish an electronic copy of the report/ plan on the municipal website.

9.4. Public comments and input submitted on electronic platforms

- 9.4.1 The Municipality will provide the community with an E-mail address in the published notices where the public and stakeholders may submit written comments directly to the municipality on any matter referred to in this policy and or other relevant municipal policies and/or by-laws;
- 9.4.2 Comments may also be submitted through the dedicated municipal-approved electronic platforms as it appear in the public notices;
- 9.4.3 Emails and electronic platforms will be accessed regularly, and comments collated by the responsible department;
- 9.4.4 The municipal website will provide a facility for the public to provide online comments for specific public participation processes without the Municipality necessarily permitting the abuse of the facility.

9.5. Invitation to public participation engagements

- 9.5.1 Members of the community will be invited to participate in open sessions where statutory determined processes, such as the mSDF, IDP, budget, policies and by-laws.
- 9.5.2 Public engagements will be held at a place, time and venue convenient to the majority of people in a particular ward/area, depending on the availability of resources.
- 9.5.3 The size of the venue and the approximate number of people who might be attending must be taken into consideration. Physical engagements will only be done if circumstances permit it.
- 9.5.4 This policy makes provision for online or hybrid public engagements. Online public engagements will be held on MS Teams or any other platform as approved by the Municipality, on times convenient for the majority of people in a particular ward. The meeting link for these engagements will be communicated to the community in due time in order to enable the community to participate.
- 9.5.5 Notices of consultations / public engagements will be published at least seven (7) days before the date of the meeting through the following communication platforms:
 - ✚ Local newspapers that are circulated and advertised once on a weekly basis;
 - ✚ Municipal website;



- ✚ Municipal-approved social media platforms
- ✚ Public laud hailing will be done on public engagements and events, if circumstances permit this and dependant on the availability of resources; and
- ✚ When deemed necessary, and when financially viable, pamphlets may be distributed and the posting of posters to publicise municipal engagements.

- 9.5.6 Councillors will be consulted and informed of such meeting(s) before a notice is given to the community.
- 9.5.7 Where practically and economically feasible, the Municipality will endeavour to make translators available for the purpose of the public meeting.
- 9.5.8 Ward Councillors will play an official council role at public participation meetings in their respective wards.
- 9.5.9 Written submissions may be e-mailed or hand-delivered at the designated municipal electronic platforms and municipal offices as it appear in the public notices.

9.6. Special needs

In terms of Section 17(3) of the MSA, the Council must take into account the special needs of:

- 9.6.1 People who cannot read or write;
- 9.6.2 People with disabilities;
- 9.6.3 Women;
- 9.6.4 Senior Citizens; and
- 9.6.5 Other disadvantages groups

9.7. Legislative Public Participation Time Frames

The relevant legal statutes establish specific deadlines for each municipal legislative process that involves public participation.

9.7.1. IDP and Budget public participation time frames

The legislative public participation time frames in terms of the MSA and MFMA below should be adhered to at all times:

Activity	Legislative Requirements	Time Frame	Responsible
Submission of the draft IDP, budget, tariffs, budget-related policies and SDBIP	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	At least 90 days before the start of the budget year	Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
Advertise the Draft IDP and Draft Budget and other required documents	MFMA - Sec 22(a) MSA - Sec 21A, 42 MPPMR - Reg 15(3)	Provide at least 21 days for public comments and written submissions	Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
Council meeting to adopt final IDP, Performance Management Measures and targets and the budget	MFMA - Sec 24	At least 30 days before the start of the budget year)	Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

Activity	Legislative Requirements	Time Frame	Responsible
Place the adopted IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	Within 5 days after adoption	Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
Give notice to the public of the adoption of the IDP and Budget	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) MFMA - Sec 75(1)	Within 14 days of the adoption of the IDP and the budget within 10 working days	Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

10. GENERAL ARRANGEMENTS FOR PUBLIC PARTICIPATION PROCESSES

10.1. Admission to municipal public engagements

- 10.1.1 Section 20(1) of the MSA provides that meetings of the Council and its Committees are open to the public, including the media. The Council or its Committee may only exclude the public and media, when it is reasonable to do so having regard to the nature of the business being transacted.
- 10.1.2 A by-law or resolution of the Council must specify the circumstances in which such meetings may be closed. The Council's Standing Rules, allow for meetings to be held in - committee.
- 10.1.3 Section 20(3) of the MSA constitutes that the Mayoral Committee may close any or all of its meetings to the public and the media, when it is reasonable to do so having regard to the nature of the business being transacted.
- 10.1.4 Section 20(2) of the MSA sets out the matters, to be considered by the Council or its committees in respect of which meetings may not be closed for a draft by-law, Budget, IDP and any amendments to the IDP, a municipality's draft performance management system and amendments to the system, decision to enter into a service delivery agreement referred to in Section 76(b); and any matter prescribed by legislation.

10.2. Accessibility of information

- 10.2.1 The Promotion of Access to Information Act, 2000, sets out the procedure to be followed by members of the public to obtain access to records.
- 10.2.2 The Act further sets out grounds for refusal of access to information and makes provision for an appeal mechanism.

10.3. Language

Account is taken of national and provincial legislation on the recognition of official languages, and these will be used as a minimum framework. The diversity of Stellenbosch Municipality communities is recognised, and every effort will be made to use an appropriate language in any public participation process.

In terms of Section 18(2) of the MSA, the Council must take into account the language preferences of its community when providing information and /or interacting with such community. However, the first medium of communication will be English and will be translated into other languages where appropriate, if circumstances permit this and depending on the availability of resources.



11. CONCLUSION

This policy outlines how the municipality's public participation processes, as well as the organisation's legislative processes and issues requiring public participation, will be conducted, organised, and managed.

The policy works from the premise that public participation is not isolated and only the function of a specific directorate but an underlying value of the work of all departments in the Stellenbosch Municipal Council. The principles of public participation filter into the mainstream work of the Council and contribute towards building a transparent and participatory system of a democratic local government in the Stellenbosch municipal area. The document highlights the main areas where the Stellenbosch Municipality must find itself engaging in public participation initiatives.

It is important to note that the Public Participation Policy will be reviewed and developed over time, to reflect changing circumstances that allow or permit different approaches to conduct public participation. These improvements to the policy will always be done in accordance with legislative mandates.