

**OVERBERG DISTRICT MUNICIPALITY
DISTRKSMUNISIPALITEIT
UMASIPALA WESITHILI**



COMMUNICATION ACTION PLAN

2021-2022

Adopted 03.12.2012

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
IDP & COMMUNICATION								
Draft 4 th IDP Review Final 4 th IDP Review	02/2021 05/2021	English	To assess changing circumstances and performance measures against approved 5-year Strategic Plan	Annually	Executive Mayor Council Management District Stakeholders	ODM Website Notice Boards Media Hard Copies	Officials' time Paper & ink Advert cost	IDP Manager
IDP/Budget Time Schedule	08/2021	English	To ensure alignment and proper management of Planning Processes towards the 2nd Review of Strategic Plan	Annually	Executive Mayor Council Management District Stakeholders	Council ODM Website Notice Boards Media	Officials' time Paper & ink Advert cost	IDP Manager
District IDP Steering Committee	TBC	English	To report on activities of District Task Teams and ensure alignment of developmental programmes	Quarterly	Executive Mayor Council Municipal Manager IDP Management	Email	Officials' time	IDP Manager
District IDP Managers Forum	2021/22 TBC	English	To promote synergy amongst IDP Managers in the Overberg and ensure alignment of district and local priorities	Quarterly	District IDP Manager Local IDP Managers	Email	Officials' time	IDP Manager
District Public Participation & Communications Forum	09/2021 12/2021 03/2022 06/2022	English	To ensure alignment of public participation and communication activities between the District and Local Municipalities and also obtaining input in respect of Government Footprint in the Region	Annually	District Municipality Local Municipality Provincial Departments Sector Departments Stakeholders	Email	Officials' time	IDP Manager
Communication Strategy	09/2021	English	Taking the Overberg forward in terms of communication strategies for the next 5 years – to be reviewed annually	Annually	Council Management Public	ODM Website ODM Intranet Email Hard copies	Officials' time Paper & ink	Communication Officer

Internal Newsletter - Decus Nostrum	08/2021 11/2021 02/2022 05/2022	Afrikaans English isiXhosa	Sharing information	Quarterly	Staff Councillors	ODM Intranet Email Hard copies	Officials' time Paper & ink	Communication Officer
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
External Newsletter	12/2021 06/2022	English Afrikaans	Sharing information	Bi-Annually	Staff Councillors Stakeholders	ODM Intranet Email Hard copies	Officials' time Paper & ink	Communication Officer
Facebook	Ongoing	English	Sharing information	On going	Public	Facebook	Officials' time	Communication Officer
Twitter	Ongoing	English	For information	On going	Public	Twitter	Officials' time	Head: Disaster Management
Website	Ongoing	English Afrikaans isiXhosa	Sharing information	Ongoing	Public	Website	Officials' time Website cost	Communication Officer
AUDITING, PERFORMANCE AND RISK MANAGEMENT								
Audit & Performance Committee	23/09/2021 6/12/2021 24/03/2022 28/09/2022 Special meetings TBC	English	Oversight Role on Good Governance	Quarterly	Committee Members Council Management	Email Hard copies	Officials' time Paper & ink	Senior Internal Auditor
Risk Management Committee	09/2021 12/2021 03/2022 06/2022	English	Oversight Role on Good Governance	Quarterly	Council Management	Email Hard copies	Officials' time Paper & ink	Chief Risk Officer
SDBIP 2021/22	By June 2022	English	Develop a SDBIP for the implementation of the Budget and IDP 2021/22	Annually	Council Management Public	ODM Website Notice Boards Hard copies	Officials' time Paper & ink	Performance Management Officer

Annual Report Draft Final	01/2022 03/2022	English	Performance on previous financial year	Annually	Council Management Public Provincial Treasury National Treasury Auditor General Western Cape Parliament	Hard copies Website	Official time Consultant Paper & ink Advert cost	Performance Management Officer
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
Quarterly Monitoring Reports Section 52 Finance and SDBIP July – Sept 2021 Oct – Dec 2021 Jan – Mar 2022 Apr – June 2022	10/2021 01/2022 04/2022 07/2022	English	Monitoring reports on Finance & SDBIP	Quarterly	MFMA Com Steering C Council Audit & Performance Members Provincial Treasury National Treasury Public	ODM Website Email	Officials' time	Performance Management Officer
Risk Based Audit Plan	28/06/2022	English	Strategic audit plan for 2020/2021 based on risk assessments.	Annually	Audit and Performance Audit Committee; Senior Management.	Email Hard Copies	Officials' time	Head: Internal Audit
HUMAN RESOURCES								
Local Labour Forum	2021/22 TBC	English	Negotiation and consulting	Monthly	Councillors Management Shop Stewards	Telephonically Email Hard copies	Officials' Time Paper & Ink Tel Cost	HR
Occupational Health & Safety	TBC	English	Consultation and information To keep employees informed and make them conversant with hazards to health and safety attached to any work.	Quarterly	OH&S Reps Management (16.2 appointees)	Telephonically Email Hard copies	Officials' time Paper & ink Tel cost	HR
Employment Equity	2021/22 TBC	English	To be transparent and protection from unfair practices. Ensure the implementation of employment equity to redress the effects of discrimination.	Quarterly	Councillors Management Shop Stewards	Telephonically Email Hard copies	Officials' time Paper & ink Tel cost	HR

Training Committee	2021/22 TBC	English	To empower and capacitate employees to perform their duties. Organize and facilitate learning and development. Expedite acquisition of the knowledge, skills, and abilities required for effective job performance.	Quarterly	Councillors Management Shop Stewards	Telephonically Emails Hard copies	Officials' time Paper & ink Tel cost	HR
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
COMMITTEE SERVICES, RECORDS MANAGEMENT & COUNCILLOR SUPPORT AND SUPPORT SERVICES								
Ordinary Council Meetings	28/06/2021 23/08/2021 18/10/2021 6/12/2021 2022 TBC	English	A responsible and accountable, effective and efficient local government system. Good governance and community participation	Quarterly	Council Management	ODM Website Email Media Hard Copies	Officials' time Paper & ink Advert cost	Senior Admin Officer
Portfolio Committee Meetings	21/06/2021 28/09/2021 29/11/2021 2022 TBC	English	A responsible and accountable, effective and efficient local government system.	Monthly	Council Management	Email Hard Copies	Officials' time Paper & ink Advert cost	Senior Admin Officer
FINANCIAL SERVICES								
1 st Adjustment Budget 2 nd Adjustment Budget	08/2021 02/2022	English English	Roll overs from 2019/20 Re-align income and expenditure	Annually Annually	Executive Mayor Council Management Local Municipalities Provincial Treasury National Treasury	ODM Website Notice boards Media Hard copies	Officials' time Paper & ink Advert cost	Chief Financial Officer
SUPPLY CHAIN MANAGEMENT								
SCM District Forum	TBC	English	Sustainable Procurement – Strengthen SCM and LED alignment	Bi-Annually	Provincial Treasury SCM Managers LED Managers	Email	Official time Travelling	Provincial Treasury/ ODM SCM Manager
ENVIRONMENTAL MANAGEMENT								

Municipal Coastal Committee	18/05/2021 03/08/2021 09/11/2021	English	Discussions with key stakeholders regards to Coastal Management as per the Integrated Coastal Management Act	Quarterly	District Municipality Local Municipalities DEADP: Coastal Management Unit Estuary Advisory Forum Key Stakeholders	Email Hard copies	Officials' time	Manager: Environmental Management
Regional Waste Forum	12/05/2021 11/08/2021 10/11/2021	English	Discussions with key stakeholders regards to Waste Management as per the Integrated Waste Management Act	Quarterly	District Municipality Local Municipalities DEADP: Waste Management Unit	Email Hard copies	Officials' time	Manager: Environmental Management
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
Karwyderskraal Landfill Monitoring Committee	11/03/2021 17/02/2022	English	Discussions with all interested and affected parties with regards to the management of Karwyderskraal Regional Landfill Site	Quarterly	District Municipality Overstrand Municipality Theewaterskloof Mun Adjacent Land Owners DEADP Waste Mgt Key Stakeholders	Email Hard copies	Officials' time	Manager: Environmental Management
MUNICIPAL HEALTH SERVICES								
District Air Quality Forum	TBC	English	To promote sustainable development through an integrated approach in order to ensure that emissions from industrial and other activities are in compliance with legal standards	Quarterly	District Municipality Local Municipalities DEADP: Air Quality	Email	Officials' time	Manager: Municipal Health
Western Cape Municipal Health Working Group	TBC	English	To promote and support sustainable and integrated management of Municipal Health Services in the Western Cape.	Bi-monthly	District Municipalities Metro Cape Town Provincial Health Cape Peninsula University of Technology	Email	Officials' time	Manager: Municipal Health
COMMUNITY SERVICES								
ECD Stakeholder Forum Meeting	10/9/2021	English	Discuss inputs received from local municipalities and district regarding guidelines for partial care facilities.	As the need arise	District and Provincial ECD Stakeholders	Zoom	Officials' time	SALGA/District Municipalities/ECD Stakeholders

			Planning for Provincial Stakeholder forum meeting					
Intergovernmental Forum on Street People	6/9/2021	English	Discuss issues and challenges faced regarding Street People. Establishment of workstreams that can work on challenges identified by municipalities. Development of Terms of Reference.	Monthly	City of Cape Town, District and Provincial Stakeholders	Zoom	Officials' time	Provincial Government, District Municipalities, Local Municipalities
Overberg District Safety Forum	10/9/2021	English	Discuss issues of Community Safety	Quarterly	District and Local Municipalities, Government Departments	Zoom	Officials' time	Provincial Government, Department Community Safety, SAPS, Health, DSD, Education
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
Overberg ECD Programmes JDMA	16/9/2021	English	Establish status of ECD's in the district and identify facility - based challenges etc.	As the need arise	District, Provincial Departments, Local Municipalities	Zoom	Officials' time	Provincial Government, DSD, Funded DSD service providers, B municipalities, District Municipality
Social Development Coordinating Structure	12/8/21	English	Collaboration of planned activities in the region to ensure, pooling of resources and an integrated calendar of events for the district. Discuss progress regarding the implementation plan	Bi-monthly	District, Provincial DSD, B municipalities	Zoom	Officials' time	Provincial DSD/District/ B municipalities
Wellbeing Steering Committee	23/7/2021	English	Discuss issues pertaining to dignity and wellbeing projects in the province	As determined by the Chairperson	Provincial Government, MEC's/ District Municipalities	Zoom	Officials' time	Agriculture/Human Settlements/Department of Education/Dept of Health/District Municipality

Nourish to Flourish Workgroup	19/8/2021	English	Discuss the challenges in the food sector and humanitarian relief challenges	Bi-monthly	Provincial Government District Municipalities	Zoom	Officials' time	Agriculture, DSD, Dept of Health, Economic Development, District Municipalities
Thusong District Review Meetings	2/9/2021	English	Overview of Thusong mobiles implemented, forward planning, project identification	As determined by province	Provincial Government Thusong Managers B municipalities District	Zoom/ Physical meetings	Officials' Time Travelling costs	Provincial Government Departments/Busin ess/ Municipalities
District EPWP Forum	07/07/2021 01/09/2021 03/11/2021 2022 TBC	English	To report on District, Provincial and National Government EPWP progress	Bi-monthly	District, Provincial and National EPWP Stakeholders	Email	Officials' time	LED, Tourism, EPWP & Resorts Manager
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
District LED/Tourism Forum	TBC	English	Serve as an advisory committee to the DCFTech LED/Tourism Workstream and to promote alignment of LED & Tourism initiatives of Local Municipalities with that of the District	Quarterly	District Municipality Local Municipalities Local Tourism Offices District, Provincial LED/Tourism Stakeholders	Email	Officials' time	LED, Tourism, EPWP & Resorts Manager
Line Management Meetings	Once a month	English Afrikaans	To ensure strategic and operational management to enhance service delivery	Monthly	Head of Department and Resort Managers	Telephonically Email	Officials' time	RED, Tourism, EPWP & Resorts Manager
Resorts Camp Committee Uilenkraalsmond & Die Dam	11/2021 06/2022	English Afrikaans	To ensure Good Governance	Annually	Representatives of Camp Committee	Email	Officials' time	RED, Tourism, EPWP & Resorts Manager
Complaints Register	Ongoing	English Afrikaans	To ensure clients satisfaction and enhance services	Ongoing	Public	Telephonically Email Written	Officials' time Paper & ink Tel cost	RED, Tourism, EPWP & Resorts Manager

Cape Overberg Brochure	TBC	English	Sharing information	Ongoing	Public	Email Hard copies	Officials' time Printing	RED, Tourism, EPWP & Resorts Manager
EMERGENCY SERVICES								
District Fire Working Group	By June 2022	English	To provide for the association and assembly of persons who have to deal with fires and related incidents, Veld Fires, Rural/Urban interface fires, Land management, Natural recourse management and Prescribed burning in the Overberg District.	Quarterly	District Municipality Local Municipalities All Agencies dealing with fires and related incidents in the Overberg	Email SMS	Officials' time Catering	Manager: Protection Services
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
Disaster Management Advisory Forum	By June 2022	English	The ODDMAF is established in order to advice the Provincial Disaster Management Forum; established in terms of the Disaster Management Act, 57 of 2002, on Disaster Management and Preparedness related matters, and furthermore to provide for the association and assembly of persons who have to deal with Disaster Management and preparedness in the Overberg District.	Quarterly	District Municipalities Local Municipalities All Stakeholders who have to deal with Disaster Management and Preparedness in the Overberg.	Email SMS	Officials' time Catering	Manager: Protection Services
Disaster Risk Management Plan	By June 2022	English	To ensure risks in the Overberg is identified and dealt with by mitigation or readiness planning.	Updated Annually	District Municipality Local Municipalities	Website ODM Documents	Officials' time Transport	Manager: Protection Services

Disaster Management Framework	By June 2022			Updated Annually	District Municipality All Stakeholders who have to deal with Disaster Management and Preparedness in the Overberg.	Email	Officials' Time	Manager: Protection Services
Safer Communities Project Plan	By June 2022	English	Information, Reduction, Preparation and Reaction.	Annually	The entire Overberg	Direct interaction Direct Communication Website Facebook	Officials' time	Manager: Protection Services
Festive and Fire Season Readiness Plan Review	12/2021	English	Fire Season Readiness Plan	Annually	The Overberg Fire responsible area	Fire Working Group DM Advisory Forum Website	Officials' time	Manager: Protection Services
Integrated Fire Management Sessions with land owners	By June 2022	English & Afrikaans	Wildfire risk reduction activities; medium term Integrated Fire Management planning & Suppression readiness.	Continuously	The Overberg Fire responsible area	Fire Working Group; FMU meetings	Officials' time Travel Catering	Manager: Protection Services
Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
ROADS SERVICES								
District Roads Engineer Regional Meeting	Monthly	English	Progress and expenditure against the budget as per Annual Business Plan	Monthly	District Roads Engineer District Financial Manager District Municipality	Email	Officials' Time	Manager: Roads
ODM CAMPAIGNS AS PER 2021/22 IDP REVIEW								
Mandela Day <i>*Activities may be impacted due to Covid-19 national lockdown measures</i>	18/07/2021	English Afrikaans isiXhosa	To contribute 67 minutes of community service	Annually	Overberg Community	Direct interaction Direct communication	Officials' time	Communication Officer

Coastal Clean-Up	09/2021	English	Coastal Clean-up day aims to create awareness on coastal pollution and the impact it has on the marine/coastal environment.	Annually	District Municipality Cape Nature Plastics SA DEADP	Direct interaction & communication	Officials' time Transport cost	Manager: Environmental Management
Arbor Month	September 2020	English	Arbor month is a national campaign initiated to celebrate South Africa's trees and to raise awareness about their importance. The theme for Arbor month 2018 is "Forest and Sustainable Cities"	Annually	District Municipality Theewaterskloof Mun Cape Agulhas Municipality Swellendam Municipality Dept. of Agriculture, Forestry and Fisheries	Events	Officials' time Transport cost	Manager: Environmental Management
Fire Adapted Communities	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Integrated Fire Management	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Flood Preparedness	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Learn-not-to-Burn Informal Settlement	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Be Safe	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Holiday Safety	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt
Safer Beaches	All year round	English	Information, Reduction, Preparation and Reaction	All year round	Communities at large, including schools	Direct interaction & communication	Officials' time	Fire, Rescue & Disaster Mgt