PUBLIC PARTICIPATION STRATEGY

1. PURPOSE
To present the Merafong Municipal Strategy on community Public Participation.

2. BACKGROUND
The South African Constitution is underpinned by principles of good governance, also highlighting the importance of public participation as an essential element of successful good local governance. Section 152 of the Constitution of the Republic of South Africa,1996 confirms a number of citizen rights and more specifically, the rights of communities to be involved in local governance.

Merafong City Local Municipality is a local municipality in West Rand District Municipality, Gauteng, South Africa consisting of 28 wards in terms of the Municipal Demarcation Board. The municipality is further surrounded by mining and vast farming areas. The 2001 census divided the municipality into the following main places:

Place	Code	Area (km^2)	Population	Most spoken language
Blybank	78801	6.90	471	Zulu
Blyvooruitzicht	78802	6.31	6,461	Xhosa
Carletonville	78803	12.67	18,364	Afrikaans
Deelkraal	78804	9.41	3,356	Afrikaans
Doornfontein	78805	1.51	2,575	Xhosa
East Driefontein Mine	78806	2.03	11,481	Xhosa
Elandsfontein	68801	0.43	5,256	Sotho
Elandsrand	68802	0.19	1,786	Sotho
Elandsridge	78807	2.78	2,881	Afrikaans
Fochville	68803	9.53	11,344	Afrikaans
Khutsong	78808	8.60	69,858	Tswana
Kokosi	68804	4.90	23,062	Tswana
Leeupoort	68805	0.30	1,176	Sotho
Letsatsing	78809	0.76	1,511	Xhosa
Oberholzer	78811	3.09	5,368	Afrikaans
Phomolong	78812	0.25	947	Xhosa
Wedela	68807	2.18	14,159	Xhosa
Welverdiend	78813	4.06	2,226	Afrikaans

3. LEGISLATION MANDATE

The Constitution of the Republic of South Africa 1996,
Local Government: Municipal Structures Act, No.117 of 1998,
Local Government: Municipal Systems Act, No. 32 of 2000,
Gatherings Act No 205 of 1993
The Batho-Pele Principles
The Back to Basics

4. INTRODUCTION

The Office of the Speaker is the custodian of the Public Participation in the municipality in collaboration with other sections including the PRO, Marketing and Communication. The Office is resourced with Public Participation Officers in terms of the organisational structure and also the provision of basic equipment such as loud hailing system for public announcements.

5. THE ELEMENTS OF PUBLIC PARTICIPATION
5.1 PILLARS OF PUBLIC PARTICIPATION

Budget,
Tools of Public Participation,
Ward Councillors,
Ward Committees,
Community Stakeholders / Forums (Youth, Women, Elderly People, People with Disability, Sports-Arts and Culture, Business Sector, Media, FBO, CPFs, NGOs,NPOs, e.t.c)
Government Structures (CDWs, SGBs, Clinic Committees, Health Workers, HIV/AIDS Volunteers, WBOT e.t.c)

5.2 LEVELS OF PUBLIC PARTICIPATION

Stakeholders Meetings / Engagements,
Stakeholders Workshops / Training,
Mayoral Imbizo,
Community Consultation Meetings / Engagements / Feedback (E.G. Budget, IDP, Section 25 on land issue by the NCOP, By-laws e.t.c)
Community Protests, Petitions, Picketing e.t.c),

5.3 TOOLS OF PUBLIC PARTICIPATION

Communication Equipment including Telephone, Fax, Computer, camera,
Loud Hailing System,
Branding Material,
Media (Printing, Broadcasting, Social e.t.c),

5.4 MOBILIZATION METHODS

Telephone,
Posters,
Flyers,
Door to door (E.G. Ward Committees e.t.c),
Campaigns (At strategic areas such as taxi ranks e.t.c),
Media (Printing, Broadcasting, social e.t.c),
Advertisement and Marketing,

6. STANDARD OPERATING PROCUDURE

STAGES	PROCEDURE	RESPONSIBLE PER
1	Identification of the programme / project Communication of programme / project to the immediate supervisor	Project Manager / Public Participation Officer
2	Verification with the approved Operational Plan, Verification with the financial year budget, mSCOA and SDBIP, Instruction for further process,	Manager
3	Consult the relevant Section/ Councillor/ Community Stakeholder for details, Consultation with the state agencies for Public Participation (e.g. SAPS, Traffic e.t.c)	Project Manager / Public Participation Officer
4	Establishment of the task team if necessary	Manager, Project Manager / Public Participation Officer
5	Drafting of Item, Booking of Public Participation tools, e.g. Loud Hailing System, etc Requisition for the implementation,	Manager, Project Manager / Public Participation Officer
6	Authorisation for the implementation	Manager
7	Formal communication / notice of the programme/project to the relevant individuals, sections, stakeholders	Manager, Project Manager / Public Participation Officer
8	Implementation of the programme / project	Project Manager / Public Participation Officer

9	Approval of the close out report	Manager
10	Submission of the close out report for the performance purpose (e.g. SDBIP)	Project Manager / Public Participation Officer

7. ENHANCEMENT OF PUBLIC PARTICIPATION

7.1 Budget

The municipality must have sufficient budget for the Public Participation activities including the loud hailing sessions, transport for the designated groups such as people living with disability and elderly people as well as for other logistics e.g. tents, tables and toilets and so forth.

7.2 Tools of Public Participation

The tools of Public Participation including reliable communication equipment ranging from telephone, fax, computer, camera and loud hailing system, notice boards and other relevant such as branding material and gazebos. The media materials including posters, flyers and social media platforms. Communication is the key for the successful Public Participation with consideration to the choice of language.

7.3 Ward Councillors

For the enhancement of the Public Participation ward councillors must establish the ward profiles of their respective wards. Every ward has its own dynamics. The ward profiles must detail the social amenities such as schools, clinics and other social facilities like churches, business sector and so forth. The ward profile must further detail the demographics of the ward that displaying the advantages of the ward or poverty level in terms of the database comprising of needy families such as child headed families, indigent families, orphans, street kids and so on.

The ward councillors must establish and maintain the stakeholders forum including Youth, Women, FBOs, NPOs, CDWs, EPWPs, Health Workers, Business Forums, Hawkers, Associations e.g. Taxi, Sports, in order to enhance the Public Participation. The stakeholders Forum must be maintained in the ward for the benefit and successful of the community public meetings. The ward councillors must have monthly meetings at their respective wards to satisfy the Batho-Pele Principles, and also including the stakeholders engagements. All the Public Participation must be recorded for the report purpose and evidence.

7.4 Ward Committees

An important element in the promotion of local democracy is the enlargement of public participation in municipal governance. To this effect the Local Government: Municipal Structures Act (Act No. 117 of 1998) provides for the establishment of

ward committees. Such ward committees are structures created to assist the democratically elected representative of a ward (the councillor) to carry out his or her mandate. Ward committee members are members of the community representing a number of interests within the community and the ward.

The ward committees are the legislated structure carrying out the duties of the community development and service delivery under the supervision of the ward councillor. This structure is responsible to attend all scheduled meetings convened by the ward councillor including the council meetings. Further meetings including the Section 80 meetings in terms of the Local Government: Structures Act, No 117 of 1998 read with other relevant regulations. The ward committees must report on monthly basis about the activities, meetings, workshops and so forth with formal evidence including minutes and attendance registers.

7.5 Community Stakeholders

The community stakeholders (including the forums) must be recorded in the Speaker's Office in the database for the purpose of effective Public Participation. The community stakeholders must include the community interest groups such as Peoples Against Drugs, Right to Know and so on. The collaboration of community stakeholders (Youth, Women, Elderly People, People with Disability, Sports-Arts and Culture, Business Sector, Media, FBO, CPFs, NGOs, NPOs, CDWs, SGBs, Clinic Committees, Health Workers, HIV/AIDS Volunteers, WBOT e.t.c) has a positive impact into the Public Participation.

7.6 Community Petitions / Protests e.t.c

All the public activities must be compliant in terms of Gatherings Act No. 205 of 1993 and other relevant regulations. The Public Participation Officers in the Office of the Speaker must verify the permission of any public activities such as Mayoral Imbizo, IDP consultation, community protests and related activities. The Petitions Committee as well to monitor compliance of the petitions.

8. CONCLUSION

The Public Participation Strategy should be implemented in compliance with the relevant regulations, policies and procedures of the Council, also in collaboration with the related Departments and Stakeholders such as Department of Communication, PRO and Media houses.