



# COMMUNICATION ACTION PLAN 2022-2023

<b>Council Resolution No</b>	: A27
<b>Date</b>	: 24-10-2022
<b>Reference No</b>	: 16/7/6
<b>Municipal Code No</b>	: S-C-04.4

# COMMUNICATION ACTION PLAN 2022/23

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
<b>IDP &amp; COMMUNICATION</b>								
Draft 5 <sup>th</sup> Generation IDP 1 <sup>st</sup> Review	02/2023 05/2023	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
Final 5 <sup>th</sup> Generation IDP 1 <sup>st</sup> Review								
IDP/Budget/PMS Time Schedule	08/2022 Reviewed as required	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	07/2022 10/2022 02/2023 04/2023	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	07/2022 11/2022 03/2023 06/2023	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	09/2022	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	08/2022 11/2022 02/2023 05/2023	English	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	12/2022 06/2023	English	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	Communication Officer
Website	Ongoing	English Afrikaans isiXhosa	Sharing information	Ongoing	Public	Website	Officials' time Website cost	Communication Officer
<b>AUDITING, PERFORMANCE AND RISK MANAGEMENT</b>								
Audit & Performance Committee	26/8/2022 28/10/2022 18/11/2022 2023 TBC	English	Oversight Role on Good Governance	Quarterly	Committee Members Council Management	Email Hard copies	Officials' time Paper & ink	Senior Internal Auditor
Fraud and Risk Management Committee	18/08/2022 19/10/2022 2023 TBC	English	Oversight Role on Good Governance	Quarterly	Council Management	Email Hard copies	Officials' time Paper & ink	Chief Risk Officer
SDBIP 2023/24	By June 2023	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	01/2023 03/2023	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 2022 Oct – Dec 2022 Jan – Mar 2023 Apr – June 2023	10/2022 01/2023 04/2023 07/2023	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	30/06/2023	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
<b>HUMAN RESOURCES</b>								
Local Labour Forum	18/07/2022 29/08/2022 26/09/2022 24/10/2022 28/11/2022 2023 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	29/08/2022 28/11/2022 2023 TBC	English	To be transparent and protection from unfair practices. Ensure the implementation of <b>employment equity</b> to redress the effects of discrimination.	Quarterly	Councillors Management Shop Stewards	Telephonically Email Hard copies	Officials' time Paper & ink Tel cost	HR
Training Committee	18/07/2022 24/10/2022 2023 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
District EPWP Forum	02/07/2022 02/08/2022 04/10/2022 02/12/2022	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
<b>COMMITTEE SERVICES, RECORDS MANAGEMENT &amp; COUNCILLOR SUPPORT AND SUPPORT SERVICES</b>								
Ordinary Council Meetings	22/08/2022 31/10/2022 05/12/2022 2023 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	19/09/2022 07/11/2022 2023 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
<b>FINANCIAL SERVICES</b>								
1 <sup>st</sup> Adjustment Budget 2 <sup>nd</sup> Adjustment Budget	08/2022 02/2023	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
<b>SUPPLY CHAIN MANAGEMENT</b>								
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
<b>ENVIRONMENTAL MANAGEMENT</b>								
Municipal Coastal Committee	16/08/2022 21/2/2023	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

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
Regional Waste Forum	06/09/2022 16/11/2022	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
Karwyderskraal Landfill Monitoring Committee	16/02/2023	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
<b>MUNICIPAL HEALTH SERVICES</b>								
Provincial Air Quality Forum	08/2022 10/2022 02/2023	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	08/2022 10/2022 11/2022 02/2023 04/2023 06/2023	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
Western Cape Food Control Committee Meeting	08/2022 11/2022 02/2023 05/2023	English	To advance and standardise all aspects of food safety through the understanding and implementation of National legislation relating to food.	Quarterly	District Municipalities Metro Cape Town Provincial Health Port Health Services SA Defence force Training Institution (CPUT) Industries	Email	Officials' time	Manager: Municipal Health  L Du Plooy (Snr EHP)

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
<b>COMMUNITY SERVICES</b>								
Social Development Coordinating Forum Meetings	14/09/2022 18/10/2022 18/02/2023 20/05/2023	English/ Afrikaans	Discuss social development related matters and progress regarding the implementation plan	Quarterly	B Municipalities/Social Development Regional and Provincial/ Other Govt departments	Microsoft Teams	Officials time	Municipalities/Social Development/ODM
GBV Resource Leaflet	09/2022	English/ Afrikaans	GBV emergency numbers and key messages	Ongoing	Stakeholders and Public	Electronic and hard copy distribution	Printing of leaflets	DSD/GCIS/ODM
CDW Meetings	23/11/2022 15/03/2023	English/ Afrikaans	Monitor CDW expenditure as well as planned activities	Twice a year	CDWs/ODM	Microsoft Teams	Officials time	Social Development/ CDWs
District Safety Forum	13/10/2022 10/11/2022 14/12/2022	English	Report on Social development activities and priorities as well as projects supported by the Safety Forum Discuss possible joint interventions	Monthly	Community Safety/Correctional Services, Law Enforcement/Social Development/SAPS	Microsoft Teams Physical Meetings	Officials time Transport	Social development
Disaster Management Advisory Forum	4/10/2022 1/11/2022 6/12/2022 3/01/2023	English	Report on Social development activities and projects to the forum. Discuss possible joint interventions	Monthly	Disaster Management/B municipalities/Law enforcement/SAPS/ Correctional services	Microsoft Teams	Officials time	Social Development
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 Uitenkransmond & Die Dam	11/2022 06/2023	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

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
<b>EMERGENCY SERVICES</b>								
District Fire Working Group	By June 2023	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: Fire & Disaster Management
Disaster Management Advisory Forum	4/10/2022 1/11/2022 6/12/2022 3/01/2023	English	The ODDMAF is established in order to advise 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.	Microsoft Teams Email SMS	Officials' time	Manager: Fire & Disaster Management
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: Fire & Disaster Management
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: Fire & Disaster Management
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: Fire & Disaster Management



Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
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: Fire & Disaster Management
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: Fire & Disaster Management
<b>ROADS SERVICES</b>								
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
<b>ODM CAMPAIGNS</b>								
Mandela Day	18/07/2022	English Afrikaans isiXhosa	To contribute 67 minutes of community service	Annually	Overberg Community	Direct interaction Direct communication	Officials' time	All Departments
Coastal Clean-Up	09/2022	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 2022	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



## EXTRACT FROM THE COUNCIL MINUTES HELD ON 24 OCTOBER 2022

Item A27. 24.10.2022

### COMMUNICATION ACTION PLAN 2022/2023

F Ruiters: Manager IDP & Communications

(Ref.: 16/7/6)

#### PURPOSE

To present the 2022/2023 Communication Action Plan to Council for approval.

#### BACKGROUND

The Communication Action Plan is guided by the Communication Strategy of the Overberg District Municipality.

#### PROGRESS

A Communication Action Plan has been prepared for the 2022/2023 period. All communication activities and interventions are aligned with the approved 5th Generation Integrated Development Plan (IDP) for 2022/23 - 2026/27.

#### ATTACHMENT

**Annexure:** 2022/2023 Communication Action Plan

**RESOLVED :** (Proposed by Cllr M Nomatiti and seconded by Cllr F Kees)

1) Council approves the 2022/2023 Communication Action Plan.

**CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 24 OCTOBER 2022.**

A handwritten signature in black ink, appearing to read 'R Bosman', written over a dashed horizontal line.

**R BOSMAN  
MUNICIPAL MANAGER**