



COMMUNICATION ACTION PLAN 2023/2024

REVIEWED 30.10.2023

COMMUNICATION ACTION PLAN 2023/24

Department Activity	Period	Language	Message	Frequency	Target Audience	Medium	Budget	Responsible
IDP & COMMUNICATIONS								
5 th Generation IDP 2 nd Review Draft Final	03/2024 05/2024	English	To assess changing circumstances and performance measures against approved 5-year Strategic Plan	Annually	Executive Mayor Council Management District Stakeholders	Website Notice Boards Media Hard Copies	Officials' time Paper & ink Advert cost	IDP & Comms Manager
IDP/Budget/PMS Time Schedule	08/2023 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 Agenda Website Notice Boards Media	Officials' time Paper & ink Advert cost	IDP & Comms Manager
District IDP Managers Forum	08/2023 10/2023 02/2024 05/2024	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 Portfolio Agenda	Officials' time Travelling	IDP & Comms Manager
District Public Participation & Communications Forum	09/2023 11/2023 03/2024 06/2024	English	To ensure alignment of public participation and communication activities between National and Provincial departments, and the District and Local Municipalities	Annually	District Municipality Local Municipality Provincial Departments National Departments Sector Departments	Email MS Teams Portfolio Agenda	Officials' time	IDP & Comms Manager
IDP Awareness	11/2023 06/2024	English	To raise awareness in terms of the IDP and public participation process	Bi-annually	Staff District Stakeholders	Email Newsletters	Officials' time Travelling	IDP & Comms Manager
Communication Strategy	09/2023	English	Taking the Overberg forward in terms of communication strategies for the next 5 years – to be reviewed annually	Annually	Council Management Public	Website Intranet Email Hard copies	Officials' time Paper & ink	IDP & Comms Officer
Internal Newsletter - Decus Nostrum	08/2023 11/2023 02/2024 05/2024	English	Sharing information and reporting on current news related to the municipality	Quarterly	Staff Councillors	Email Intranet Hard copies	Officials' time Research Paper & ink	IDP & Comms Officer
External Newsletter	12/2023 06/2024	English	Sharing information and reporting on current news related to the municipality	Bi-Annually	Staff Councillors District Stakeholders	Email Website Intranet Hard copies	Officials' time Research Paper & ink	IDP & Comms Officer

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Social Media	Ongoing	English	Sharing information	Ongoing	Public District Stakeholders	Facebook Twitter	Officials' time Network fees	IDP & Comms Officer
Website	Ongoing	English	Sharing information	Ongoing	Public District Stakeholders	Website	Officials' time Website cost	IDP & Comms Officer
AUDITING, PERFORMANCE AND RISK MANAGEMENT								
Audit & Performance Committee	07/07/2023 16/08/2023 29/09/2023 28/11/2023 2024 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	09/2023 10/11/2023 2024 TBC	English	Oversight Role on Good Governance	Quarterly	Council Management	Email Hard copies	Officials' time Paper & ink	Chief Risk Officer
SDBIP 2024/25	By June 2024	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	01/2024 03/2024	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
Quarterly Monitoring Reports Section 52 Finance and SDBIP July – Sept 2023 Oct – Dec 2023 Jan – Mar 2024 Apr – June 2024	10/2023 01/2024 04/2024 07/2024	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	By June 2024	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

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HUMAN RESOURCES								
Local Labour Forum	17/07/2023 28/08/2023 18/09/2023 23/10/2023 27/11/2023 2024 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	28/08/2023 27/11/2023 2024 TBC	English	To be transparant 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	17/07/2023 23/10/2023 2024 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
District EPWP Forum	01/08/2023 03/10/2023 06/12/2023 2024 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
COMMITTEE SERVICES, RECORDS MANAGEMENT & COUNCILLOR SUPPORT AND SUPPORT SERVICES								
Ordinary Council Meetings	21/08/2023 30/10/2023 04/12/2023 2024TBC	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

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Portfolio Committee Meetings	11/09/2023 06/11/2023 2024 TBC	English	A responsible and accountable, effective and efficient local government system.	Bi-Monthly	Council Management	Email Hard Copies	Officials' time Paper & ink Advert cost	Senior Admin Officer
FINANCIAL SERVICES								
MTREF Budget 2023/2024 1st Adjustment Budget 2nd Adjustment Budget	08/2023 02/2024	English	Roll overs from 2021/22 Re-align income and expenditure	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 Quarterly Forum	TBC	English	Sustainable Procurement – Strengthen SCM and LED alignment	Quarterly	Provincial Treasury SCM Managers LED Managers	Email	Official time Travelling	Provincial Treasury/ ODM SCM Manager
ENVIRONMENTAL MANAGEMENT								
Municipal Coastal Committee	22/08/2023 21/11/2023	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 MS Teams	Officials' time	Manager: Environmental Management
Regional Waste Forum	15/08/2023 23/11/2023	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 MS Teams	Officials' time	Manager: Environmental Management
Karwyderskraal Landfill Monitoring Committee	22/02/2024	English	Discussions with all interested and affected parties with regards to the management of Karwyderskraal Regional Landfill Site	Annually	District Municipality Overstrand Municipality Theewaterskloof Mun Adjacent Landowners DEADP Waste Mgt. Key Stakeholders	Email MS Teams	Officials' time	Manager: Environmental Management
Climate Change and Biodiversity Forum	05/09/2023 05/12/2023	English	Regional platform to mainstream climate change and biodiversity conservation and build capacity.	Quarterly	District Municipality Local Municipalities DEADP: Coastal DFFE Cape Nature	E-mail MS Teams	Officials' time	Manager: Environmental Management

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MUNICIPAL HEALTH SERVICES								
Provincial Air Quality Forum	31/08/2023 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 Services
Western Cape Municipal Health Working Group	17-18/8/2023 19-20/10/2023 15-16/11/2023 14-15/02/2024 17-18/04/2024 19-20/06/2024	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	Area Managers: Theewaterskloof & Overstrand
Western Cape Food Control Committee Meeting	08/2023 11/2023 02/2024 05/2024	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 Industries	Email	Officials time	Manager: Municipal Health Services Area Manager: Cape Agulhas EHP
COMMUNITY SERVICES								
Social Development Forum Meetings	06/09/2023 TBC	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	Community Liaison Officer
Community Development Worker Meetings	25/10/2023 27/03/2024	English/ Afrikaans	Monitor progress and expenditure against the budget in line with the operational plan	Bi-annually	CDWs/ODM	Microsoft Teams	Officials time	Community Liaison Officer CDWs
District Safety Forum	05/09/2023 TBC	English	Report on Social development activities and priorities as well as projects supported by the Safety Forum Discuss possible joint interventions	Quarterly	Community Safety/Correctional Services, Law Enforcement/Social Development/SAPS	Microsoft Teams/ Physical Meetings	Officials time Transport	Community Liaison Officer
Overberg Regional Coordinating Committee Meetings	28/08/2023 TBC	English	Discussion with key stakeholders regarding rural safety projects ensuring alignment, collaboration of interventions	Quarterly	Department Agriculture Other Government Departments B municipalities	Physical Meetings	Officials time Transport	Community Liaison Officer

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LED, TOURISM & RESORTS								
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	11/2023 06/2024	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
EMERGENCY SERVICES								
District Fire Working Group	By June 2024	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	Monthly	English	To advise the Provincial Disaster Management Forum on Disaster Management and Preparedness related matters, and to provide for the association and assembly of persons who have to deal with Disaster Management and preparedness in the Overberg District.	Monthly	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

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Disaster Risk Management Plan	By June 2023	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 2023			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 2023	English	Information, Reduction, Preparation and Reaction.	Annually	The entire Overberg	Direct interaction Direct Communication Website Facebook	Officials' time	Manager: Fire & Disaster Management
Festive and Fire Season Readiness Plan Review	12/2023	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 landowners	By June 2024	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
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								
Mandela Day	18/07/2023	English Afrikaans isiXhosa	To contribute 67 minutes of community service	Annually	Overberg Community	Direct interaction Direct communication	Officials' time	All Departments

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Coastal Clean-Up	09/2023	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 Media	Officials' time Transport cost	Manager: Environmental Management
Arbor Month	September 2023	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 Media	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