

ITEM A-PPP (13-20230) CM 30/03/2023	REPORT ON THE REVIEWED PUBLIC PARTICIPATION POLICY FOR THE CITY OF EKURHULENI
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RESOLVED

1. **That** the report on the reviewed Public Participation Policy for the City of Ekurhuleni **BE NOTED**.
2. **That** the reviewed public participation Policy attached as **Annexure 'A' BE APPROVED**.
3. **That** the Public Participation policy approved by Council under **(ITEM CL 191-2002)** attached as **Annexure 'B' BE RESCINDED**.



CITY OF EKURHULENI

PUBLIC PARTICIPATION POLICY

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DEFINITIONS

In this Policy, unless the context indicates otherwise –

1. **‘Assigned Councillor or employee’** means Councillor or employee assigned for purposes of giving effect to implementation, management, and execution of this Policy.
2. **‘Civic Education’** the overall goal of civic education is to capacitate and empower the community on democratic and participatory governance. The idea behind civic education is to promote the demand for good governance on legislative and other processes.
3. **‘Community’** are the residents of the ward.
4. **‘Executive Mayor’** is the head of the Executive, elected by the Municipal Council in terms of Section 56 of the Municipal Structures Act.117 of 1998.
5. **‘Notify’** means to inform, give, or impart knowledge of a fact or circumstance.
6. **‘Involve’** means to have or include (something/someone) as a necessary or integral part or result.
7. **‘MMC’** refers to the Member of the Mayoral Committee.
8. **‘Municipal Council’** is a legislated decision-making structure consisting of elected Councillors.
9. **‘Municipal Manager’** the Head of the Municipal Administration: means the person appointed as the Municipal Manager of the Municipality in terms of section 54A of the Municipal Systems Act and includes any person acting in that position or to whom authority has so been delegated.
10. **‘Municipality’** refers to the City of Ekurhuleni (CoE).
11. **‘Petition’** means a written complaint or request, or a representation or submission addressed by a petitioner to the Municipality on a matter in respect of which the Municipality has jurisdiction.
12. **‘PPPSC’** refers to the Public Participation and Petitions Standing Committee established in terms of section 79 of the Municipal Structures Act to attend and resolve petitions.
13. **‘Public Meetings’** is a ward-based and/or area meeting for all the residents of the ward.
14. **‘Public Participation’** the involvement of individuals and groups that are positively or negatively affected by, or that are interested

in a proposed policy, by-law, program projects or plan that is subject to a decision-making process.

15. **‘Secretary of Council’** Head of Council administration.
16. **‘Sector’** an organized formation based and/or operating within a designated ward that is composed of interest groups that share common interests and aspirations.
17. **‘Sector Sub-Committee’** is a sector committee established to deliberate on matters relevant to the Ward Committee sector.
18. **‘Speaker of Council’** refers to the chairperson of the Council and a Municipal Councillor elected to this position by the Council in terms of section 36 of the Municipal Structures Act.
19. **‘Stakeholder’** refers to an individual or group with an interest in a particular issue addressed by government e.g., ratepayers’ association, trade unions.
20. **‘This Policy’** means the Public Participation Policy.
21. **‘Whip of Council’** refers to a Councillor appointed as Whip of the Council in terms of section 41B of the Municipal Structure Act (2021 amendment)
22. **‘Ward’** is a demarcated area located within the Municipality.
23. **‘Ward Committee’** is a political structure consisting of elected persons, established in terms of Section 73 of the Municipal Structures Act representing various community sectors and operating within the boundaries of a Municipality.
24. **‘Ward Committee Meetings’** as contemplated in section 73 (3)(c) of Municipal Structures Act, 117 of 1998.
25. **‘Ward Committee Member’** is a person elected to the ward committee.
26. **‘Ward Committee Sector’** is a portfolio determined by Municipal Council.
27. **‘Ward Committee Special Meetings’** are meetings convened on occurrences of urgent matters such as emergencies and disasters.
28. **‘Ward Councillor’** a member of Municipal Council directly elected by the ward constituency.

1. PREAMBLE

The public participation and engagement practice is increasingly becoming a part of mainstreaming the municipal business practices and central to public policy decision-making and delivery. The National Policy Framework on Public Participation of 2007 defines public participation as “an open, accountable process through which individuals and groups within selected 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 daily lives” The purpose of this policy is to improve communication with the community, obtain and enhance wider community support or buy in on municipal by-laws, policies, and projects, gather useful data and ideas, enhance the reputation of the CoE, and provide for more sustainable and inclusive decision-making.

The City of Ekurhuleni’s Public Participation Policy is based on the International Association for Public Participation (IAP2) model. The model in tandem with Batho Pele Principles is based on the below foundations:

- i. Value based.
- ii. Decision orientated.
- iii. Goal driven.
- iv. Consultation
- v. Setting service standards
- vi. Increasing access
- vii. Ensuring courtesy
- viii. Providing information
- ix. Openness and transparency
- x. Redress

The model provides a consistent approach to community engagement which facilitates a mutual understanding and approach between the CoE and the community.

The Public Participation Policy is also premised on the following principles and levels of decision-making in the engagement with the community (**Public Participation Spectrum**):

- a. **Inclusivity** – embracing all views and opinions in the process of community participation.
- b. **Diversity** – in a community participation process it is important to understand the differences associated with race, gender, religion, ethnicity, language, age, economic status, and sexual orientation. These differences should be allowed to emerge and where appropriate, ways sought to develop a consensus. Planning processes must build on this diversity.
- c. **Building community participation** – capacity-building is the active empowerment of role players so that they clearly and fully understand the objective of community participation and may in turn take such actions or conduct themselves in ways that are calculated to achieve or lead to the delivery of the objectives.

- d. **Transparency** – promoting openness, sincerity, and honesty among all the role players in a participation process.
- e. **Flexibility** – the ability to make room for change for the benefit of the participatory process. Flexibility is often required in respect of timing and methodology. If built into the participatory processes upfront, this principle allows for adequate public involvement, realistic management of costs and better ability to manage the quality of the output.
- f. **Accessibility** – at both mental and physical levels - collectively aimed at ensuring that participants in a community participation process fully and clearly understand the aim, objectives, issues, and methodologies of the process, and are empowered to participate effectively. Accessibility ensures not only that the role players can relate to the process and the issues at hand, but also that they are, at the practical level, able to attend events and provide input into the process.
- g. **Accountability** – the assumption by all the participants in a participatory process of full responsibility for their individual actions and conduct as well as a willingness and commitment to implement, abide by and communicate as necessary all measures and decisions in the course of the process.
- h. **Trust, Commitment and Respect** – Above all, trust is required in a public participatory process. Invariably, however, trust is used to refer to faith and confidence in the integrity, sincerity, honesty, and ability of the process and those facilitating the process. Going about participation in a rush without adequate resource allocations will undoubtedly be seen as a public relations exercise likely to diminish the trust and respect of community in whoever is conducting the process in the long term, to the detriment of any community participation processes.
- i. **Integration** – that community participation processes are integrated into mainstream policies and services, such as the IDP process, service planning.

2. STATEMENT OF COMMITMENT

The City of Ekurhuleni (CoE) 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. The Municipality has a legal obligation to establish appropriate mechanisms, processes, and procedures to enable the local community to participate in its affairs.

3. OBJECTIVES OF THE POLICY

The objectives of the Public Participation Policy are:

- a. To outline the roles and responsibilities of all the stakeholders in the City of Ekurhuleni, legal, and otherwise, in the enhancement of participatory democracy.
- b. To establish and outline the use of mechanisms for public participation and social accountability.
- c. To create conditions that enable the participation of the community in the affairs of the City of Ekurhuleni, and

- d. To create awareness of public participation within the City of Ekurhuleni and serve as a guide to all officials and Councillors.

4. SCOPE OF APPLICATION

This Policy applies to all departments, officials, and communities within the City of Ekurhuleni.

5. LEGISLATIVE FRAMEWORK

This Policy is necessitated by, and complies with the following pieces of legislation and codes of Governance best practice:

LEGISLATION/POLICY	APPLICATION
<p>The Constitution of the Republic of South Africa</p> <p>[Act 108 of 1996, Section 152 (a) and (e)]</p>	<p>Section 151(3) of the Constitution empowers municipalities to govern the local government affairs of its community subject to National and Provincial legislation. Municipalities are obliged to encourage the involvement of communities and community organisations in local government in terms of section of the Constitution.</p> <p>Section 195 (e) of the Constitution outlines basic values of local government which are to encourage the involvement of communities and community organisations in the matters of local government competence, responding to people's needs as well as ensuring that public is encouraged to participate in policymaking. sets two standards for local government namely, to:</p> <ul style="list-style-type: none"> • Provide democratic and accountable government for local communities. • Encourage the involvement of communities and community organisations in matters of local government.
<p>National Development Framework on Public Participation, 2007</p>	
<p>The Municipal Systems Act</p> <p>[Act 32 of 2000, chapter 2]</p>	<p>'The legal nature of a municipality as including the local community within the municipal area, working with the municipality's political and administrative structures to provide for community participation. According to: Section 4 of the Systems Act, Council has the duty to encourage the involvement of the local community and to consult the community about the level of quality, range and impact of</p>

	<p>municipal services provided by the municipality.</p> <p>In Section 5 of the Municipal Systems Act, members of the community have the right to:</p> <ul style="list-style-type: none"> • contribute to the decision-making processes of the municipality and submit written or oral recommendations, representations, and complaints to the municipal council. • be informed of decisions of the municipal council. • regular disclosure of the affairs of the municipality, including its finances <p>Section 16 requires that the Municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance and must encourage and create enabling conditions for the community to participate in the affairs of the municipality.</p>
<p>Municipal Finance Management Act</p> <p>[Act 56 of 2003]</p>	<p>brings about transparent and effective financial management in municipalities so as to outline ways in which the community can be informed of the financial situation of a municipality</p>
<p>The Local Government: Municipal Structures Amendment</p> <p>[Act, 3 of 2021]</p>	
<p>The Intergovernmental Relations Framework</p> <p>[Act, 13 of 2005]</p>	

6. RIGHTS AND RESPONSIBILITIES OF CITIZENS IN TERMS OF PARTICIPATION AND ENGAGEMENT

It is expected of the community members to familiarise themselves with this Policy, observe it, and demand its full implementation and for this purpose to ensure that their participation takes place through –

- a) Political structures for participation in terms of the Municipal Structures Act.
- b) The mechanisms established in terms of the Municipal Systems Act and as set out in this Policy; and
- c) Councillors.

6.1 The citizens of the CoE have the following responsibilities in embedding local governance and deepening democracy:

- 6.1.1 When exercising their rights, the community must observe the mechanisms, processes, and procedures of the Municipality. Section 5(2) (a).

- 6.1.2 The community must pay promptly service fees, surcharges on fees, rates on property and other taxes, levies and duties imposed by the Municipality (Section 5(2) (b).
- 6.1.3 The community must respect the municipal rights of other members of the local community. Section 5(2)(c)
- 6.1.4 The community must allow municipal officials reasonable access to their property for the performance of municipal functions. Section 5(2)(d)
- 6.1.5 The community must abide by the municipal rules public conduct at meetings of the council and its committees. Section 20(4). Rights of the Citizens
- 6.1.6 To contribute to decision-making process through mechanisms created by the Municipality. Section 5(1)(a)(i).
- 6.1.7 To submit oral or written communications through mechanisms created by the Municipality (Section 5(1)(a)(ii)), and to prompt responses to their communications. Section 5(1)(b) of the Municipal Systems Act.
- 6.1.8 To be informed of:
 - a. Council decisions through mechanisms created by the Municipality. Section 5(1)(c).
 - b. Municipal affairs, including finance, through mechanisms created by the Municipality. Section 5(1)(d).
 - c. Their rights and duties, through mechanisms created by the Municipality. Section 18(1)(c)
 - d. The available mechanisms, processes, and procedures in place to encourage and facilitate community participation. Section 18(1)(a).
 - e. The matters about which community participation is encouraged. Section 18 (1)(b).
 - f. Municipal governance, management, and development, taking into account the language preferences and usage in the Municipality and the special needs of people who cannot read or write. Section 18(1)(d).
 - g. The time, date, and venue of every meeting of the Council, Section 19.
 - h. To have space in the places where the Council and its Committees meet. Section 20 (4) of the Municipal Systems Act.
 - i. To be assisted in having one's comments transcribed if one cannot write. Section 21(4) of the Municipal Systems Act. 8.2.2

7. RESPONSIBILITY OF THE MUNICIPALITY

This Policy requires of Councillors to familiarise themselves with its contents, make their constituencies aware of it and oversee its implementation by the officials. The responsibilities of the Municipality in terms of the legislation are as follows:

- a) To contribute to building the capacity of the local community to enable it to participate in the affairs of the Municipality. Section 16(1) (b) (i).

- b) To contribute to building the capacity of the local councillors and staff to foster community participation. Section 16(1) (b) (ii).
- c) To use its resources, and annually allocate funds in its budget to implement community participation and contribute to capacity-building. Section 16(1) (c).
- d) To establish mechanisms, processes, and procedures to receive, process and consider petitions and complaints lodged by the community. Section 17(2) (a).
- e) To establish processes and procedures to notify the community about municipal issues and how they must submit their comments. Section 17(2) (b).
- f) To establish processes and procedures for public meetings and hearings by the municipal council. Section 17(2) (c).
- g) To establish processes and procedures for consultative sessions with locally recognised community organisations. Section 17(2) (d).
- h) To establish processes and procedures for report-back to the local community. Section 17(2) (e).
- i) To take into account the special needs of people who cannot read or write, people with disabilities, women, and other disadvantaged groups. Section 17(3).
- j) To establish procedures for the establishment and functioning of advisory committees. Section 17(4).

8. BENEFITS OF THE POLICY

The benefits of implementing this policy are as follows:

- a) Strengthening democracy by encouraging more meaningful involvement of communities and community organisations in matters of local democracy.
- b) Building greater community cohesion.
- c) Clear and coordinated public participation and engagement process within the City of Ekurhuleni.
- d) An increased level of information within the communities.
- e) An efficient needs identification process within the communities.
- f) Improved service delivery, and
- g) A greater degree of accountability.

9. SEPARATION OF POWERS

9.1 The City of Ekurhuleni's Council adopted the Separation of Powers (SoP) governance model A-CORP (145-2011) on the 18th of August 2011 between the legislative and executive arms of government. The separation of powers is meant to allow for checks and balances in the process of delivering services to the Ekurhuleni community by making the distinction between the responsibility of the executive to implement and the oversight role of the Legislature.

9.2 The separation of powers governance model allows Council to derive the benefits as outlined below:

- a. Increased achievement of the statutory objective of Section 38 of the Municipal Structures Act.
- b. Strengthened role of Council as a Legislature and policy maker.
- c. An enhanced oversight role.
- d. Improved community participation in local government affairs.
- e. Improved and meaningful debate on matters that affect the City of Ekurhuleni and are reserved for consideration by the Council.
- f. Strong independent oversight for the effective achievement of the municipal mandate and;
- g. Clear accountability levels, representation, and participation.

10. ROLE PLAYERS, FUNCTIONS AND RESPONSIBILITIES

10.1. The Executive Mayor

The functions and powers of Mayors are set out in section 49 of the Municipal Structures Act, which provides, that;

- a. The Executive Mayor must preside at meetings of the MMCs.
- b. The Executive Mayor has the prerogative to delegate MMCs to various areas to address the public on service delivery and related matters.
- c. The Executive Mayor has the responsibility to annually report on the involvement of communities and community organisations in the affairs of the Municipality and ensure that regards is given to public views and to report on the effect of consultation on the decisions of the Council.
- d. To engage with the public on the municipal budget.

10.2. The Speaker of Council

The functions of the Speaker, as the person responsible for the overall coordination and integration of the communication/participation process, are set out in Section 37 of the Municipal Structures Act, and provide that, as the Chairperson of the Council,

- a. The Speaker must preside at Council meetings and perform such other duties as are assigned to him/her.
- b. Overseeing the functionality of legislative arm of local government, and public participation is essentially connected to this function.
- c. Is responsible for oversight of the ward committee system.
- d. Ensure that the Legislature is brought to the people so that people can listen and participate during their sittings.
- e. Ensure that the Oversight Committees of Council are performing their role in ensuring that the relevant public participation takes place.

10.1. The Whip of Council

Section 41(B) of the Municipal Structures Amendment Act, 2021, legislates the following functions for the Whip of Council:

- a. Consults with the different political parties to ensure representation in council and council committees.
- b. maintains sound relations between the various political parties.
- c. informs the whips of all parties on important matters on the council agenda
- d. assists the speaker to count votes in the council meeting.
- e. facilitates the interaction between the executive and legislative oversight structures in the municipality; and
- f. resolves disputes between the Speaker, Executive Mayor, or Members of the Mayoral Committee.

10.2. The Secretary of Council

The Secretary of Council shall undertake the participation/communication function. This will involve at least the following delegated powers:

- a. The responsibility to coordinate the communication/participation functions of the City of Ekurhuleni, especially the drafting of the annual public participation plan.
- b. To oversee the publicising of the Public Participation Principles.
- c. To oversee the drafting of a Citizen's Participation Charter.
- d. The responsibility to meet regularly with the ward committees to ensure appropriate communication with the communities through the ward committee structure.
- e. The responsibility to ensure that representations made through the ward committees and ward Councillors are channelled to the appropriate structures/functionaries for further action/attention/information.
- f. To provide the administrative support to ward committees.
- g. To maintain a register of stakeholders.
- h. The development of a public participation plan.
- i. The time span over which the communication must take place or the period for which the proposal must lie open for inspection by the community.

10.3. The Municipal Manager

As head of the municipal administration, the Municipal Manager is in terms of section 55(1) of the Municipal Systems Act, responsible and accountable for:

- a. An administration that is responsive to the needs of the community to participate in the affairs of the City of Ekurhuleni. This will include a Community Complaints Management System.

- b. Facilitating participation by the local community in the affairs of the City of Ekurhuleni.
- c. It is the responsibility of the Municipal Manager, subject to policy direction by political organs of the City of Ekurhuleni (especially the Speaker), and in terms of Section 26 of the Performance Management Regulations, to ensure that public participation is included as a Key Performance Area in each of the performance contracts of the relevant staff, and that the appropriate Key Performance Indicators and Targets are identified.
- d. Developing and maintaining a system in terms of which community satisfaction with the municipal services can be assessed.
- e. A person to whom the overall participatory responsibility has been delegated.

10.4. The Legislature

The Legislature shall ensure participatory governance by building relationships with communities, involving, and empowering communities to enable meaningful participation through provided mechanisms.

10.5. Function and Responsibility of the Ward Councillor

The task of a ward councillor is varied and covers a number of important roles paramount of which is that of representation. This role is both formal through council processes but also informal through a process of lobbying and consultation and in respect of the ward councillor mainly through the ward committee system. Since a ward councillor is directly elected to represent and serve the people in a specific ward;

- a. The ward councillor should ensure that the interests of the people in the ward are properly represented.
- b. The ward councillor should be in touch with the issues in the area, understand the key problems and monitor development and service delivery. In committees, caucus and council meetings, the ward councillor should act as a spokesperson for the people in the ward.
- c. The ward councillor is the direct link between the Council and the community in the ward he/she should ensure that the community is consulted and kept informed about council decisions, development and budget plans that affect them.
- d. The ward councillor must also assist the community in solving any municipal problems they may be experiencing, by bringing these to the attention of the municipal officials through the established channels of communication.

10.6. Public Participation and Community Outreach Administrative Support

The relevant Department, using their own resources, and in consultation with the Office of the Speaker of Council, shall:

- a. Render administrative support and logistical functions regarding Public Participation & Community Outreach programs, promotion and awareness of community participation, information sharing and data collection.

- b. Implement and coordinate the approved strategic plan and programs for Public Participation and Community Outreach to promote public participation.
- c. Assist with the mainstreaming of relevant programs to foster uniform implementation and promote community development.
- d. Ensure that related programs are accessible to all stakeholders to create awareness.
- e. Create opportunities for citizens to become active participants to ensure promotion of participatory governance.
- f. Educate public on the role of Departments and Council to empower communities.
- g. Identify needs and facilitate intervention to create good working relationships with stakeholders.
- h. Liaise, inform, and advise relevant stakeholders on programs to be implemented to ensure that stakeholders are informed.
- i. Assist in coordinating petition events to foster good governance with the stakeholders.

11. PUBLIC PARTICIPATION MECHANISMS

- a) Mayoral Imbizo
- b) Ward Committee Meetings
- c) Ward Public Meetings
- d) Petitions System
- e) IDP and Budget Review Meetings
- f) Council Meetings
- g) National and Provincial Public Participation Programmes
- h) Civic Education
- i) Road Shows, Outreach, and Awareness Programmes
- j) Departmental Programmes

12. PUBLIC PARTICIPATION PROCESSES AND PROCEDURES

12.1. Ward Committee

The functions of the ward committees are set out in section 74 of the Municipal Structures Act, and provide that a ward committee may make recommendations on any matter affecting its ward to the ward councillor, or through the ward councillor to:

- a) Metro or Local Council,
- b) Members of Mayoral Committee,

- c) Executive Mayor or the relevant Council Oversight Committee.

12.2. Ward Committee Meetings

- a) Ward Committees are the official, legislated, participatory structure of the CoE.
- b) The Ward Councillor shall convene Ward Committee meetings.
- c) Ward Committee meetings shall be chaired by the Ward Councillor
- d) In special circumstances when the Ward Councillor is unable to attend a ward committee meeting, the Speaker of Council, shall appoint his or her nominee to Chair the meeting.
- e) Requests for all matters requiring public participation shall be forwarded to the Office of the Speaker, this includes all departments within the executive arm of the CoE.
- f) The Speaker of Council shall forward the request for public participation in relation to a matter to Ward Councillors.
- g) Ward Councillors shall present the request for public participation on a matter to the ward committee at their next monthly ward committee meeting or may convene s ward committee special meeting to present an urgent matter or request.
- h) Ward Committee members shall present the request for public participation on a matter to their respective and established sector sub-committees and other organised formations.
- i) CoE Departments shall collaborate with and support ward committee-sectors by ensuring that sector representatives are informed, consulted, involved, and empowered on any matter of public interest. Departments must be accessible to ward committee sector representatives and should ensure feedback is given on matters brought to their attention within reasonable time.
- j) Ward committees shall participate in all sanctioned or approved community programmes of Municipal Council.
- k) Ward committees shall in accordance with the determined guidelines enhance the oversight role of the Municipal Council

12.3. Public Meetings

All public meetings are opened to the public subject to section 20 of the Systems Act to discuss matters as listed on the notice or agenda.

- a) Public meetings shall be convened by the Ward Councillor,
- b) Public meetings shall be chaired by the Ward Councillor,
- c) The ward committee members must be part of the collective attending the public meeting in support of the Ward Councillor.
- d) In special circumstances when the ward councillor is unable to attend a ward public meeting the Speaker of Council or Whip of Council, shall appoint his or her nominee to Chair the meeting.

- e) The Ward Councillor shall, supported by the ward committee, present the request for public participation on a matter at their next quarterly public meeting or may convene a special meeting to brief the community on the request.
- f) The Ward Councillor shall convene at least one public meeting per quarter.
- g) Public meetings may also take place through online platforms where applicable.

12.4. Public Meeting Notification

12.4.1. Whenever a Municipality wishes to convene a public meeting for any matter, the community must be notified by the Municipality through the media or any other information platform within the applicable policies and legislation, it must satisfy the following requirements:

- a) A notice of a public meeting must be advertised at least once in a newspaper circulating in the municipal area and decided by the Council as a newspaper of record and at least twice in a radio station that covers a bigger portion of the municipal area.
- b) Copies of notices of public meetings shall be posted at:
 - I. The notice board at the Council's offices.
 - II. All municipal libraries.
- c) All notifications must be in a language understood by most of its intended recipients.
- d) All public notifications must take into consideration and accommodate persons with disabilities, the elderly, women, vulnerable groups, previously disadvantaged, and persons using brail.
- e) All notices shall be issued at least seven days before the date of the meeting.

12.4.2. When the Municipality invites the community to submit written comments or representation on any matter before the Council;

it must accommodate special needs by stating in the invitation that any person who cannot write may come during offices hours to a place where a staff member of the Municipality named in the invitation, will help that person to transcribe that person's comments or representations.

12.4.3. The following are entitled to special invitations to public meetings:

- a) Traditional Authorities
- b) Ward Committees
- c) Recognised Structures
- d) Special guests

12.5. Petitions System

Any person who is a resident of Ekurhuleni may submit a petition on any matter within the functional or geographic jurisdiction of the Municipality provided that the procedure contemplated is in accordance with the Petitions By-Law.

12.5.1. Function and Responsibility of the Oversight Committees

This function based on the separation of powers model has been moved from the Executive arm of Council to the Legislature:

- (i) Play a role in the monitoring of public participation by annually reporting on community involvement,
- (ii) Ensure that public views are taken into account,
- (iii) The responsibility to ensure that representations made by the IDP consultations and other stakeholder groups are channelled to the appropriate structures/functionaries for further attention and/or action.
- (iv) To give feedback, and
- (v) Report on the effect of consultation on the decision-making process.
- (vi) To receive planned public participation programmes and activities for the Municipality

12.5.2. Taking the Committees to the People

The Legislature shall endeavour to have oversight committees visit communities at least twice per year with feedback sessions, outside of the official chamber, at an identified community venue, to engage communities on matters of their interest and service delivery updates.

13. COMMUNITY PARTICIPATION TOOLS

13.1. Public Comments and Open Sessions

When the Municipality considers and deliberates on any of the matters set out under hereinabove:

- 13.1.1.** It must hold open sessions to which the community must be invited to submit their views and comments.
- 13.1.2.** The Municipal Manager must, after the Council has held an open session on any of the matters and after the conclusion of the session concerned.
 - a. Formulate a full report thereon together with any advice or recommendations the Council may deem necessary or desirable.

- b. Make copies of the report available to the community in one or more of the following manners: –
 - I. By publication in the Council’s newspaper of record.
 - II. By publication in the official municipal newsletters.
 - III. Making a copy available at all the municipal libraries.
 - IV. Making a copy available at all the offices of the local traditional authorities
 - V. Posting a copy on the notice board at all the municipal offices; and
 - VI. Providing every ward councillor with copies for distribution to the communities.
- c. The Municipal Manager must ensure that the report is published according to the Council’s language policy for the municipal area.

13.2. Comments via Electronic Mail

- a) The Accounting Officer must provide the community with a central email address where they may submit written comments directly to the Municipality on any matter referred to in this Policy and/or other relevant legislation.
- b) The Accounting Officer must ensure that the comments are accessed regularly and collated by a staff member specifically allocated to this task.

13.3. Listed below is a variety of tools that the City of Ekurhuleni will use for Community Participation:

Mandatory	Digital Platforms	Necessary	Optional
<ul style="list-style-type: none"> a. Provincial Gazette b. Ward Committee Meetings c. Public Meetings d. Petitions System e. Council Meetings f. Mayoral Imbizo g. IDP and Budget Review Meetings h. Public Notices at Libraries, Customer Care Centres, and any appropriate municipal buildings i. Public Hearings 	<ul style="list-style-type: none"> a. Website b. Emails c. CoE 24/7 NEWS d. Ekurhuleni Notices e. Municipal Newsletter f. My CoE App g. Digital Posters h. Facebook i. Twitter j. Instagram k. Tik Tok l. YouTube m. Streaming Studio, situated at the Germiston Library, providing a feed to all libraries within the City of Ekurhuleni (may be accessed through an online link for any person who wishes to engage) 	<ul style="list-style-type: none"> a. Community Radio Stations b. Local Newspapers of Record (print and digital) c. Stakeholder Forums d. Traditional Authorities e. National and Provincial spheres of government. f. Road Shows, Outreach and Awareness Campaigns. g. Loud Hailing. h. Posters i. Booklets 	<ul style="list-style-type: none"> a. Commercial Radio Stations b. Mainstream News Platforms, including Television c. Short Message Service

- a. Official communication on behalf of the CoE in relation to public participation, conducted by any department, having gone through internal processes, including the approval by Council for public participation, shall be done through the Communication and Brand Management Department, in collaboration with the relevant communication unit in the Legislature.
- b. Every member of the community must be given access to contact details, and where applicable, names of contact persons where they may submit written comments directly to the CoE on any matter.

14. REVIEW

The policy shall be reviewed as and when required, for its effectiveness and relevance.