

**Natures Valley Special Ratings Area  
Public Participation Meeting  
Confirmation report**

The Natures Valley Special Rating Area (SRA) Steering Committee hosted and convened a public participation meeting as Step 5 in the SRA application with the Bitou Municipality in December 2022. I was employed as a professional and impartial facilitator for the event. This confirmation report aims to confirm my role as the facilitator, to outline the function I performed, and the programme and process followed during the meeting. The report concludes with a brief opinion of the integrity of the event in my capacity as a professional facilitator.

The meeting started at 14h00 on Monday the 19<sup>th</sup> of December 2022 and was held in the NGK Church Hall, St Georges Avenue in Natures Valley. The meeting was also streamed live using the TEAMS platform. The hall provided an appropriate venue with ample seating for participants.

**Roles and responsibilities**

The meeting was communicated and fully arranged by the Natures Valley SRA Steering Committee. The committee took full responsibility for the following:

- All the logistics (e.g., venue, catering, communications and invitations, notices, finalising the programme etc.).
- Providing the IT support services for the hybrid component of the meeting (sound, virtual platform, camera, screen, projector etc.).
- Provision of support staff including an individual who will act as a conduit for the virtual participants and the facilitator and perhaps roving microphone runners.
- Together with their IT support services capturing the event in recordings and minutes of meeting and register of attendees.

SND Productions from George were employed by the Natures Valley SRA Steering Committee and were responsible for the IT services and the streaming of the event.

The role that I played was limited to the impartial facilitation of the meeting itself.

**Programme and process**

The order of events is provided below:

<b>Session</b>	<b>Lead</b>	<b>Description of content</b>
Welcome and introductions	Mr Rob Nichols	Mr Nichols introduced the Natures Valley SRA Steering Committee and facilitator (Dr Currie).
Orientation to the event	Dr Bianca Currie	<ul style="list-style-type: none"><li>• Pointed out the location of the toilets.</li><li>• Provided a brief orientation to the TEAMS platform and the use of roving microphones.</li><li>• Informed participants that the meeting was being recorded and documented by the Natures Valley SRA Steering Committee.</li><li>• Introduced the purpose of the public participation meeting which is to provide attendees with an opportunity to ask questions, express views and make representation.</li><li>• Urged participants to conduct themselves with civility and respect for others.</li></ul>

		<ul style="list-style-type: none"> <li>Spoke through a brief programme of events and welcomed Mr Rob Nichols as the speaker</li> </ul>
Context setting	Mr Rob Nichols	<p>Introduction to the SRA bylaw</p> <p>History of the application and status quo</p> <p>Presentation of the business plan</p> <p>Explained the cost of the SRA to ratepayers</p>
Questions and answers session	Dr Bianca Currie	A questions and answer session facilitated by Dr Currie. The questions and answers were captured by the Natures Valley SRA Steering Committee. The questions and answers session continued until there were no more questions asked.
Way forward and closing	Dr Bianca Currie and Mr Rob Nichols	<p>Mr Nichols spoke through the next steps in the process.</p> <p>Contact details for the Natures Valley SRA Steering Committee for any further questions or information was provided.</p> <p>An appeal to any person (especially virtual participants) to reach out for further discussions with the committee if needed.</p>

### Facilitator opinion

The attendance register supplied by the Natures Valley SRA Steering Committee will demonstrate the critical mass of in-persons and virtual participants in attendance. Apart from a few technical issues (TEAMS platform and load shedding) the meeting ran smoothly through each session of the programme. There was ample opportunity for in-person participants to speak, raise concerns, and ask questions at the event. The Natures Valley SRA Steering Committee representatives were in attendance to answer questions and respond to comments, which they did openly and willingly. There was also ample time for participants to ask questions and raise concerns, and the questions and answer session was only concluded once no more questions or comments were raised. Participant queries were exhausted. The meeting was conducted in a civil and respectful manner and there were no incidents to report on. From the facilitators perspective the meeting was run well where there was open communication and equal and fair participation amongst the attendees. Without having direct communication with the virtual participants, I am not in a position to comment on the virtual participation experience of the event.



**Dr Bianca Currie**  
26 February 2023