



Cape  
Peninsula  
University  
of Technology

Faculty of Business and Management Sciences  
Ethics Informed Consent Form

**CONSENT TO PARTICIPATE IN A RESEARCH STUDY**

**Category of Participants (mark with X as appropriate):**

<i>Staff</i>	X	<i>Teachers</i>		<i>Parents</i>		<i>Lecturers</i>		<i>Students</i>	
<i>Other (specify)</i>									

You are kindly invited to participate in a research study being conducted by **Monwabisi Silwana** from the Cape Peninsula University of Technology. The findings of this study will contribute towards:

<i>An undergraduate project</i>		<i>A conference paper</i>	
<i>An Honours project</i>		<i>A published journal article</i>	
<i>A Masters/doctoral thesis</i>	X	<i>A published report</i>	

**Selection criteria**

You were selected as a possible participant in this study because of:

- (a) Your understanding and experience in tourism planning and policy development
- (b) Relationship with other tourism stakeholders in the district municipality
- (c) Your role in policy development.

The information below gives details about the study to help you decide whether you would want to participate.

**Title of the research:**

Tourism development policies in a selected district municipality in Eastern Cape

**A brief explanation of what the research involves:**

Several municipalities globally often face poorly planned development projects, and this usually emanates from inefficient and ineffective policy and planning implementation. One of the reasons for this is that there is at times a lack of participation by key stakeholders. The success of tourism development policies and their implementation rests on the involvement of all

relevant parties. This study seeks to determine stakeholders' involvement, in the development and implementation of tourism related policies in O.R. Tambo District Municipality (ORTDM).

## Procedures

If you volunteer to participate in this study the following will be done:

1. Describe the main research procedures to you in advance, so that you are informed about what to expect;
2. Treat all interviewees with respect by arriving on time for all the interview schedules and well prepared;
3. Conduct an introduction with the interviewee in order to break ice;
4. All the interviewees will be asked for permission to record the interviews and also take some note where applicable;
5. In a case where there is no clarity, the interviewees will be allowed to ask for confirmation or clarity of words/sentences/phrases to ensure accuracy of the data collected;
6. Participants will be told that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs;
7. Participants will be given the option of omitting questions they do not want to answer or feel uncomfortable with;
8. Participants will be told that questions do not pose any realistic risk of distress or discomfort, either physically or psychologically, to them;
9. At the end of each interview all the interviewees will be thanked for their time and information provided for this study;
10. Participants will be debriefed at the end of their participation (i.e. give them a brief explanation of the study).


You are invited to contact the researchers should you have any questions about the research before or during the study. You will be free to withdraw your participation at any time without having to give a reason.

Kindly complete the table below before participating in the research.

Tick the appropriate column		
Statement	Yes	No
1. I understand the purpose of the research.	✓	

2. I understand what the research requires of me.	✓	
3. I volunteer to take part in the research.	✓	
4. I know that I can withdraw at any time.	✓	
5. I understand that there will not be any form of discrimination against me as a result of my participation or non-participation.	✓	
6. Comment:	NONE	

Please sign the consent form.

Signature of participant 	Date
	03/05/2021

#### Researchers

	Name:	Surname:	Contact details:
1	Monwabisi	Silwana	+27 60 379 0038

Contact person: Mr. Monwabisi Silwana	
Contact number: +27 60 379 0038	Email: monwabisisilwana1@gmail.com

**Topic: Perceptions about tourism related policies in a selected district municipality in the Eastern Cape:**

Dear Participant,

My name is Monwabisi Silwana and I am a student registered for my Masters Degree in Tourism and Hospitality Management at the Cape Peninsula University of Technology (CPUT). The aim of this study is to determine the input from government and challenges associated with the tourism development policies in O.R Tambo District Municipality. This study is purely for academic purposes, and participants will be treated with respect and your concerns will be taken into account. This interview is entirely voluntary, your identity will be kept confidential and you are entitled to withdraw at any stage of the interview process. The researcher intends to present the study outcomes to the district municipality and the provincial government, also the permission to do so was requested from Cape Peninsula University of Technology (CPUT) as the final study will remain a university property.

**Study Objectives:**

- To determine the role of the district municipality in the development and implementation of tourism policies at the ORTDM.
- To ascertain the perceptions of different stakeholders regarding policy implementation in the development of tourism at the ORTDM
- To identify challenges that the district municipality is facing with regards to the development and implementation of tourism policies in the ORTDM.

**Interview questions:**

1. What is your highest level of education?
  - a) Below matric

- b) Matric
- c) National Diploma
- d) Degree
- e) Other? Please specify : **MASTERS DEGREE**

2. Which local municipality (LM) do you work for?

- ☒ a) Ingquza Hill LM
- b) King Sabata Dalindyebo LM
- c) Mhlonto LM
- d) Nyandeni LM
- e) Port St Johns

3. What is your position at the district or LM?

- ☒ a) Local Economic Development Manager
- b) Tourism Officer
- c) Municipal manager
- d) District or Local Tourism manager
- e) Other? Please specify

4. Have you ever participated in tourism policy development?

**NONE**

5. How long have you been involved in tourism policy development?

- a) 0 – 12 Months
- b) 1 – 3 Years
- c) 3- 5 Years
- d) More than 5 Years?

6. Explain your contribution towards tourism policy development?

**NONE**

7. Do you have a budget for tourism in your municipality?

YES

8. What is the budget and how much was allocated?

R1000 000.00 - R1500 000.00

9. Which tourism legislative bodies, associations or forms are available in your municipality?

a) Provincial Tourism Organisation

b) Region tourism Organisation

☒ c) Local tourism Organisations

d) Other? Please specify

10. Which one of the following bodies do you participate in?

☒ a) Provincial Tourism Organisation

☒ b) Region tourism Organisation

☒ c) Local tourism Organisations

d) Other? Please specify

11. Which tourism policy do you implement in your LM?

NONE

12. Are you involved in tourism policy development?

a) Yes

☒ b) No

13. Please substantiate your answer.

14. Are you involved in the IDP process of the municipality?

☒ a) Yes

b) No

15. Please explain your involvement in IDP process?

ALL STAGES OF THE IDP DEVELOPMENT

16. Do you have a tourism strategy in the municipality?

YES

17. What is the role of the district municipality in the development and implementation of tourism policies at the ORTDM?  
Support of tourism initiatives
18. How would you describe your LM or district municipality relationship with other tourism stakeholders in municipality? Good working relationship
19. What are the top 5 issues that you have with your municipality regarding the development and implementation of tourism policies? There is no tourism policy in place
20. Do you think that the Municipality is effective in terms of tourism policy development?
- a) Yes
  - ☒ b) No
  - c) Somewhat
21. Please explain your answer : municipality only has a tourism strategy to drive local tourism
22. Do you have any suggestions on how to improve on the effectiveness of tourism policy Development? municipality to develop Tourism policy
23. What contributions are you currently making to tourism policy development and through what channels? None
24. Are there any further contributions that you may be able to provide in the future? No
25. Do you think that the Municipality is effective in tourism policy Implementation?
- d) Yes
  - ☒ e) No
  - f) Somewhat
26. Please explain your answer BECAUSE THERE IS NO TOURISM Policy IN PLACE
27. Are you involved in the implementation of any tourism policies?
- g) Yes
  - ☒ h) No
  - i) Somewhat
28. If answer on the above is yes, can you please explain which ones and how?

29. Are you aware of any by-laws in the LM municipality that regulate tourism?

- a) Yes
- ☒ b) No
- c) Somewhat

30. If answer on the above is yes, can you please explain which ones and how?

31. Which organizations serve in your tourism bodies?

LOCAL TOURISM ORGANIZATION

32. What is the role of the above mentioned organisation?

LOCAL TOURISM ORGANIZATION  
COORDINATION OF TOURISM INITIATIVES

33. What processes do you follow in processing tourism resolutions?

INCORPORATE IN THE MUNICIPAL IDP DOCUMENT  
FOR CONSIDERATION DURING PLANNING AND BUDGETING

34. Do you have any challenges with regards to following:

- ☒ a) Water Supply
- b) Electricity
- ☒ c) Waste removal
- d) Basic service
- ☒ e) Challenges and provisions on maintenance of public infrastructure

35. Do you have any suggestions on how to improve on the effectiveness of Tourism Policy Implementation?

- ① A MULTISTAKEHOLDER APPROACH IS NECESSARY
- ② ALLOCATION OF BUDGET TO IMPLEMENT TOURISM INITIATIVES
- ③ ADDRESS INFRASTRUCTURE CHALLENGES