



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Pre-Public Participation Plan

NAME OF PROCESS	Climate Change Strategy
LINE DEPARTMENT	Environmental Management, Sustainable Energy Markets
RESPONSIBLE OFFICIAL	Amy Davison (EMD) Alex Tarr (Policy and Strategy)
PPU PRACTITIONER	Frederick Venter

Public Participation Process

Period 1st September 2020 – 30th September 2020

Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Frederick Venter	Public participation oversight
Policy and Strategy	Alex Tarr	Additional capacity
Environmental Management	Amy Davison	Overall line-department co-ordination; Stakeholder co-ordination
Environmental Management	Candes Arendse	Stakeholder co-ordination
Sustainable Energy Markets	Adrian Stone	Stakeholder co-ordination
Sustainable Energy Markets	Lizanda van Rensburg	Stakeholder co-ordination
Communications	Luthando Tyhalibongo	Media Manager
Communications	Lizel Steenkamp Jean-Marie De Waal	Senior liaisons: Communication Department
Subcouncils	All 24 subcouncils	Ward Committees, community organisations, councillor networks

Communication Tools

Communication Tools	Description / Use	Push	Pull	Access
Free media (below the line) Media Release (minimum one)	A media release will be issued to launch the public participation process and to inform the media and the public of the upcoming process. Communication across all platforms will be done in alignment with current climate change communication work that is under way, consolidated as part of the City's overarching and emerging communication on climate change.	X		
Paid for (above the line) Print Media - Weekend Regional Newspapers and Community Newspapers	Adverts will be published in selected weekend regional newspapers and all community newspapers inviting interested and affected parties to submit their input into the draft strategy. The adverts will provide information on how input can be submitted and where the draft strategy can be accessed.	X		
City Website	The process will be published via Council's Have Your Say webpage (www.capetown.gov.za/haveyoursay) and provide access to a downloadable version of the draft strategy and summary. An online comment form will be provided for submitting comments. Comments will workflow directly back to line department.	X	X	X
Report to subcouncils	Report to serve at all subcouncils to inform the subcouncils of the draft strategy and request input from its ward councillors and ward committees.	X		
Community organisations	Advert, draft strategy and summary will be communicated to all registered Community organisations to be circulated via the subcouncils	X		X
Telephone	Telephone numbers will be provided in all communication platforms where applicable only for enquiries and clarity on the process.			X
Written comment from	Key stakeholder groups (such as academic institutions and NGOs that work on climate change and environmental		X	X

key stakeholder groups	matters) will be invited (by email) to comment on the draft strategy.			
Online public meeting	At least one virtual public meeting will be held online using Skype for Business to provide stakeholders with the opportunity to provide comment and ask questions. This is necessary due to restrictions on public gatherings due to covid-19		X	

Action Plan

Deadlines	Task/Function	Responsibility
31/07/2020	Host First Portfolio Committee Workshop (before public comment period) Workshop for Spatial Planning and Environment, Energy and Climate Change, and Corporate Services Portfolio Committees to provide input into draft strategy.	Amy Davison
04/08/20	Meeting with internal stakeholders to discuss the communication plan and confirm deadlines: <ul style="list-style-type: none"> - Media Office: Luthando Tyhalibongo, Karen Thompson, Jessica Timlin and Justin Lawrence, Lizel Steenkamp, Jean-Marie de Waal - Public Participation Unit: Frederick Venter - Strategic Policy Unit: Alex Tarr 	Alex Tarr
Before 14/08/2020	Submit Summary of draft Strategy for translation to translation services Translation into Afrikaans and isiXhosa	Amy Davison
Before 17/08/2020	Submit the following documents to internal stakeholders: <ul style="list-style-type: none"> - Draft advert (translated into Afrikaans and isiXhosa) 	Amy Davison Communications department
Before 19/08/2020	Submit Draft Strategy and final public participation plan to PC Chairs: Spatial Planning and Environment & Energy and Climate Change	Amy Davison
Before 19/08/2020	Submit the advert to Communication Department for print media publication: <ul style="list-style-type: none"> - Community newspapers - Regional newspapers 	PPU
Before 19/08/2020	Submit via email the following documents to Subcouncil for circulation to its ward councillors and via the Community Organisation Database: <ul style="list-style-type: none"> - Draft Strategy - Summary of Draft Strategy (Translated versions) - Draft Advert (Translated versions) 	Frederick Venter
Before 19/08/2020	Submit final draft strategy to: <ul style="list-style-type: none"> - Public Participation Unit - E-communications (for upload onto Council's "Have Your Say" webpage) - Any climate change related pages on website that would require updating or referencing to the HYS 	Amy Davison Jessica Timlin/Justin Lawrence
Before 24/08/2020	Draft Media Release Draft media release prepared and signed off	Communications department

Between 24/08/2020 and 31/08/2020	Media Release Notifying the media and the public of the upcoming public participation process and topic-related communication to fit broadly into the climate change communication work that is under way.	Communications department
01/09/2020	Publications of the process via the Have Your Say webpage: <ul style="list-style-type: none">- Draft Strategy (to made available for download)- Summary of Draft Strategy (Translated versions) – To be made available for download- Online comment form	Jessica Timlin/Justin Lawrence
01/09/2020 (date dependent on newspaper publication dates)	Adverts to appear in the targeted newspapers: <ul style="list-style-type: none">- Community newspapers- Regional newspapers	Frederick Venter
01/09/2020	Public Participation Process Starts	
02/09/2020	Report submission deadline: Report to be submitted for inclusion onto the Subcouncils' Agendas for September.	Amy Davison
During public comment period	Host Second Portfolio Committee Workshop (during public comment period) Workshop available to all PC Chairs, Mayco Members, Chief Whips and ordinary councillors.	Amy Davison (Meeting host to be confirmed)
16/09/2020	Tabling of Report at subcouncils: Subcouncils 2; 5; 9; 11; 13; 15; 20; 21	Amy Davison
17/09/2020	Tabling of Report at subcouncils: Subcouncils 1; 3; 4; 8; 12; 17; 18; 24	Amy Davison
21/09/2020	Tabling of Report at subcouncils: Subcouncils 6; 7; 10; 14; 16; 19; 22; 23	Amy Davison
During public comment period	Host virtual public meeting: A virtual public meeting will be held online using Skype for Business to provide stakeholders with the opportunity to provide comment and ask questions. (meeting to possibly be hosted by Mayco member or PC Chair – to be confirmed)	Amy Davison (Meeting host to be confirmed)
30/09/2020	Public Participation Process closes	
02/10/2020	All comments submitted to drafting team for review/response	Amy Davison
Week of 05/10/20	Close out communication (media release summing up the City's key messages and strategic take-aways) and overview of coverage and audience reached.	Communications Department