



**SPATIAL PLANNING AND ENVIRONMENT PORTFOLIO COMMITTEE  
IKOMITI YEMICIMBI YESEBE KWEZOCWANGCISO LWAMABALA NOKUSINGQONGILEYO  
PORTEFEULJEKOMITEE OOR RUIMTELIKE BEPLANNING EN DIE OMGEWING**

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**SPE 04/09/23**

**MINUTES OF PREVIOUS MEETING FOR CONFIRMATION  
IMIZUZU YENTLANGANISO EGQITHILEYO UKUZE IQWALASELWE  
NOTULE VAN VORIGE VERGADERING VIR GOEDKEURING**

**L von Molendorff  
Executive Support and  
Committee Services  
(021) 400-2310**

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The minutes of the Spatial Planning and Environment Portfolio Committee meeting held on 3 August 2023 is attached hereto for **CONFIRMATION**.

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**MINUTES****OF A MEETING OF THE SPATIAL PLANNING AND ENVIRONMENT PORTFOLIO  
COMMITTEE HELD IN COMMITTEE ROOM D, 5<sup>TH</sup> FLOOR, PODIUM BLOCK, CIVIC  
CENTRE, CAPE TOWN ON THURSDAY, 3 AUGUST 2023 AT 10:00**

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**PRESENT:****COMMITTEE MEMBERS****DEMOCRATIC ALLIANCE (DA)**

Cllr A Cassiem  
Cllr RC Cameron  
Cllr CV Franklin  
Cllr EE Jansen  
Cllr F Lombard  
Cllr NW McFarlane  
Ald M Nieuwoudt  
Cllr B van der Merwe  
Cllr J Solomon

**AFRICAN NATIONAL CONGRESS (ANC)**

Cllr A Gabuza (Skype)  
Cllr L Mbiza (Skype)

**ECONOMIC FREEDOM FIGHTERS (EFF)**

None

**GOOD**

Cllr G Joachims

**AFRICAN CHRISTIAN DEMOCRATIC PARTY**

Cllr G Haskin (Skype)

**CAPE COLOURED CONGRESS**

Cllr N Satarien (Skype)

**COMMITTEE MEMBERS ABSENT**

Cllr MJ Marr (with apology approved by the Chief Whip)  
Cllr N Makasi  
Cllr P Boo

**MAYCO MEMBER**

Ald E Andrews (Skype)

*Note: Some of the officials were present in the venue while others linked in via Skype.*

**OFFICIALS**

R McGaffin	-	ED: Spatial Planning and Environment
A Maxwell	-	Manager: Support Services
C Mazower	-	Urban Planning and Design
C Walters	-	Director: Development Management
C Dorse	-	Head: Conservation Services
D Daniels	-	Committee Support Officer
D Georgeades	-	Manager: District Environmental & Heritage Service
D van Schalkwyk	-	Manager: International Relations
E Naude	-	Director: Urban Planning and Design
E Daniels	-	Manager: Finance
E Foot	-	Manager: Biodiversity
F Cumming	-	Director: Urban Catalytic Investment
J Bosenberg	-	Student: Urban Planning and Design
J Joubert	-	Manager: City Improvements Districts
L Kroese	-	HR Business Partner (SPE)
L Gerrans	-	Director: Environmental Management
L Steenkamp	-	Principal Professional Officer: Technical Partnerships
L von Molendorff	-	Executive Committee Officer
M Ballim	-	Manager: Project Management
L Mathieson	-	Executive Support Officer
M Dlelaphantsi	-	Professional Officer: Future Planning and Resilience
M Collier	-	Professional Officer
M Campbell	-	SPO: Spatial Targeting and Mechanisms
M Murcott	-	Principal Professional Officer: Urban Planning & Design
M Scharffenorth	-	Office Administration Manager
N Titus	-	Manager: District Planning and Mechanisms
S Kraai	-	Functional Operational Manager
S Ismail	-	Support Assistant
T Ables	-	Legal Advisor

**SPE 01/08/23      OPENING / PRAYER**

The chairperson, Cllr A Cassiem welcomed everyone to the meeting whereupon Ald Nieuwoudt opened the meeting with prayer.

**SPE 02/08/23      APOLOGIES / LEAVE OF ABSENCE**

Cllr M Marr (Apology approved by the Office of the Chief Whip)  
Cllr Mbiza had also submitted an apology, he however attended the meeting via Skype.

**RESOLVED** that the applications for leave of absence received for this meeting, **BE NOTED**

**SPE 03/08/23      CHAIRPERSON'S REPORT**

The chairperson addressed the portfolio committee.

**NOTED**

**SPE 04/08/23      CONFIRMATION OF MINUTES OF THE SPATIAL PLANNING AND ENVIRONMENT PORTFOLIO COMMITTEE MEETING HELD ON 1 JUNE 2023**

The minutes were proposed by Cllr B van der Merwe and seconded by Cllr J Solomon.

**RESOLVED** that the minutes of the Spatial Planning and Environment Portfolio Committee held on 1 June 2023 **BE CONFIRMED**, subject to it be noted that Cllr Franklin was absent with an apology approved by the Chief Whip as well as that the minutes be corrected to reflect secondment of the previous minutes by Cllr Cameron.

**SPE 05/08/23      MATTERS RECEIVING ATTENTION****1. INTEGRATED ONLINE BOOKING SYSTEM FOR THE CITY'S NATURE RESERVES**

The portfolio committee agreed that this is an ongoing matter and that going forward the item will be reported on in the Annual Report.

The portfolio committee members agreed that the correct system first needs to be agreed upon and that staff and resources first need

to be in place before the integrated online booking system can be implemented. It was requested that the current booking system of Parks and Recreation be continued with and that the new integrated online booking system be included in the new business model. Further that the need for an integrated online booking system for nature reserves be taken up in the CAR project.

### **RESOLVED**

- a) That the Integrated Online Booking System for the City's Nature Reserves be report on in the Annual Report due for submission in September 2023.
- b) That the current booking system of Parks and Recreation be continued with and that the new integrated online booking system be included in the new business model.

**ACTION: J WOOD; L GERRANS; R McGAFFIN**

## **2. HELDERBERG NATURE RESERVE BUSINESS FRAMEWORK**

Ms. Gerrans informed that the department is still awaiting comments on the Helderberg Nature Reserve Business Framework before it will come to the portfolio committee. Ald Nieuwoudt requested that the business plan serve before the portfolio committee during September 2023, in time for the Adjustments Budget.

**RESOLVED** that the Helderberg Nature Reserve Business Framework be submitted to the portfolio committee on 7 September 2023.

**ACTION: J WOOD; L GERRANS; R McGAFFIN**

## **3. GATEWAY PRECINCT MASTERPLAN STATUS PROGRESS**

Mr. McGaffin reported that there has been a delay in obtaining a final resolution as the Economic Growth directorate who is directly responsible for land release from a transaction point of view is in the process of increasing their capacity through establishment of a new department. The ED: Economic Growth has requested that the engagement be delayed until such time as a director has been appointed for the new department at the beginning of September 2023. Further, to note that during the SMF Review Workshop with EMT, the need for clarification around responsibilities with respect to precinct planning and land release was raised. He further informed that the intension is now to put the Gateway Precinct

Project through the stage gate bid review process in order to be taken up in the budget process.

Ald Nieuwoudt requested that the Executive Mayor be informed of the situation, noting that the plans have been with SPE for a very long time and have been incorporated into the district plans. Further, that the directorate cannot progress if Economic Growth does not have the capacity to resolve land availability, also taking into consideration that the project is part of City's Economic Recovery Plan and that Economic Growth needs to be urged to fulfil their part of the process.

**RESOLVED** that the Executive Mayor be informed of the situation, noting that the Gateway Precinct Plans have been with SPE for a very long time and have been incorporated into the district plans; further, that the directorate cannot move forward if the Economic Growth directorate does not have the capacity to resolve land availability, also taking into consideration that the project is part of City's Economic Recovery Plan and that Economic Growth needs to be urged to fulfil their part of the process.

**ACTION: F CUMMING; R McGAFFIN**

#### **4. FEEDBACK: MANAGEMENT OF CITY OF CAPE TOWN SLIPWAYS / UPDATE ON UNBUNDLING PROCESS**

Mr. Oelofse reported that it has been agreed that SPE will take over 7 of the coastal resorts due to its biodiversity function. The process that was followed is that SPE has signed an in-principle agreement with Community Services. He informed that a meeting is set up with the Acting Director: Parks and Recreation to take place on 18 August 2023 to discuss the MOA. The MOA would be updated to indicate the detail as to what the transfer actually entails including staff implications etc. which would be following a Corporate HR process. Also to note that the MOA would establish a small transversal task team for each resort and that the MOA sets a target for final hand over by 1 July 2024.

Ald Nieuwoudt requested that the unions be involved in the process and that the Spatial Planning and Environment PC receives copies of the minutes of the transversal task team meetings once they start to meet. **RESOLVED**

- a) That the verbal status report on the unbundling process by Mr. G Oelofse be noted.

- b) That the unions be involved in the process and that the Spatial Planning and Environment PC receives copies of the minutes of the transversal task team meetings once the task teams become operational.

**ACTION: R McGAFFIN; G OELOFSE**

#### **5. PROJECT MANAGEMENT UNIT: MANAGEMENT OF PROJECTS AND PROGRAMMES**

The ED: SPE reported that the current status is to initiate a functional analyses for establishment of the unit through organizational effectiveness and innovation as it is the establishment of an entire new unit that involves additional staff and budget.

The portfolio committee acknowledged that it is a long term project, but requested that the unit at least be accepted into the organogram during this current year.

#### **RESOLVED**

- a) That the status update provided by the ED: SPE be noted.
- b) That taking into consideration that the establishment of the Project Management Unit is a long term process, the organogram at least be accepted into the organogram during the current year.

**ACTION: R McGAFFIN**

#### **6. DEVELOPMENT APPLICATION MANAGEMENT SYSTEM (DAMS) UPDATE**

It was noted that the portfolio committee will receive a report on the historical rollout of the project once the system is at an optimal stage, which continuous to be the department's priority and focus.

The ED reported that finalization and implementation of the Development Application Management System is still a moving target, estimated to be optimally functional by end September 2023 with completion of the project during the first quarter of 2024.

He further informed that a number of additional items "nice to haves" which were previously part of the original scope, as well as a limited

number of new identified items, would be implemented post September 2023.

The ED further informed that there has been a significant drop in the number of queries and complaints received from applicants and the public at large.

Director Walters elaborated that it has been reiterated at the last FOCOS meeting that the info hubs should be used for complaints and queries as well as made mention of the One Number Project which will come to the committee once the department is ready to launch.

Ald Nieuwoudt pointed out with concern that the process is too slow and said that as a member of the General Appeals Committee she has noticed that not all the information can be accessed for assessment. She requested that the town planners also work from the files until such time as all actual data is available for use on the system. Ms. Walters confirmed that feedback in this regard has been received from legal services and it is currently being actioned.

#### **RESOLVED**

- a) That it be noted that finalization and implementation of the Development Application Management System is still a moving target estimated to be optimally functional by end September 2023 with completion of the project during the first quarter of 2024.
- b) That the portfolio committee receives a report on the historical rollout of the DAMS project, once the system is at an optimal stage.

**ACTION: C WALTERS; R McGAFFIN**

#### **7. ACTIVITY DAY: MANAGEMENT OF THE POLYPHAGOUS SHOT HOLE BORER BEETLE**

The portfolio committee noted that the Activity Day on Management of the Polyphagous Shot Hole Borer Beetle will take place on 4 August 2023 and that all questions and queries would be addressed during the Activity Day.

**INFORMATION: L GERRANS; J WOOD**



**8. ACTION ITEMS EMANATING FROM FEEDBACK ON THE INTERNATIONAL/OUTSIDE THE BORDERS OF THE RSA TRIP UNDERTAKEN BY TWO CITY OFFICIALS FROM 10- 23 OCTOBER 2022 TO ACCOMPANY THE EXECUTIVE DEPUTY MAYOR TO ATTEND THE INTERNATIONAL UNION FOR CONSERVATION OF NATURES LEADERS FORUM IN SOUTH KOREA AND THE C40 MAYORS SUMMIT IN ARGENTINA**

Dr. van Schalkwyk, Mr. Dorse and Ms. Steenkamp respectively elaborated on the status of the action items (6.1 – 6.17) emanating from the Deputy Mayor’s visit to South Korea and Argentina as per the report attached to the list of Matters Receiving Attention as Annexure A.

Cllr Lombard requested that the status report remains on the agenda until all the items have been completed and that it includes dates for the next action step.

In regard to technical assistance opportunities, Ald Nieuwoudt commented that part of the learning experience was identified as learning from each other e.g. through a series of skype sessions similar to the City’s framework of learning and not necessarily engagement through funded interventions.

**RESOLVED**

- a) That the feedback report as attached to the list of Matters Receiving Attention (item 8) be noted.
- b) That the status report remains on the agenda until all the items have been completed and that it includes dates for action steps.
- c) That the comment from Ald Nieuwoudt be noted: *Part of the learning experience was identified as learning from each other e.g. through a series of skype sessions and not necessarily engagement through funded interventions.*

**ACTION: D VAN SCHALKWYK**

**9. PRESENTATION ON MINECRAFT SCHOOL INITIATIVE (LINK MINECRAFT WITH THE OFFICE OF THE WESTERN CAPE MINISTER OF EDUCATION (Responsible: International Relations Unit)**

It was noted that the representatives from Minecraft is unable to connect to the meeting via Skype.

**ACTION: L MATHIESON**

## 10. PRESENTATION ON THE ALIGNMENT OF PROJECTS FROM THE DSDF IMPLEMENTATION PLANS AND THE VARIOUS SECTOR PLANS

### District Spatial Development Frameworks and Sector Plan Alignment

Ms. Naude introduced the item by informing that it will become an annual process to monitor the progress of projects and that it will become part of the annual review report to the portfolio committee. She informed that as an additional process, meetings will be held on a quarterly basis with spatial planners, engineers responsible for master planning, as well as district engineers responsible for reticulation etc. to create a better understanding of infrastructure needs and requirements.

Ald Nieuwoudt thanked officials for the hard work done and requested that discussions led by the district offices (minutes and cover letter) be made available at subcouncil meetings before the adjustment budget- and 2024/2025 budget process commences.

Mr. Titus presented the initial analyses on alignment of projects between the sector plans and the district spatial development frameworks as per the circulated presentation.

It was noted that the next steps would be:

- Sectors Plans to update prioritization suggestions by District planners
- Incorporate final list of projects into sector plan and updated District Implementation Plans
- Further discussion between head office and district office on prioritization of projects and with District Planners (ongoing).

The Portfolio Committee noted the presentation and raised the following points:

- More investment should be done towards creating local economic opportunities
- Engagement with the Energy and Climate Change department regarding climate change adaptation plans is crucial.
- A decision making structure is needed
- A result tracking tool to monitor investment versus return is needed
- Monitoring tool to understand the changes based on the outcomes achieved is needed.
- That the new PMU be structured in a manner that staff can assist with management and monitoring of time frames and checks and balances if possible.

Ms. Naude advised that a report on the process and key areas of investigation for the review of the City's Spatial Development Frameworks will be coming to the next meeting of the Spatial Planning and Environment Portfolio committee which will include more detail.

It was noted that many of the processes requested by the PC members would be addressed by the UPD as well as through stage gate processes which would not grant approval if there is not alignment.

**RESOLVED**

- a) That the contents of the presentation on the District Spatial Development Frameworks and Sector Plan Alignment be noted.
- b) That the points raised by the portfolio committee members be noted.

**ACTION: E NAUDE; R McGAFFIN; N TITUS**

**SPE 06/08/23 BLAAUWBERG ROAD GROWTH MANAGEMENT STRATEGY REVIEW- PROGRESS REPORT- TOWARDS A LOCAL SPATIAL DEVELOPMENT FRAMEWORK FOR BLAAUWBERG ROAD.**

It was clarified that the duration of the public participation dates would be changed to start on 7 August 2023 and end on 7 October 2023.

The portfolio committee raised the following points:

- That the current Roads Masterplan be relooked.
- Blaauwberg Road should not be considered in isolation, but from where it starts to where it ends.

In response to a request from Ald Nieuwoudt to have a PC public participation session in the form of a hearing, Ms Naude informed that the public participation process will be led by an independent objective facilitator and that all the public participation dates will be forwarded to the portfolio committee members, in addition to the open days and all other sessions that will be held. Once the comments have been received, a workshop will be held with the portfolio committee to discuss the comments as well as the department's responses to the comments.

**RESOLVED**

- a) The Spatial Planning and Portfolio Committee in its role to ensure public participation in the development of policies, support the public participation process towards the development of a Blaauwberg Road LSDF.
- b) That the portfolio committee accepts the change in the starting date of the public participation process to take place from 7 August 2023 until 7 October 2023.
- c) That, once the public participation process led by an independent facilitator has been completed a portfolio committee workshop be held to discuss the comments received and responses to that.

Delegated for decision by Subcouncil

- b) Sub councils 3 and 1 in their role to undertake public participation, support the approach to undertake a public participation process to develop the Blaauwberg Road LSDF as outlined in this report.

**ACTION: E NAUDE**

**SPE 07/08/23**

**TERMS OF REFERENCE FOR THE CULTURAL HERITAGE STRATEGY REVIEW**

Ms. Gerrans introduced the item and mentioned that it is part of the steps that the strategy comes to the portfolio committee for noting at this stage. She elaborated that during the Heritage Strategy Review Activity Day scheduled for 30 August 2023, the committee would have the opportunity for in depth discussion of the strategy.

Ald Nieuwoudt pointed out that there must be a link between the Cultural Heritage Strategy and the City's Urban Design Policy to protect the identity of Cape Town. She further commented that the strategy should include a special category to ensure that heritage buildings are properly managed and well maintained.

Entrenching the localisation of heritage management to streamline development in areas of least concern and focus conservation efforts in areas of most concern - Cllr Haskin asked how one creates investment certainty in the context of localisation of heritage management as property investors are not bound geographically by what the City defines as being local. He further mentioned that the Executive Mayor's comment regarding involving UCI should not be lost in the process.

**RESOLVED** that the Spatial Planning and Environment Portfolio Committee notes the Terms of Reference for the review of the Cultural Heritage Strategy and the Activity Day scheduled for 30 August 2023 to comment on the Cultural Heritage Strategy.

**ACTION: L GERRANS; D GEORGEADES**

**SPE 08/08/23**

**DRAFT ZANDVLEI ESTUARY MANAGEMENT PLAN FOR PUBLIC COMMENT**

Ms. Gerrans introduced the report seeking approval to proceed with the public commenting period for the review of the draft Zandvlei Estuary Management Plan.

Ald Nieuwoudt commented that the management plan should include strict protocols, with consequences, should these protocols not be adhered to.

Cllr Solomon commented that pump stations should have back-up systems that kicks in when it becomes dysfunctional, further that the processes involved to order and purchase replacement parts and spares are tedious. She mentioned that these pump stations should have audible alarms that would alert the responsible city staff to react as soon as it becomes dysfunctional.

Cllr Lombard commented that the City should have the capacity to manufacture certain items themselves as many of the pump stations are in crisis.

Mr. Oelofse commented that we need to find alternative mechanisms to ensure that colleagues in other line departments have their processes in place as well as report on their processes. He said that continuous monitoring of implementation of the management plan as well as to continuously report on progress and implementation is crucial for the success of the management plan.

Cllr Haskin and Cllr Lombard requested an extension of the public participation period to 60 days with a clear intent and energy e.g. roadshows to get maximum buy in from the community.

Alderman Nieuwoudt requested that the portfolio committee engages the subcouncil through the Mayco Member regarding the Draft Zandvlei Estuary Management Plan. Mr. Oelofse suggested that a proposed public participation program with various engagements over an extended period of time be made available to the portfolio committee. (A copy of the amended public participation process is attached to these minutes.)

It was requested that the newly formed Sand River Catchment Forum and the Rondevlei Yacht Club be included in the public participation process.

Alderman Nieuwoudt requested that a Task Team headed by Cllr Franklin be established to assist Mr. G Oelofse with the public meetings on the draft Zandvlei Estuary Management Plan.

## **RESOLVED**

- a) That the Spatial Planning and Environment Portfolio Committee notes the contents of the Draft Zandvlei Estuary Management Plan as per Annexure A.
- b) That the Spatial Planning and Environment Portfolio Committee approves the Draft Zandvlei Estuary Management Plan for public consultation.
- c) That the Portfolio Committee notes the public commenting process as outlined as well as the extension of the public participation process as per the portfolio committee's request in order to obtain optimal buy-in from the community. (Extension from 30 – 60 days)
- d) That a Task Team headed by Cllr Lombard be established to attend any public engagements regarding the draft Zandvlei Estuary Management Plan.

**ACTION: D COLENBRANDER ; G OELOFSE**

**SPE 09/08/23 2022/2023 QUARTERLY PROGRESS REPORT ON CORPORATE PERFORMANCE**

Ms. Saungweme introduced the report to the Spatial Planning and Environment Portfolio Committee.

The portfolio committee pointed out with concern the extended time periods that it take to appoint new staff for the directorate and requested that the Executive Mayor relook the process of recruitment and selection of new staff to speed up the appointment process.

**RECOMMENDED** that the Executive Mayor together with the Mayoral Committee evaluate and review the 2022/2023 quarterly progress report on Corporate Performance and submit the report to Council for noting, as well as to note the PC's request to relook the current tedious recruitment and selection process.

**ACTION: M ABASS; S SAUNGWEME**

**SPE 10/08/23 COASTAL MANAGEMENT UPDATE REPORT: PROGRESS AND INFORMATION**

Mr. Oelofse gave an overview on the Coastal Management Progress report and responded to questions for clarity.

Alderman Andrews emphasized the value of the partnership with the NSRI and requested that the annual contribution to the NSRI be sustained.

**RESOLVED**

- a) That the Portfolio Committee notes the contents of the Coastal Management Update Report as per Annexure A to the report.
- b) That the Portfolio Committee notes the initial reporting period from 2019 to 2022.
- c) The Portfolio Committee notes that all future Coastal Management Update reports will be submitted at the end of each financial year.

**ACTION: G OELOFSE**

**SPE 11/08/23 INITIATION OF PUBLIC PARTICIPATION REGARDING THE CAPE TOWN CBD LOCAL SPATIAL DEVELOPMENT FRAMEWORK (SDF): DRAFT CONTEXTUAL FRAMEWORK**

Mr. L Boyd gave an overview on the report regarding initiation of public participation in respect of the Cape Town CBD Local Spatial Development Framework and responded to questions for clarification.

**RESOLVED** that the Spatial Planning and Environment Portfolio Committee;

- a) Notes the initiation and progress of the Cape Town CBD LSDF;
- b) Notes the availability of the draft Contextual Framework Report;
- c) Notes the intended public participation period on the draft Contextual Framework.

**ACTION: L BOYD**

**SPE 12/08/23 SPATIAL PLANNING AND ENVIRONMENT (SPE): FINANCIAL DASHBOARD REPORT**

Mr. R McGaffin gave an overview on the report regarding the financial performance of the SPE Directorate for the financial year ending 30 June 2023. The portfolio committee congratulated the directorate with the performance for the financial year ending 30 June 2023.

**RESOLVED** that the contents of the Spatial Planning and Environment Financial Dashboard Report be noted.

**INFORMATION: E DANIELS**

**SPE 13/08/23 QUARTERLY PRESENTATION ON QUEMIC RANGER**

Ms E Foot presented to the portfolio committee a quarterly report on the Quemic Ranger and responded to questions for clarification.

Cllr Lombard thanked the department for the tender and pointed out that the quemic rangers are an incredible asset to the City.

**RESOLVED** that the contents of the quarterly presentation on the Quemic Ranger be noted.

**INFORMATION: E FOOT**

**THE MEETING ENDED AT 14:30**

.....  
**CHAIRPERSON**

.....  
**DATE**



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# Pre-Public Participation Plan

NAME OF PROCESS	Public commenting process for the Zandvlei Estuary Management Plan
LINE DEPARTMENT	Environmental Management Department
RESPONSIBLE OFFICIAL	Curtis Grootboom
PPU PRACTITIONER	Anthea Bendie



## Public Participation Process

Period 1 October 2023 – 30 November 2023

### Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Anthea Bendie	Public Participation Process Coordinator
Environmental Management Department	Curtis Grootboom	APO: Coastal Policy Development and Management Programmes
Communications	Karen Thompson	Print Media
Digital Communication	Katherine Roderick	Digital Coordinator

Mark with an "X"

Localised Process	X	City Wide Process	
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Sub council: If a Localised Process, please indicate which Sub councils are affected. Mark with an "X"

01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
																	X	X	X				

## Background

Public commenting period for the Diep River Estuary Management Plan

- The Zandvlei Estuary Management Plan (EMP) is currently in its fourth cycle of review, with the first EMP being completed in 2008.
- The review of the Zandvlei EMP every five years is a legal requirement in terms of section 33 (2) of the National Environmental Management: Integrated Coastal Management Act 2008 (Act No. 24 of 2008).
- The draft Zandvlei EMP builds on previous versions of the EMP and includes new information and recommendations on how the City may more effectively manage the estuary. The draft EMP was workshopped with a number of external and independent scientists in the field of coastal and estuarine science, and has received input from key City departments.

Benefits to the Community

- The 2023 revision of the Zandvlei EMP aims to identify pragmatic and realistic management interventions to address the numerous pressures facing the estuary in the context of a heavily altered and urbanised environment, and to improve the current state of the estuary.
- Making the Zandvlei Estuary EMP available for comment will allow members of the public an opportunity to provide inputs and suggestions into the draft EMP.
- The improved state of the estuary will benefit those communities that surround and use the estuary.

## Communication Tools

Communication Tools	Description / Use	Push	Pull	Access
Media Release	A media release to be published prior to the public commenting period commencing.	X		
Print Media - Community Newspaper	A media release in main dailies (Cape Argus and Die Burger) as well as local newspapers (Southern Mail, Constantia Bulletin, False Bay Echo) communicating the public commenting period for the Zandvlei Estuary Management Plan.	X		

City Website	The process will be published via Council's Have Your Say webpage ( <a href="http://www.capetown.gov.za/haveyoursay">www.capetown.gov.za/haveyoursay</a> ) and provide the public with the advert and access to the Draft Zandvlei EMP. An online comment form will also be made available for online input.	X	X	X
Provincial gazette	The Draft Zandvlei EMP public commenting process will be advertised in the provincial gazette as required by the National Integrated Coastal Management Act.	X		
Subcouncil Office	The public participation advert and Draft Zandvlei EMP will be submitted to Subcouncils 18, 19 and 20 for viewing and comment by interested and affected parties who do not have access to online platforms.			X
Libraries	N/A			
Database: Community Organisations	Advert and Draft Zandvlei EMP will be made available to Community Organisations (in the Muizenberg area and surrounds). The Draft Zandvlei EMP will also be circulated to the Protected Area Advisory Committee for the Zandvlei Estuary Nature Reserve as well as the Zandvlei Catchment Forum.	X		X
Zandvlei PAAC	Brief update to be provided at the Zandvlei PAAC on the 30 <sup>th</sup> August 2023 to inform stakeholders of the process to date as well as the upcoming commenting period from 1 <sup>st</sup> October to 30 <sup>th</sup> November 2023.		x	
Email	Email addresses will be provided in all communication platforms for enquiries, clarity on the process and for input to be submitted.		X	X
Telephone	Telephone numbers will be provided in all communication platforms where applicable only for enquiries and clarity on the process, and for comments by people with disabilities and who have difficulty with reading and writing.			X
Pamphlet & Poster Drop	N/A			

## Action Plan

Deadlines	Task/Function	Responsibility
30/06/23	Submission of draft public participation plan to PPU for comment.	Curtis Grootboom
30/06/2023	Submit draft advert and summary to PPU for comment.	Curtis Grootboom
03/08/2023	Tabling of report to Spatial Planning and Environment Portfolio Committee to obtain support to proceed with the public participation process.	Darryl Colenbrander
30/08/2023	Brief update on Zandvlei EMP PPP at the Zandvlei PAAC	Kyran Wright/Darryl Colenbrander
01/09/2023	Submit the advert to Communication Department for print media publication:  Main daily and community newspapers (publication during last week of September 2023)  <ul style="list-style-type: none"> <li>• Cape Argus: Quote TBC</li> <li>• Die Burger: Quote TBC</li> <li>• Southern Mail: Quote TBC</li> <li>• Constantia Bulletin: Quote TBC</li> <li>• False Bay Echo: Quote TBC</li> </ul>	Anthea Bendie
01/09/23	Submit a request for publication of the process via the Have Your Say webpage (digital communications)	Anthea Bendie/Curtis Grootboom
15/09/23	Submit via email the following documents to Subcouncils within/abutting the catchment of the Diep River for circulation to its ward councillors and via the Community Organisation Database: Advert containing link to draft EMP as well as information on commenting portal and the draft EMP.	Anthea Bendie
29/09/23	Publication of the process via the Have Your Say webpage:  Advert Online comment form Draft Zandvlei EMP	Curtis Grootboom Katherine Roderick/ Jessica Timlin
Between 25/09/23 – 29/09/23	Adverts to appear in the newspapers	Karen Thompson
01/10/2023	Public Participation Process Starts	
11/10/2023	Public meeting that will include Zandvlei PAAC members, Zandvlei catchment management forum members as well as other key stakeholders to which Alderman Eddie Andrews and SPE PC councillors will be invited.	Kyran Wright/Curtis Grootboom/Darryl Colenbrander
October	Presentations on the draft Zandvlei EMP to Subcouncil 18 (Cnr Buck Road and 6th Avenue Lotus River), Subcouncil 19 (Municipal Offices Central Circle Off Recreation Road Fish Hoek), and Subcouncil 20 (Alphen Centre Constantia Main Road Constantia).	Darryl Colenbrander/Curtis Grootboom/Kyran Wright.
30/11/2023	Public Participation Process closes	
15/12/2023	Submit Post Report to Public Participation outlining findings, i.e. challenges & recommendations, and attach the following document:  -Record of Comments *Within 10 working days after the process has been completed	Darryl Colenbrander/Curtis Grootboom