



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Pre-Public Participation Plan

NAME OF PROCESS	Policy Review: Sport Assets Management Policy
LINE DEPARTMENT	Recreation & Parks
RESPONSIBLE OFFICIAL	Jan Fourie and Nabeel Bassadien
PPU PRACTITIONER	Mbuthokazi Patience Kubashe and Zandile Ciko

SECTION 1: PUBLIC PARTICIPATION PLAN

Background:

The Recreation and Parks Department's Sport Assets Management Policy has been developed to address and regularize the management of the Department's facilities which are used for organized sporting activities. In the early 2000s the then Sport, Recreation and Amenities Department introduced the Sport and Recreation Institutional Framework, which set out a facility management strategy based on the establishment of sport facility management committees. Municipal Facility Management Committees (MFMCs) were introduced as a mechanism to informally standardise both the engagement between the Department and sport clubs, as well as to create a governance framework that would address how sport assets could be managed.

At that stage, the Department reached varying levels of success but no structured or formal regulation or policy-guiding control over the process was in place. Increasing disparity and inequities between strong and organised MFMCs and those with fewer resources emerged. Also due to roles and responsibilities not being contractually or clearly articulated and an ever-increasing reduction in City human resources to manage the processes or on site situations led to various incidents of gate-keeping, mismanagement, lack of accountability, lack of asset maintenance as well as other infrastructure management and control systems.

A need to rectify, regularize and align the management of sport facilities to City strategies in order to ensure compliance with regulatory frameworks, and importantly, establish an immoveable assets management model which address the mitigation of the maintenance burden associated with these asset types were identified. An initial policy was drafted and submitted for public comment in September 2018. However, through the public participation process and the City's internal circulation it was identified that the policy was inconsistent in terms of alignment with the Municipal Asset Transfer Regulations and the interpretation of 'development rights' as reflected in the proposed Tier system. It also did not clearly separate the policy constructs focusing on the split between the asset and facility management requirements and the operating model or mechanism required to manage any such facility.

Project Outcome

The aim of the re-drafted policy is to drive the approach and mechanisms for the maintenance and management of the immoveable sport assets portfolio assigned to the Recreation and Parks Department.

The policy will provide the principles, approaches, systems and mechanisms required to be in place in order to ensure:

- Optimal immoveable asset lifecycle management,
- Co-operative and facilitated management arrangements together with the sport fraternity and users of the facilities
- Structures systems and processes of accountabilities and responsibilities.

The public participation process is to provide an opportunity for interested and affected parties to comment, input and interrogate the draft policy, so to enable the required revision and development of a robust and public-supported final policy document that will guide the management of the Recreation and Parks Managed Sport Assets.

INTERNAL STAKEHOLDERS

Line Department	Representative	Role
Public Participation Unit	Mbuthokazi Kubashe	Public Participation Process Coordinator
Recreation and Parks Department	Jan Fourie	Project Manager
Acting Director	Desiree Galant	Oversight and in principle approval of plan
Executive Director: Community Services and Health	Ernest Sass	In principle approval of plan
MAYCO: Community Services and Health	Dr Zahid Badroodien	Oversight
Community Services and Health : Portfolio Chairperson	Cllr Ronel Viljoen	Approval and Endorsement of the Plan
Area Managers and Acting Area Managers	Tengo Sokanyile, Robert van Rooyen, Phumla Mrubata, David Curran	Area implementation and facilitation
Communication Department	Karen Thompson	Publish Advert Media Coordinator
Digital Communication	Jessica Timlin	Digital Media Coordinator
Ward Councillor	All Ward Councillors	Oversight

Period	01 November 2021 – 15 December 2021 and 15 January 2022 – 31 January 2022.
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Method of engagements

- Councillor's Social Networks e, g WhatsApp, Facebook etc.
- Comment forms to be circulated to councillors
- Corporate Newspapers and all local newspaper
- Have Your Say portal
- Have a meeting with all 24 Subcouncils with the Sports bodies

Communication Tools

Communication Tools	Description / Use	Push	Pull	Access
Print Media	Advert will be published in Corporate and all the Local Newspapers.	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	X	X	X

	the draft strategy and summary. An online comment form will also be made available for online input.			
Comment forms	To be circulated in the sport community so that members of the public can comment through the advert	X	X	X
Subcouncil Office	Advert, comment forms, and posters will be submitted to the Subcouncil Offices to make available for viewing only by interested and affected parties who do not have access to online platforms.			X
Community Organisations	Advert, comment forms, layout of the proposed policy changes will be made available to registered sport bodies/organisations.	X		X
Libraries	Advert, comment forms, and posters will be submitted			X
Posters	Request for copies will be made to be distributed to the community	x		
Social media	Facebook and WhatsApp via ward Cllr	x	x	x

Public Participation Process

Mark with an "X"

Localised Process		City Wide Process	X
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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	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Action plan

Deadlines	Task/Function	Responsibility
04 th August 2021	Meeting with internal stakeholders to discuss the project	Jan Fourie, Daniel Sullivan
06 th August 2021	Draft pre plan forwarded to line department	Mbuthokazi Kubashe and Zandile Ciko
August 2021	Draft the pre-plan to be discussed and way forward to be taken	Mbuthokazi Kubashe and Zandile Ciko
August 2021	Draft advert to be Submitted to PPU and be forwarded to communications	Jan Fourie
August 2021	Public participation unit to submit the draft advert to communications	Mbuthokazi Kubashe & Zandile Ciko
September 2021	Communications to send back the 1 st draft for checking or approval	Karen Thompson
September 2021	Line department to obtains in principle an approval from the ED: Urban Management on Public Participation plan	Desiree Galant & Daniel Sullivan
September 2021	Line Department informs the relevant Community Services and Health Mayco Member, Executive Director, Subcouncil/s of the public participation plan. Note: The report must be submitted to the relevant Subcouncil before	Jan Fourie

	commencing with the public participation process. Line Department must adhere to this and adjust the timeline if needed.	
September 2021	Line department signs off the public participation plan	Jan Fourie
September 2021	The e-mail address to be used is for receiving comments and/or objections from affected parties is biance.johnson@capetown.gov.za	Jan Fourie and Biance Johnson
September 2021	Line Department to provide contact details for technical enquiries. 021 400 2069 and alternative 021 400 1831	Jan Fourie
September 2021	Tabling of Report to all 24 Subcouncil, informing the Subcouncil of the intended intention.	Jan Fourie and Area Managers
October/November 2021	Publications of the process via the Have Your Say Portal webpage: the following documents will be forwarded to digital communications <ul style="list-style-type: none"> • Advert • Comment form • Draft Policy 	Mbuthokazi Kubashe
November 2021	Adverts to appear in the following community newspaper: <ul style="list-style-type: none"> • Corporate newspapers e.g. Cape Argus, Die Burger etc. • All Local Newspapers: e.g. City Vision and Vukani 	Karen Thompson
November 2021	Distribution of all relevant documents to Subcouncil and Library for comments	Mbuthokazi Kubashe
15 January 2022	Public Participation Process closes	Jessica Timlin
January 2022	All comments received to be submitted to the line department for consideration	Jan Fourie

SHARED ROLES AND RESPONSIBILITIES

- **Public participation unit** is to make sure that all the relevant stakeholders are communicated to and comment forms are printed.
- **COMMUNITY SERVICES** is to provide the project information.
- **Subcouncils and ward Councillors** to invite Sport bodies/organisations in Subcouncil database.

This public participation plan is supported.

Jan Fourie
Acting Director
Recreation and Parks

Date

Ernest Sass
Executive Director
Community Services and Health

Date