



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# Public Participation Plan

<b>NAME OF PROCESS</b>	Whistle Blowing Policy and Fraud Prevention Policy
<b>LINE DEPARTMENT</b>	Forensics Services: Office of the City Manager
<b>RESPONSIBLE OFFICIAL</b>	Thalee de Wet/ Kyle Clive Jacobs
<b>PPU PRACTITIONER</b>	Frederick Venter

## SECTION 1: SCOPE AND METHODOLOGIES FOR PUBLIC PARTICIPATION

A public participation process is to be implemented requesting affected stakeholders/ sectors and residents to comment on the Draft Whistle Blowing Policy and Fraud Prevention Policy by way of publishing the draft policies via print media, social media and on the City's 'have your say' website.

Mark with an "X"

<b>Localised Process</b>	<input type="checkbox"/>	<b>City Wide Process</b>	<input checked="" type="checkbox"/>
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### Public Participation Process

Period	May 2022 – November 2022
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### Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Frederick Venter	Public participation oversight
Policy and Strategy Unit	Daniel Sullivan	Policy development oversight
Forensics Services	Thalee de Wet	Responsible Line Department
Forensic Services	Kyle Clive Jacobs	Responsible Line Department
Forensic Services	Carol Hendricks	Responsible Line Department
Media Liaison	Jean-Marie De Waal	Media release oversight
Communications	Karen Thompson	Print media facilitation
Communications	Jessica Timlin	Digital media facilitation
Subcouncils	All 24 Subcouncils	Ward committees, community organisations, councilor networks

### Communication Tools

Communication Tools	Description / Use	Push	Pull	Access
Free media Release (minimum one)	A media release will be issued to solicit media traction and to inform the media of the upcoming process and proposal.  Supported by online media	X		
Paid print media	Adverts will be published in the community newspapers and either Die Son or The Voice inviting interested and affected parties to submit their input into the policy. Furthermore, the advert will	X		

Weekend Regional Newspapers	outline how input can be submitted and where the draft policy can be accessed.			
Community Newspapers				
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 access to a downloadable version of the draft policy.	X	X	X
Report to Subcouncils	Report to serve at Subcouncil to inform the Subcouncil of the draft policy and request input from its Ward Councillors and Ward Committees.	X		
Community organisations	Advert, draft policy will be communicated to all registered community organisations electronically	X		X
Councillors' social networks	Communication to ward constituents to be sent	X		
E-mail	An e-mail address will be provided in all communication platforms where applicable only for enquiries and clarity on the process.			X

## SECTION 2: TIMEFRAMES AND DELIVERABLES

### Action Plan

	Deadlines	Task/Function	Responsibility
1.	06/05/2022	<b>Meeting between PPU and the Line Department to discuss the public participation plan and confirm deadlines</b>	Thalee de Wet  Frederick Venter
2.	24/05/2022	<b>Submit report to APAC to obtain approval for the Public Participation process</b>	Thalee de Wet/ Kyle Jacobs
3.	12/04/2022	<b>Briefing of the Senior Media Liaison Officer</b>	Thalee de Wet  Jean-Marie De Waal

		Line to discuss the issuing of a media release prior to the public participation period commencing	
4.	06/07/22	<b>Drafting of the advert:</b>  Draft advert	Thalee de Wet  Frederick Venter
5.	07/07/22	<b>Submit the advert to the Communication Department for print media publication:</b>  Community newspapers Regional newspapers	Frederick Venter
6.	05/08/2022 10/08/2022 11/08/2022	<b>Subcouncils' report submission deadline:</b>  Report to be submitted for inclusion onto the Subcouncils' agenda for August 2022	Thalee de Wet  Kyle Jacobs
7.	07/07/2022 to 14/07/2022	<b>Submit via email the following documents to Subcouncils for circulation to ward councillors and via Subcouncils' Community Organisation Database:</b>  Draft Policy Draft Advert	Frederick Venter
8.	07/07/2022 to 14/07/2022	<b>Submit draft advert to libraries</b>  Line provides Cost Centre number for libraries to print the advert	Thalee de Wet  Frederick Venter
9.	07/07/2022 to 14/07/2022	<b>Submit draft policy and advert:</b>  E-communications/ Digital Communication (for upload onto Council's "Have Your Say" webpage with online comment form)	Frederick Venter  Jessica Timlin

10.	16/07/2022 to 30/07/2022	<b>Adverts to appear in the targeted newspapers:</b>  Weekend Argus & Die Burger and major 9 community newspapers	Frederick Venter  Karen Thompson
11.	01/08/2022 to 31/08/2022	<b>Public Participation Process Starts:</b>  The Line Department responds to technical comments/ queries from the public and compiles a Record of Comments	Thalee de Wet
12.	24/08/2022	<b>Tabling of Report at subcouncils:</b>  Subcouncils 2, 5, 9,11, 13, 15, 20, 21	Thalee de Wet
13.	25/08/2022	<b>Tabling of Report at subcouncils:</b>  Subcouncils 1, 3, 4, 8, 12, 18	Thalee de Wet
14.	22/08/2022	<b>Tabling of Report at subcouncils:</b>  Subcouncils 6, 7, 10,14, 16, 17, 19	Thalee de Wet
15.	31/08/2022	<b>Public participation period concludes</b>	
16.	01/09/2022 to 25/09/2022	<b>All comments submitted to drafting team for review/response</b>	Thalee de Wet  Kyle Jacobs
17.	26/09/2022	<b>Submit report to Mayco and Council for approval</b>	Thalee de Wet  Kyle Jacobs
18.	27/10/2022	<b>Council approval</b>	Council
19.	01/11/2022 to 08/11/2022	<b>Line &amp; PPU draft a post public participation report</b>  After policy is approval by Council	Thalee de Wet  Frederick Venter