



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

ANNEXURE A

# Public Participation Plan

NAME OF PROCESS	2021 Annual Review of the Comprehensive Integrated Transport Plan (CITP) 2018 – 2023 for the City of Cape Town
LINE DEPARTMENT	Transport: Transport Planning
RESPONSIBLE OFFICIAL	Marli Swart
PPU PRACTITIONER	Frederick Venter

## Section 1: Public Participation Plan

### 1.1 Background

The City of Cape Town is required to develop a Comprehensive Integrated Transport Plan (CITP) in terms of section 36(1) of the National Land Transport Act, 2009 (No.5 of 2009) (NLTA). The CITP is a five-year statutory plan which gives the City of Cape Town and the Transport Directorate its mandate to manage the transport network and everything that moves on it.

The overhauling of the CITP takes place every five years and an annual update which takes the form of a supplementary report is done. The 2021 annual review is the update for the 2021/22 financial year and will be subjected to a public participation process.

The CITP sets out what the Transport Directorate is committed to and is accountable for and how the Transport Directorate will set about the delivery of an integrated, intermodal and interoperable transport system and its related road and rail network.

This 2021 review is an addendum to the CITP 2018–2023 and does not replace the approved five-year plan. This annual review reports on the Transport Directorate's achievements, responds to the comments made by the Provincial Minister: Transport and Public Works in approving the CITP and aligns the CITP 2018–2023 to the IDP and budget cycle.

In addition to the progress made with respect to various projects discussed in the document, the review focuses on the following:

- Results from the Pavement Management System and Bridge Management System 2020
- Integrated Public Transport Network Programme 2032 with a focus on Phase 2A
- Prioritisation of the Road-based public transport
- Road Congestion Management and Relief Project
- Funding strategy
- Action Plan Matrix for the Transport Directorate

### 1.2 Public Participation Process

<b>Period</b>	12 Aug – 22 Sep 2021
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Mark with an "X"

<b>Localised Process</b>	<input type="checkbox"/>	<b>City Wide Process</b>	<input checked="" type="checkbox"/>
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**Sub council:** If a Localised Process, please indicate which Sub councils are affected. Mark with an "X"

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 1.3 Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Frederick Venter	Public Participation Process Coordinator
Integrated Transport Planning (ITP)	Leigh Stolworthy	Manager
	Marli Swart	ITP Public Participation Coordinator
	Gwyneth Daries	ITP Public Participation support
Transport: Community Engagement	Anele Viti	Transport: Community Engagement
Communication Department	Lizel Steenkamp	Media Relations
Digital Communication	Lizel Steenkamp	Digital Media Coordinator
Executive Director: Transport	Dalene Campbell	Delegated Authority

## 1.4 Communication Matrix

Channel	Description / Use	Push	Pull	Access
Direct email	To a list of key umbrella stakeholders body, eg Business Chamber of Commerce, Large contracted operators, Non-contracted operators, Government institutions / other organs of state, Academia, Non-Profit Organisations, Other City Departments.		X	X
Community Newspapers/ dailies	Adverts will be published in the community newspaper and dailies. The advert must inform affected parties of Council's intention, the process to be followed, how to comment, and access points for further information.	X		
City Website	Advertise the process via Council's "Have Your Say" webpage ( <a href="http://www.capetown.gov.za/haveyoursay">www.capetown.gov.za/haveyoursay</a> ). An online comment form will also be made available for online input and further details on how comments can be submitted will be outlined.	X	X	X
Libraries	Advert and the draft executive summary will be submitted to all the Libraries			X
Subcouncil Offices	Advert and the draft executive summary will be submitted to all the Subcouncil offices			X
Subcouncil Manager	Provide the subcouncil managers with the electronic version to distribute via their communications channels to all their councillors and their databases.	X		
Email	The Transport Directorate's address will be used to receive comments and/or objections from affected parties via email.		X	
Telephone	Line Department to provide contact details for technical enquiries			X
Read/Write Assistance	Public Participation Unit will provide a contact for enquiries on the actual process and assist people who cannot read or write.			X

## 1.5 Action Plan

Deadlines		Task/Function	Responsibility
APPROVALS			
1	17 May–25 Jun	Line department completes the technical process, including engagement with internal stakeholders to obtain input into the public participation plan.	Marli Swart / Gwyneth Daries
2	1 - 12 Jul	Line Department finalises the PP plan and advert.	Marli Swart / Gwyneth Daries
3	12- 22 Jul	Line Department submits the draft 2021 Annual Review for public participation purposes on the e-Agenda system	Marli Swart
4	5 Aug	Transport PC receives the draft 2021 Annual Review and information on the public participation process	Transport PC / no Council
LOGISTICS			
5	12 Jul	Line Department submits the draft 2021 CIP annual update and the public participation plan to ED: TRANSPORT for approval for the public participation process.	Leigh Stolworthy / Marli Swart
6	19 Jul	Line department submits the following documents to Public Participation Unit and Transport Communications: <ul style="list-style-type: none"> <li>Statutory advert</li> <li>Information pack</li> </ul>	Marli Swart

7	1 -30 Jul	PPU registers the public participation plan on the tracking tool and obtain approval to commence	Freddie Venter
8	27 Jul- 4 Aug	Transport obtain quotations, create the requisitions, ensure that the POs are created, and that the adverts appear in the Burger and Argus.	Marli Swart
9	6 Aug	Submit the advert for print media publication in: Community newspapers Dailies: Burger and Argus	Marli Swart
10	6 Aug	Submit advert to E-communications for online publication and for the creation of the online comment form. All comments to be forwarded to Transport email address to be confirmed.	Freddie Venter / Marli Swart
11	12 Aug	Adverts to appear in the community newspapers: Media release to be issued to all media (print, online, radio) on the day that the adverts appear in the newspapers, informing the public of the PPP and the reasoning/purpose of the review	Lizel Steenkamp
12	6 - 12 Aug	Submit via email the following documents to Area Directors, requesting that Subcouncils circulate the information to its Ward Councillors, PR Councillors and via the Community Organisation Database: <ul style="list-style-type: none"> <li>• Advert</li> <li>• Information Pack on draft revision</li> </ul>	Freddie Venter
13	6 - 12 Aug	Publication of the process via the Have Your Say webpage (Goes Live): <ul style="list-style-type: none"> <li>• Advert</li> <li>• Information pack</li> </ul>	Lizel Steenkamp
<b>PUBLIC COMMENT PROCESS</b>			
14	12 Aug	<b>Public Participation Process Starts</b>	
15	6 Aug – 22 Sep	<b>Item to be added on the 24 Sub-councils agenda</b>	Marli Swart
16	During and after comment period	Comments are captured and collated by the Line Department.	Marli Swart / Gwyneth Daries
17	22 Sep	<b>Public Participation Process closes</b>	
18	12 Aug – 22 Sep	Line Department collate comments and incorporate in to the 2021 Annual Review document.	Marli Swart / Gwyneth Daries

## SECTION 2: MESSAGE CONTENT FOR PRINT MEDIA AND DIGITAL MEDIA

### Have your say!

The City of Cape Town invites residents and affected stakeholders to comment on the draft 2021 annual review of the CIP.

The CIP sets out what the Transport Directorate is committed to and is accountable for, and how it will set about the delivery of an integrated, intermodal and interoperable transport system and its related road and rail network.

This 2021 review is an addendum to the CIP 2018–2023 and does not replace the approved five-year plan. This annual review reports on the Transport Directorate's achievements and responds to the comments made by the provincial Minister: Transport and Public Works in approving the CIP, and aligns the CIP 2018–2023 to the IDP and budget cycle.

In terms of section 17 of the Local Government: Municipal Systems Act, Act 32 of 2000, the public and interested parties or groups are given the opportunity to submit comments, recommendations or input to the municipality from 12 August 2021 to 22 September 2021.

Comments, recommendations and input may be submitted by:

- Email: [Comprehensive.IntegratedTransportPlan@capetown.gov.za](mailto:Comprehensive.IntegratedTransportPlan@capetown.gov.za)
- Online: [www.capetown.gov.za/haveyoursay](http://www.capetown.gov.za/haveyoursay)

The City's Public Participation Unit will assist people who cannot read or write, people living with disabilities and people from disadvantaged groups who are unable to submit written comments, to have their comments or input recorded and submitted to the City. Contact Frederick Venter at 021 400 1768 or [frederick.venter@capetown.gov.za](mailto:frederick.venter@capetown.gov.za).

The draft 2021 annual review of the CIP will be available for viewing on the City of Cape Town website: [www.capetown.gov.za/haveyoursay](http://www.capetown.gov.za/haveyoursay) while the executive summary will be available for viewing at subcouncil offices and City libraries.

Contact the Integrated Transport Planning branch at [Comprehensive.IntegratedTransportPlan@capetowngov.za](mailto:Comprehensive.IntegratedTransportPlan@capetowngov.za) for more information.

LUNGELO MBANDAZAYO  
CITY MANAGER  
CTA 87/2021