CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

REPORT TO SUBCOUNCILS

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1. **ITEM NUMBER:** 24SUB 69/11/2019

2. **SUBJECT**

REPORT INFORMING SUBCOUNCILS OF THE PUBLIC PARTICIPATION PROCESS FOR THE CITY'S PROPOSAL TO EXPAND THE MANAGEMENT OF PARKING BAYS TO MORE AREAS

ONDERWERP

VERSLAG OM SUBRAADE IN TE VERWITTIG VAN DIE OPENBAREDEELNAMEPROSES OOR DIE STAD SE VOORSTEL OM DIE BESTUUR VAN PARKEERPLEKKE NA MEER GEBIEDE UIT TE BREI

ISIHLOKO

INGXELO EYAZISA AMABHUNGANA MALUNGA NENKQUBO YENTATHO-NXAXHEBA YOLUNTU NGOKUPHATHELENE NESIPHAKAMISO SESIXEKO SOKUNABISA ULAWULO LWEENDAWO ZOKUPAKA KWEMINYE IMIMANDLA

3. **PURPOSE**

To inform the Subcouncil of the following:

The 31-day public comment period on the expansion of Managed Parking begins on 13 November 2019 and ends on 13 December 2019.

4. **FOR DECISION BY**

For noting, as per Council's System of Delegations, Part 24, section 1 (1):
To assess the performance of service delivery generally within their area of jurisdiction (outcomes monitoring).

5. **EXECUTIVE SUMMARY**

In 2012 the City invited the public to comment on the proposal to extend managed parking to Camps Bay, Durbanville, and Muizenberg. Given the outcome of the process at the time, it was decided not to go ahead with managed parking in these areas. However, the situation has changed dramatically over the past seven years which now requires urgent intervention. In recent years the City has also been asked by Subcouncils, business owners, and residents to intervene in some areas. The demand for on-street parking has increased considerably in recent years at popular recreation and tourist areas. This is exacerbated by an increase in private vehicles occupying parking bays for extended periods of time.

The City proposes to expand managed parking to the following areas:

- Camps Bay (Subcouncil 16)
- Durbanville CBD (Subcouncil 7)
- Muizenberg (Subcouncil 19)
- De Waterkant (Subcouncil 16)
- Kenilworth (Subcouncil 20)
- Newlands and Rondebosch (Subcouncil 20)
- Gardens, Kloof, more streets in the Cape Town CBD (Subcouncil 16)
- Gallows Hill (Subcouncil 16)

Attached as Annexure A is the proposed action plan.

6. RECOMMENDATIONS

It is recommended that the Sub council note the contents of the report attached as Annexure A and implement the required actions.

AANBEVELING

Daar word aanbeveel dat die subraad van die inhoud van die verslag kennis neem.

ISINDULULO

Ukuba iBhungana maliqwalasele ingxelo.

7. DISCUSSION/CONTENTS

7.1. Constitutional and Policy Implications

The report has no direct Constitutional or Policy implications

7.2. Sustainability implications

Does the activity in this report have any sustainability implications for the City?	No ☒	Yes ☐

7.3. Legal Implications

The activities contained in this report has no legal implications

7.4. Staff Implications

Does your report impact on staff resources or result in any additional staffing resources being required?

No ☒

Yes ☐

7.5. Other Services Consulted

Were other services consulted?

No ☒

Yes ☐

ANNEXURE

Annexure A: Signed off Public Participation Plan

FOR FURTHER DETAILS, CONTACT:

NAME	***Imeraan Frydie (Network Management – Parking)***
CONTACT NUMBERS	*021 444 4100*
E-MAIL ADDRESS	*Imeraan.frydie@capetown.gov.za* 13-11-2019
DIRECTORATE	*Transport*
FILE REF NO	

Name & Surname: Sean Glass Contact Numbers: 021 444 9011 E-Mail Address: Sean.Glass@capetown.gov.za Transport: Manager - Network Facilitation & Development, Network Management Date: 2019-11-13	

Name & Surname: Neil Slingers Contact Numbers: 021 400 4735 E-Mail Address: Neil.Slingers@capetown.gov.za Transport: Director - Network Management Date: 2019/11/13	

Annexure A:

Signed off Public Participation Plan

T19/12873

DOCUMENT A

CITY OF CAPE TOWN
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Pre-Public Participation Plan

NAME OF PROCESS	Proposed extension of managed on-street public parking to other areas within the City of Cape Town
LINE DEPARTMENT	Transport: Network Management - Parking
RESPONSIBLE OFFICIAL	Imeraan Frydie
PPU PRACTITIONER	Andre Louw

Background

CCT administers the management and regulation of a managed parking system in respect of public parking within the metropolitan area of Cape Town. Public parking is intended to assist the public in their daily business and provide access to business opportunities. On-street parking within central business districts (CBDs) aims to facilitate short-term parking within short distances of places of business in order to support the economic viability of an area. Medium-term parking and longer term parking should ideally be accommodated at progressively greater distances from the centres of business areas. Users of public parking requiring all-day parking should be accommodated in parking spaces at the edge of the CBD or in privately operated parking garages within the CBD. This differentiation is normally accomplished by appropriate time limits and payment structures.

Along highly trafficked recreational and high tourist attracting destinations, the availability of parking and turnover of bays is becoming a challenge as the use of private vehicle ownership increases and the use of and confidence in public transport services decreases. The absence of parking management in these areas is now also leading to an increase in illegal car guarding activities which in some cases, support anti-social and other criminal activities.

In some areas the demand for parking has increased to a point where urgent intervention is required.

The City undertook a public participation process in 2012 and at the time the proposal to extend managed parking to these areas was not supported. However, since then the increase in the demand for on-street parking has prompted the City to now undertake a second public participation process to offer residents another opportunity to provide their views and comments on the proposal to extend managed parking to these areas.

The areas where urgent intervention is required are as follows:

- Camps Bay (Ward No 54, Subcouncil 16)
- Durbanville (Ward No 112, Subcouncil 7)

The following areas were not included in the public participation process that took place in 2012, and will be included this time around:

- De Waterkant (Ward No 115, Subcouncil 16)
- Kenilworth (Ward No 59, Subcouncil 20)

The previous Public Participation Process around managed parking also highlighted that certain areas should be considered for managed parking. However, due to the managed parking contract implemented at the time, no new areas could be added to the contracts.

The current contract that the City has in place allows for the City to add bays as and when required, these areas are as follows:

- Newlands and Rondebosch (Ward No 59, Subcouncil 20)
- Gardens, Kloof, Cape Town CBD (extension) (Ward No 115, Subcouncil 16)
- Gallows Hill (Ward No 115, Subcouncil 16)

In these areas the City intends to inform the residents and businesses where parking management will be implemented; what the costs would be; and when it is intended to become effective.

Public Participation Process

Period	13 November to 13 December 2019	

Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Andre Louw	Public Participation Process Coordinator
Network Management Unit	Imeraan Frydie	Coordinator
	Sean Glass	Manager of Line Department
Transport Communications	Anele Viti	Communication & Activation
Communication Department	Lizel Steenkamp	Media Relations
Digital Communication	Katherine Roderick	Digital Media Coordinator

Ward Councillor	Nicola Jowell	
Subcouncil	Matthew Kempthorne	Chairperson
	Marius Coetsee	Manager
Ward Councillor	Theresa Uys	
Subcouncil	Gerhard Fourie	Chairperson
	Carin Viljoen	Manager
Ward Councilorl	Dave Bryant	
Subcouncil	Matthew Kempthorne	Chairperson
	Marius Coetsee	Manager
Ward Councillor	Ian Iversen	
Subcouncil	Ian Iversen	Chairperson
	Richard White	Manager
MayCo: Transport	Ald. Facility Purchase	Oversight

Communication Matrix

Channel	Description / Use	Push	Pull	Access
Pre-Process Stakeholder Engagement	A pre-public participation process with the Subcouncils 7, 16 and 20	X	X	X
Community Newspapers/ dailies	Adverts will be published in the community newspaper and dailies circulated within Subcouncils 7, 16 and 20. The advert must inform affected parties of Council's intention, the process to be followed, how to comment, where the Open Day will be held and access points for further information.	X		
City Website	Advertise the process via Council's "Have Your Say" webpage (www.capetown.gov.za/haveyoursay). An online questionnaire form will also be made available for online input and further details on how comments can be submitted will be outlined.	X	X	X
Subcouncil Office	Advert (containing the location plan) and legal notice will be submitted to the Subcouncils 7, 16 and 20 offices that will make it available for viewing by interested and affected parties especially those who do not have access to online platforms.			X
Subcouncil Manager	Provide the subcouncil managers with electronic versions to distribute via their communications channels.	X		
Libraries	Statutory Advert and posters (containing the location plan) will be submitted to the library/school serving the affected area for viewing only.			X
Online Comment Form	Anele will draft the comment form by Monday 07 October 2019 for signoff by Imeraan and Andre must organise for the comment form to be placed online.		X	X
Email	The Directorate's transport.info@capetown.gov.za address will be used to receive comments and/or objections from affected parties via email. The TIC will forward such to the Line Department who will respond to technical questions. Obtain reference number from **Anele Viti** – this is to be included in the advert.		X	
Telephone	Line Department to provide contact details for technical enquiries or TIC			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
Open Day	No open days will be held. The questionnaire is straight forward. There will be PPU contract staff that will assist in areas as and when required.		X	X

Ward Council/ Subcouncil's communication platforms	Provide Ward Councillors with information to distribute via his/her communications platforms.	X	X	X

Action Plan

Deadlines	Task/Function	Responsibility
Done	Line Department identifies the need for public participation and set up a meeting with Transport Communication	Imeraan Frydie
Done	Compile the draft public participation plan	Imeraan Frydie
Done	Line Department drafts public participation plan, submits draft plan to PMT team for comment and feedback.	Imeraan Frydie
Done	Line department completes the technical process (including engagement with relevant ward councillors and/or Subcouncil chairpersons) and obtain input into the public participation plan.	Imeraan Frydie
Done	Line Department informs the relevant Subcouncil Chairperson of the public participation plan. **Note:** The Chairperson may request that a report be submitted to their Subcouncil before commencing with the public participation process. Line Department must adhere to this and adjust the timeline if needed.	Imeraan Frydie
Done	Line Department finalizes plan and questionnaire.	Imeraan Frydie
16 – 31 Oct 2019	Line Department submits the public participation plan to MAYCO member for comment on the level of engagement and sign-off.	Imeraan Frydie
21 Oct 2019	PPU registers the public participation plan on the tracking tool and obtain approval to commence	Andre Louw
21 Oct 2019	Obtain a reference number from the Transport Information Centre to be used when people mail their comments/ objections to parking.info@capetown.gov.za	Anele Viti
21 Oct 2019	**Submit the following documents to Public Participation Unit and Transport Communications:** • Statutory advert • Questionnaire	Imeraan Frydie
21 Oct 2019	Transport Communication to send the advert and questionnaire to the Communications Department for language check, translations and design	Anele Viti
22 Oct 2019	Transport Communications to submit the advert and questionnaire to line department for technical and final sign-off. PPU to be carbon copied into communication.	Anele Viti
	PPU to sign off the advert and questionnaire and send to Transport Communications for publication.	Andre Louw
	Submit the advert to Transport Communications for print media publication in: Community newspapers Dailies: Burger and Argus **This will be for the 8th November 2019**	Anele Viti
	Communications obtain quotations, create the requisitions, ensure that the POs are created, and that the adverts appear in the (Burger and Argus). This cost is carried by Transport Communications	Anele Viti
	Submit advert and legal notice to E-communications for online publication and for the creation of the online comment form. All comments to be forwarded to parking.info@capetown.gov.za	Andre Louw
	Submit the following documents to Printing: • Questionnaire • Designed advert including maps	Anele Viti

	*Request for printing and library services to distribute a physical copy of each document to each library.	
	Transport Communications informs the Transport Information Centre and provide them with the documentation	Anele Viti
	Submit via email the following documents to Area Directors, Luzuko Mdunyelwa and Alesia Bosman, requesting that Subcouncils displays the information at their offices and circulates it to its Ward Councillors, PR Councillors and via the Community Organisation Database: • Designed advert • Leaflet including maps • Questionnaire	Anele Viti/ Imeraan Frydie
	Confirm delivery of the physical copies of the following documents to the various libraries and Subcouncils Offices: • Designed advert • Leaflet including maps • Questionnaire	Anele Viti/ Nizaam Samaai
	Adverts to appear in the following community newspapers: SC 7 Tygerburger & Northern News SC 16 Atlantic Sun, Cape Towner, Sentinel & People Post. SC 19 and 20 Peoples Post Retreat Constantia Bulletin Southern Mail and Southern Suburbs Tatler. False Bay Echo or People's Post (False Bay) • 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 proposal • A second media release will be issued half-way through the PP period, reminding residents to participate and to submit their comments	Lizel Steenkamp
	Submit the Have Your Say website publication to line for sign-off	
	Publication of the process via the Have Your Say webpage (Goes Live): • Designed advert • Leaflet including maps • Online Questionnaire	Lizel Steenkamp/ Anele Viti
	Public Participation Process Starts	
	Transport Communication to coordinate the logistics for the open day: • Audio-Visual Setup (if required) • Branding and technical information displays • Posters, questionnaires and leaflets • Booking venue and manage logistics (tables, chairs, etc.) • Comment sheets and box	Anele Viti
	Open Day Sessions: NA	
	Comments are captured and collated by the Line Department.	Nizaam Samaai
	Public Participation Process closes	
	PPU evaluates the success of the public participation and submits a post public participation report Line Department.	Anele Viti
	Transport Communications develops a close-out report, detailing the communications efforts, and submits it to the line department (including a copy of the advert as it appeared in the paper).	Anele Viti
TBC	Line Department considers the feedback/objections and compiles the report for consideration by (if and where required):	Imeraan Frydie

	• Subcouncils 7, 16, 19 and 20 • Transport Portfolio Committee • MAYCO • Council	
TBC	Tabling of Report at Subcouncils 7, 16, 19 and 20 – Meeting to be set up	Imeraan Frydie
TBC	Media Office prepare and issue a press statement communicating the decision taken by Council	Lizel Steenkamp
TBC	Transport Communication may be approached should the line department wish to communicate the decision taken by Council to specific communities and/or stakeholder groups – PPU to be informed.	Imeraan Frydie and Anele Viti

This public participation plan is supported.

Imeraan Frydie
SPO Parking
Network Management

31 · 10 · 2019
Date

Sean Glass
Manager
Network Management

2019-10-31
Date

Neil Slingers
Director
Network Management

2019-10-31
Date