



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Pre-Public Participation Plan

NAME OF PROCESS	Draft City of Cape Town Strategy to reduce Rough Sleeping
LINE DEPARTMENT	Social Development and Early Childhood Development
DIRECTORATE	Community Services and Health
RESPONSIBLE OFFICIAL	Shiron September
PPU PRACTITIONER	Andre Louw

1. Background

As a result of the perceived increase in the number of rough sleepers, the City began the process of developing a Strategy to replace the 2013 Street People Policy. This was done to ensure the creation of a guiding document that took a comprehensive approach to the issue of rough sleeping.

The vision for the Strategy is: **To reduce Rough Sleeping**

The vision is premised across three Strategic Focus Areas:

- **Prevention:** A primary aim of this strategy is to prevent residents from migrating to the street. To work towards prevention, it is essential to understand the contributing factors that cause people to migrate to the streets.
- **Intervention:** Rough sleepers require continuous assistance with accessing opportunities for employment, housing and health care. Interventions addressing these issues are necessary for rough sleepers to reintegrate back into society.
- **Collaboration and partnerships:** Fostering collaboration among government agencies, non-profit organisations, healthcare providers, community leaders, and individuals with lived experiences of rough sleepers. Help to expand support programmes for rough sleepers by creating new ones or combining and strengthening existing ones.

A rigorous process was undertaken to assess the needs of rough sleepers, sector stakeholders, and to balance this with the rights of City residents. Several engagements led to the conclusion that the City should advocate and lobby for assistance, work toward homelessness prevention, and provide integrated, holistic interventions through collaboration and partnership. Furthermore, in order for the strategy to achieve its goal, its implementation must be monitored and evaluated on a regular basis.

2. Objectives

2.1. Directorate

- To solicit comments and objections to the policy
- To ensure the delivery of documents and related material to libraries and Subcouncil offices
- To ensure that the relevant material is shared with Digital Communication for publishing on the City's website

2.2. Public Participation Unit

- To ensure that all relevant internal and external stakeholders are consulted
- To ensure that proper public participation procedure is followed
- To log the public participation plan on the system
- To ensure that all risks are identified and mitigated
- To assist in logistical arrangements, where required

2.3. Corporate Communication Department

- To advise on the appropriate communication channels for the project's public participation
- To draft content for media releases and CCT social media channels if requested.
- Place the advertisement associated with this public participation process.

3. Proposed Engagement Methods

Channels		Deployment	
Media release	Media Office draft and issue	<input checked="" type="checkbox"/> Targeted	<input type="checkbox"/> General
Newspapers	<input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Regional	<input type="checkbox"/> Other
Websites	<input checked="" type="checkbox"/> CCT Have Your Say page	<input type="checkbox"/> Directorate	<input type="checkbox"/> MyCiti
Subcouncils	Display advert and documents	<input checked="" type="checkbox"/> Selected	<input type="checkbox"/> All
Libraries	Display advert and documents	<input checked="" type="checkbox"/> Selected	<input type="checkbox"/> All
Virtual meeting	Line department to arrange	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Information Days	Line department to arrange	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Open Houses	Line department to arrange	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other	Refer to section 1		

4. Public Participation Period

Period	30	Days	Start	2024/04/15	End	2024/05/15
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5. Internal Stakeholders

Line Department	Representative	Role
Public Participation Unit	Andre Louw	PPP Coordinator
Social Development	Shiron September	PPP Execution
Line Department	Shiron September	Project Manager
Digital Communication	Katherine Roderick	Digital Coordinator
Subcouncil	All 21 Sub Councils	Distribution
Portfolio Committee	Councillor Ronel Viljoen	Chairperson (monitoring)
Mayco Member	Councillor Patricia van der Ross	Oversight

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
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

6. Communication Matrix

Channel	Description / Use	Push	Pull	Access
Community Newspaper and dailies	Adverts will be published in the community newspapers circulated within the Sub Councils. The advert must inform interested and affected parties of Council's intention, the process to be followed, how to	X		

Channel	Description / Use	Push	Pull	Access
	comment/object and submit comments/objections to the City.			
City Website	Advertise the process via Council's "Have Your Say" webpage (www.capetown.gov.za/haveyoursay). An online comment/objection form will also be made available for online input. Further details on how comments can be submitted will also be outlined.	X	X	X
Subcouncil Office	Advert (including executive summary) will be submitted to the relevant Subcouncil office 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 Subcouncil managers with electronic versions to be distributed via their communication channels.	X		
Ward Council platforms	Provide Ward Councillor(s) with information to distribute via his/her communications platforms.	X	X	X
Libraries	Statutory Advert and executive summary will be submitted to the City library serving the affected area for viewing only.	X		
Online Comment Form	An online comment form will be developed for submitting comments (including free text and function for uploading documents). Line Department will draft the comment form by 8 April 2024 for signoff and PPU must arrange for the comment form to be placed online.		X	X
Email	The Department's Public.Participation@capetown.gov.za address will be used to receive comments from the public.		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

7. Action Plan

Date	Action	Responsible
1. 2024/02/09	Brief Public Participation regarding process	Shiron September
2. 2024/02/09	Develop draft Pre-Public Participation Plan	Shiron September Andre Louw
3. 2023/03/23	Obtain signatures for Subcouncil reports	Shiron September
4. 2023/03/21	Brief the Mayco Member for Community Services and Health	Alfonso Sauls
5. 2024/04/08	CommServ PC approval	
6. 2024/03/21	Prepare the communication material advert, website content, etc.	Shiron September
7. 2024/03/21	Obtain final sign-off Pre- Public Participation plan and content of communication material	Shiron September
8. 2024/03/21	Finalise PPP dates	Shiron September Andre Louw
9. 2024/04/14	Pre briefing and engagement with the Subcouncil	Andre Louw
10. 2024/03/26	Submit the following documents to PPU: <input checked="" type="checkbox"/> Draft Advert <i>*Section 5.3 of the Language Policy</i>	Shiron September

Date		Action	Responsible
11.	2024/03/26	Submit Draft Advert to Communication (Karen Thompson) for: <input checked="" type="checkbox"/> Editing and Translations <input checked="" type="checkbox"/> Publication in the relevant newspapers 7 days PO - Publication Date: w/c tbc	Andre Louw
12.	2024/04/14	Submit printed advert to Subcouncil office and Libraries	Andre Louw
13.	2024/04/07	Submit Advert to E-Communication for: <input checked="" type="checkbox"/> Publication on the "Have Your Say" website <input checked="" type="checkbox"/> Creation of the Online Comment form 5 work days - Publication Dates	Andre Louw
14.	2024/04/14	Request Subcouncil Manager(s) to: <input checked="" type="checkbox"/> Electronically distribute the advert to Subcouncil Chairperson(s), Ward Councillors and organisations registered on their database	Andre Louw Sub Council Managers
Public Participation Process goes live			
15.	2024/04/15	PP Process goes live	
	2024/05/15	Public Participation Process close	

8. Action Plan post PPP

Date		Action	
1.	2024/05/24	Collate comments / objections and submit to the project manager for consideration and response	PPU
2.	2024/05/24	Develop Communication close-out report	Shiron & Andre
3.	2024/06/01	Consider comments and prepare report	PPU/Line Dept
4.	2024/08/05	Report to serve at Community services and Health PC on 5th of August 2024 Agenda closing date is 24 th of July 2024	Line Dept
5.	2024/08/13	Report to serve at Mayco on 13 th of August 2024 (dependent on whether PC indicates report must go to MAYCO) Agenda closing date is 31 st July 2024	Line Dept
6.	2024/08/22	Report to serve at Council on 22 nd August 2024 Agenda closing date is 12 th August 2024	Line Dept

Draft Advertisement is attached.

Compiled by:

Shiron September
Acting Manager: COPPMO

Supported by PPU:

Andre Louw

Alfonso Sauls
Director
SD&ECD

Date

Zukiswa Mandlana
Executive Director
Community Services & Health

Date