

Donné Loni Chetty

Stakeholder Engagement Coordinator



Profession

Public Participation Coordinator

Education

BA, Environmental Management, (UNISA), 2017
(Current studies)

BA, Communication Science, University of South Africa
(UNISA), 2011

**Registrations/
Affiliations**

International Association of Public Participation

Specialisation

Stakeholder engagement coordinator

Expertise

Donné Chetty has obtained experience in the field public participation and stakeholder engagement for the past during the past 7 years. She has coordinated various stakeholder engagement consultation processes for Environmental and Social Impact Assessments for government and the private sector.

Donne has conducted consultation and stakeholderholder engagement programmes for projects by Eskom, the Royal Bafokeng Platinum Mine, the Department of Water Affarrais and the Johannesburg Roads Agency and many other clients within South Arica.

Her expertise in terms of stakeholder engagement includes the following:

- identification of stakeholders (Windeed);
- database management (Maximizer CRM; Excel);
- compilation of stakeholder correspondence (telephonic, facsimile & e-mail);
- liaison with clients and suppliers;
- compilation of Background Information Documents (BIDs), newsletters, advertisements, site notices and stakeholder notification letters;
- compilation of Stakeholder Engagement Reports (SERs) and accompanying documents, such as Comments and Response Reports (CRRs);
- logistics for public meetings and open days (compilation of documentation for distribution and management of attendance registers);
- recording of proceedings of public meetings and compiling minutes; and
- maintenance of filing systems according to ISO standards.

Employment

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| Jan 2009 - present | SRK Consulting (Pty) Ltd, Stakeholder Engagement Coordinator, Pretoria |
| 2008 - Jan 2009 | ISO Quality Management, Assistant Stakeholder Engagment, Pretoria |
| Sep 2006 - Aug 2007 | The People Shop (CSIR), Administrative Officer, Pretoria |
| Jun 2006 - Jul 2006 | Baby4D, Administration / Reception, UK, Canterbury |
| Jul 2003 - May 2006 | Carphone warehouse, Sales and Marketing, UK, London |
| Mar 2002 - Sep 2002 | Tshwane Metropolitan Municipality, Administration Clerk/Secretary, Pretoria |
| Jan 2001 - Feb 2002 | SA Law Society, Receptionist, Pretoria Department of Land Affairs, Secretary, Pretoria |

Languages

English – read, write, speak
Afrikaans – read, write, speak