

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 stakeholder engagement programmes for projects by Eskom, the Royal Bafokeng Platinum Mine, the Department of Water Affairs and the Johannesburg Roads Agency and many other clients within South Africa.

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
Jan 2009 - present

SRK Consulting (Pty) Ltd, Stakeholder Engagement Coordinator, Pretoria

2008 - Jan 2009

ISO Quality Management, Assistant Stakeholder Engagement, 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