



REPORT TO URBAN MANAGEMENT PORTFOLIO COMMITTEE

1. **ITEM NUMBER: URBM 04/06/20**

2. **SUBJECT / ONDERWERP / ISIHLOKO**

CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 2 MARCH 2020

BEVESTIGING VAN DIE NOTULE VAN DIE VERGADERING GEHOU 2 MAART 2020

**UKUQINISEKISWA KWEMIZUZU YENTLANGANISO EYAYICHOTSHELWE
NGOWE- IKOMITI yeMICIMBI yeSEBE LEZEMPILO 2 EYOKWINDLA 2020**

3. **PURPOSE**

The minutes are submitted for consideration and confirmation.

ANNEXURE:

ANNEXURE A: MINUTES OF THE MEETING HELD ON 2 MARCH 2020

MINUTES

OF THE URBAN MANAGEMENT PORTFOLIO COMMITTEE MEETING OF THE CITY OF CAPE TOWN HELD IN THE COUNCIL CHAMBERS, 6TH FLOOR, CAPE TOWN ON MONDAY, 02 MARCH 2020 AT 11H00

PRESENT:**DEMOCRATIC ALLIANCE (DA)**

Cllr W Jaftha	(Chairperson)
Cllr B Hansen	(Chairperson: Subcouncil 2)
Cllr C Jordaan	(Chairperson: Subcouncil 4)
Cllr C van Wyk	(Chairperson: Subcouncil 5)
Cllr M Kleinsmith	(Chairperson: Subcouncil 6)
Cllr G Fourie	(Chairperson: Subcouncil 7)
Cllr C Cerfontein	(Chairperson: Subcouncil 8)
Cllr A van der Rhee	(Chairperson: Subcouncil 11)
Cllr S Philander	(Chairperson: Subcouncil 12)
Ald. B Watkyns	(Chairperson: Subcouncil 15)
Cllr M Kempthorne	(Chairperson: Subcouncil 16)
Ald. G March	(Chairperson: Subcouncil 17)
Cllr S Rossouw	(Chairperson: Subcouncil 18)
Cllr I Iversen	(Chairperson: Subcouncil 20)
Cllr J van der Merwe	(Chairperson: Subcouncil 21)
Cllr M Nikelo	(Chairperson: Subcouncil 22)
Cllr E Jansen	(Chairperson: Subcouncil 23) (left the meeting at 13H05)
Cllr S Pringle	(Chairperson: Subcouncil 24)
Ald. G Twigg	(Mayoral Committee Member)

AFRICAN NATIONAL CONGRESS (ANC)

Cllr X Sotashe	(Chairperson: Subcouncil 9)
Cllr P Mngxuneni	(Chairperson: Subcouncil 10)
Cllr R Bazier	(Chairperson: Subcouncil 13)
Cllr N Makasi	(Chairperson: Subcouncil 14)

INTERPRETER

Mr J Ntshibilikwana

LEGAL

Ms N Cassiem

ABSENT WITH APOLOGY

Cllr N Grose	(Chairperson: Subcouncil 1)
Cllr H Carstens	(Chairperson: Subcouncil 3)
Cllr P Francke	(Chairperson: Subcouncil 19)

OFFICIALS PRESENT

Mr P Mashoko	Executive Director: Urban Management
Mrs A Bosman	Director: South
Mr W Solomons Johannes	Director: Central
Mr L Mdunyelwa	Director: East
Ms Zolile Siswana	Director: North
Mr J Brand	Subcouncil Manager: Subcouncil 3
Mrs A van Niekerk	Subcouncil Manager: Subcouncil 4
Mr K Miller	(Area Central: Subcouncil 5)
Ms P Jansen	Subcouncil Manager: Subcouncil 6
Mrs C Viljoen	Subcouncil Manager: Subcouncil 7
Ms E Williams	Subcouncil Manager: Subcouncil 8
Mr J France	Subcouncil Manager: Subcouncil 9
Mr M Sitonga	Subcouncil Manager: Subcouncil 10
Ms K Nombakuse	Subcouncil Manager: Subcouncil 11
Mr J Fetu	Subcouncil Manager: Subcouncil 12
Mr L Bobo	Subcouncil Manager: Subcouncil 13
Mr A Daniels	Subcouncil Manager: Subcouncil 14
Mrs M Griessel	Subcouncil Manager: Subcouncil 15
Mrs L Muller	Acting Subcouncil Manager: Subcouncil 16
Mrs C Liebenberg	Subcouncil Manager: Subcouncil 17
Mr F Monk	Subcouncil Manager: Subcouncil 18
Mrs D Mentor	Subcouncil Manager: Subcouncil 19
Mr R White	Subcouncil Manager: Subcouncil 20
Mrs L Frost	Subcouncil Manager: Subcouncil 21
Mr R Moses	Subcouncil Manager: Subcouncil 22
Mr R Martin	Subcouncil Manager: Subcouncil 23
Mr G Rorwana	Subcouncil Manager: Subcouncil 24
Ms S Ngondo	Area Economic Development: South
Ms Z Siswana	Area Economic Development North
Mr M Miller	Area Economic Development: South
Ms Z Lalendle	Area Economic Development: Central
Mrs P Naidoo	Urban Management
Mr M January	Support Services
Mr M Hugo	Area Economic Development: East
Ms Z Ngqangweni	EPWP
Ms S Sekgonyana	EPWP
Adv. I Robson	Public Participation Unit
M Isaacs	Public Participation Unit
Mr C O'Connor	MURP
Mr A Arendse	Support Services
Mr E Dick	Support Services
Ms S Kellerman	Support Services
Ms T Moyo	Support Services
Mr P Williamson	Area Economic Development South
Ms C Overmeyer	Support Services
Mr S Mayekiso	Human Resources
Mr C Brown	Finance
Mrs N Gaji	Office of the ED
Mrs A Fillis	Executive Support Officer
Ms J Cooper	Executive Support

URBM 01/03/20 OPENING / MOMENT OF SILENCE

The Chairperson welcomed all present to the meeting and Cllr E Jansen opened the meeting with a prayer.

URBM 02/03/20 APPLICATIONS FOR LEAVE OF ABSENCE

RESOLVED that it be noted that the following apologies were received from the Office of the Chief Whip:

Cllr N Grose	(Chairperson: Subcouncil 1)
Cllr H Carstens	(Chairperson: Subcouncil 3)
Cllr P Francke	(Chairperson: Subcouncil 19)

It was further noted that the following apologies were received:

Mr W van der Westhuizen	(Subcouncil Manager: Subcouncil 1)
Mrs A van Rhyn	(Subcouncil Manager: Subcouncil 2)

ACTION: J COOPER

URBM 03/03/20 CHAIRPERSON'S REPORT

A direct translation of the Chairperson's report follows hereunder:

"Good morning Cllrs, Ald., Mayco Member, Executive Director and officials. I welcome you all to our second Portfolio Committee in this year.

Colleagues we are now in the 2nd quarter of the financial year and the time to play and to blame is gone. As a team we need to work together and pull towards the same direction. Whilst there are many challenges and areas of development, I wish to request us to focus on the positives. Our Directorate is one of the powerful Directorates in the City of Cape Town. We need to be proud of that and of the impact which we are making. Today colleagues, I want to thank our Departments, as well as the officials heading these Departments, for their great work and change which they are making in our communities.

SITE VISIT TO DEPOTS

As previously indicated, we need to visit the different Depots. The firsts visit to the Strand and Delft areas were completed and a preliminary report will be completed. Further visits will be completed in future and I am requesting that the members avail themselves to attend these site visits. Thanks to all who attended.

TITLE DEED

Urban Management continues to deliver title deeds to the community. Pensioners from Scottsdene received their title deeds during a special ceremony. The handing over of the title deeds allows home owners to live in dignity in a home that they can call their own.

PUBLIC PARTICIPATION UNIT

Urban Management continues to take the basket of services to the community and it is imperative that we inform the residents of these events. I also wish to thank Zandile Mahlasela of the Public Participation Unit and her team for their effort in initiating a cleaning project in Ward 12, Subcouncil 6.

SMALL BUSINESS

The City of Cape Town's Urban Management is rolling out a third round of tender training workshops. These are aimed at empowering community-based suppliers with the necessary know how for business opportunities with the City. This is done in a workshop environment, where businesses receive practical exposure in completing request forms for quotations and tenders.

AGENDA

We have some interesting items on our Agenda such as the Quarter One Report of the Philippi Economic Development (PEDI). Since 2011, PEDI has worked closely with the City to research and craft several recommendations to facilitate economic growth and development for Philippi.

DRAFT DIRECTORATE SERVICE DELIVERY

The Draft Directorate Service Delivery report will feature on Volume 2.

Thank you

Cllr W Jaftha (Chairperson: Urban Management Portfolio Committee)

URBM 04/03/20 CONFIRMATION OF MINUTES: 3 FEBRUARY 2020

RESOLVED that the minutes of the meeting held on 3 February 2020, was confirmed, proposed by Cllr C Cerfontein and seconded by Cllr G Fourie.

ACTION: J COOPER

URBM 05/03/20 PROGRESS REPORT: MATTERS RECEIVING ATTENTION**1. REVIEWING OF THE SUBCOUNCIL STRUCTURE OF SUBCOUNCILS (URBM 05/02/20):**

The matter was discussed under item URBM 11/03/20 - Business Improvement Intervention in Urban Management - of the Agenda.

ACTION: S MAYEKISO; B MORRIS

2. REPORT ON THE NUMBER OF INFORMAL TRADERS PER SUBCOUNCIL (URBM 05/02/20)

P Williamson reported that the consolidated Informal Traders report will be submitted to the next meeting.

RESOLVED that a consolidated report on the constraints/challenges in informal trading areas identified, together with the respective comments of Subcouncils through their deliberations on the matter, be submitted to the next Portfolio Committee meeting.

ACTION: P WILLIAMSON

3. URBAN MANAGEMENT: VACANCY ANALYSIS (URBM 05/02/20)

P Mashoko reported that the site visits to the identified Line Department Depots will be concluded at the end of March 2020.

RESOLVED that:

- (a) the office of the Executive Director arranges site visits to the two Line Department Depots, namely, Recreation and Parks and Roads and Stormwater, to establish whether the staffing at these Depots are adequate to render services to communities;
- (b) that the findings of the respective site visits to the Depots be submitted to the Urban Management Portfolio Committee.

ACTION: S MAYEKISO; P MASHOKO

4. DRAFT REVISED ALLOCATION POLICY: HOUSING OPPORTUNITIES 2019 (URBM 24/11/19)

P Mashoko reported that the comments from the Subcouncils has been submitted to the Human Settlement Department.

Cllr Sotashe requested confirmation that the Subcouncil information had been received by the Human Settlement Department.

A Arendse responded that written proof of the Subcouncil information which was received by the Human Settlement Department will be forwarded to the members.

RESOLVED that the item on the Draft Revised Allocation Policy: Housing Opportunities 2019 be removed from the Matters Receiving Attention schedule.

ACTION: A ARENDSE; P MASHOKO

5. INTERIM REPORT ON EXPANDED PUBLIC WORKS PROGRAMME (EPWP) IMPLEMENTATION AND PROGRESS IN THE 2019/2020 FINANCIAL YEAR (URBM 06/02/20)

P Mashoko reported that presentations were made to Subcouncils and that the last presentation was made on 20 February 2020.

RESOLVED that:

- (a) the Executive Director have a discussion around target setting with the EPWP Department;
- (b) a detailed report on the Interim Report on Expanded Public Works Programme (EPWP) implementation and progress in the 2019/20 financial year be submitted.

ACTION: Z NGQANGWENI

6. PRINCIPLES AND PROCEDURES FOR COMMUNITY-DRIVEN PLANNING INITIATIVES (URBM 09/02/20)

P Mashoko reported that the Executive Director of Spatial Planning and Development has made a commitment that feedback on the Community-Driven planning initiatives will be made available to all Subcouncils.

RESOLVED that feedback on the community-driven planning initiatives will be made available to all Subcouncils.

ACTION: P MASHOKO

7. URBAN MANAGEMENT: DIRECTORATE AND DEPARTMENT AMENDMENTS TO THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2019/20 (URBM 24/02/20)

RESOLVED that a workshop be scheduled on Friday, 13 March 2020 at 12h30 to workshop the planned proposals.

ACTION: E DICK

URBM 06/03/20 PRESENTATION ON THE INTRODUCTION OF THE CLIMATE CHANGE ACTION PLAN

RESOLVED that a presentation on the Introduction of the Climate Change Action Plan be made at the workshop dated on Friday, 13 March 2020 at 12h30.

ACTION: J COOPER

URBM 07/03/20 QUARTER ONE AND QUARTER TWO REPORT FOR PHILIPPI ECONOMIC DEVELOPMENT INITIATIVE (PEDI) 2019/20

P Williamson reported the following, that:

- a three-year funding program was approved by Council for the Philippi Economic Development Initiative (PEDI);
- in terms of the memorandum of agreement between the City of Cape Town and PEDI, a quarterly report needs to be submitted to the Urban Management Portfolio Committee, through the Subcouncil;
- a detailed presentation was made at Subcouncil 13, following some questions raised by the said Subcouncil.

T Swana presented on the following:

- PEDI's three-year Memorandum of Agreement with the City;
- PEDI's work in the 2019/2020 financial year;
- 2019/2020 Programmes;

Clarity on the Motion which was submitted to Council in August 2019, with regard to all Cllrs of Subcouncils 13 and 23 to form part of PEDI's Board meeting, was requested.

Cllr van der Merwe mentioned that the budget allocation of July 2019/2020 which was mentioned in the report, only provides for ten months of programme management and queried as to how the additional amount will be able to accommodate the full twelve months. He further enquired as to how regular the interaction between the City officials and the PEDI officials are in terms of having regular meetings.

Cllr Makasi enquired about the community participation as problems could arise if the community of the Philippi area is not involved in the processes. She further enquired about the composition of the Board itself from the City of Cape Town, whether Cllrs were seconded from the Executive Mayor's office.

Cllr Sotashe stated the following, that:

- it should be made clear that the decision of Council should be implemented;
- communities should be aware of the different programs, as 57% of the community indicated that they do not know where the recycling is taking place;
- it is impossible that there are only programmes and budget allocated around Rent-a-cop;
- if the program is around empowering the community, since inception, how many entrepreneurs from the Philippi area, who have benefitted out of this programme, is recognised.

Ald. March enquired the following:

- whether there are any future plans for developments in the Philippi area, as there is a major need for infrastructure;
- how crime will be dealt with as there are many informal settlements;
- how the Cllrs who are active in the area will be recognised by PEDI;
- how the job creation will be dealt with and whether the database of the Subcouncil will be used.

Ald. Twigg added the following, that:

- any Cllr who served in the City of Cape Town, has a right to serve on any outside body in order to share their expertise;
- there was a resolution tabled at Council on 22 August 2019 (Item C10/08/19), which stated that the Cllrs of Subcouncil 13 and 23 be included in the PEDI structure;
- that Cllrs be included in the PEDI structure, but that the recommendation did not specify the amount of Cllrs who will be representing the City;
- one Cllr from Subcouncil 13 and one Cllr from Subcouncil 23 should form part of the Board;
- all the relevant information should be included in the follow-up report.

P Williamson responded the following, that:

- Subcouncil 23 has established an Area Co-ordinating Task Team and one of the focus areas is the PHA which will deal with the crime;
- the outcome of the High Court case will be communicated through Subcouncil 23 at a meeting in next week;
- the deliverables for each of the programmes of PEDI includes community participation and regular engagements with Subcouncil 13;
- part of the engagement with PEDI is a monetary evaluation process with the manager, which happens prior to the payment of the allocated budget.

T Swana reported that:

- the community and public participation process is an ongoing process;
- monthly meetings are being held with City officials, PEDI officials, as well as the officials in the Urban Catalytic Investment Branch, two to three times a week;
- there are 100 entrepreneurs identified for the current year and 11 entrepreneurs are officially on the database for quarter one and two and have received skills development;
- addressing safety and security is included in the deliverables as a requirement, which is a key part of the precinct management unit.

Cllr Makasi stated that PEDI should get their facts straight, as they reported that the crime has decreased, which is not the case. She further stated that foreigners are employed in the safety and security section, which is a problem, as they are unable to communicate with the communities. She added that the work which the Neighbourhood Watch carries out is very important and should be recognised, as they are not being compensated.

Ald. Van der Rheede stated that the City of Cape Town structures should be used as a benefit to PEDI in order to streamline the processes and queried whether there is a need for a community representative on the PEDI structure.

Cllr Jordaan suggested that the issues raised be included in the PEDI report and be tabled at Subcouncil 13 and 23 and be added to the ACTT meetings as a continuous discussion at the Subcouncils.

RESOLVED that:

- (a) the Urban Management Portfolio Committee notes the Philippi Economic Development Initiative (PEDI) quarterly report;
- (b) that the issues of concern raised by Committee members be included in a consolidated report and submitted to the Urban Management Portfolio Committee meeting, for onward submission to Subcouncils 13 and 23.

ACTION: P WILLIAMSON; T SWANA

URBM 08/03/20

PROGRESSIVE CAPITAL EXPENDITURE REPORT: JANUARY 2020

Cllr Sotashe expressed his concern regarding the poor performance of the Grants-in-aids of the Departments. He also added that the poor performance of the Human Settlement Department is a concern and questioned whether their recovery plan will be sufficient in order to rectify the situation before then end of the financial year.

RESOLVED that the Progressive Capital Expenditure Report: January 2020 be noted.

ACTION: C BROWN

URBM 09/03/20 WARD ALLOCATION REPORT: JANUARY 2020

RESOLVED that the Ward Allocation Report: January 2020 be noted.

ACTION: C BROWN

URBM 10/03/20 URBAN MANAGEMENT: JANUARY 2020 FINANCIAL MONITORING REPORT

C Brown reported the following:

- the capital budget performance is of concern and a percentage of 11.2% actual spend was recorded at the end of January 2020, including commitments at 24.11%;
- the operating expenditure budget recorded an actual spend of 41.51%, with a variance of 1.34%;
- the variance is a combination of over and under expenditure with regard to employee related costs, contractor services and other expenditure;
- the operating revenue budget is at 54.5%, with a variance of 5.67%.

Cllr Sotashe requested that the employee related issues needs attending to and that it is clear that there is no process in place in terms of repairs and maintenance.

Cllr Jordaan enquired about the medical aid remuneration for Cllrs as mentioned in the report.

C Brown responded that he will investigate the matter and provide feedback.

RESOLVED that the Urban Management: January 2020 Financial Report be noted.

ACTION: C BROWN

URBM 11/03/20 BUSINESS IMPROVEMENT INTERVENTION IN URBAN MANAGEMENT

B Morris from the Innovation and Operational Effectiveness Branch reported that a request was made by the Directorate to conduct a business analysis within the branch, to establish whether the Subcouncils are currently structured in a manner that affects service delivery positively.

Cllr van Wyk enquired as to what criteria was used to identify the Subcouncils for this random sample.

B Morris responded that a meeting was held with all the Subcouncil Managers and Directors where it was established that separate area meetings will be held to identify the Subcouncils, also that three Subcouncils within Area East were identified to date.

Cllr Jordaan requested that the report be deferred to the next meeting in order to have a comprehensive discussion.

Cllr van der Merwe enquired whether it will be an internal business analysis or will external consultants be used.

B Morris responded that the work will be partially outsourced, but the rest of the work will be conducted internally.

RESOLVED that the report on the Business Improvement Intervention in Urban Management report be **DEFERRED** to the next meeting, in order to have a comprehensive discussion.

ACTION: S MAYEKISO; B MORRIS

URBM 12/03/20 URBAN MANAGEMENT: VACANCY ANALYSIS

Cllr Sotashe raised his concern regarding the targets which were not reached.

RESOLVED that the Urban Management: Vacancy Analysis report be noted.

ACTION: S MAYEKISO

URBM 13/03/20 FUNCTIONING AND MANAGEMENT OF WARD COMMITTEES

C Overmeyer reported that subsequent elections were conducted and that the process is ongoing.

Cllr Sotashe stated that the role of Ward Committees should be investigated in terms of deepening the participation in various communities. He further stated that a serious intervention is needed as some of the Ward Committee members do not represent their sectors as they should be doing.

Cllr Jansen added that the Ward Committee members should also have an input on certain items and that proper induction training should be conducted.

Ald. March mentioned that some of the Ward Committee members resign because of lack of commitments and that re-elections have to take place in order to fill the various seats.

C Overmeyer responded that there are steps in place to ensure the functionality of Ward Committees, which is to be conducted by the Subcouncils, for instance the attendance of Ward Committee members at Ward Committee meetings and Sector reporting. She further stated that the newly appointed Ward Committee members will be going on induction training.

RESOLVED that the Functioning and Management of the 116 Ward Committees be noted.

ACTION: C OVERMEYER

URBM 14/03/20 URBAN MANAGEMENT: 2019/20 SECOND QUARTER'S PROGRESS REPORT ON THE DIRECTORATE AND DEPARTMENTS' PERFORMANCE

E Dick reported that an overall success of 80% budget spent was obtained, that there are 35 indicators in the Directorate and that seven indicators did not meet the target for various reasons.

Cllr Sotashe requested clarity on the site where the driver's license project was discontinued. He further expressed his concern regarding the misleading information regarding the identified recycling stations.

Ald. van der Rheede added that Cllrs handing out information pamphlets is deemed as community engagements and technically the indicator is exceeded.

E Dick responded the following, that:

- the definition of the circular 88 indicator - Cllr convened meetings, stemmed from National Government;
- it would have been beneficial to include pamphlet distributions but the indicator specifically refers to Cllr convened meetings;
- the indicator speaks about establishing recycling stations and sites were identified where the environmental impact assessments had to be conducted;
- the driver's training was discontinued during 2019/20 and new providers are being investigated which will be commenced with shortly;
- no sites for recycling stations were established as yet.

P Mashoko stated that the idea was around indicating that some work was done and that the sites will be provided.

Cllr Kleinsmith requested that the nine sites be identified, whereby Ald. Fourie added that two sites in Fisantekraal was identified.

RECOMMENDATIONS:

- (a) it is recommended that the Portfolio Committee monitor and evaluate the impact and performance of the 2019/20 second quarter's progress report in relation to its functional area. Thereafter the Portfolio Committee report must be submitted to the Executive Mayor together with the Mayoral Committee;
- (b) it is recommended that the Executive Mayor together with the Mayoral Committee evaluate the review the 2019/20 second quarter's progress report and submit the report to Council for noting;
- (c) it is recommended that Council note the 2019/20 second quarter's progress report.

ACTION: E DICK

URBM 15/03/20

URBAN MANAGEMENT: DRAFT DIRECTORATE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) FOR 2020/21

The Committee agreed that a workshop be scheduled in order to discuss the report in detail.

RECOMMENDED that the draft Directorate Service Delivery and Budget Implementation Plan (SDBIP) for 2020/2021 for the Urban Management Directorate, be noted.

ACTION: E DICK

THE MEETING CONCLUDED AT 13H45

COUNCILLOR W JAFTHA
(CHAIRPERSON)

DATE