



INNOVATION AND EASE OF DOING BUSINESS PORTFOLIO COMMITTEE

1. **ITEM NUMBER: IEDB 04/09/23**

2. **SUBJECT**

**CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON
11 AUGUST 2023**

*BEVESTIGING VAN DIE NOTULE VAN DIE VERGADERING GEHOU
11 AUGUSTUS 2023*

**UKUQINISEKISWA KWEMIZUZU YENTLANGANISO EYAYICHOTSHELWE NGOWE-
IKOMITI YEMICIMBI YESEBE LEZEMPILO 11 EYETHUPHA 2023**

3. **PURPOSE**

The minutes are submitted for consideration and confirmation.

ANNEXURE A: MINUTES OF THE MEETING HELD ON 11 AUGUST 2023

MINUTE**OF THE INNOVATION AND EASE OF DOING BUSINESS PORTFOLIO
COMMITTEE OF THE CITY OF CAPE TOWN ON WEDNESDAY 11 AUGUST
2023 AT 10H00**

PRESENT**DEMOCRATIC ALLIANCE (DA)**

Cllr E Anstey (*Chairperson*)
Cllr F Higham
Cllr T Mokhathi
Cllr H Terblanche
Cllr A van Zyl
Cllr I McMahon
Cllr E Langenhoven
Cllr M Manuel
Cllr D Nelson (*left at 12:05*)

ECONOMIC FREEDOM FIGHTERS (EFF)

Cllr L Mazwi

AFRICAN NATIONAL CONGRESS (ANC)

Cllr S Thompson

GOOD

Cllr P Marman

ABSENT WITH APOLOGY**AFRICAN NATIONAL CONGRESS (ANC)**

Cllr T Nyamakazi

ABSENT WITHOUT APOLOGY**AFRICAN NATIONAL CONGRESS (ANC)**

Cllr N Kopman

CAPE COLOURED CONGRESS (CCC)

Vacant

OTHER COUNCILLORS PRESENT

None

OFFICIALS PRESENT

Ms R Gelderbloem	Executive Director: Economic Growth
Mrs Louise Muller	Director: Valuations
Ms N Steyn	Director: Library & Information Services (LIS)
Mrs A Gaibie	Manager: Specialised Operations LIS
Ms N Titus	Head: Finance LIS
Mr T Siganda	Manager: Enterprise and Investment
Mrs Z Skenjana	Assistant Prof Officer: Business & Enterprise
Ms L Jimlongo	Enterprise and Investment
Mr C Mackriel	Enterprise and Investment
Mr W Claassens	Organisational Performance Management
Ms P Qalazive	Legal Services

EXECUTIVE COMMITTEE SERVICES

R Alberts
A Salie

LEGAL SERVICES

Ms P Qalazive

INTERPRETER

None

PRESS

None

PUBLIC

None

IEDB01/08/23 OPENING OF MEETING/MOMENT'S SILENCE

The Chairperson, Cllr E Anstey welcomed everyone present to the meeting, whereupon a moment of silence was observed.

Agenda items discussed out of sequence.

IEDB02/08/23 APOLOGIES/LEAVE OF ABSENCE

RESOLVED that the following leave application for leave of absence was received from the Office of the Chief Whip for Cllr T Nyamakaza.

It was further noted, that Executive Director: G Morgan: Future Planning and Resilience and Director B Chinasamy: Supply Chain Management submitted apologies.

In addition, Executive Director R Gelderbloem requested to leave the meeting at 13:00 due to prior engagements.

ACTION: R ALBERTS

IEDB03/08/23 CHAIRPERSON'S ADDRESS

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

Good morning fellow Councillors, Officials and new presenters to the Innovation and Ease of Doing Business (I&EDB) Portfolio Committee meeting for August 2023.

The following items forms part of the Innovation & EDB agenda today namely:

- Innovations and red tape reduction in Library and Information Services;
- Valuations: Tracking changeable rateable status of properties;
- Innovations and red tape reduction in Public Participation Unit (systems);
- Innovations and red tape reduction in the City's Events Management system.

RESOLVED that the Chairperson's Address be noted.

IEDB04/08/23 MINUTE OF THE MEETING HELD ON 14 JUNE 2023

RESOLVED that the minute of the ordinary meeting of 14 June 2023 was confirmed.

ACTION: R ALBERTS

IEDB05/08/23 MATTERS RECEIVING ATTENTION (MRA)**1. INNOVATION AND EASE OF DOING BUSINESS PORTFOLIO COMMITTEE ANNUAL OVERSIGHT WORK PLAN**

RESOLVED that the Innovation and Ease of Doing Business Portfolio Committee Annual Oversight Work plan would be submitted at the September 2023 meeting.

ACTION: T SIGANDA; B MORRIS

2. INNOVATIONS & RED TAPE REDUCTION STRATEGIES AND INITIATIVES WITHIN URBAN WASTE MANAGEMENT (UWM)

RESOLVED that follow-up engagement takes place with Urban Waste Management department regarding the items contained on the MRA schedule (7) September or October 2023 PC meeting.

ACTION: L MDUNYELWA

3. GENERAL INNOVATION AND EASE OF DOING BUSINESS MATTERS TO BE DISCUSSED

RESOLVED that Library and Information Services and Events departments referred to manual processes and Cllrs proposed that innovative ways be discussed to improve such processes (liquor license applications).

4. GENERAL INNOVATION AND EASE OF DOING BUSINESS MATTERS TO BE DISCUSSED

RESOLVED that the Mayor's Ease of Doing Business Programme (Top 10 Index indicators), be presented at the upcoming PC meetings.

5. GENERAL INNOVATION AND EASE OF DOING BUSINESS MATTERS TO BE DISCUSSED

RESOLVED that Recreation and Parks be engaged about the City nursery facilities and related concerns and challenges including the donation process (transversal approach / oversight).

6. GENERAL INNOVATION AND EASE OF DOING BUSINESS MATTERS TO BE DISCUSSED

RESOLVED that Legal Services be invited to discuss the donation and volunteerism process and related challenges particularly for Library and Information Services and Recreation and Parks (Innovations to streamline the process).

IEDB06/08/23 INNOVATIONS AND RED TAPE REDUCTION IN LIBRARY AND INFORMATION SERVICES

Director N Steyn: Library and Information Services (LIS) gave a powerpoint presentation in terms of innovations and red tape reduction in libraries, whereupon she highlighted the following points:

- Vision (libraries connecting information, people and spaces);
- Community;
- LIS at a glance;
- A free public library service;
- Challenges;
- Changes in service delivery and
- Opportunities.

At this juncture, she introduced Mrs A Gaibie: Manager: Specialised Operations and Ms N Titus: Head Finance.

A discussion ensued whereupon, Councillors posed comments / questions as follows:

- Cllr T Mokhathi enquired about the status of digitisation of material and accessibility particularly during Covid-19 and the recent taxi-strike. He mentioned that Provincial Government is responsible for 14 000 digitised titles and asked whether the City have mechanisms in place to ensure digitisation of books;
- He queried whether LIS is able to address Copyright related issues regarding digitisation of material;
- Cllr H Terblanche advised that he reserved a book from Strand library and did not receive communication regarding the status and enquired about the process to reserve material from the libraries and the communication method with patrons;
- He stated that ward 21 do not have a library however he engaged Smartcape for assistance with infrastructure at Durbanville Rose garden, to ensure accessibility to the public and schools;
- He said that he engaged LIS with regards to the "Little Free Library" concept and is awaiting feedback as scholars, parents and grandparents could benefit by the initiative (communities could make book donations);
- He referred to the gaming and coding services and stated that its only being offered at certain libraries and that patrons are often not aware of these events taking place (enable access to all);

Director N Steyn responded as follows that:

- the Pressreader (magazines and newspapers) and Overdrive (e-books and audiobooks) could be accessed via Provincial Library Services with currently 14 474 titles. She added that free e-resources are accessible to libraries in the Western Cape, via LIS OPAC;
- LIS commenced digitisation some of the oldest information, however experienced challenges in terms of copyrights;

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- She explained that the e-mail address linked to the library card would be used to communicate information such as reservations and will follow-up in terms of Cllr H Terblanche reservation query;
- She advised that Smartcape is expanding their infrastructure as it assist to make e-resources more accessible and increased points at libraries;
- She advised that the Area Manager is attending to the “Little Free Library” proposal and will engage Cllr H Terblanche to obtain detailed information;
- Highlighted the various methods of communication with patrons and communities such as LIS notices, facebook and staff engage Subcouncils and Ward Cllrs about planned and upcoming events however, welcomed new ideas or proposals to promote services;
- Mrs A Gaibie advised that they partnered with Mandela Bay University regarding the introduction of gaming at libraries and patrons displayed a keen interest (youth);
- The newly appointed Youth Services Co-ordinator (LIS) is the process of reviewing the gaming services and that additional gaming kits are required (also accessible via cell phones and tablets);
- Gaming training took place with LIS staff and Social Development staff in order to ensure a transversal approach. Highlighted the coding event where 26 libraries participated at a tournament 18 July 2023 Mandela Day (annual event);
- Cllr I McMahon highlighted LIS budget constraints in term of service delivery and asked how the PC could offer support to unblock the blockages (budget / volunteers);
- He mentioned that Safety and Security directorate invest substantial budget in programmes and highlighted the importance of youth being engaged at libraries to deter them from gangsterism;
- Referred to the Annual General Meeting (AGM): Friends of the Central library and raised concerns of individuals who want to become volunteers but was requested to complete a contract for volunteering as required;
- At this point, he asked how the Portfolio could assist to overcome volunteer related challenges and a way forward;
- He enquired who’s responsible for the repairs and maintenance budget of libraries and the process thereof;
- Cllr A Van Zyl emphasized the importance of reading and the impact thereof and suggested that alternative international budget sources be explored to ensure that LIS render effective and efficient services to communities (investment in literacy and IT equipment);
- Referred to other Committees that have dedicated staff responsible to drive specific issues and explore budget sources on the international market;
- Cllr E Langenhoven concurred with Cllrs regarding LIS budget constraints and expressed concern that Provincial Government only allocate 9% budget. He advised that LIS review their business model / reinvent LIS and promote it to communities and role-players. That intergovernmental engagements takes place in order to address the

budget constraints and to ensure that LIS improve service delivery as per their mandate;

- He emphasised the importance of literacy and students must be equipped in order to read for understanding;
- He expressed concern regarding the volunteering process and that red-tape related issues be addressed;
- He further stated that individuals are often interested to make donations to Wynberg library (ward 62) however, is reluctant due to the administrative processes;
- He stated that the role of City of Cape Town and Provincial Government be clarified in terms of LIS and emphasised the ease of doing business component and a way forward;
- Cllr E Anstey enquired about the donation process for donors; individuals or companies that want to sponsor books/material;
- Cllr F Higham expressed concern in terms of vandalism and safety related matters at libraries and stated that the budget be reviewed and that the space be optimally utilised;
- She proposed that LIS; Legal Services; Supply Chain Management and Recreation and Parks improve their processes and review funding models and a way forward;
- She further highlighted the importance of communication and that LIS focus on their core mandate and conduct it in excellence (diversify out of core business) and that they review innovation and consider to engage the private sector;
- Cllr A Van Zyl proposed that LIS engage Finance section to consider legislative amendments Treasury to address LIS budget related challenges;
- Cllr H Terblanche stated that Mark Shuttleworth sponsored Fisantekraal library and suggested that the private sector be engaged for donations;
- Cllr F Higham highlighted vandalism and staff safety challenges at libraries. She added that the funding models be reviewed (venue / hall bookings/ gallery space or concessions) utilise space optimally to generate additional revenue for the City and ultimately benefitting the facility (red tape reduction);
- She expressed frustration and highlighted similar challenges with Recreation and Parks that it takes approximately 18 months to get a Friends Agreement. She added that the process be streamlined in partnership with the Legal teams (including donations);
- Cllr F Higham proposed Legal; Finance and SCM representatives within Recreation and Parks be engaged to discuss concerns raised such as utilisation of space to generate income / Friends agreements / donations / review funding models and a way forward;
- She suggested that Legal Services and Finance address red tape related challenges namely, venue bookings to create opportunities to generate income (explore space optimally); donation processes; review of funding models; timeframe to conclude Friends Agreements and volunteerism.

Director N Steyn responded as follows:

Due to budgeting constraints marketing remains a challenge particularly engaging non-users regarding the benefits and value of libraries in a creative and interactive manner (marketing campaigns);

Concurred with Cllrs to explore alternative budget sources to improve services however expressed concern with regards to the complexities such as budget requirements and policy compliance. That LIS and Community Services had several engagements and highlighted the delayed timeframes in terms of outdoor advertising. She added that some libraries are ideally located for prime advertising, however the library would not receive the money directly as it would be absorbed into the City's budget. She was of the view that a dedicated individual is required to pursue alternate budget sources in order to improve / enhance services to communities.

Director Steyn responded that the Repairs and Maintenance budget R13.2M was assigned to Facilities Management for various libraries and that they submit notifications for work to be done.

She highlighted that LIS focus on their core functions / activities and that they would make their space available in order for individuals to offer literacy or other related programmes to the greater benefit of the community (some programmes are conducted in partnership with the Friends of the library).

She advised that LIS received funding from external sources for Central and Kuyasa libraries. She added that businesses are willing to donate funding for books; IT equipment and buildings but not on-going cost. That alternate revenue sources must be explored. She added that they had a coffee-shop at Central library and it was unsuccessful.

Director Steyn expressed appreciation that Cllrs assign ward allocation funding for library materials and programmes in their respective wards. She mentioned that staff are passionate and often contribute towards library programmes, subsequently a memo was circulated that staff refrain from assisting with personal monetary contributions for programmes.

At this point, stated that she will discuss concerns raised with LIS Senior Management namely funding models and resource allocations as it cut across the entire directorate.

The Chairperson, Cllr E Anstey thanked Director N Steyn and team for an informative presentation.

RESOLVED that:

- a) the presentation: Innovation and red tape reduction initiatives within Library and Information Services, be noted;
- b) Library and Information Services (Legal / Finance representative) be engaged to address challenges raised by Cllrs in terms of donations; funding models and legal processes regarding organisations (Friends of the library) and a way forward.

ACTION: N STEYN**IEDB07/08/23 VALUATIONS: TRACKING CHANGEABLE RATEABLE STATUS OF PROPERTIES**

Director L Muller: Valuations department gave a powerpoint presentation in terms of innovations and red tape reduction in Valuations, whereupon she highlighted the following points:

- Request as received from I & EDB Portfolio Committee;
- Overview of identifying Bed and Breakfast Establishments;
- Identifying Bed and Breakfast Establishments;
- Rates Policy Provisions regarding Bed & Breakfast Establishments;
- Bed and Breakfast Establishments;
- Complaints management;
- Correspondence and challenges;
- Challenges to tracking changeable rating status of properties;
- Recommendations.

The Chairperson, Cllr E Anstey advised that Cllrs expressed concern about the residential homes that's being transferred into businesses particularly in the suburbs and how the City address related matters.

He referred to individuals that buy properties in Campsbay and convert the property into an accommodation venue, however the Land Use Management Section do not detect this activity (B&B / hotel). That the property often generates a substantial profit annually even though they pay residential rates instead of commercial rates. Often owners sell the property based on the revenue generated and it impacts negatively on the abutting property owners valuations. He queried how Valuations could address such property related issues in an innovative manner.

Councillors posed comments / questions as follows:

- Cllr I McMahon referred to the 16% commercial rate increase and he engaged commercial property owners to explain the 2% valuation rate increase, resulted in a 19% rate increased;
- He enquired in terms of the commercial rate increase whether owners would willingly change from residential to commercial in view of the 16% increase;

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- He asked whether mechanisms are in place to verify whether a properties status as residential or commercial and how to report related complaints;
- He mentioned a block of flats on 16 on Bree Street, Cape Town (378 flats) and 60% consist of Air B&B and enquired how does such flats be addressed in this environment;
- He referred to predominantly tourism areas such as De Waterkant (cottage) that's residential and managed by a company and asked how the department categorise such properties and whether it qualifies as commercial.
- Cllr F Higham mentioned that abutting residents often complaints about parking, infrastructure related issues (sewerage) and asked about the complaints system and whether LUM's related complaints workflow to their department (obtaining new information of unauthorised businesses operating);
- Cllr H Terblanche expressed concern in terms of the limited interaction between the various departments particularly the Tourism sector as this impact on service delivery (role-players);
- He enquired about the penalties / fines and the amnesty process;
- He mentioned the departmental operations of 46 Data collectors and 61 Valuators and enquired about the ratio balance;
- Cllr I McMahon requested detailed information with regards to the City map in order to share with their support staff and residents.
- The Chairperson, Cllr E Anstey highlighted that individuals often purchase property particularly apartments (Atlantic Seaboard) to rent and generate substantial profit as a result do not contribute to the rental market or additional revenue to the City and suggested that mechanisms (policy) be considered to address such activities and a way forward;
- He further queried how such properties be identified timeously as it's an untapped revenue for the City of Cape Town and how to address it innovatively in consultation with Cllrs, Planning department and other role-players;
- Suggested that the staff (149) establish a Task team that could address the issues City-wide and advise of a way forward;
- Cllr D Nelson queried the financial implication (R5.9Billion) and the budget source as it would provide an indication whether this project could be sustainable. He asked whether SARS could be engaged in terms of these businesses as it could be a potential opportunity for them to identify such activity and link to the City of Cape Town.

Director L Muller responded as follows:

Referred to the City's website on the valuation roll or property register that could be accessed to view a property category (using the erf number or street address);

She added that a property don't have to be aligned to the zoning status as per the Municipal Property Rates Act and that the Municipal Valuator could value it, based on the use of the property irrespective whether it's the zoned

use of the property however commercial rates could be charged although its located in a residential area.

She advised that they engaged the Air B & B sector in 2019 to discuss sector best practises; challenges and a way forward. That Spain and Netherlands experienced reduced property availability for their residents and do not Air B & B operations to make provision for the locals. Visitors are encouraged to book hotels while visiting these countries.

Referred to previous engagements in the City regarding the Air B & B sector to consider a special rate or classified in a different category to encourage tourism however the hotel industry must also be taking into consideration (in compliance with the current legislation). She stated that special approval is needed from the relevant Ministers in order to circumvent a category of property and various factors must be considered in the process.

She mentioned that they visited De Waterkant, Cape Town and such properties are classified as AO1 or 2 with potential long term letting on the premises and individuals normally prefer the longer term as it generates a stable income.

Councillors could assist by reporting property / zoning related complaints to the Valuations@capetown.gov.za and assign a staff member to investigate. Land use and zoning related complaints would be attended to by their department.

She advised of the lengthy timeframes (25-30 years) to resolve land use related matters and it poses a financial risk to the City.

She responded that collaborations with the various departments such as Tourism and Revenue improved and they continue to foster good working relations.

She explained that a sales team forms part of the staff compliment and attend to sales related issues with Conveyors; Property owners in terms of the valuation process.

In addition added that the Valuations department and referred to the relevant legislation, that they do not have any right in respect of penalties and fines as it falls within the ambit of Land Use Management / Building Development Management (due to building plan related issues / encroachments).

She advised of the screenshot on the City map viewer and referred to the valuation roll (property register) to obtain the required information. Referred to the Special Council meeting end February 2023 regarding the approval of the rate in rand and the rates calculator was set-up in order for residents to access it on the City website.

The Chairperson, Cllr E Anstey thanked Director L Muller for an informative presentation.

RESOLVED that:

- a) the presentation: Tracking changeable rateable status of properties, be noted;
- b) Proposed that a Task team be established to track changeable rateable status of property related matters City-wide and advise of a way forward.

ACTION: L MULLER

IEDB08/08/23 INNOVATIONS IN THE PUBLIC PARTICIPATION SYSTEM

RESOLVED that the item be deferred to the September 2023 Innovation and Ease of Doing Business Portfolio meeting.

ACTION: I ROBSON & M ISAACS

IEDB09/08/23 INNOVATIONS AND RED TAPE REDUCTION IN THE CITY'S EVENTS MANAGEMENT SYSTEM

Mrs L Desouza-Zilwa: Events department gave a powerpoint presentation in terms of innovations and red tape reduction in Events Management, whereupon she highlighted the following points:

- ❖ Introduction;
- ❖ Why film is a priority Industry;
- ❖ Currently, City of Cape Town (CoCT) supports film;
- ❖ Current film road map CoCT;
- ❖ CoCT film strategy;
- ❖ Expanding the Film Office;
- ❖ Recommendations for expanding Cape Town Film Office within the City;
- ❖ Actions for skills development;
- ❖ Actions for marketing and sales;
- ❖ Actions for transforming the Industry;
- ❖ Actions for development of infrastructure;
- ❖ Challenges;
- ❖ Introduction / 2022 / 2023 Events overview;
- ❖ Seven of the City's key sporting events generated over R5 Billion worth of economic activity in Cape Town;
- ❖ Events strategy; objectives and portfolio;
- ❖ Events department modernisation;
- ❖ Review of 2023 (2022/23 Event highlights)
- ❖ World Cups hosted in one financial year;
- ❖ Positives / Challenges;
- ❖ Cape Town Major Events Roadmap;
- ❖ Current Film Road Map CoCT.

Councillors posed the following comments or questions:

- Cllr E Anstey commented the Events department for sterling work done as it contributes to economic growth and job creation opportunities. He asked about the consumer interaction with the department in terms of innovation and ease of doing business;
- Cllr H Terblanche enquired about the event permit process and mentioned neighbourhood watch applications and highlighted the importance of education and awareness in terms of the processes;
- He referred to Game festivals and enquired about the use of coding for such events;
- He mentioned that notification of film or events are helpful as they could share it with interested parties for their greater benefit (workshops or sessions with aspiring actors or singers to pursue their dreams);
- Cllr F Higham enquired about the event application process and status of the new SAP system. She asked about the delayed timeframes and how the Portfolio could assist in that regard;
- She referred to a form that Event Organisers often engage Cllrs to obtain approval for an event prior to submitting the application and suggested that the Cllr input during that stage be reviewed;
- She mentioned that its unreasonable to expect her to approve the event due to the insufficient information about the event and prefer to engage the process during public participation and engage the community accordingly;
- In addition, mentioned that she do not receive film or event notifications in the ward and community members frequently enquired about the activities happening in the area;
- Highlighted that District Six falls within the ward boundaries of herself and Cllr McMahon however she do not receive the event notifications. She mentioned that the relevant line departments such as Events; PPU; City Health (liquor licenses) address this issues and a way forward as communities needs to be informed timeously. She emphasised the importance of proper public participation to consider the communities comment / input;
- Cllr F Higham proposed a review of the community engagement in terms of public participation in the form of a follow-up presentation to the PC;
- Cllr T Mokhathi referred to the over usage of areas in the City in terms of hosting events in other areas and how the PC could assist with marketing in an innovative manner;
- Cllr A Van Zyl enquired about the ticket allocation process;
- Cllr I McMahon referred to the Film office and the actual activity conducted by the Production company on the ground and Cllrs often bear the brunt of the activities taking place in their respective wards;
- He further enquired whether the department have capacity to perform monitoring and enforcement to ensure compliance on-site;
- He enquired about the public participation process vs public disturbance and the importance of proper engagement with the

affected residents;

- He asked about the event approval timeframes and Event Organisers often receives the event approval a day or two prior to the event and proposed that a pre-approval mechanism be considered prior to the final approval and emphasised the innovation and ease of doing business components;
- He advised that no link exist between the event liquor license application and the event application and proposed that a Standard Operating Procedure (SOP) be drafted seeing that two different departments manage the respective processes;
- He further stated that the department requested the Cllrs input in terms of the noise levels for events however when noise related complaints are received they often indicated the Cllrs approval;
- The Chairperson, Cllr E Anstey expressed concern about the activities at the Greenpoint Common (sporting codes /events) and enquired how the Recreation and Parks Booking office, Events department and the Clubs to ensure better management on-site;
- Cllr H Terblanche referred to the recent Netball World cup hosted in Cape Town and stated that various netball facilities could be constructed as Netball South Africa is not able to invest in such infrastructure as an investment in the sporting code.

Mrs L Desouza-Zilwa responded that the new application permit process is simplified and easier for people to apply. They reviewing the application for smaller events based on the risk involved.

She emphasised the lengthy process of six years for the new application system and that the department assigned R3 Million budget at the time .That numerous engagements took place with IT Services regarding the system and related challenges that impacts on the application process. This poses a major operational challenge and was escalated to the Executive Director for intervention.

She referred to the system for funding application and advised that the process is on track. She added that the permit application system is operational however they still experiencing issues.

She advised that Gaming is becoming a trend and they bidding for the Game girl event and supporting the sport and film in terms of job creation.

Mrs L Desouza-Zilwa responded that the do bring social development and cohesion into big events and they often only regulate the event if they sponsor event they normally include upliftment / social cohesion / skills development components such as the Jazz Festival and other similar events. She mentioned that opportunities will be created for individuals to meet the Opera performers as per the contractual obligations.

She responded in terms of the Cllrs approval for events and that Cllrs prefer engagement at different levels of the process also taking into consideration the ward or area dynamics. She proposed that the matter be

discussed at the Safety and Security Portfolio and further engagement with Cllrs. She highlighted the importance of the role of the Cllr in the process and it be determined at what level Cllrs be engaged. She added the issue could also be considered in the policy review going forward.

She stated that Public Participation Unit (PPU) is responsible for public participation related matters and Events department engage them as per the legislative requirements (Event organiser responsibilities). She highlighted the importance of fostering and maintaining good working relationships with Ward Cllrs in terms of events in their respective wards.

Mrs Desouza-Zilwa responded that the ticket allocation promotes the event and an Oversight Committee manage the process. That they issue tickets to the Chief Whip's office for distribution to Cllrs and encouraged Cllrs to support the industry.

She advised that they work closely with the department in terms of the liquor license applications and that they in the process to draft a SOP with the Liquor Authority.

She stated that she will engage City Health in terms of the form needing Cllrs approval of the noise levels at events.

Public participation / engagement requirements differ in terms of the nature of the event such as door to door flyer dropping, hospitals and hotels endorsement.

She referred to the Film office related issues raised and areas such CBD and Constantia are frequently used as locations. She added that the Films By-law do not include the Cllr in the process however she prefer notifying the affected Cllrs of events in their respective areas. That the system is supposed to identify the correct Cllr, ward boundaries and organisations in order to notify role-players correctly.

She responded that Film office process several application however the monitoring must take place on-set due to staff capacity constraints they not able to perform that role. She added that the staff constraints were escalated to the Safety and Security Portfolio.

She stated that they considering a pro-forma events permit in order for the Event Organiser to continue with the planning and marketing of the event subject to the final events application approval (timeframes smaller events 6 months and bigger events 12 months).

At this point, she responded that the disruption of sporting codes and big event at Greenpoint Common remains a challenge and that they in the process drafting an overlay process to co-ordinate all the departments. Sporting codes takes place with lease agreements in place, stadium and athletics tracks that's SASRIA compliant and the schools make use of it. She added that Park runs takes place and the Urban Park that attract approximately 8 000 visitors over a weekend. She advised of various

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levels in terms of the management of Greenpoint Common and various layers to be taken into consideration. She advised that a site visit took place with the Executive Mayor and mentioned that departments do not take responsibility for their various operations. Weekly meetings takes place with the relevant departments; property owners and role-players to discuss facility related concerns and a way forward.

She advised that they marketing the Film industry on various platforms such as the Film Cape Town site and promoting locations across the City and Event Spaces and Places. That the department is in the process to promote other areas to increase the geographic spread of events however the compliance of these areas often posed a challenge.

The Chairperson, Cllr E Anstey thanked Mrs Desouza-Zilwa for an informative presentation.

RESOLVED that:

- a) the Presentation: Innovation and Red Tape Reduction in the City's Events Management System, be noted;
- b) proposed that Events department present a review of the community engagement in terms of their public participation component (in the form of a follow-up presentation, to ensure that proper engagement with the relevant organisations / databases and improvement thereof (update in terms of the new regulations being drafted).

ACTION: L DESOUZA-ZILWA

IEDB10/08/23 2022/23 QUARTERLY PROGRESS REPORT ON CORPORATE PERFORMANCE

RESOLVED that:

- a) the Executive Mayor together with the Mayoral Committee evaluate and review the 2022/2023 quarterly progress report on Corporate Performance and the Performance of the City's entities (CTICC and Cape Town Stadium) and submit the report to Council for noting;
- b) Council notes the 2022/2023 quarterly progress report on Corporate Performance and performance of the City's entities.

ACTION: M ABASS / W CLAASSEN

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IEDB11/08/23 GENERAL INNOVATION AND EASE OF DOING BUSINESS MATTERS TO BE DISCUSSED

RESOLVED that the following new General Innovation and Ease of Doing Business matters to be discussed:

- ❖ Library and Information Services and Events departments referred to manual processes and Cllrs proposed that innovative ways be discussed to improve such processes (liquor license applications);
- ❖ The Mayor's Ease of Doing Business Programme (Top 10 Index indicators), be presented at the upcoming PC meetings;
- ❖ Recreation and Parks be engaged about the City nursery facilities and related concerns including the donation process (transversal approach / oversight);
- ❖ Legal Services be invited to discuss the donation and volunteerism process and related challenges particularly for Library and Information Services and Recreation and Parks (Innovations to streamline the process).

THE MEETING CONCLUDED AT 14:45.

CLLR E ANSTEY (CHAIRPERSON)

DATE