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1. **ITEM NUMBER:** 11SUB06082024

2. **SUBJECT**

**MATTERS RECEIVING ATTENTION REPORT**

**ONDERWERP**

**VERSLAG OOR SAKE WAT AANDAG GENIET**

**ISIHLOKO**

**INGXELO ENGEMIBA EZAKUQWALASELWA**

3. **PURPOSE**

The purpose of the report is that the Subcouncil note and comment on the attached Matters Receiving Attention (MRA) schedule.

4. **FOR DECISION BY**

The Subcouncil note and comment on the report.

Delegation: Part 24 1(1) – To assess the performance of service delivery generally within their area of jurisdiction (outcomes monitoring).

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5. **EXECUTIVE SUMMARY**

This report is submitted to the Subcouncil to provide feedback/update and any comment received from line departments.

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6. **RECOMMENDATION**

That the Subcouncil notes the content of Annexure A.

**AANBEVELING**

Daar word aanbeveel dat die subraad van die inhoud van bylae A kennis neem.

**IZINDULULO**

Ukuba iBhungana maliqwalasele okuqulathwe kwisihlomelo A.

7. **DISCUSSION/CONTENTS**

□ See Executive Summary.

7.1. **Constitutional and Policy Implications**

N/A

## 7.2. Sustainability implications

Does the activity in this report have any sustainability implications for the City?	No X	Yes <input type="checkbox"/>
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## 7.3. Legal Implications

N/A

## 7.4. Staff Implications

Does your report impact on staff resources or result in any additional staffing resources being required?

No X

Yes ☐

## 7.5. Other Services Consulted

N/A

### ANNEXURE A: MATTERS RECEIVING ATTENTION

#### REPORT FOR FURTHER DETAILS, CONTACT:

<b>NAME</b>	Melane Siyabulela
<b>CONTACT NUMBERS</b>	021 4440505
<b>E-MAIL ADDRESS</b>	Melane.Siyabulela@capetown.gov.za
<b>DIRECTORATE</b>	Corporate Services

#### ADMINISTRATIVE OFFICER: SUBCOUNCIL 11

**NAME:** MELANE SIYABULELA

**DATE:** \_\_\_\_\_

# ITEM NUMBER: 11SUB300322

## MRA Transferred from Subcouncil 17

Agenda Item No:	17SUB 15/6/2017	1	SUBCOUNCIL BUILDING
Author:	Ald George March (DA);George March		
How Resolved:	Consensus		
Meeting Date:	2017/06/22		
Outstanding:	1220		
Directorate:	AREA-BASED SERVICE DELIVERY		
Department:	Area 3		
Preamble:			
Resolution Details:			
The Applications Meeting of 10 August 2021 discussed this. They are busy investigating a suitable allocation, and will revert to the Subcouncil.			
RESOLVED that:			
The report back be noted.			
Preamble History			
Meeting Date	Preamble		
2020/07/17	Ms Liebenberg reported that there was no further progress on this item, but that she will follow up on it.		
2019/04/25			
Resolution History			
Meeting Date	Resolution		
2021/08/26	The Applications Meeting of 10 August 2021 discussed this. They are busy investigating a suitable allocation, and will revert to the Subcouncil.		
2021/07/22	Subcouncil Building (17SUB18/2/2017)		
Another application for additional space was submitted for signatures. The new form had to indicate remote work arrangements.			
ACTION: Project Manager, Elzane Bothma			
Noted.			
2021/05/20	Ms Liebenberg reported that another application for additional space was signed by the ED:UM and submitted. This will be considered when the allocation of offices and space in the building planned for the c/o Jan Smuts and Klipfontein, is done.		
ACTION: Project Manager, Elzane Bothma			

2021/02/18

Ms Liebenberg reported that a successful meeting was held with Mr Ahmed Abass. Another application for additional space was submitted, and this will be considered when the allocation of

	<p>offices and space in the building planned for the c/o Jan Smuts and Klipfontein, is done.  <b>RESOLVED that:</b></p> <p>The progress of the project be noted.</p>
2021/01/21	<p>Ms Liebenberg reported that there is no further progress regarding the expansion of the building and no feedback has been received.  <b>NOTED.</b></p>
2020/11/19	<p>Ms Liebenberg reported that there is no further progress regarding the expansion of the building and no feedback has been received from</p> <p>Ashley Arendse. A meeting on the expansion of the building has been organised with the Director of Facilities Management. The planned meeting is 2 December 2020. She said that the Director placed an order for the replacement of chairs and gave the go ahead for the repairs.</p> <p>Repairs to the parking area gate is followed up for when the tender is in place, and quotes for the replacement of air conditioners were forwarded to the Director. Quotes are being obtained for the painting of the parking area roofs. Mrs F Salie initiated the repairs to the tar and cement at the parking area gate.</p>
2020/10/22	<p>There is no further progress regarding the expansion of the building and no feedback has been received from Ashley Arendse. A meeting on the expansion of the building is being organised with the Director Facilities Management.</p> <p>The Director placed an order for the replacement of chairs and gave the go ahead for the repairs. Repairs of the electrical plugs has been followed up for completion, as well as repairs to the parking area gate, and quotes for the replacement of air conditioners were forwarded to the Director. The parking area gate tender is not in place and the maintenance unit would like to wait for the tender. Quotes are being obtained for the painting of the parking area roofs.  <b>NOTED.</b></p>
2020/09/17	<p>Ms Liebenberg reported the following:</p> <ul style="list-style-type: none"> <li>• That there is no further progress regarding the expansion of the building and no feedback has been received from Mr Ashley Arendse.</li> <li>• Ms F Salie indicated that the blinds are not possible for the sky light, and that they are organising tinting of the windows.</li> <li>• The Director placed an order for the replacement of chairs and informed the Subcouncil that there is not funding for the repairs quote that was obtained.</li> <li>• Repairs of the electrical plugs has been followed up for completion, as well as repairs to the parking area gate, and quotes for the replacement of air conditioners are in progress. The parking area gate tender is not in place and the maintenance unit would like to wait for the tender.</li> <li>• The SC is in the process of obtaining a quotation for the air conditioners for the building.</li> </ul> <p>The Director pointed out that the tender is to be cancelled and re-advertised due to appeal and legal issues. He said that all new requests such as Repairs and Maintenance requires special approval from the Director of SCM.</p>
2020/08/27	<p>There is no further progress regarding the expansion of the building.</p>

	<p>Ms F Salie indicated that the blinds are not possible for the sky light, and that they are organising tinting of the windows. An order has been placed for the repairs of the chairs. A submission was also made for new chairs.</p> <p>Repairs of the electrical plugs has been followed up for completion, as well as repairs to the parking area gate, and quotes for the replacement of air conditioners are in progress.</p>
2020/07/23	<p>Ms Liebenberg reported that there was no further progress on this item, but that she will follow up on it.</p> <p><b>NOTED.</b></p>
2020/06/17	<p>Ms Liebenberg informed the meeting that the proposal for the building has been submitted for the inclusion of the 2020/21 budget.</p> <p>Cllr R Adams requested that priority be given to the outside lights of Dulcie September Civic Centre as there have been a few burglaries due to poor lighting.</p>
2020/02/20	<p><b>RESOLVED that:</b></p> <p>The SC Manager reports back on the outcome of the meeting between Urban Management and Facilities Management.</p> <p><b>ACTION: Ms C Liebenberg</b></p>
2019/11/21	<p><b>RESOLVED that:</b></p> <p>Mr Ashley Arendse will give further feedback to the next SC meeting.</p>
2019/10/17	<p><b>RESOLVED that:</b></p> <p>The item remains on the MRA list for further deliberation and resolution.</p>
2019/09/19	<p><b>RESOLVED that:</b></p> <p>The item remains on the MRA list for further progress updates</p>
2019/08/15	<p><b>RESOLVED that:</b></p> <p>A meeting has been organised for 28 August 2019 to discuss the SC building matters.</p> <p><b>ACTION: Ms C Liebenberg</b></p>
2019/06/13	<p><b>RESOLVED that:</b></p> <p>This item remains on the MRA list for further discussion and planning.</p>
2019/05/23	<p><b>RESOLVED that:</b></p>

	This item remains on the MRA list for further discussion and planning.
2019/03/15	<p>RESOLVED that:</p> <p>The SC Manager forwards all the information regarding the proposed extension and renovation of the SC Building to the Mayor.</p> <p>ACTION: Ms C Liebenberg</p>
2019/02/22	<p>RESOLVED that:</p> <p>The SC Manager organises a meeting with managers of Recreation and Parks to determine what blockages they experience that hamper service delivery, and then meet with SCM and Recreation and Parks to address the delays with repairs and maintenance.</p> <p>ACTION: Ms C Liebenberg</p>
2019/01/24	<p>RESOLVED that:</p> <ol style="list-style-type: none"> <li>1. The SC Manager set up a meeting with Ms Stegmann of Recreation and Parks in the Boardroom to discuss the flood lights and any other matters regarding the Dulcie September facility.</li> <li>2. Cllr Kleinschmidt submits a motion for Lansdowne Precinct to the next SC Meeting.</li> </ol> <p>ACTION: Ms Christa Liebenberg / Cllr M Kleinschmidt</p>
2018/10/18	<p>RESOLVED that The item remains on the MRA list. History 260618 RESOLVED that: The item remains on the MRA to discuss and obtain a design for a new building for SC 17 which includes a chamber.</p> <p>ACTION: Zimlo Lalendle</p>
2018/06/26	<p>RESOLVED that: The item remains on the MRA to discuss and obtain a design for a new building for SC 17 which includes a chamber.</p> <p>ACTION: Zimlo Lalendle</p>
2018/05/23	<p>History 230518 RESOLVED That this item remains on the MRA list until the snag list has been dealt with. ACTION: Zimlo Lalendle History 190418 RESOLVED That this item remains on the MRA list until the renovations have been resolved. ACTION: Zimlo Lalendle History 160318 RESOLVED That this item remains on the MRA list until the renovations have been resolved. ACTION: Zimlo Lalendle History 220218 RESOLVED That this item remains on the MRA list until the renovations have been resolved. ACTION: Zimlo Lalendle History 250118 RESOLVED That the temporarily relocation of the Subcouncil Office to Athlone Stadium BE NOTED. ACTION: Wilfred Solomons-Johannes Ardel Van Niekerk History 230917 RESOLVED That the temporarily relocation of the Subcouncil Office to Athlone Stadium BE NOTED. ACTION: Wilfred Solomons-Johannes Ardel Van Niekerk History 210917 RESOLVED That a report regarding the relocation and the floor repairs of the Subcouncil Office BE SUBMITTED to the MAYCO Member of Assets and Facilities Management and the ED: ABSD: Dr Louis Scheepers. History 180817 RESOLVED That the Director: ABSD – Area Central INVESTIGATE THE RELOCATION of Subcouncil 17 to Vygieskraal Stadium. Emanating from Chairpersons report (17SUB04/06/17) Ald March committed that the SC</p>

would request Revenue to do a presentation on indigent grants at the next SC Activity Day. He said that the Cllr in conjunction with the SC should draw up a proposal regarding Dulcie September and forward it to the Mayor. Cllr A Adams queried the viability of erecting a SC Chamber at the Dulcie September Civic Centre and requested that this matter be placed on the MRA list. Ald March stated that a risk assessment was done on the SC Building and that the building was declared unsafe for the staff. He reported that the flooring on the first floor was collapsing and that the SC was waiting on space that could accommodate all the SC staff. He said that this item needs to be placed on MRA list for monitoring purposes. Ms Vittee informed the house that the Director for Parks and Recreation was served with a Section 12 notice which necessitated that the vacation of the building. She reported that there were significant challenges regarding the securing of alternative space and has also involved the Director who was also exploring various options. RESOLVED that: 1. The content of the Chairperson's speech and the comments be noted. 2. Cllr R Adams in conjunction with the SC should draw up a proposal commemorating Dulcie September and forward it to the Mayor. 3. SC would request Revenue to do a presentation on indigent grants at the next SC activity day. 4. SC Building be placed on the MRS list for monitoring purposes.

2018/01/10

From: Martin Stander Sent: Wednesday, 10 January 2018 11:09 AM To: Shaun Jooste Cc: Wilfred Schrevian Evan Solomons Johannes ; Ahmed Abbas ; Ardela van Niekerk Subject: RE: Athlone Civic Sub council office floor repairs Morning Shaun, I am sure our relocation tender could be utilised as a mechanism to assist Sub Council 17 to relocate to the Athlone Stadium. This subject to Sub-Council 17 funding their own relocation. Please action it accordingly. Kind regards, Martin Stander Centralised Facilities Management & Maintenance Ficus Building Parow Telephone: 021 444 0620

From: Ardela van Niekerk Sent: Wednesday, 10 January 2018 10:45 AM To: Martin Stander Cc: Wilfred Schrevian Evan Solomons Johannes ; Ahmed Abbas Subject: FW: Athlone Civic Sub council office floor repairs Dear Martin With reference to the undernoted email from Ahmed Abbas, kindly advise whether you are able to assist Subcouncil 17 with moving offices from the Athlone Civic Centre to Athlone Stadium. Should you require more details regarding the office move, please do not hesitate to contact me. I wait to hear from you. Regards Ardela Van Niekerk

From: Ahmed Abbas Sent: Wednesday, 10 January 2018 10:11 AM To: Ardela van Niekerk ; Mogammad Ismail Cc: Wilfred Schrevian Evan Solomons Johannes ; Elzane Bothma Subject: Athlone Civic Sub council office floor repairs Dear Ardela We will address the floor situation once the area have been vacated, I suggest you make contact with Elzane and Tejal regarding your office move. Kind Regards

From: Ardela van Niekerk Sent: Tuesday, 09 January 2018 9:54 PM To: Ahmed Abbas ; Mogammad Ismail Cc: Wilfred Schrevian Evan Solomons Johannes Subject: FW: Athlone Civic Sub council office floor repairs Dear Colleagues Kindly advise the status of the relocation of Subcouncil 17 to Athlone Civic Centre. I wait to hear from you. Regards Ardela Van Niekerk

From: Ardela van Niekerk Sent: Wednesday, 29 November 2017 8:29 AM To: Ahmed Abbas Subject: RE: Athlone Civic Sub council office floor repairs Dear Ahmed As per the undernoted email, I wanted to discuss the plan to vacate the first floor. If the space at Athlone Stadium is not ready as yet, I am not sure where to relocate to. Furniture, I suppose we can manage to store under the stage at the Athlone Civic Main Hall, but I am not sure that it would carry the favour of the Chairperson. This suggestion is based on your comment : "Please be advised that the 1st floor is not structurally sound and utilising the area is of an Occupational health and safety risk." Any suggestions. I wait to hear from you. Regards Ardela Van Niekerk

2017/10/09

From: Ardela van Niekerk Sent: Monday, 09 October 2017 2:53 PM To: Wilfred Schrevian Evan Solomons Johannes Cc: Zita Allard Subject: FW: Sub Council 17 Accommodation Layout Dear Director With reference to the undernoted email, please be advise that Subcouncil 17 has not yet received a response with regard to the alternative accommodation. Please note that the next Subcouncil meeting is to be held on Thursday, 19 October 2017 and the Chairperson, Alderman George March expects confirmation of where the Subcouncil will relocated to. In my briefing session (Tuesday, 3 October 2017) with the Chairperson, he indicated that a meeting must be scheduled with the City Manager to find remedy to this situation. I wait to hear from you. Regards

2017/09/29

From: Ardela van Niekerk Sent: Friday, 29 September 2017 9:07 AM To: Louis Adrian Scheepers Cc: Wilfred Schrevian Evan Solomons Johannes ; Ernest Sass ; Vincent Botto ; George March ; Stuart Diamond ; Elzane Bothma ; Tejal Singh ; Gideon Slabbert Subject: FW: Sub Council 17 Accommodation Layout Dear Dr Scheepers With regard to your question below, no this is not what was agreed to. The following documents are attached: a) The floor plan of the proposed accommodation at Vygieskraal Stadium; b) Cllr Stuart Diamond's comments on the proposals for



alternative accommodation for Subcouncil 17; c) A presentation indicating the existing accommodation at Vygieskraal Stadium and Athlone Stadium. d) Dulcie September Civic Centre Floor Assessment The situation is as follows. 1. Subcouncil 17 must be temporarily relocated from its accommodation at the Athlone Civic Centre due to the top floor offices being declared unsafe due the structural integrity of the upstairs floor. A Section 12 Notice was served on the Director Parks (Vincent Botto) in this regard on 2 June 2017. 2. The Chairperson of Subcouncil 17 is adamant that the Subcouncil will not be relocated to the Vygieskraal Stadium as the space identified for this purpose is totally insufficient for the Subcouncil to operate effectively. The venue's aesthetics and the purpose that it is currently being used for, is also not conducive as the face of the City's Customer Centricity model. 3. The Chairperson prefers that the Subcouncil to be relocated to the Athlone Stadium. 4. Facilities Management is of the opinion that the Subcouncil cannot be accommodated in the Athlone Stadium. 5. An assessment was done by a Structural Engineer on the unsafe floor and the Cost estimate for the repairs to the top floor amounts to approximately R328,000 (three hundred and twenty eight thousand rand). 6. It is not clear how long the repairs to the floor will take. 7. No funding has been identified to do the repairs. 8. It must be mentioned that the top floor extension to the Subcouncil offices was funded through VPUU funding – at the request of the Subcouncil Management and the concurrence of Sports and Recreation at that time. 9. At this point in time Subcouncil 17 staff are still occupying the top floor – which was declared unsafe in terms of the Section 12 Notice. The following must be finalised; 1. Funding must be identified to do the repairs to the floor. 2. Alternative accommodation arrangement must be sourced for the Subcouncil staff and their furniture for a period to be determined. 3. The Chairperson is of the opinion that the Subcouncil can be accommodated at the Athlone Stadium, sharing office space with Social Development. 4. If no alternative accommodation can be found to accommodate the Subcouncil as a whole, the Subcouncil staff will have to be split up and can as a last resort be accommodated at the adjoining Subcouncils at Subcouncil 5 (Bonteheuwel) and possibly at the Fezeka Building (Subcouncils 11, 13 and 14). 5. The Chairperson requires a guarantee that Subcouncil 17 will be allowed to return to its current accommodation at the Athlone Civic Centre and that Recreation and Parks will not assign the current Subcouncil 17 accommodation to address its own accommodation needs. This matter has now been in discussion since June 2107, i.e. for the past three months, with no finality. The Chairperson is seriously aggrieved that this matter has been delayed so long whilst putting the staff and the City at a daily risk. It is of paramount importance that this matter be addressed as a matter of urgency. The Chairperson has indicated that he will request a meeting with the City Manager and the relevant parties to get finality on this matter. The Chairperson respectfully therefore request that the Executive Director: ABSD set up the envisaged meeting with the City Manager and all the role players. Regards

2017/09/13	<p>From: George March Sent: Wednesday, 13 September 2017 10:53 AM To: Louis Adrian Scheepers ; Wilfred Schrevian Evan Solomons Johannes ; Siyabulela Mamkeli ; Bonita Jacobs ; Ardelia van Niekerk ; Stuart Diamond Cc: Patricia De Lille ; Achmat Ebrahim ; Dirk Smit ; Shaun August Subject: RE: Athlone Stadium - No go for Sub Council 17 Dear All, I hereby request for an urgent meeting on the above matters as well as all other outstanding matters of Subcouncil 17 that is long overdue to be resolved. This meeting need to occur before my Subcouncil meeting on the 21 September 2017. Long outstanding matters to be resolved with timelines: • The Relocation of Subcouncil administration to a safe and comfortable space. • Vygieskraal Informal Settlement Relocation • Securing of the Vygieskraal River Banks • Induland Eco Park • Chucker Road Eco Park • Trading plan for Landsdowne • Blomvlei Canal Culvert • Chairperson's Survey (refer to attachment) Your urgent response to this request would be highly appreciated. Kind Regards</p>
2017/08/22	<p>From: Ardelia van Niekerk Sent: Tuesday, 22 August 2017 9:19 PM To: Fadielah Richards Cc: Wilfred Schrevian Evan Solomons Johannes ; George March ; Le Che Martha Rossouw ; Donnell Kleyn Subject: FW: sub-council 17 accomodation Dear Fadielah With reference to the undernoted email, as well as my briefing session with the Subcouncil Chairperson, held on Tuesday, 22 August 2017, I would like to enquire whether your office has considered a date for the site visit to the offices of Subcouncil 17 and Vygieskraal Stadium. Please note that the Subcouncil is in receipt of an eviction notice and is currently not in compliance due to the building being unsafe. Your assistance to schedule the said site inspection as a matter of urgency is therefore appreciated. I await your reply. Regards</p>
2017/06/09	<p>From: Carien Stegmann Sent: 09 June 2017 11:04 AM To: 'eespach@gibb.co.za' Cc: Robert van Rooyen Subject: Fee structure for Turfhall Stadium - ingeneur assessment of roof Dear Erika I have been provided the quote as per City tender to assess the wooden floor at the Athlone civic centre as per Section 12 issued by the Building inspector: Natmie Daniels Building Inspector : Development Management 1st floor Ledger House, Athlone P O Box 283, Athlone, 7760 T 021 6844321 F 021 6844440 We require thus an engineer to assess and advise on repairs, as per Athlone Civic. Approval was granted by the Director and Executive director. We are following the required</p>

administrative processes in order to give you the instruction to proceed. The fee structure for Athlone civic has been provided, but in order to fast track the Turfhall stadium, may I please request your fee structure.

Department: **Area Central**

Responsible Officer(RO): **Zimlo Lalendle**

**Response Date    Comment from RO**

2019/08/27

**From:** Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>  
**Sent:** Thursday, 23 May 2019 10:45  
**To:** Dilshaan Jagger <Dilshaan.Jagger@capetown.gov.za>  
**Subject:** FW: Subcouncil 17 Offices Dulcie September building accommodation needs  
**Importance:** High

MRA of 23 May 2019

Regards

**Christa Liebenberg**  
Subcouncil Manager: Urban Management

**From:** Christa Liebenberg  
**Sent:** Friday, 17 May 2019 08:16  
**To:** Bheki Nzimande <WelcomeBhekuyiseMxolisi.Nzimande@capetown.gov.za>  
**Cc:** Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Wilfred Schrevian Evan Solomons Johannes <Wilfred.Solomons@capetown.gov.za>; Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>  
**Subject:** FW: Subcouncil 17 Offices Dulcie September building accommodation needs  
**Importance:** High

Dear Mr Nzimande, did you have a chance to find out about the report mentioned in the following e-mail. Do you have any idea where we can find it?

Regards

**Christa Liebenberg**  
Subcouncil Manager: Urban Management

**From:** Ruby Leoni Gelderbloem <RubyLeoni.Gelderbloem@capetown.gov.za>  
**Sent:** Tuesday, 14 May 2019 08:58  
**To:** Bheki Nzimande <WelcomeBhekuyiseMxolisi.Nzimande@capetown.gov.za>  
**Cc:** Wilfred Schrevian Evan Solomons Johannes <Wilfred.Solomons@capetown.gov.za>; Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>; Ivan Anthony <Ivan.Anthony@capetown.gov.za>  
**Subject:** RE: Subcouncil 17 Offices Dulcie September building accommodation needs  
**Importance:** High

Dear Bheki

This enquiry relates to office accommodation which falls within the management and control of Facilities Management.

For your kind attention please.

Sincere Regards

**Ruby Gelderbloem**  
Director Property Management  
Assets and Facilities Management

**From:** Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>  
**Sent:** Tuesday, 14 May 2019 6:53 AM  
**To:** Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Ruby Leoni Gelderbloem <RubyLeoni.Gelderbloem@capetown.gov.za>  
**Cc:** Wilfred Schrevian Evan Solomons Johannes <Wilfred.Solomons@capetown.gov.za>; Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>

**Subject:** FW: Subcouncil 17 Offices Dulcie September building accommodation needs

Dear Ivan and Ruby, please refer to the below e-mail from Director Solomons-Johannes.

Do you have any idea where we can get hold of this report? Where is the process with the relocation of Ledger House to accommodate additional office needs in the Athlone area?

Ruby, we do believe that the precinct around Dulcie September Civic Centre might be an ideal area for such a development and the Mayor confirmed that it might assist with the office needs of Portfolio Committees which the Civic Centre cannot accommodate.

Regards

**Christa Liebenberg**

Subcouncil Manager: Urban Management

**From:** Wilfred Schrevian Evan Solomons Johannes <Wilfred.Solomons@capetown.gov.za>

**Sent:** Friday, 26 April 2019 17:43

**To:** Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>; Faeza Salie <Faeza.Salie@capetown.gov.za>; Ameroh Jones <Ameroh.Jones@capetown.gov.za>; Desiree Galant <Desiree.Galant@capetown.gov.za>; Robert van Rooyen <Robert.vanRooyen@capetown.gov.za>; Gideon Slabbert <Gideon.Slabbert@capetown.gov.za>  
**Cc:** George March <George.March@capetown.gov.za>; Le Che Martha Rossouw <LeChe.Rossouw@capetown.gov.za>; Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Mariam Kamalie <Mariam.Kamalie@capetown.gov.za>; Ashley Hemraj <Ashley.Hemraj@capetown.gov.za>; Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Zimlo Lalendle <Zimlo.Lalendle@capetown.gov.za>

**Subject:** RE: Subcouncil 17 Offices Dulcie September building accommodation needs

Dear Christa:

Before I am providing input please obtain the following report dealing with targeted urban upgrade and improvement districts project whereby the City will invest in targeted urban upgrades to also addressing crime hotspots (Page 72: IDP 2017 – 2022):

**Athlone/Gatesville Feasibility study and project plan for proposed shared services centre**

Kind Regards

**Wilfred Schrevian Evan Solomons-Johannes**

**Director: Urban Management (Area Central)**

**Directorate: Urban Management**

**From:** Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>

**Sent:** Friday, 26 April 2019 3:40 PM

**To:** Faeza Salie <Faeza.Salie@capetown.gov.za>; Ameroh Jones <Ameroh.Jones@capetown.gov.za>; Desiree Galant <Desiree.Galant@capetown.gov.za>; Robert van Rooyen <Robert.vanRooyen@capetown.gov.za>; Gideon Slabbert <Gideon.Slabbert@capetown.gov.za>; Wilfred Schrevian Evan Solomons Johannes <Wilfred.Solomons@capetown.gov.za>

**Cc:** George March <George.March@capetown.gov.za>; Le Che Martha Rossouw <LeChe.Rossouw@capetown.gov.za>; Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Mariam Kamalie <Mariam.Kamalie@capetown.gov.za>; Ashley Hemraj <Ashley.Hemraj@capetown.gov.za>; Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>

**Subject:** FW: Subcouncil 17 Offices Dulcie September building accommodation needs

Dear Director and Colleagues, please see attached as discussed.

Could you forward me your needs that I can forward these to the architect for discussion? Could your inputs please reach me by 10 May 2019, 12:00?

Regards

**Christa Liebenberg**

Subcouncil Manager: Urban Management

**From:** Christa Liebenberg

**Sent:** Wednesday, 24 April 2019 16:42

**To:** Mariam Kamalie <Mariam.Kamalie@capetown.gov.za>; Ashley Hemraj <Ashley.Hemraj@capetown.gov.za>

**Cc:** George March <George.March@capetown.gov.za>; Le Che Martha Rossouw <LeChe.Rossouw@capetown.gov.za>; Ivan Anthony <Ivan.Anthony@capetown.gov.za>; Christa Liebenberg <Christa.Liebenberg@capetown.gov.za>

**Subject:** Subcouncil 17 Offices Dulcie September building accommodation needs

Dear Mariam and Ashley, please see attached a draft needs assessment. Do you have a better template or additions to the template before I forward it to Recreation and the Cash Office?

Regards

**Christa Liebenberg**

Subcouncil Manager: Urban Management  
Subcouncil 17 (Wards 48, 49, 60)

Department: **Area Central**

Responsible Officer(RO): **Christa Liebenberg**

Response Date	Comment from RO
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2020/01/27

Update received from SC Manager 21 January 2020

15 Jan 2020: From F Salie- The air-conditioner in the minor hall has been repaired. We are still in the process of installation of the blinds. Tender which is available does unfortunately not do skylights. Specifications have to be finalized and RFQ will be submitted by the end of the month.

15 Jan 2020: E-mail to Director Solomons-Johannes "Dear Director, what do suggest is the best way forward regarding short term expansion of the Subcouncil 17 offices and meeting rooms? The Chairperson would like to involve the Mayor to meet with the relevant ED's?

Recreation, the custodians of the building will not consider short term expansion as the provision of offices and meeting rooms is not their core business.

To Ashley Arendse: "Dear Ashley, When is the next meeting regarding the Corporate Facilities and future of the buildings? Could you please remember to forward us the progress and try to get us on the priority list? Could you let us know if we do not get on the priority list, because Ald March would then like to alert Ald Vos."

From A Arendse: 8 Nov 2019: "This office accommodation Committee had their inaugural meeting on 31 October 2019. Our agenda covered a presentation on the existing office space vs demand and possible options of addressing office requirements in a holistic approach. Mention was made of requests from the different Directorate including the options for development office space for your area. We are scheduled to meet again at the end of November 2019 with the view to consider the way forward and also how to influence the budget process.

I hope that I will be able to provide further feedback following the next meeting."

An e-mail dated 7 November 2019 was send to Mr A. Arendse for feedback on the following:

A meeting was held with Ald Vos and Ms Kelcy le Keur, Executive Director Economic Opportunities and Asset Management. The extension needs of Subcouncil 17 was forwarded to them and to the Urban Management representative on the corporate group, i.e. Mr Ashley Arendse.

The information was again requested from Facilities Management on 26 September 2019.

Department: **Area Central**

Responsible Officer(RO): **Christa Liebenberg**

Response Date	Comment from RO
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2020/10/13

A meeting is being organised with Ald March, Cllr Adams, Directors B Nzimandi, WSE Solomons-Johannes and Ahmed Abass to discuss proposed extensions to the building in line with the new office building being planned for the c/o Klipfontein and Jan Smuts.

Department: **Area Central**

Responsible Officer(RO): **Christa Liebenberg**

Response Date	Comment from RO
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2021/02/17

A new submission for additional office accommodation was made to E Bothma, who coordinates corporate office space requirements. It was mentioned in a meeting that was held on 4 February 2021 with Mr.s Ahmed Abass and Msuthu Ndlwana that they will consider all the requirements of SC 17 in the new building on the c/o Jan Smuts and Klipfontein.

# ITEM NUMBER: 11SUB320322

## MRA Transferred from Subcouncil 17

Agenda Item No:	17SUB 8/2/2019	1	<b>MOTION: LANSDOWNE STATION PRECINCT: CLEANING AND REHABILITATION THROUGH TRANSVERSAL APPROACH BY ALL DIRECTORATES</b>
Author:	Mark Kleinschmidt;		
How Resolved:	Consensus		
Meeting Date:	2019/02/21		
Outstanding:	785		
Directorate:	URBAN MANAGEMENT		
Department:	Councillor Support		
<b>Preamble:</b>			
<b>Resolution Details:</b>			
A letter was forwarded to PRASA about the approval of an Informal Trading Plan on their property. Transport is waiting for the Parking Management Tender to kick in.			
<b>RESOLVED that:</b>			
The report back be noted.			
<b>Preamble History</b>			
<b>Meeting Date</b>	<b>Preamble</b>		
2020/07/23	We would like this project to be prioritised. We however require the necessary funding namely <b>R 570 000</b> estimated for a beta fence to be erected in this calendar year.  For any further information please feel free to contact us. ( Llewellyn Devine, Randall Skrikker, Vusi Cekiso, Alec Miller)		
<b>Resolution History</b>			
<b>Meeting Date</b>	<b>Resolution</b>		
2021/08/26	A letter was forwarded to PRASA about the approval of an Informal Trading Plan on their property. Transport is waiting for the Parking Management Tender to kick in.		
2021/07/22	Ms Liebenberg reported that: Director Solomons-Johannes forwarded PRASA a letter about the approval of an Informal Trading Plan on their property. Dr L Mdunyelwa is following up regarding a response to the letter. Transport is waiting for the Parking Management Tender to be implemented. <b>ACTION: Project Manager, Gershwin Fortune</b> <b>Noted.</b>		
2021/05/20	Ms Liebenberg reported that: Director Solomons-Johannes forwarded PRASA a letter about the approval of an Informal Trading Plan on their property. Mr Skrikker reported that Transport is waiting for the Parking Management Tender to kick in. <b>ACTION: Project Manager, Gershwin Fortune</b> <b>Noted.</b>		

2021/02/18	<p>Ms Liebenberg informed the meeting that the Public Transport Department is coordinating initiatives to investigate toilet facilities via the Department Recreation, an increased Law Enforcement presence, and interaction with local stakeholders as short term initiatives to prepare for the proposal for the fence and management of the parking area.</p> <p>Cllr Kleinschmidt said that everyone is aware of the predicament PRASA is in and suggested that AED does a survey of the traders with regard to how many traders and how many bays are needed. He said that he liaised with Mr George Kiewietz of PRASA.</p> <p>Ms Gogela of AED reported that they have done a survey already, but found it difficult moving forward as they have been struggling to engage PRASA on the proposals. She said that they would like to engage with the surrounding churches and businesses, but cannot do so without PRASA.</p> <p>Mr Solomons-Johannes, UM: Director indicated in the comment section that he would engage with Mr Raymond Mesko, Acting WC Regional Manager for PRASA.</p>
2021/01/21	<p>Yoliswa Gogela, Area Economic Development reported that the meeting with PRASA did not take place, but that they were going ahead with the project plan. She said that the trading bays did not meet the minimum safety requirements of 1.5m distance between traders. She also said that they are working with MURP and that they have collected a data base of all businesses in the area.</p> <p>Cllr March requested that the department should give timeframes.</p> <p>Ms. Gogela said that she has a programme with timeframes and that she would forward it to the SC.</p> <p>Ms Liebenberg said that she would arrange a meeting with regard to the fencing.</p> <p>Cllr Kleinschmidt said that the costing of the fence was provided by Alex Miller and he said that he was under pressure from the community and the ward committee members. Cllr said that he had many concerns i.e.</p> <ul style="list-style-type: none"> <li>• What would happen when a major storm occur? How would they address the needs of the homeless people?</li> <li>• Whether Social Development have a rehabilitation in place and that he requires a month to month update</li> <li>• There are 7-8 structures on PRASA land and they need to tackle that issue</li> <li>• They had a clean-up project, but the Solid Waste department was not there.</li> </ul> <p><b>NOTED.</b></p>
2020/11/19	<p>Ms Liebenberg reported the following:</p> <ul style="list-style-type: none"> <li>• A meeting has been organised with PRASA and Area Economic Development to identify informal trading areas and get permission for this on the PRASA land. AED is in the process of asking for permission to develop the trading plan on the PRASA land.</li> <li>• Mr B Leonie gave feedback that they will not consider CCTV cameras on the Precinct. This was referred to Law Enforcement for investigation.</li> <li>• A motion regarding a Safe Haven in the area was submitted to HOMAC and they resolved to investigate the two proposed sites.</li> <li>• The Transport Department is developing a proposal for the fence and management of the parking area.</li> </ul> <p><b>NOTED.</b></p>
2020/10/22	<p>A meeting has been organised with PRASA and Area Economic Development to identify informal trading areas and get permission for these on the PRASA land. AED is in the process of asking for permission to develop the trading plan on the PRASA land.</p> <p>Mr B Leonie gave feedback that they will not consider CCTV cameras on the Precinct. This must now be referred to Law Enforcement for investigation.</p> <p>A motion regarding a Safe Haven in the area was submitted to HOMAC and they resolved to</p>

investigate the two proposed sites.

The following points from Jade Oliver were discussed with the ED Transport regarding the fence around the parking area, on 21 October 2020.

1. This parking area is a public facility and serves as a park and ride to the Lansdown train station and also overflow parking for businesses in the area.
2. The main reason for the request is due to the ongoing vagrancy, acts of criminality, public nuisance, illegal erection of structures and illegal occupation of the space.
3. As a department, Road Infrastructure Management would only fence off areas that will impact road user safety e.g. areas adjacent to a busy road to prevent people/children crossing the road or animals wandering onto the road. It is not the function of the department to provide safety and security and to protect against criminal activity; this is a matter for Law Enforcement, Metro Police and SAPS.
4. If Transport was to allow the fencing off of the area and still has it functioning as a parking area, they would need to look at the terms of a parking management strategy, with access control, maintenance and security, etc.
5. Simply putting up a fence without a holistic management plan could be considered as wasteful expenditure and also set a precedent for many other similar requests.

Cllr Kleinschmidt informed the meeting that once the fence is erected, surrounding businesses can make use of it when they require additional parking for their clients. He said that Social Development needs to work hard to repatriate the homeless at this site. He said that he was part of a project to organise ID's for them.

**NOTED.**

2020/09/17

Ms Liebenberg reported the following;

Fencing of parking area and entrance hut:

The project manager received a quotation for the fencing at Lansdowne Station parking area (R 696 000) (Betaforce 358 Dublo). He asked Randal Skrikker for direction regarding the funding and processing of the quotation.

A meeting has been organised with PRASA and Area Economic Development to identify informal trading areas and get permission for this on the PRASA land.

The positioning of CCTV cameras is being investigated as a proposed solution. A site meeting has been organised for 28 July 2020 with Mr B Leonie who is following up about possible inclusion of the cameras in the planned IRT development.

A meeting has also been organised with Planning and Social Development to discuss possibilities for a Safe Haven in the area. A motion in this regard was also submitted to the relevant Portfolio Committee.

**NOTED.**

2020/08/27

Fencing of parking area and entrance hut:

Alec Miller has completed the necessary ground work:

- Linear meters
- Scope of work
- BOQ
- Costing as per tender 291Q

They have initiated the construction of the **R 570 000.00** a beta fence to be erected in this calendar year.

Ms H Wicombe from PRASA informed the SC that she is being transferred to another area. The name of the new person has not been forwarded to the SC.

The Subcouncil was requested to forward the draft MoA to PRASA. The security firms however do not believe that this would be a solution to the challenges in the area.

The positioning of CCTV cameras is being investigated as a proposed solution. A site meeting has been organised for 28 July 2020 with Mr B Leonie who is following up about possible inclusion of the cameras in the planned IRT development.

	<p>Ald Cavanagh wanted to know why the security companies feel that it is not feasible to have security patrols there or stationed at site.</p> <p>Cllr Kleinschmidt stated that the problem at that site was social and that an alternative safe space be found for the homeless on the site. He said that the Mayor knows about the situation and that he is working closely with Cllr Badrudien to find solutions. He reiterated that in order to be more effective the City needed</p>
2020/07/23	<p>Ms Liebenberg reported that the fencing for the site would be approximately R570 000.00. She said that Transport had the funding last year to do the fencing, but they no longer have the funding. She informed the meeting that a site meeting for the 28 July 2020 was arranged to determine the location of the CCTV cameras.</p> <p>Cllr Kleinschmidt re-iterated the importance of departments working together through a transversal approach in order to see results.</p> <p>Cllr Y Adams wanted to know whether Cllrs are allowed to mention the name of an official, who does not perform, to the press.</p> <p>Ald March said that it would be better to deal with the official directly and that there are procedures to follow should a Cllr wishes to report an official. He said that they could report non-responsive officials to their ED's.</p> <p><b>NOTED.</b></p>
2020/06/17	<p><b>RESOLVED that:</b></p> <p>Cllr R Adams submit a motion to the HOMAC Portfolio on the rehabilitation of the street people at the precinct.</p>
2020/02/20	<p><b>RESOLVED that:</b></p> <p>This item remains on the MRA list for monitoring and report back purpose.</p> <p><b>ACTION: Ms C Liebenberg</b></p>
2019/11/21	<p><b>RESOLVED that:</b></p> <p>This item remains on the MRA list until resolved.</p>
2019/10/17	<p>Ms Liebenberg reported that the new contact person for PRASA is Mrs Avril Shanquin. Ms Liebenberg said that she was planning to meet with her manager to discuss the building.</p> <p>Cllr Kleinschmidt said that the residents are still up in arms about the state of the precinct and said that there should definitely be a security presence at the site. He felt that a container could be stationed there for the security and would speak to private security companies. He requested that MURP also assist with this matter.</p>
2019/09/19	<p><b>RESOLVED that:</b></p> <p>The SC Manager set up a meeting with the relevant Director, ED and MAYCO as soon as possible.</p> <p><b>ACTION: Ms C Liebenberg</b></p>
2019/08/15	<p><b>RESOLVED that:</b></p>



This item remains on the MRA list until resolved.	
2019/06/13	<p><b>RESOLVED that:</b></p> <p>This item remains on the MRA list and that written detailed feedback is given at the next SC meeting.</p> <p><b>ACTION: C Liebenberg</b></p>
2019/04/25	<p><b>MOTION: LANSDOWNE STATION PRECINCT: CLEANING AND REHABILITATION THROUGH TRANSVERSAL APPROACH BY ALL DIRECTORATES</b> Cllr A Adams pointed out that the motion was not seconded and should be withdrawn and re-submitted. Ald March stated that he will allow</p> <p>Cllr Kleinschmidt to read his motion and then request a seconder for the motion. Cllr Kleinschmidt told the meeting that the invasion by vagrants has resulted in the degeneration of the area. Formal trading has become a challenge and the local residents have complained that their property values have decreased exponentially. He said the urgency in rehabilitating and cleaning the Lansdowne Precinct is paramount and must be dealt with as soon as possible. He called upon all the relevant stakeholder directorates to assist with the restoration of the area. He appealed to the SC to support his motion and request that it be placed on the MRA list for monitoring purposes.</p> <p>Cllr R Adams said he supported Cllr Kleinschmidt's request and seconded the motion. Ald March informed the meeting that they had a meeting with PRASA and requested that they put up a solid wall to prevent people from being hurt at the railway. All the Cllrs supported the motion and agreed that it should go on the MRA list.</p> <p><b>RESOLVED that:</b> The motion be placed on the MRA list. Action: Christa Liebenberg</p>
Department: <b>Area Central</b> Responsible Officer(RO): <b>Christa Liebenberg</b>	
<b>Response Date</b>	<b>Comment from RO</b>
2019/08/27	Minutes held on 29 April 2019
Department: <b>Councillor Support</b> Responsible Officer(RO): <b>Mark Kleinschmidt</b>	
<b>Response Date</b>	<b>Comment from RO</b>
2020/01/27	<p>Update from SC Manager 21 January 2020.</p> <p>6.1 24 October 2019: From Randall Skrikker:</p> <p>"The preceding correspondence as well as my discussion yesterday with yourself and Ivan Anthony has reference. As discussed, Ivan has indicated that he is prepared to fund the project, provided we send him a quotation as soon as possible. A process has already been initiated to obtain a quotation, following which the quote will be forwarded to Ivan. I am copying Ivan in on this mail for ease of reference.</p> <p>I will keep you updated with the process."</p> <p>The Subcouncil was requested to forward the draft MoU to PRASA.</p> <p>21 January 2020: The SC Manager met with Ms N Cassiem, a City Legal Advisor, about the proposed Memorandum of Agreement. Information about insurance, reporting and electricity for the proposed container is outstanding.</p> <p>12 November 2019: The SC Manager drafted a MOU and is awaiting feedback from Cllr Kleinschmidt regarding which group/s from the security sector would sign such a MOU and what they are willing to take responsibility for. The private sector alarm companies might also be interested.</p> <p>14 October 2019: From Avril Chanquin "As soon as I meet with my manager Marius Wagener I will respond to you regarding the above subject matter. I am hoping it will be today still."</p> <p><b>From:</b> Christa Liebenberg [mailto:Christa.Liebenberg@capetown.gov.za]  <b>Sent:</b> 10 October 2019 12:05 PM  <b>To:</b> Avril Chanquin</p>

A letter was forwarded to Ms P Qwase, PRASA Lease Consultant, to propose the development of a MoU between PRASA and the Neighbourhood Watches.  
A meeting was held with Mr R Skrikker on 15 October 2019. He will let inform us about the progress with using a transversal tender for the fencing.

Department: **Public Transport**

Responsible Officer(RO): **Alec Miller**

**Response Date    Comment from RO**

2020/09/10

From: Alec Miller <Alec.Miller@capetown.gov.za>  
Date: Wed, 09 Sep 2020, 18:32

As indicated in our discussion earlier today, I can confirm that:

- The fencing contractor from Afriwire drafted specifications and measurements for the proposed fencing at Lansdowne station parking area this morning.
- 2 sliding gates and 3 pedestrian gates were included
- The type of fencing identified was Beta fence type fencing coated anthracite
- The contractor to provide us with a quotation for the complete fencing project as soon as possible.

We will keep you informed

Department: **Area Central**

Responsible Officer(RO): **Yoliswa Gogela**

**Response Date    Comment from RO**

2021/02/08

The action plan for the Lansdowne informal trading plan is attached and was sent to the SC 17 manager as per the request of the SC chairperson.

A meeting with PRASA has been scheduled, the date still to be confirmed. The purpose of the meeting is to present the "to-be" trading maps and get their comments and inputs. Secondly to assist in the drafting of a lease agreement.

Consultation with other stakeholders is planned to happen in February 2021