

**MINUTE OF A MEETING OF THE FORUM OF CHAIRPERSONS OF SUBCOUNCILS (FOCOS)  
OF THE CITY OF CAPE TOWN**

**HELD ON WEDNESDAY, 08 FEBRUARY 2023, AT 13:00**

**IN THE COUNCIL CHAMBER, 6<sup>TH</sup> FLOOR, PODIUM BLOCK, CAPE TOWN CIVIC CENTRE**

CHAIRPERSON		SPEAKER			ALD FELICITY PURCHASE			
S/C NO	CHAIRPERSONS	P	A	AP	MANAGERS	P	A	AP
1	Cllr Nicolette Rheeder			√	Wessie vd Westhuizen			√
2	Ald Marian Nieuwoudt	√			Amelia van Rhyn	√		
3	Cllr Phindile Maxiti		√		Roxanne Moses	√		
4	Cllr Franchesca Walker	√			Ardela van Niekerk	√		
5	Ald Stuart Pringle	√			Nomfundo Mdingi	√		
6	Cllr Mercia Kleinsmith			√	Pat Jansen	√		
7	Ald Gerhard Fourie	√			Johannes Brand	√		
8	Cllr Chantal Cerfontein	√			Erika Williams	√		
9	Ald Xolani Sotashe	√			Jongihlanga France			√
10	Cllr Delmaine Cottee	√			Mandlenkosi Sitonga		√	
11	Ald Antonio vd Rheede	√			Christa Liebenberg	√		
12	Cllr Solomon Philander	√			Mcebisi Fetu	√		
13	Cllr Noluthando Makasi	√			Lunga Bobo	√		
14	Cllr Mzuvukile Nikelo	√			Anthony Daniels			√
15	Cllr Angus Mckenzie	√			Mariette Griessel	√		
16	Ald Matthew Kempthorne			√	Girshwin Fouldien			√
17	Cllr Elton Jansen	√			Goodman Rorwana		√	
18	Cllr Kevin Southgate	√			Fred Monk	√		
19	Cllr Aimee Kuhl			√	Desiree Mentor	√		
20	Ald Xanthea Limberg	√			Richard White			√
21	Ald J van der Merwe	√			Lorraine Frost			√

**OTHER COUNCILLORS PRESENT**

Ald Felicity Purchase – Office of the Speaker  
Ald Theresa Uys – MAYCO Member – Corporate Services

**OFFICIALS PRESENT**

Ernest Sass – Executive Director: Corporate Services  
Alesia Bosman – Regional Manager: Subcouncils, South & East: Corporate Services  
Zolile Siswana – Regional Manager: Subcouncils, North and Central: Corporate Services  
Adv. Brent Gerber – Corporate Services  
Regan Melody – Facilities Management  
Than Du Plessis – Facilities Management  
Pearl Nongqongqo – Customer Relations: Corporate Services  
Adv Irwin Robson – Public Participation Unit (PPU)  
Margaret Isaacs – Public Participation Unit (PPU)  
Mark January – Inter Directorate Liaison (IDL)  
Wallied Taliep – Finance: Corporate Services  
Catherine Overmeyer – Corporate Services  
Jennifer Crocker – Corporate Services  
Rouxlé Moffitt – Corporate Services  
Dominic Petersen – Corporate Services  
Lucille Muller – Corporate Services  
Alida Clem – Office of the Speaker

## 1. WELCOME AND ANNOUNCEMENTS

The Speaker welcomed all to the meeting.

### 1.1 OPENING REMARKS

The Speaker raised the following opening remarks:

- That complaints were received against Subcouncil Chairpersons, Councillors and Subcouncil Managers that they are not responsive. Subcouncil Chairpersons, Councillors and Subcouncil Managers receive cell phone allowances and they need to ensure that they are available at all times. She requested that Subcouncil Managers ensure submission of contact details to IT in order that the number is registered correctly on the electronic system, in instances where needed.
- Cllr Nikelo raised a concern regarding the non-attendance of officials at Subcouncil meetings. He said that in these circumstances, the Chairperson need to introduce the relevant items. Furthermore, that Junior Officials are representing Activity Days and they are not properly briefed in terms of the items tabled. He asked the Speaker for a slot to be made available for any working environment complaints with the distribution of the FOCOS agenda.
- Alderman Sotashe mentioned that when complaints of such a nature are directed to the Speakers' office, it is the responsibility of the Leader to call a separate meeting with all Subcouncil Chairpersons, Councillors and Subcouncil Managers, to address the matter instead of addressing it at FOCOS. Furthermore, that he is available 24/7.
- Cllr Jansen mentioned that he understood the point that officials cannot be available at all Subcouncil meetings. He indicated that the delegation that has been disregarded by officials is, specifically point B, of the Delegation for the Executive Directors and/or officials designated by the relevant Executive Director to appear by a designated time to speak to the Subcouncil.
- Ald Fourie advised that the Delegation needs to be amended.

*The Speaker responded that the opportunity is available at all times and also mentioned that complaints are being received from councillors within Subcouncils who find it very frustrating if there are no response received. Furthermore, that Subcouncil Chairpersons and Subcouncil Managers must also take note that officials sometimes have more than four (4) Subcouncil meetings to attend, and in these instances, they can attend meetings via Skype. The Speaker reminded all that if officials are not available to deal with an item via Skype or in person, the matter needs to be dealt with immediately and in a mature, responsible and professional manner. Additionally, that complaints regarding non-attendance of officials at Subcouncil meetings must be directed to the office of the Speaker in order to deal with it.*

- That complaints around the randomization process were also received. The Speaker reminded Councillors and Subcouncil Managers that they cannot involve themselves with the randomization process and the appointment of CLO's. Furthermore, where there is a requirement for an exclusionary report, and there are times when this is necessary, the process will be done at the Executive Director level and not the Subcouncil Manager or Subcouncil Chairperson level.

The Speaker said that sub-contractors working in areas are entitled to use their own labour force and that they are not obliged to employ people only from the Subcouncils' database. In addition, the Subcouncil need to determine the area for their labour force in terms of the seeking of EPWP labour. The Speaker advised that in instances like these, randomization will first be done from the ward, and where there is maybe a community not disadvantaged, then to broaden the randomization to the closest disadvantaged community or the footprint of the Subcouncil.

- Alderman Sotashe advised that as the Chairperson of Subcouncil 9, he does not agree on the issue of the prerogative of the Executive Director without consulting the Subcouncil Chairperson on the exclusionary process. He enquired further whether there is a Policy in the City, which covers the exclusionary process in terms of randomization. If not, problems will arise, especially in the areas where Chairpersons lead or where they live.
- Cllr Nikelo advised that where Chairpersons lead, the biggest problem is the issue of employment. Furthermore, that if the issue is not handled in a professional way or manner it deserves, this could lead to blockage of the project which is supposed to be delivered in the Subcouncil. He suggested that the issue of the database properly be analysed, and if there is a policy regarding the database in the City, that policy must be applied in a uniformed approach. Furthermore, that he will consult with other Executive Directors' regarding the exclusion prerogative of the ED.

*The Speaker responded that there is a policy that covers the exclusionary process. Additionally, that sub-contractors only have to hire a percentage of EPWP or local labour because they have normal full time staff.*

- The Speaker advised that the FOCOS report back must be a discussion point on each Subcouncil meeting, so that other councillors in the relevant Subcouncils be informed about matters that are being dealt with at the FOCOS meetings. Moreover, that every Subcouncil should have Activity Days with their Line Departments to get a cooperative working environment.
- The Speaker said that all items that are placed on the Subcouncil agenda need to be addressed at the Subcouncil meetings. Furthermore, that complaints are being received from departments that agenda items are not being discussed, as councillors, on the day of the Subcouncil meeting, advise that site visits will be done. She advised that site visits must be done before the Subcouncil meeting, as it is not appropriate or even good business to postpone an item for a month. She also encouraged Subcouncils to attend to their matters efficiently and as soon as possible.
- Cllr Nikelo agreed that site visits must be done before the Subcouncil meetings so as to have a clear understanding on matters of concern.

*The Speaker reiterated that any matters of concern, with the Subcouncil having followed due process and the matter was still not dealt with, these issues are to be escalated to her office.*

## NOTED

## 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on **09 November 2022** was adopted subject to the following amendment:

Correction: Pg 1 – That the amendment for the Chairpersons' of Subcouncils 9 and 10 be corrected as follows:

- Ald Xolani Sotashe is the Chairperson of Subcouncil 9.
- Cllr Delmaine Cottee is the Chairperson of Subcouncil 10.

**ACTION: ROSALINE ABRAHAMS**

### **3. MATTERS RECEIVING ATTENTION**

Refer to attached **Annexure A (8 February 2023)**

**NOTED**

### **4. MATTERS FOR DISCUSSION**

#### **4.1 Presentation - Facilities Management (Mr Regan Melody / Mr Than Du Plessis)**

Mr Regan Melody reported that there was a need for strategic clarity and a need to get people invested and involved, in order for their department to embed on simple business behaviours and cultures in the City. Furthermore, that the department developed a visible improvement programme or VIP that speaks to the improvement of customer experience, establishing consistent standards and collaboration, measuring and building performance and also celebrating successes.

Mr Than Du Plessis gave a brief synopsis on the presentation of Facilities Management as follows:

- The Facilities Management Department (FM) presented their VIP initiative and explained how this ties into the City's *I Mean Business (IMB)* and strategic vision of the department.
- The presentation shared an overview of the initiatives identified, a journey map, implementation plans, generator and alternative energy roll out within Facilities Management, Change Management Process as well as tools for monitoring and reporting.
- The presentation also highlighted the role of Subcouncil managers in the VIP:
  - Assist in identifying programmes, projects, funding opportunities and collaboration within Subcouncils;
  - Attend tenant meetings; and
  - Provide feedback to Subcouncils (Chairpersons and Committees).
- Mr Melody reported that R17 Million was allocated in the Adjustment Budget for additional alternative energy. Furthermore, that three (3) generators were rolled out at the end of January 2023 and six (6) additional generators will be rolled out by the end of February 2023. He made mention that initially, with the R17 Million, the department received permission to use a tender in the City to roll-out an Inverter, PV and Solar Installations to fifteen (15) facilities.

He added that the department is endeavouring to add another fifteen (15) before the end of the financial year at some facilities, as and when tenders become available. He also advised that the list will be made available when there is substance to it. Additionally, he stated that it is important to target Subcouncils, Motor Vehicle Registrations and Cash Offices in the City to provide essential services during load shedding.

He also expressed that:

- Facilities Management is busy establishing a Building Project Team;
- There are designs that were inherited, which are being finalised with some statutory and planning requirements as well as conditions that was not in place;
- That by the end of April 2023 / beginning May 2023 the department would be able to implement and plan such projects, which Subcouncils undertake.

## Questions/Comments & Answers:

- Ald van der Merwe mentioned that the generator at the Kuilsriver Municipal Building is faulty and wanted to know when the matter would be attend to, as load shedding affect services of the Cash Office.

*Mr Melody responded that the department is aware of the matter and that it is on the list for a replacement. Furthermore, that one (1) of the parts will get the Inverter and PV system. He mentioned that repairs will be done in the interim within the next month and that a confirmed date for the replacement of the generator will be provided.*

- Ald Fourie proposed that a Facility Committee meet once a month, which will include all the tenants, Facility Manager and Subcouncil Manager, in order to discuss all matters of concern. Furthermore, that a monitoring tool be implemented, like the dashboard, to monitor how matters should be resolved. Additionally, he suggested that at Cash Offices some provision should be made for the public standing in queues (where there are no coverage for the sun, etc.)

*Mr Melody responded that the department is being confronted with various situations and need to work out a plan. Furthermore, that the department have localised plans what are called design-laid-thinking, solving the problem of long queues in the simplest practical way.*

- Ald Sotashe mentioned that he is not sure whether there is a programme developed for rating of services. He continued by enquiring whether there is a unit that will go out in the community and collect data or whether it is part of the general rating of the City. He also enquired whether there is a roll-out plan to respond to the power outages.

*Mr Melody responded that:*

- *A roll-out plan is available which will be shared. Furthermore, that Facility Management Staff will have to do rating from checklists. He mentioned that there is a rating mechanism that the department is implementing that will interface/engage public views.*
- *That the department is busy with the reviewing of the Ambassadors, to analyse their strengths, weaknesses, advantages and disadvantages. He said that there is value in having Ambassadors if they are trained correctly.*
- Ald Pringle wanted to know who in the Subcouncil would do the monitoring in the absence of the implementation of the tenant committee. He also requested where the interface with the relevant department is and which official will be designated. Additionally, he enquired there is a Standard Operating Procedure (SOP).
- Cllr Southgate wanted to know whether a visit had been undertaken to all the facilities to access the buildings accurately. Moreover, whether the plan will be made available as this will assist to determine the priority list. He made mention that there is a number of facilities that are currently in use which are not up to standard.

The following additional matters were requested by Cllr Southgate:

- Whether the department looked at ensuring optimal utilisation of the City Buildings;
- That there are a number of employees working from home thereby having many offices vacant, whilst there are people desperate in need of office space;
- That when buildings are visited, they found that signage's is outdated at many buildings.

*The Speaker responded that buildings were visited.*

*Mr Melody responded that the department is busy with visual inspections of the buildings and that Corporate Buildings will be completed by the end of this financial year. He added that the department is formulating pro-active maintenance plan, with having inspected buildings visually, and that the data will drive the formulation of a main case.*

*In addition, Mr Melody advised that the department had almost completed the work models of every line department in the City that will indicate which employees work full-time, which are hybrid, namely, a few days at home and a few days at work. This information will assist in working out space allocation for them to inform the optimal utilisation of office space. Furthermore, that in consultation with Property Management Department, the Facilities Management Department established, an optimization and rationalization process in the City that will deal with the asset base, in general.*

*The Speaker requested that all Subcouncils, through the Chairpersons and Subcouncil Managers, identify all Council properties in their Subcouncils to ensure that a register is available.*

## **ACTION: SUBCOUNCIL MANAGERS**

### **4.2 Presentation - C3 Notifications: Progress on the Web Service Request Enhancement (WSRE) | Ms Pearl Nongqongqo**

Ms Pearl Nongqongqo presented progress on the Web Service Request Enhancement Project. She reported that a survey was conducted for frequent users (including Councillors and Customers) of the Fault Reporting Tool to determine their pain points, frustrations and suggestions to improve their user experience. She said that after finalisation of the developments, a User Acceptance Testing (UAT) will be done, using the same stakeholders that gave input and suggestions.

Ms Nongqongqo reported that the group used in the survey includes 692 customers and 7 Councillors. Furthermore, that the following high-level feedback was received:

- That service requests are closed without faults being resolved. Departments could not provide feedback in instances where they needed to close the service requests. Additionally, as part of the enhancement, that the department are creating a feedback field on SAP to assist line departments to give feedback to the customer. The customer will receive feedback via the channel they used to contact the City i.e. SMS, WhatsApp or email.
- That in addition to this, another enhancement is, to avoid customers from logging service requests that cannot be resolved by the City. If a service request is logged which is outside the scope of the City, it will be classified as a blocked scenario, and the customer will be guided given a link on where to log it or a contact number for the processing thereof.
- That another enhancement is also to introduce a dispute resolution on the website (homepage) – a tab where customers could dispute if a service request is partially completed or the work has been sub-standard or not completed at all. The service request will then workflow to the Contact Centre and the staff at the Contact Centre will follow-up with the departments and give feedback to the customer.

When a customer is logging a dispute, a new reference number will be generated. The customer will also have the option of uploading pictures or any evidence as proof that the work has not been done. This functionality will assist to report on service requests that have been closed before work is completed.

- That service departments indicated, that for Property related complaints, account numbers are mandatory. Ms Nongqongqo said other ways are also found to log service requests in order to by-pass the mandatory.



- That a request was also put forth for a MAP functionality for Informal Settlements for areas of logging service requests and making the City's service easily accessible to all areas. The MAP also has a Fuzzy Search option for search of addresses, which could be used when searching properties. The MAP will also show the GIS data, the Ward and the Subcouncil.
- That there was also an issue around the unique identifiers for the toilets in Informal Settlements. A mechanism must be built into SAP to pick up the identifier but the project needs to be scoped to identify how it can be done, but it can be factored in.

Ms Nongqongqo said that the new additions to the CR Contact Centre Service Menu is part of OCCNE. The EPIC issues that are logged via the Web Service Request Portal – the Contact Centre as of December 2022, has started assisting 107 to convert those service requests into EPIC. Furthermore, that the department want to ensure that the Fault Reporting Tool is fit for purpose, the look and feel for customers, and also built processes that are going to increase better experience for customers.

#### **Questions/Comments & Answers:**

- Ald Walker mentioned that residents cannot log any service request on the App currently in use.
- Cllr Cerfontein mentioned that with all the extra add-ons on this App, it looks somewhat confusing. She also wanted to know about the timeframe that the new App would be in use, and whether the old way of reporting on the old C3 Notifications will still suffice. If so, whether Ms Nongqongqo will be able to visit various Subcouncils to present this live presentation to the Councillors for everyone to familiarise themselves to the system.

*Ms Nongqongqo responded that the target date for implementation is the end of February 2023. Furthermore, that in March 2023 there will be engagement with departments in terms of change management to make sure that the system is used properly.*

- Ald Nieuwoudt commented that the hard work is really appreciated and mentioned that it seems that this is just the middle part of the process. Moreover, the most frustration is the message that is being received that the request is closed, and that Councillors do not have any sight on whatever the Infrastructure Department is doing or what is happening in EPIC.

She made mention that with the reporting of sewerage spills on the C3 Notification, it is found that the Infrastructure Department is featuring twice on their SDBIP. Furthermore, that on this matter the City is open to an unqualified audit. She emphasised the fact that there is no oversight and responsibility and wanted to know what the interface with the line department is.

- Cllr Fourie asked whether a pin drop would be possible on the GIS MAP as there are many instances in open roads and undeveloped areas where there are sewerage spills, etc. Furthermore, whether there are frequent visitor club points allocated to complainants.

*Ms Nongqongqo responded that with the new EPIC system an accurate pin drop will be possible and that this app will be activated in February 2023.*

- Cllr Southgate mentioned that it was said that customers would receive a message that the service request has been closed simply because it is a duplication of the original request. He also enquired who will send the message about the service request being closed and which reference number will the customer be informed of.

*Ms Nongqongqo responded that if the system is used properly i.e. if a service request has already been logged, then the customer should subscribe to the service request.*

- Ald Limberg wanted to know whether the account number is still mandatory with logging of water meter related queries. Furthermore, that it would assist greatly if it was not necessarily a barrier, but rather an alternative measure can be found in this regard. She made mention that often water related queries are logged incorrectly because customers do not necessarily understand what they are looking at and how to report it. She added that there are often confusion with the logging of storm water and sewer overflow requests. In addition, that it would assist to incorporate an icon that would very clearly depict those infrastructure assets.

Ald Limberg further elaborated:

- That the same happens when logging water meter requests;
- That it is often logged in a very generic way, when actually, the fault is at the water meter, and customers do not know whether they have a WMD or a conventional meter;
- That the placing of imagery that guides the customer will also assist with resolving these queries far more quickly;
- That the incorrect logging of the service requests results that it workflows to the incorrect branch;
- That often the reticulation branch receive complaints they should not be dealing with, they have to send these queries onto the metering unit, which causes frustration from the customers' side if these complaints are not being attended to.

Ald Nieuwoudt said that often what is reported in C3 progress reports is the repeat logging of the same complaints. Furthermore, sometimes the customer is escalating a complaint even though it is still well within the SLA period. She wanted to know whether it is possible, as part of an additional enhancement, to include the SLA time period per complaint, so that the customer is also informed when to expect that particular complaint to be resolved. This will not only assist greatly in managing the customer expectation but also reducing the burden on the Call Centre who often receive repeated calls.

*Ms Nongqongqo responded that their department is busy engaging with Housing and other services that are not yet represented on either the Contact Centre space of the web portal, in respect of the usage of one (1) contact number for the City.*

- Ald Sotashe asked Ms Nongqongqo to indicate the samples that were identified and wanted to know whether it was done across the City, because the issue of service delivery in the City is not the same as experiences are different within areas.

He requested further clarity on whether the 692 customers that were surveyed was spread across the City or located in a particular area, or whether different experiences across the City. Furthermore, whether the 7 Councillors that have been interviewed are from a particular Subcouncil or whether Councillors have been identified across the City.

*Ms Nongqongqo responded that their department targeted frequent users on the site, people who are using the system consistently, whether a councillor or a resident. Furthermore, that the questions posed to them, i.e. what are the challenges they experience when engaging etc. was done across all areas.*

Ald Sotashe asked what the turnaround time is to resolve the complaints that have been logged by customers.

- Cllr Moses mentioned that there are service requests that cannot be fixed, therefore these requests would not be completed and closed. She asked that an additional enhancement be incorporated to indicate the reason why requests cannot be completed and closed i.e. High Mast Lights in Dunoon that can never be fixed in respect of Informal Structures and Houses that are built onto or close to it, therefore the department do not have any access to it.



*Ms Nongqongqo responded that there are stumbling blocks in these areas, i.e. Informal Settlements. Furthermore, that the text box that is being introduced, will allow customers to capture detailed information. She said that when service requests are logged correctly, the department would provide feedback via the relevant channel.*

- Cllr Moses asked how far the department is with the internal integration. Furthermore, that customers usually log C3 Notifications which follows with a reference number being allocated. She also asked whether a timeframe could be incorporated when calls are being logged.

*Ms Nongqongqo responded that the integration of all systems to use the EPIC and the C3 Notification is also underway, and there is found that there is confusion by customers. She said that the EPIC application is completely isolated as there are no integration involved.*

*The Speaker mentioned to the meeting that questions to the line departments cannot be answered and should be emailed directly to the relevant department. Furthermore, that the presentation was to show how the portal can respond to requests easily and quicker.*

*The Executive Director commented that Ald Limberg gave quite a number of very good suggestions, which will be considered. Additionally, when it is found that there are many potholes in a particular road, it is indicative that there is something wrong with the road surface, which should follow resurfacing or resealing. Therefore, when Subcouncil Managers are empowered with the new reporting process, they will be able to with the graphic map, indicate what the problems are, and in that way, influence line departments to spend appropriately instead of only fixing potholes.*

#### **NOTED**

#### **4.3 Presentation – Public Participation Process for the 2023/2024 Draft Budget | Adv. Irwin Robson**

Adv. Irwin Robson presented the proposed 2023/2024 Budget Public Participation Process Roadmap outlining the press thus far and also the preferred methodologies of the Subcouncils. Furthermore, that the department will submit a progress update to this forum until approval of the budget in May 2023.

#### **NOTED**

#### **4.4 Communication Protocols and Processes for Officials/Departments | Cllr Southgate**

The Speaker mentioned that Cllr Southgate raised a concern regarding a communication channel with all the line departments within his Subcouncil. Furthermore, that Subcouncils were requested to set-up a communication channel consisting of information of councillors and officials/depts in their respective Subcouncils on different WhatsApp groups. Subcouncil Managers must engage with the respective Area Managers to source information of the applicable staff that must be part of these groups.

**ACTION: SUBCOUNCIL MANAGERS**

#### **4.5 Schedule of FOCOS meetings for 2023 (For Noting)**

#### **NOTED**

## **5. WARD ALLCATIONS: PROGRESS WITH WARD ALLOCATION PROJECTS | MARK C JANUARY**

Mr January comparatively reported that the expenditure on Ward Allocation Projects at this time in 2022 was at 56% whereas the expenditure in this period is at 50%. He added that the meeting must bear in mind that SAP only closes on the 10<sup>th</sup> of February 2023. He continued that whenever the meeting is prior to the SAP system being closed, it becomes difficult to present accurate information. Furthermore, that Subcouncil Managers must ensure that there is no stumbling blocks in respect of their projects.

**ACTION: SUBCOUNCIL MANAGERS**

## **6. CAPITAL AND OPERATING BUDGET CORPORATE SERVICES: OVERVIEW OF THE CORPORATE SERVICES CAPITAL AND OPERATING BUDGET WITH REGARD TO SUBCOUNCILS | WALLIED TALIEP**

Mr Taliep mentioned that due to the timing of the FOCOS meeting, it was not possible to present the latest financial information other than what served before Council at the end of January 2023. He informed the meeting that the Executive Mayor is focussing on the Capital spend and noted that the expenditure on Ward Allocation projects are lagging behind. He requested that Subcouncils ensure that every effort is made to implement all Ward Allocation projects before the end of the financial year. He said that members could contact him if any clarity on the presentation is required.

**ACTION: SUBCOUNCIL MANAGERS**

## **7. WARD COMMITTEES: STATS TO END OF DECEMBER 2022 | CATHERINE OVERMEYER**

Ms Overmeyer reported that the statistics is for Q1 & Q2, from July – December 2022. Furthermore, that it was also communicated with Subcouncils, to start formulating operational plans through engagements with ward committees and not write it on behalf of ward committees. She advised that she had engaged Subcouncils regarding the seat allocation, which is below the minimum requirements of six (6). Furthermore, that it is lagging behind 57 seats, and that Subcouncils must submit a process plan by the 17<sup>th</sup> of February 2023. Additionally, Subcouncils are required to have six (6) ward committee meetings per annum.

*The Speaker advised Subcouncils that it is important to do the necessary additional representation to the ward committee, as soon as possible, where needed.*

**ACTION: SUBCOUNCIL MANAGERS**

## **8. GENERAL**

- Ald Pringle asked when the Liquor Licence process would be dealt with.

*The Speaker responded that a document would be prepared for the next FOCOS meeting. Furthermore, that the process is quite complicated as there is a review as well as an appeal process. The Speaker mentioned that other factors to be taken into consideration are, whether the By-Law should be amended to allow less opportunity for a sort of objective approach or whether the Liquor Act covers the opportunity to extended hours. It is to be noted that there is a Task Team dealing with this matter in consultation with the Liquor Board.*

- Ald Fourie raised the matter regarding fishing at ponds and dams.

*The Speaker requested that the matter be submitted in writing to Environmental Health.*

At the close of the FOCOS meeting, the Speaker thanked everyone for attending the meeting.

**The meeting concluded at 14:59**

**NEXT MEETING : Wednesday, 08 March 2023**  
**VENUE : Council Chamber, Podium Block, Civic Centre, Cape Town**  
**TIME : 13:00**

*Minutes prepared by Rosaline Abrahams*