



CITY OF CAPE TOWN
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INTERIM ACTT MEETING MINUTES SUBCOUNCIL 2: 2022/23 FINANCIAL YEAR

13 February 2023

1. Opening

- Subcouncil 2 Manager – Amelia van Rhyn
- Ald M Nieuwoudt welcomed everyone present.

2. Apologies

- Ald D Basson
- Ald G Twigg
- Cllr L Max
- Cllr B Hansen
- Zukiswa Mjekula

3. Matters' Arising from Previous Minutes

- None

4. Project progress

4.1. MURP/Subcouncil OPEX Projects Progress Report 2021/22- Annexure A

4.2. MURP Funded Projects Progress Report 2021/22 - Annexure B

5.1 SUBCOUNCIL MURP OPEX PROJECTS

ANNEXURE A

No	PROJECT	WARD	SCOPE	LINE DEPT	PROJECT MANAGER	BUDGET ASSIGNED	Ensuing Month's Planned Activities	Challenges/Issues for ACT Attention	PROCUREMENT METHOD
1	Area Cleaning SPX.0003087	Ward 6	<ul style="list-style-type: none"> The project is intended to provide pro-active area cleaning focusing on removal of building rubble, illegal dumping and litter picking within various areas within Subcouncil 2 namely in wards 6,102 and 111. 	Solid Waste	Denver Richard Stevens	R 120 000.00	<p>Amelia Van Rhyn reported back the following :</p> <p>The second phase of the project was supposed to commence today 13 Feb 2023, but due delays in the PID's signature process , contract signing will only occur this week, The Subcouncil is busy with recruiting and signing up workers today.</p>	<p>Workers not interested in working for the daily rate,[R120] this causes several submission for randomisation request and will lead to a delay in planned expenditure.</p>	EPWP Workers
2	Area Cleaning SPX.0003112	Ward 102				R 76 833.37			
3	Area Cleaning SPX.0003110	Ward 111				R 100 000.00			
4	Maintenance Of Parks And Open Spaces SPX.0003104	Ward 7	<ul style="list-style-type: none"> To increase the aesthetic value of parks and open spaces and public openspaces within Subcouncil 2 	Recreation and Parks	Silungiswe Dinga	R 369 182.09	<ul style="list-style-type: none"> Ettiene Arendse was present at the meeting and reported back the following: Ward 7 - funding is committed and the project is ongoing until end of April 2023 Ward 101- the department is busy with the RFQ process. 	None	Tender
5	Maintenance Of Parks And Open Spaces SPX.0003108	Ward 101				R 298 852.05			

6	Beautification And Maintenance Of Entrances SPX.0003106	Ward 8	<ul style="list-style-type: none"> To increase the aesthetic value of parks and open spaces and public open spaces within Subcouncil 2 		Ettiene Arendse	R 85 000.00	<ul style="list-style-type: none"> Ettiene Arendse was present at the meeting and reported back the following: Ward 8 -50% of the funding has been committed and there are still outstanding quotations, which he is waiting for. 	None	Tender
	Beautification And Maintenance Of Open Spaces SPX.0003109	Ward 102				R 109 012.68	<ul style="list-style-type: none"> Ward 102 -90% of the fund has been spend, the remaining funds will be spend soon as all the items has been delivered 		
8	Beautification And Maintenance Of Parks And Open Spaces SPX.0003111	Ward 111				R 141 528.05	<ul style="list-style-type: none"> Ward 111- Funds has been committed, which is for plants and compost. The vendor has started delivering of these items. All the funds will be fully spend 		
9	Road Signs And Markings SPX.0003088	Ward 6	Road signs and line markings at identified areas by Ward Councillor.	Roads Infrastructure Management	Mahmood Achmat	R 178 852.05	<ul style="list-style-type: none"> Mahmood Achmat was present at the meeting and reported back the following: Project Completed – Close –out report for 	None	Tender

10	Street Named on Kerb Faces SPX.0003107	Ward 8	Painting of street names	Roads Infrastructure Management	Shaun du Toit	R 213 852.05	signature.		
							<ul style="list-style-type: none"> • Shaun du Toit was present at the meeting and reported back the following: • The project is completed, close out report in process. 	• None	Tender

11	Youth Skills Development SPX.003122	Ward 7	Training and skills development activities	Social Development	Lisle Lombard	R 100 000.00	<ul style="list-style-type: none"> • Grant Stephans was present at the meeting and reported back the following: The project is ongoing, the department has met with Ald Twigg to discuss the concept of the project. Ald Twigg is pleased with the concept and the funds has been committed 	• None	Tender
	TOTAL					R 1 793 112.34			

5.2 MURP FUNDED OPEX PROJECTS

ANNEXURE B

NO	Project Name	Project Budget	Project Manager	Project Status and Progress	Challenges/Issues for ACT Attention
1.	SPX.0003172 Kraaifontein Community Ambassadors' Deployment	R800 000.00	Nkopodi Mphahlele	<ul style="list-style-type: none"> The project was done through the EPWP process and not through service provider, project has started in 10th of January 2023 and will end on the 13th of June 2023. Due to the signing of pits the project is a bit late as it was suppose to commence in December 2022. The target was 36 Community Ambassadors and 1 Supervisor. The department has been facing challenges with sourcing the names . The department involved SAPS, SPF and Neighbourhood Watch structures, however the total of names available was 27 due to unavailability of the candidates. The original budget was R300 000, however when the idea of the project changed to be commence indirectly it was increased to 1 100 000.00 PPE has been distributed and the candidates are on site 	<ul style="list-style-type: none"> None
2.	SPX.0001860 Kraaifontein CBD Precinct Manager Appointment	R400 000.00	Nkopodi Mphahlele	<ul style="list-style-type: none"> The Precinct Manager main role will be managing the Community Ambassadors, normally the Precinct Managers starting date is before the Community Ambassadors starting date. The original budget for Precinct Manager was R400 000 as the project was supposed to start in 1st December 2022. Due to the delay through Tender number 135C, for the next four months only amount of R2560 00 on salaries fees and management fees. The recruitment process will commence within a week or two Mr M Booai advice the meeting, concerning the funds can be used within Subcouncil 2 to implement a short project before the financial year ends. 	<ul style="list-style-type: none"> None

3.	SPX.0003219 Kraaifontein East CBD Precinct Plan Public Participation	R30 000.00	Dumisani Ncapayi	<ul style="list-style-type: none"> • Monwabisis Booï informed the meeting in regards to the Precinct Plan Public Participation. The project does not have a dedicated budget as it driven by SAPS and supported by Spatial Planning and neighbourhood. • The purpose of this project is to subject draft Kraaifontein Precinct development framework which was supported by the Subcouncil, however it was not subjected to Public Participation process and stakeholders commenting due to Covid-19 regulation's. • The department has now prepared input documents for the participants who will be attending the workshop and plan to complete the stakeholder engagement by the end of April 2023. • The department has engaged with Urban Design before the Public Participation plan has been completed and Urban Design supported the draft. • The next stage will be the compilation of the public investment frame work where some of the proposals will be transformed into concept. 	<ul style="list-style-type: none"> • None
4.	SPX.0003196 Completion of the CAP development for Kraaifontein	R60 000.00	Dumisani Ncapayi	<ul style="list-style-type: none"> • The department had three workshops in the last financial year and is finalizing the CAP for the Kraaifontein area in this financial year. • The last workshop will take place on the 11th of March 2023, the department is targeting a number of 50 different stake holders from different organization. 	<ul style="list-style-type: none"> • None

5. Public Participation Feedback to Sub Councils

- Mr A Louw presented a presentation and further on informed the meeting the presentation will also be tabled for next Subcouncil meeting. [Annexure C]
- Mr A Louw proposed all councillors to assist PPU during the process he further stated that the councillors are the first point of call and know how to communicate with their communities.
- Ald M Nieuwoudt requested that the roles and responsibilities of the councillors should be clarified in order to assist PPU assuring successful PP engagements .

6. Any Other Matter

- None.

7. Closing Remarks:

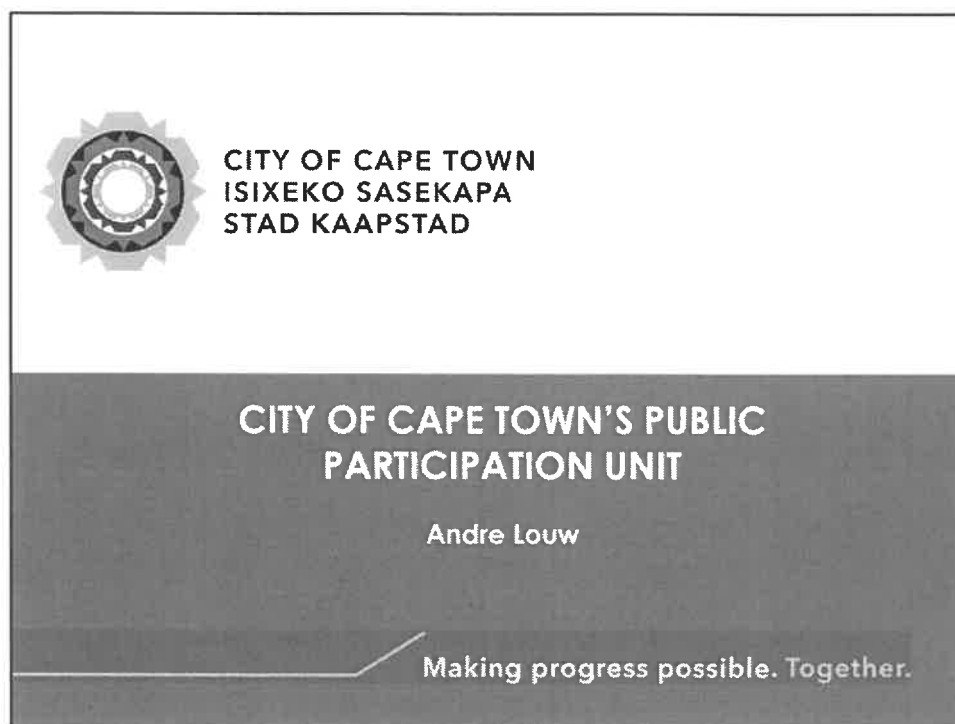
- Ald M Nieuwoudt thanked everyone for attending the meeting.

9. Date of the Next Meeting:

- Monday 13 March 2023

10. Attendance register:

- Ald Marian Nieuwoudt
- Cllr Rhynhardt Bresler
- Cllr Siyabonga Duka
- Cllr Siviwe Nodliwa
- Cllr Bulelani Mei
- Cllr Petronella Hendricks
- Cllr Kyle Carls
- Amelia Van Rhyn
- Andre A Louw
- Monwabisi Boo
- Dumisani Ncapayi
- Ettiene Arendse
- Grant Stephens
- Mahmood Achmat
- Nkopodi Mphahlele
- Monique Bending
- Ingard Hilary October
- Johanna Van Zyl
- Kabelo Adoons
- Lunathi Sitela
- Antony Ndebele
- Ntombikayise P Thobigunya



Alignment 2022_27 IDP

Objective 16: A capable and collaborative City Government

Programme : 16.7 Community Engagement and Partnership Programme

❑ 16.7.a & b – Public engagement project / Public partnership project

- ❖ *Optimising public participation processes to ensure stakeholders are empowered to contribute to City decision-making processes and to have a meaningful role in the shaping of Cape Town's Future*
- ❖ *Collaborate meaningfully with the public to bring about change and find solutions to persistent challenges facing communities*
 - Develop external capacity with ward committees and community-based organisations – through the capacitation of ward committees and civic organisations
 - Co-ordinate and manage information sharing sessions throughout the City - by informing communities on issues relating to Service Delivery (various education and awareness programmes in collaboration with line departments, ie. Indigent Relief, Sewer Spillage Prevention, aligned to Mayoral priorities)
 - Continue to sensitize departments on the need to adhere to PPU Standard Operating Procedures (SOP) – in order to alleviate duplication of resources and sub-optimal public participation processes
 - Inclusive of public participation within capital project life-cycles of directorates (ie. Scoping stage gate review)

Public Participation Processes Quarter 1



Process	Process Name	Directorate	Public Engagement	Summary	Methodology	Risk	Risk Mitigation
Capacitation Programme	Makani Song Clean Cape Town Campaign	URBAN WASTE MANAGEMENT	2000	A Mayoral initiative to clean up and raise awareness around the effects of Awareness during in Cape Town and travel campaigns be mitigated.	Community engagement	Community engagement	Large presence of staff with posters displayed was also distributed and explained to residents to encourage active involvement
Public Participation Processes	Mayor's Stakeholder Engagement Meeting	CORPORATE SERVICES	400	A Mayoral meeting with stakeholders and members of the public.	Public Meeting	Low community engagement	Extensive briefing and consultation with community
Public Participation Process	Customer Relations - Bilingual Library, Braamfontein	CORPORATE SERVICES		CRM and PRU facilitated the CA Community Outreach programme within the area and assisted residents with the logging of complaints.	Open Days	Safety in the area	Low enforcement present



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Public Participation Processes Quarter 2



Process	Process Name	Directorate	Public Engagement	Summary	Methodology	Risk	Risk Mitigation
Capacitation Programme	Kroonfontein Career Expo	FUTURE PLANNING AND RESILIENCE	650	Hosted Career Expo in partnership with various the departments, Universities, Colleges and financial institutions to address questions of the youth that want to pursue their studies after matric.	Open Days	Low attendance	Individual letters were sent to schools not to attend due to event providing time slots in which learners could attend the examinations. Career Expo.
Public Participation Processes	Public Meeting N2 Link		100		Public Meeting	Low attendance	Load rolling done where appropriate and communication given to residents
Capacitation Programme	Subsiding, capacitating communities on the City's Home Composting Program	URBAN WASTE MANAGEMENT	600	Awareness with community helping them to understand how organic household waste can create a good compost system.	Open Days	Safety with the area due to volatile society	Low enforcement present and patrolling



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Public Participation Processes Quarter 3 & 4

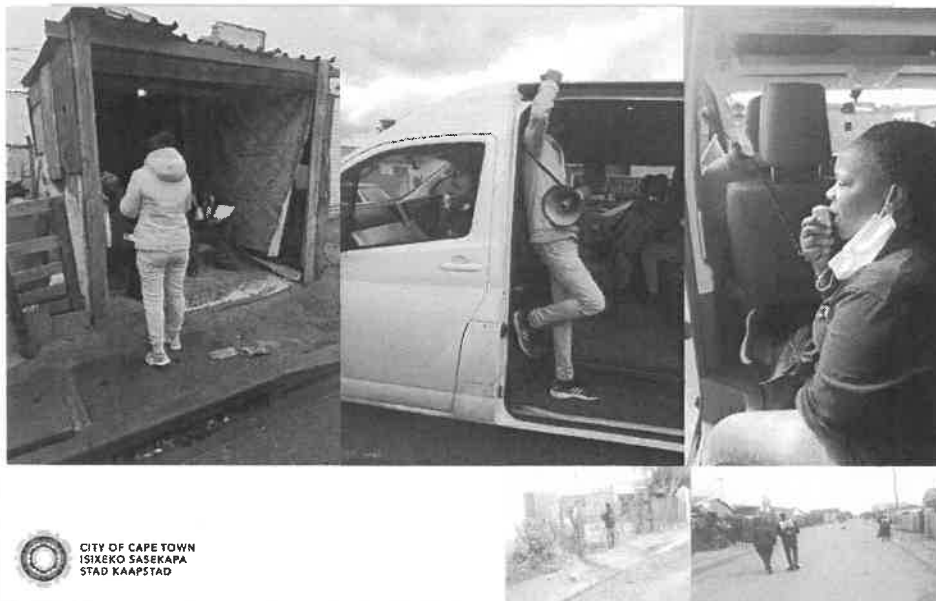


- Disaster Risk Management Centre Fire Wise Programme
- Various Roads to be treated in Kraaifontein
- Budget 2023-2024
- PP Plan - People living on the street
- Smart Living Education Centre, Green Point Park
- Energy Strategy PP Plan
- Urban Design Policy Review
- Waterwise Programmes
- One Way Conversions
- Basket of Services
- CRM Pop Ups



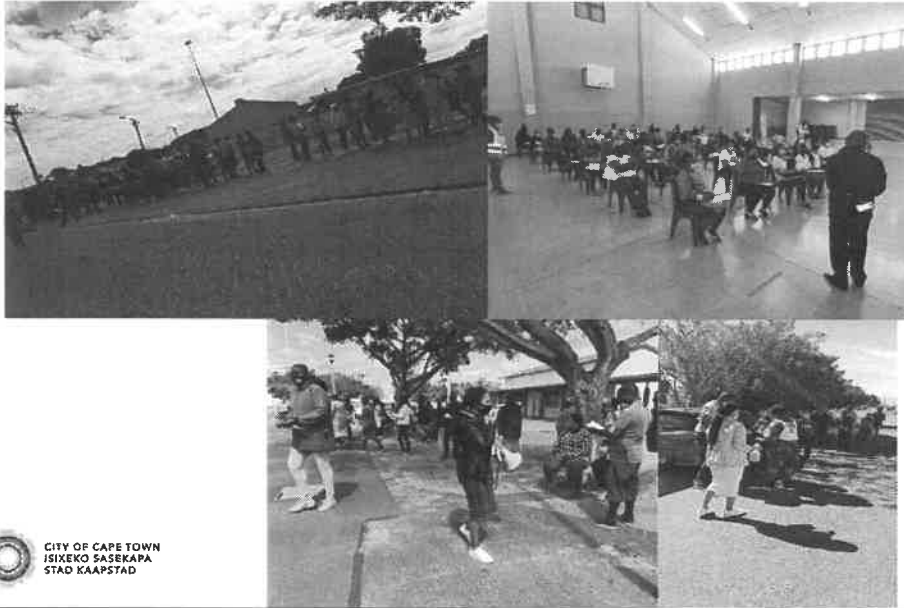
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METHOD OF APPROACH



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THE DRIVE IN VARIOUS COMMUNITIES



ASSISTING COMMUNITIES





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CITY OF CAPE TOWN'S PUBLIC PARTICIPATION UNIT

Andre Louw

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Public Participation Processes Quarter 1



Process	Process Name	Directorate	Public Engagement	Summary	Methodology	Risk	Risk Mitigation
Capacity Building Programme	Mayor's Spring Clean Cape Town Campaign	URBAN WASTE MANAGEMENT	2000	A Mayoral initiative to educate and raise awareness around the effects of littering in Cape Town and how it can be mitigated.		Community engagement	Large presence of staff with posters. Material was also distributed and explained to residents to encourage active involvement.
Public Participation Processes	Mayor's Stakeholder Engagement Meetings	Corporate Services	400	A Mayoral meeting with stakeholders and members of the public.	Public Meetings	Low community engagement	Extensive briefing and communication with community.
Urban Participation Processes	Customer Relations Branch Liaison	COASTAL SERVICES		CRM and PPU facilitated the C3 Community Outreach programme within the area and enabled residents with the logging of complaints.	Open Days	Safety in the area	Low enforcement present



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Public Participation Processes Quarter 2



Process	Process Name	Directorate	Public Engagement	Summary	Methodology	Risk	Risk Mitigation
Capacity Building Programme	Knorrfontein Career Expo	FUTURE PLANNING AND RESILIENCE	450	Hosted Career Expo in partnership with various line departments, Universities, colleges and financial institutions to address questions of the youth that want to pursue their studies after matric.	Open Days	Low attendance	Individual letters were sent to schools not allowing learners appropriate proximity to the to attend due to event providing time slots in upcoming examinations.
Public Participation Processes	Public Meeting N3 Bank		150		Public Meeting	Low attendance	Food being done where appropriate and communication given to residents.
Capacity Building Programme	Educating, capacitating communities on the City's Home Composting Program	URBAN WASTE MANAGEMENT	600	Awareness with community helping them to understand how organic household waste can create a good compost system.	Open Days	Safety within the area due to volatile rocks.	Low enforcement present and patrolling.



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Public Participation Processes Quarter 3 & 4



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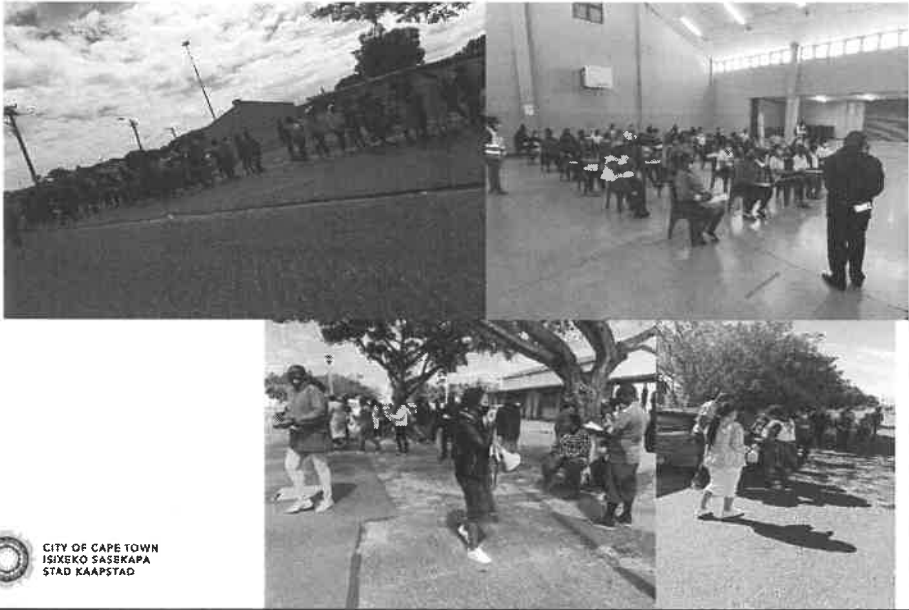
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