



MINUTES OF THE TECHNICAL INTERGOVERNMENTAL RELATIONS (IGR) FORUM MEETING

DATE: 27 AUGUST 2021

TIME: 09H30

VENUE: MICROSOFT TEAMS PLATFORM

ITEMS	MATTERS DISCUSSED	ACTIONS TO BE TAKEN/ RESOLUTIONS
1. Welcome & Objectives of the Session	<ul style="list-style-type: none">The Acting Chairperson Head of Directorate: Executive Support Services Ms. Ncumisa Sidukwana opened the meeting and welcomed everyone present. Ms Sikdukwana tabled an apology for City Manager, Mr. Andile Sihlahla who unfortunately was held up in another meeting. Ms. Sidukwana therefore informed the meeting, that she was delegated to chair the meeting on the City Manager's behalf.	None

	<ul style="list-style-type: none">• As part of her introduction and welcoming, Ms Sidukwana shared the positive news received from the Monitoring and Evaluation unit of COGTA, where BCMM was awarded a gold rating for performance and planning. Ms Sidukwana, emphasized that this good rating was due to the collaborative efforts of all IGR stakeholders that was BCMM able to enable these positive results.• In addition, Ms Sidukwana highlighted the fact that BCMM was also benchmarked with other metros and municipalities on Intergovernmental Relations, and it was rated as the best performing Municipality in this regard. She encouraged stakeholders to continue to work with BCMM to strengthen IGR.• Furthermore, she informed the meeting that a report to the Parliamentary Committee for COGTA revealed that the majority of South African municipalities were in dire financial straits and a few municipalities in the Eastern Cape were also placed under administration. Fortunately, BCMM was not on that list of municipalities and was regarded as a medium risk municipality and with further assessment could be regarded as a low-risk municipality.	
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2. Roll call for attendees	Members in attendance were: -	
	Name	Organisation
	Ms. Nkhensani Makondo	National COGTA
	Mrs. Welekazi Ndika	SANRAL
	Mr. Johan Louw	National Department of Human Settlements
	Mr. Craig Goliath	National Department of Human Settlements
	Ms Terry Ntantiso	DRDAR
	Mr. Mkhululi Jack	Buffalo City College
	Mrs. Ntomboxolo Saluta	DSRAC
	Ms. Nox Bolana	OTP
	Ms. Nontlantla Skhenjana	DHS
	Mr. Vukile Balura	DEDEA
	Mrs. Mandisa Plaatjies	DHS
	Mr. Chris Ettmayr	ELIDZ
	Ms. Nopesika Tutshana	COGTA
	Ms. Fezeka Maqwati	ECSSECC
	Mr. Xolani Madela	DPW
	Mrs. Honjiwe Mayapi	DEA
	Mrs. Nosipho Dweba	DoT

	Ms. Busisiwe Khumalo	OTP	
	Ms. Lindelwa Bongoza	DEDEA	
	Mr. Siyabonga Nkonki	BCMM	
	Mr. Zola Hloma	DoH	
	Mr. Lindelo Matya	PRASA	
	Mrs. Tabita Ngqunge	GCIS	
	Ms. Zoleka Dondolo		
	Mr. Luyanda Mpompa	Post Office	
	Mrs. Noxolo Mtana	ECDC	
	Mr. Sanele Gqodo	BCMM	
	Mr. Kwazalela Mcetywa	DoT	
	Mr. Nceba Ncunyana	BCMM	
	Ms. Ncumisa Sidukwana	BCMM	
	Ms. Ondela Mahlangu	BCMM	
	Ms. Darby Gounden	BCMM	
	Ms. Anazo Makinana	BCMM	
	Mrs. Faith Qebenya	BCMM	
	Ms. Nozuko Frans	BCMM	
	Mr. Jakes Jakavula	Eskom	
	Mr. Siyabonga Nkonki	BCMM	
	Mr. Mthunzi Ngonyama	BCMM	
	Mrs. Nonceba Mbali-Majeng	BCMM	

	Mr Terry Taylor	Transnet	
	Mr Adrian Van Der Merwe	BCMM	
	Ms Nompelo Daniels	BCMM	
	Mr Thando Mpulu	BCMM	
	Ms Sweetness Mxunyelwa	BCMM	
3. Apologies	Apologies were tabled for:		
	Name	Organisation	
	Ms Noludwe Ncokazi	BCMM	
	Mr. Oyama Makhalima	BCMDA	
	Mrs. Sopna Kumar-Nair	BCMM	
	Mr. Luyanda Mbula	BCMM	
	Mrs. Miranda Sinqoto	Safety and Liaison	
	Mr Bob Naidoo	BCMM	
4. Confirmation of minutes of the previous Technical IGR Forum (25 February 2021)	Minutes of 25 February 2021 were adopted without amendments by Ms. Ntantiso and seconded by Ms. Tutshana.		

<p>5. Final Analysis of BCMM's One Plan</p>	<p>Ms. Tutshana from COGTA and Ms. Maqwati from ECSESS jointly presented highlighting the need for functional Metro Political and Technical Structures for implementing the Metro Development Model (MDM) and the Final Analysis on BCMM's One Plan.</p> <ul style="list-style-type: none"> • Ms Tutshana led the presentation for COGTA by emphasizing the importance of the strengthening the IGR Structures within municipalities which were essential for the District Development Model and development of the One Plan. • She also stressed the importance of the Metro confirming the political and technical structures as well as the champions and officials driving the One Plan process with COGTA. • She advised that officials from National and Provincial have been identified and allocated to provide support as Technical teams to each Metro or District and should form part of the Metro IGR Database. National COGTA was currently dealing with issues of Political representation at the national level. • Ms Tutshana highlighted the importance of the Technical structures feeding into the Political structures purposes of decision making and to ensure oversight. 	<ul style="list-style-type: none"> • BCMM to submit the BCMM ONE PLAN to EC COGTA by 31 August 2021. • BCMM to confirm that the Political IGR and Technical IGR Committees as well as the political and representatives are official structures and representatives driving the One Plan process.
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	<ul style="list-style-type: none"> • Ms Maqwati from ECSECC, followed by presenting on the key milestones. • She advised that the Province had developed a process plan, extracted from National circulars, for the formulation, finalization and submission of One Plans. • She further advised that, whilst BCMM achieved and completed all milestones, BCMM was still updating some outstanding information from sector departments. • Ms Maqwati indicated that the only outstanding milestone now, was for all spheres of government to come together and jointly develop a Diagnostic Report. • She further indicated that, the Final One Plan was expected to be submitted by Metros and Districts by 30th August 2021 to EC COGTA, following which the One Plan is expected to be presented to a political committee or Council for final approval. • She confirmed that EC COGTA will submit the final One plans for all Metros and Districts to National COGTA by the 6th September 2021. 	
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6. BCMM One Plan	<p>Mrs. Qebenya from BCMM IDP Unit presented BCMM's Final One Plan.</p> <ul style="list-style-type: none"> • The purpose of the presentation was to give an overview of the content of the Draft BCMM One Plan and to provide one last opportunity for inputs by all three spheres, although BCMM has circulated the document to IGR stakeholders. • Ms Qebeneya highlighted the structure of the BCMM One Plan and acknowledged that whilst the DDM introduced the One Plan as a new planning instrument of government, it does not replace the IDP or any other strategic document of the organization, instead it provided direction to those documents. The IDP will serve as a vehicle for the implementation of the One Plan. • Ms Qebenya further provided a summary of processes for the development of the One Plan which included the several IGR and IDP engagements with stakeholders, as well as the various technical and political workshops that led to the completion of the One Plan by BCMM. • It was advised that due to time constraints and the impact of Covid-19 the strategies and visioning exercise could not be done, however BCMM's Metro Growth and Development Strategy, Spatial Development Framework, Built Environment Plan, and IDP, were accepted as the framework that will drive the One Plan. 	<ul style="list-style-type: none"> • Spatial Transformation of catalytic priorities need to be attended to in the next generation of One Plans. • Cross-boundary collaboration in the interest of regional investment needs to be further explored by BCMM. • BCMM to advise COGTA on the need for an Implementation, Monitoring and Evaluation Framework together with the other spheres to ensure effective and efficient execution of the ONE PLAN.
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	<ul style="list-style-type: none"> • Ms Qebanya advised that, the BCMM One plan was now complete as BCMM had dealt with all the gaps identified by ECSECC as well as received all outstanding information from government departments. • It was also advised that in terms of Institutional arrangements, given the existing structures in BCMM worked well in developing the first generation One Plan, a report to Top Management has already proposed for BCMM to continue using the existing structures. • Ms Qebanya also highlighted that due to time constraints some of the projects were not verified against the SDF, but this can be rectified in the next generation of One Plans. • She also advised that there was need to undertake a complete diagnostic analysis and impact assessment during the strategy phase. 	<ul style="list-style-type: none"> • BCMM to consult with the Speakers Office to look at the possibility of a special council in September for the adoption of the Final One Plan.
7. IDP Process Plan	<p>Ms Qebanya from IDP Unit in BCMM presented BCMM IDP Process plan. Ms Qebanya advised that BCMM was preparing for the first review of the IDP 2021-2026 which was adopted by Council on 31 May 2021. She highlighted the timeframes as well as scheduled activities so that sector departments could participate in some of the upcoming consultative processes. The BCMM Process Plan was highlighted as per below:</p>	<ul style="list-style-type: none"> • Sector Departments, Parastals and entities to note the Process Plan and participate in the upcoming

	Timeframes	Activity	consultative processes for the IDP
	July- August	Preparation for IDP, Budget and Performance Management Process	
	September- October	Situational Analysis	
	October - December	Consolidation of Strategic priorities	
	January- February	Programmes and Projects	
	February	Integration of Programmes and projects through consultative engagement with external stakeholders.	
	March	Approval of the Draft IDP	
	April- May	Consultation of the public and external stakeholders and final adoption	
	June	Conclusion	
8. Status of Land Invasion Issues Affecting	BCMM: Property Management Unit Mr. Mbongo from the BCMM Property Management Unit presented on Land Invasion issues in BCMM. It was advised that BCMM had faced with many cases of of illegal land invasion which requires that all stakeholders work		<ul style="list-style-type: none"> The issue of land invasion in the metro to be escalated to the Provincial IGR

<p>Service Delivery in the Metro</p>	<p>together in tackling this issue. He highlighted the fact that Covid-19 regulations on the non-eviction of illegal occupants put BCMM at a disadvantage.</p> <p>Mr Mbongo proposed the following solutions to reduce land invasion namely:</p> <ul style="list-style-type: none"> • Removing illegal land invaders through legal means. • A list of vacant lands with names of landowners to be compiled as part of a database for the municipality. • Private security be contracted to safeguard vacant land. • Signage and fencing of vacant land. <p>Department of Public Works</p> <ul style="list-style-type: none"> • The Department of Public Works advised that the Department had not identified DPW land that was invaded in BCMM. • BCMM was urged to assist DPW to bring forward any issues of land invasion in the Metro. • The DPW is currently busy with the land invasion verification process. An attorney has been appointed to assist in the process of removing land invaders. 	<p>structures for further assistance.</p> <ul style="list-style-type: none"> • A roundtable meeting be organized by the IGR unit between BCMM and affected External Departments to prepare for the Political IGR Forum. • The BCMM Environmental Health, Law Enforcement and Legal Units to be also involved in this session.
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<p>9. Progress on transfer of properties and registration by Department of Public Works.</p> <ul style="list-style-type: none"> • Status update on the Appointment of State Attorney. • Progress on Transfer of Schools within BCMM. 	<p>Mr. Madela shared a progress report from issues emanated from the previous Political Roundtable Meeting held on the 25th June 2021.</p> <p>Transfer of Properties and Registration by DPW</p> <p>Mr Madela advised that the Department of DPW has made a submission to the MEC of Public Works for the approval of the donated properties from BCMM to Public Works. The Department is awaiting the approval by the MEC following which the process of the conveyance by the attorneys will commence. This process is expected to be concluded by end of September 2021.</p> <p>Progress Report on transfer of closed schools in BCMM</p> <p>Mr Madela advised that the process of gazetting closed schools in BCMM by Department of Education, has been actioned.</p> <p>BCMM was urged to facilitate the transfer of schools on BCMM land to DPW so that they can be added to the asset register of the Department, and rates for those schools can be paid to BCMM.</p> <p>He advised that in terms of the call for expression of interest in schools, BCMM will be given first preference and the municipality is not required to</p>	<ul style="list-style-type: none"> • BCMM to Transfer all schools on BCMM land to Public Works. • For schools BCMM has interest in, BCMM will have first preference. It will not need to bid but propose how BCMM will utilize the schools. • Progress report to proceed to Political IGR session
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	bid. BCMM will however, be required to submit a proposal on how the schools are going to be utilized.	
10. Progress Report on the Upgrading of the Quenera Road in Gonubie <ul style="list-style-type: none"> Feedback on Memorandum of Understanding proposed by BCMM to Department of Transport Status report on Provincial 	<p>Mr. Mcetywa from Department of Transport presented on current and completed projects and programmes in BCMM. According to Mr Mcetywa there are 970kms of gravel road and 482 tarred roads in BCMM. He advised that an amount of R6.6 million had been allocated for projects in BCMM. The Department planned on completing all the projects by end of September 2021.</p> <p>He advised that in terms of the Quenera road it did not meet the Department's criteria of traffic volume, class of route, strategic importance, social factors, and population in proximity to the road to be upgraded from gravel to tar. The Department therefore had no plans to upgrade the road. He advised that maintenance was however conducted on rotational basis to ensure that it is accessible.</p> <p>He further advised that, there was no existing Memorandum of Understanding (MoU) with BCMM, and that Department of Transport would welcome the proposal for an MOU.</p>	<ul style="list-style-type: none"> SANRAL requested to be included as a participant in the joint road's forums/structures existing or that need to be established. Strengthening of Infrastructure Clusters or Joint Roads forum to be investigated. BCMM will need to motivate to DoT for a declassification/ de-proclamation of the Quenera road.

Roads within BCMM		<ul style="list-style-type: none"> • Progress report on the Quenera Road to be presented to the Political IGR Forum
11. Presentation on the status update on issues affecting the SA Post Office and the impact of Covid-19	<p>Mr. Mpompa from South African Post Office presented a status update on issues affecting the SA Post including the impacts of Covid-19 internally on staff well-being, financial stability and externally on services that are rendered by Post Office.</p> <p>He advised that the Post Office continues be a payment outlet for SASSA beneficiaries over a three-day period normally in the first week of each month.</p> <p>He cited the pandemic, low revenue generation and decreased mail volumes as major challenges for the Post Office. In addition, access to venues which the Post Office used for grant payouts were hampered due to the Independent Electoral Commission (IEC) needing to use those venues, which leads to the increase in long lines at local branches. In BCMM specifically, the venue in NU 1 Mdantsane which was used for grant payments was now being used for vaccine roll-out which is proving challenging.</p>	<ul style="list-style-type: none"> • A request was made for the Post Office to consider using post boxes especially in rural areas, this initiative can be added as part of service delivery model. • BCMM to assist the Post Office to identify other BCMM venues in NU1 that can be used for grant payouts.

	<p>He also added that, the Highway branch did not have electricity due to illegal connections, and whilst the issue has been escalated to the municipality, there seems to be no way around this problem. The matter was therefore, reverted to the Post Office to appoint an independent electrician to investigate the issue.</p> <p>A cited a major challenge of illegal break-ins and robberies at many of the Post Office branches which has resulted in forced closure of these facilities.</p> <p>Mr Mpompa also advised that order to manage the long lines and ensure that social distancing at the branches, the EPWP and NGO's are assisting in this regard.</p>	
12. Progress on the Swedish Waste Management Project	<p>Ms. Daniels General Manager Solid Waste Department in BCMM presented a progress report on the Swedish Waste Management Project. She advised that the management of hazardous waste was a function of Department of Environmental Affairs, however, BCMM was identified as a pilot by both Department of Environmental Affairs and Swedish Environment Protection Agency, for hazardous waste collection at the household level.</p>	<ul style="list-style-type: none"> • Presentation Noted. • BCMM Waste Department to explore a virtual launch considering Covid restrictions.

	<p>As part of the outputs of this project, BCMM drivers in the waste management department will be trained and provided with special licenses for the transportation of dangerous good.</p> <p>She further advised that the coastal region in BCMM was a pilot site for the project and households from Ward1, Ward 16, Ward 12 will participate in pilot.</p> <p>Ms Daniels indicated that the project was planned to be launched in April 2020, but due to the Covid-19 pandemic and travel restrictions the launch was postponed. The Project Management Team are finalizing the project management tool whilst awaiting the official launch of the project.</p>	
13.Way forward	<p>As part of the Way forward the Chairperson highlighted the resolutions and actions of the meeting which are captured as above. She also presented the following dates of the upcoming IGR Meetings for members to diarize:</p> <p>Upcoming BCMM IGR Forums:</p> <ul style="list-style-type: none"> • 17 September 2021 – Political IGR • 15 October 2021 –Political Roundtable • 19 November 2021 – Technical IGR Committee Meeting 	

14. Vote of Thanks and Closure	The Chairperson thanked all stakeholders for their participation in this IGR Session and adjourned the meeting at 14h00.	
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NCUMISA SIDUKWANA

HEAD OF DIRECTORATE- EXECUTIVE SUPPORT SERVICES

DATE