

**MINUTES OF THE MAYORAL COMMITTEE MEETING OF BITOU LOCAL MUNICIPALITY HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 20 OCTOBER 2022 AT 9H04**

**1. OPENING**

The Executive Mayor, Councillor D J Swart welcomed everyone present at 9h04 and requested a moment of silent prayer for guidance during the meeting proceedings.

**2. ATTENDANCE**

As per attached attendance register.

**3. APPLICATION FOR LEAVE OF ABSENCE**

None. All Mayoral Committee Members was present.

**4. CONFIRMATION OF MINUTES**

**4.1 Minutes of the Mayoral Committee Meeting of 28 September 2022**

That the minutes of the Mayoral Committee Meeting of 28 September 2022, be and are hereby **CONFIRMED AND SIGNED**

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

**5. COMMUNICATIONS BY THE EXECUTIVE MAYOR**

The Executive Mayor mentioned that the municipality is not in a good financial position as presented to Council as well as other public sectors. Moratoriums were placed on payments, but this exercise deemed to be not that successful as consumers accumulated debt instead.

Debt collection measures have recently been put in place that resulted in more indigent registrations and account settlements. He further mentioned that the processes put in place are starting to work and reiterated the importance of continuing with implementing the measures, as it is important measures that will avert insolvency.

The Executive Mayor in his closing remarks stated that people's economic circumstances will be considered, and assistance will be given where applicable.

**6. PRESENTATIONS**

None

**7. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED MAYCO RESOLUTIONS**

**Resolved**

That the Outstanding/ Partially implemented MayCo resolution report dated 14 October 2022 be noted.

**FOR EXECUTION:** Superintendent Beaches, Manager Facilities and Maintenance  
cc. Director Community Services

**8. CONSIDERATION OF REPORTS (OPEN)**

**Section 1: Office of the Municipal Manager**

Recommendation C/1/95/10/22

**DRAFT POLICY: BURIAL OR CREMATION OF DESTITUTE PERSONS AND EXCEPTIONAL CASES RELATING TO THE DECEASED**

**Portfolio Comm:** Office of the MM  
**File Ref:** 16/6/P

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council approves Draft Policy on the Burial or Cremation of destitute persons and exceptional cases relating to the deceased.

**Proposed:** Councillor W J Nkomo  
**Seconded:** Councillor M P Busakwe

For execution refer to Council resolution

**Recommendation C/1/96/10/22**

**DRAFT POLICY: POLICY FOR THE MAYOR'S SPECIAL FUND IN TERMS OF SECTION 12 OF THE MUNICIPAL FINANCE MANAGEMENT ACT**

**Portfolio Comm:** Office of the MM  
**File Ref:** 3/4/P

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That the Draft Policy for the Mayor's Special Fund in terms of Section 12 of the Municipal Finance Management Act, be approved.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

For execution refer to Council resolution

**Recommendation C/1/97/10/ 22**

**DRAFT POLICY: GRANT -IN-AID POLICY**

**Portfolio Comm:** Office of the MM  
**File Ref:** 3/4/P

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council approve the Draft Grant-In-Aid Policy.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor J N Ramkham

For execution refer to Council resolution

**Recommendation C/1/98/10/20****BITOU MUNICIPALITY – REVISED RISK MANAGEMENT FRAMEWORK DOCUMENTS FY 2022-23**

**Portfolio Comm:** Strategic Services & Office of the MM  
**File Ref:** 2/11/4

**Demarcation:** All wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council approves the Risk Management framework documents as follows:

- a) Revised Fraud & Corruption Prevention Policy & Strategy 2022/23
- b) Revised Risk Management Committee: Terms of Reference 2022/23
- c) Revised Enterprise Risk Management Policy 2022/23
- d) Revised Enterprise Risk Management Strategy 2022/23
- e) Revised Risk Champion Forum: Terms of Reference 2022/23
- f) Revised Business Continuity Management Policy 2022/23

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

For execution refer to Council resolution

**Section 2: Financial Services****Recommendation C/2/72/10/22****REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY FOR THE 1<sup>st</sup> QUARTER 01 JULY TO 30 SEPTEMBER 2022**

**Portfolio Comm:** Finance & Engineering  
**File Ref:** 8/1/5/5/2

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council notes the Supply Chain Management Implementation Report for the 1<sup>st</sup> Quarter, 01 July to 30 September 2022, of the 2022/23 financial year in terms of Section 6(3) of the SCM Policy.
2. That Council recommends the Potential Irregular Expenditure for the period 01 July to 30 September 2022, to the Municipal Accounts Committee (MPAC) for further investigation and appropriate action.

3. That a security assessment be performed to determine the level / type of security needed and that figures be provided in respect of the number of security guards assigned to each building/ municipal asset and be submitted to the next meeting.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Recommendation C/2/73/10/22**

**PROPOSED AMENDMENT TO INDIGENT, SENIOR CITIZENS AND PEOPLE WITH DISABILITY POLICY**

**Portfolio Comm:** Finance & Corporate Services

**File Ref:** 9/1/3/4

**Demarcation:** All Wards

**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council approves the following amendment to the Indigent, Senior citizens and People with disability Policy (Indigent Policy) to give effect to the restriction of water usage of indigent households to the 6 kiloliters by installing smart water meters or water management devices if the free allocation of water is exceeded and remain unpaid.

*"10.6.4. All consumers who qualify for a subsidy must agree to the installation of a prepaid electricity meter and a smart water meter/water management device and will, if in arrears, be placed on restricted service levels in order to limit further escalation of debt."*

2. That it be noted that the community awareness campaigns / public participation processes in respect of the installation of the smart water meter/water management devices have not been conducted and that the relevant officials commence with the aforementioned processes as a matter of urgency.
3. That a progress report on the implementation of smart water meters/water management devices be submitted to the Portfolio Committee Meeting, with the inclusion of the following information;
  - a. Number of smart water meters/ water management devices installed to date
  - b. The number of smart meters that have undergone testing prior to installation
  - c. Challenges experienced
  - d. Processes or steps put in place to address the challenges as mentioned in (c) above
  - e. Budgetary requirements if needed to rollout programme successfully.
4. That the Director: Engineering Services establish whether a dedicated team is available to install the devices.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Resolution M/2/74/10/22***\*Circulated per Addendum 1\****REVENUE MANAGEMENT REPORT – SEPTEMBER 2022****Portfolio Comm.:** Finance & Corporate Services**File Ref:** 9/1/3/4**Demarcation:** All Wards**Delegation:** MayCo**Resolved**

That cognisance be taken of the following;

- a) the Revenue Management Report for the month of September 2022.
- b) that the amount of R 4 066 070 that was due by the approved indigent debtors as at end of August 2022 has been written off as bad debt in line with clause 10.1 of the approved Customer Care, Credit Control, Debt Collection, Indigent and Tempering Policy.
- c) that the amount of R 995 183.4 has been written off as bad debt in the 50% settlement discount program and an amount of R 992 600.36 collected.

**Proposed:** Councillor W J Nel**Seconded:** Councillor J N Kamkam**FOR INFORMATION:** Manager Revenue Services**Resolution M/2/75/10/22***\*Circulated per Addendum 1\****SECTION 71 REPORT FOR THE MONTH OF SEPTEMBER 2022****Portfolio Comm.:** Finance and Corporate Services**File Ref:** 9/1/3/4**Demarcation:** All Wards**Delegation:** MayCo**Resolved**

That the monthly budget statement for the period ended 30 September 2022 be noted.

**Proposed:** Councillor J N Kamkam**Seconded:** Councillor W J Nel**FOR INFORMATION** Director Financial Services

**Section 3: Corporate Services**

Recommendation C/3/60/10/22

**SCHEDULE OF MEETINGS FOR COUNCILLORS FOR 2023 FOR PORTFOLIO COMMITTEES, MAYORAL COMMITTEES AND COUNCIL****Portfolio Comm:** Finance and Corporate Services**Demarcation:** All Wards**File Ref:** 3/2/3**Delegation:** Council**Recommended by the Executive Mayor**

1. That the following schedule of dates for the Portfolio Committee Meetings, Mayoral Committee Meetings and Council Meetings for the year 2023 be approved

<b>MEETING SCHEDULE: 2023</b>					
<b>Closing Dates for Agendas</b>	<b>Preliminary Meeting</b>	<b>Portfolio Committees</b>	<b>Mayoral Committee Meetings</b>	<b>Ordinary Council Meeting</b>	<b>Special Council Meeting</b>
10/1/2023	12/1/2023	18/1/2023 19/1/2023	24/1/2023	31/1/2023	
8/2/2023	9/2/2023	14/2/2023 15/2/2023	22/2/2023		28/2/2023 (Adjustment budget approval)
7/3/2023	9/3/2023	14/3/2023 15/3/2023	22/3/2023		30/3/2023 (Draft Annual Budget and IDP approval)
4/4/2023	6/4/2023	12/4/2023 13/4/2023	20/4/2023	27/4/2023	
8/5/2023	10/5/2023	17/5/2023 18/5/2023	24/5/2023		29/5/2023 (Budget approval and IDP Adoption)
9/6/2023	13/6/2023	21/6/2023 22/6/2023	29/6/2023		
7/7/2023	10/7/2023	17/7/2023 18/7/2023	24/7/2023	31/7/2023	
11/8/2023	14/8/2023	21/8/2023 22/8/2023	29/8/2023		31/8/2023 (Budget and IDP Process plan)
8/9/2023	12/9/2023	20/9/2023 21/9/2023	28/9/2023		
6/10/2023	10/10/2023	16/10/2023 17/10/2023	24/10/2023	31/10/2023	
13/11/2023	15/11/2023	22/11/2023 23/11/2023	30/11/2023		

2. That the schedule of meetings be published as prescribed by Section 29A of the Local Government Municipal Structures Act, No 117 of 1998.

3. That any other Special Council meetings be scheduled and published as and when required as prescribed by the Local Government Municipal Structures Act, No 117 of 1998 and the Bitou Municipality Rules of Order by-law.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor J N Kamkam

For execution refer to Council resolution

**Recommendation C/3/61/10/22**

**APPROVAL OF THE BITOU MUNICIPALITY: RECORDS MANAGEMENT POLICY**

**Portfolio Comm:** Finance and Corporate Services  
**File Ref:** 2/4/P  
**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That Council approve the Bitou Municipality: Records Management Policy.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Recommendation C/3/62/10/22**

**COMMUNICATION STRATEGY FOR THE BITOU LOCAL MUNICIPALITY**

**Portfolio Comm:** Finance & Corporate Services  
**File Ref:** 9/1/3/3  
**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

That the Communications Strategy for the Bitou Municipality be approved.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor J N Kamkam

For execution refer to Council resolution



Recommendation C/3/63/10/22

**COMMUNICATIONS SECTION: SOCIAL MEDIA GUIDELINES FOR BITOU LOCAL MUNICIPALITY**

**Portfolio Comm:** Finance & Corporate Services

**File Ref:** 9/1/3/3

**Demarcation:** All Wards

**Delegation:** Council

**Recommended by the Executive Mayor**

That the Social Media Guideline Policy for the Bitou Municipality be approved.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

For execution refer to Council resolution

Recommendation C/3/64/10/22

**COMMUNICATION: LANGUAGE POLICY FOR THE BITOU MUNICIPALITY AND SUGGESTED ACTIONS TO COMPLY WITH THE REVIEW BY THE PAN SOUTH AFRICAN LANGUAGE BOARD (PANSALB)**

**Portfolio Comm:** Finance & Corporate Services

**File Ref:** 9/1/3/3

**Demarcation:** All Wards

**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the Bitou Language Policy be approved.
2. That Council note the suggested road map to comply with the expected language coordinating structure within the Municipality as mentioned in the discussions above.

**Proposed:** Councillor J N Kamkam

**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Section 4: Community Services****Resolution M/4/34/10/22****FACILITIES MANAGEMENT AND MAINTENANCE: BEACH CONTROL AND BEACH-FRONT MAINTENANCE: INFRASTRUCTURE DEVELOPMENT PROGRAMME****Portfolio Comm:** Engineering & Community Services**Demarcation:** All Wards**File Ref:** 17/11/13/1**Delegation:** Portfolio**Resolved**

That the R 10 000 000.00 funding allocated to Bitou Municipality by the National Department of Environmental Affairs be noted and supported.

**Proposed:** Councillor J N Kamkam**Seconded:** Councillor M P Busakwe

EXECUTION: Manager: Facilities Management and Maintenance Services  
cc. Director Community Services

**Recommendation C/4/35/10/22****DRAFT SEASONAL PLAN 2022/2023: COMMUNITY SERVICES****Portfolio Comm:** Engineering & Community Services**Demarcation:** All Wards**File Ref:** 17/7/1/2**Delegation:** Council**Recommended by the Executive Mayor**

1. That Council take cognizance of the Community Services Department Draft Seasonal Plan for 2022/2023.
2. That Council approves the seasonal plan for 2022/2023.
3. That the section "*additional events from local economic development and plett tourism association*" under Annexure C be updated to reflect municipal contributions to events where applicable, prior to submission to Council.
4. That it be noted that no township events have been provided under "*additional events from local economic development and plett tourism association*", and that the events list be updated if applicable, prior to submission to Council.

**Proposed:** Councillor M P Busakwe**Seconded:** Councillor J N Kamkam

For execution refer to Council resolution

**Section 5: Engineering Services****Recommendation C/5/41/10/22****MONTHLY AND QUARTERLY REPORT FOR ELECTRICAL AND MECHANICAL FOR THE PERIOD JUL – SEPTEMBER 2022**

**Portfolio Comm:** Engineering & Community Services  
**File Ref:** 9/1/3/5/3

**Demarcation:** All Wards  
**Delegation:** Council

**Recommended by the Executive Mayor**

1. That the monthly and quarterly report for Electrical and Mechanical Engineering Section for the period July to September 2022, be noted.
2. That the Director Engineering Services verify whether the electrical issues previously reported on is a true reflection.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

For execution refer to Council resolution

**Section 6: Economic Development & Planning****Resolution M/6/53/10/22**

*\*It should be noted that the Item reference changed from a "C" to "M" as the Item was referred back\**

**LED IMPLEMENTATION PLAN: 2022/2023**

**Portfolio Comm:** Strategic Services and Office of the MM  
**File Ref:** 12/6

**Demarcation:** All Wards  
**Delegation:** Portfolio

**Resolved**

That this Item be REFERRED BACK in order for the LED Division to report back on the Implementation Plan for the period of 2017 to 2022.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor M P Busakwe

EXECUTION: Manager: Economic Development

**Recommendation C/6/54/10/22**

**PROPOSED SPECIAL RATING AREA (SRA) BY-LAW FOR BITOU MUNICIPALITY**

**Portfolio Comm:** Strategic Services & Office of the MM

**File Ref:** 15/1/10

**Demarcation:** All wards

**Delegation:** Council

**Recommended by the Executive Mayor**

1. That Council adopt the Bitou Special Rating Area By-Law to come into operation on a date to be determined by publication of the By-Law in the Provincial Gazette.
2. That Council adopt the Bitou Special Rating Area Policy and that it will be utilised for the administration of Special Rating Area Applications.

**Proposed:** Councillor W J Nel

**Seconded:** Councillor J N Kamkam

For execution refer to Council resolution

**Recommendation C/6/57/10/22**

**PLETT TOURISM ASSOCIATION: QUARTERLY AND FINANCIAL REPORTS FOR THE PERIOD JULY TO SEPTEMBER 2022**

**Portfolio Comm:** Strategic Services and Office of the MM

**File Ref:** 9/1/3/6

**Demarcation:** All Wards

**Delegation:** Council

**Recommended by the Executive Mayor**

That cognisance be taken of the Quarterly and the Financial Report of the Plett Tourism Association for the period July to September 2022.

**Proposed:** Councillor W J Nel

**Seconded:** Councillor J N Kamkam

For execution refer to Council resolution

**Recommendation C/6/58/10/22****IDENTIFICATION OF MUNICIPAL-OWNED LAND FOR DEVELOPMENT PURPOSES**

**Portfolio Comm:** Strategic Services and Office of the MM    **Demarcation:** All Wards  
**File Ref:** 15/1    **Delegation:** Council

**Recommended by the Executive Mayor**

1. That it be determined that the following properties are not required by the Municipality for its own purposes or for the provision of a basic level of municipal service:
  - (a) Erf 1496, Kranshoek;
  - (b) Erf 998, Kranshoek;
  - (c) Erven 8766, 8767, 8768, 8774, 8775, 8778, 8779, 8781, 8783, and 8785, Plettenberg Bay (New Horizons);
  - (d) Portion of Erf 256, Plettenberg Bay
  - (e) Portion B of Erf 1725, Plettenberg Bay
  - (f) Portion of Portion 41 of the Farm Hillview No. 437
2. That it be noted that Portion of Erf 117, Kurland is excluded from the list of properties, as the property might be earmarked for further housing development and that a report be submitted to the relevant Portfolio Committee.
3. That the Municipal Manager be mandated to obtain market related values for the properties mentioned in (1) and that an Item be submitted to Council for consideration once the market related values have been obtained.
4. That the Council notes that Portion A of Erf 1725, Plettenberg Bay has previously been awarded to A & N Developments CC, and that it be confirmed that this award may be proceeded with.
5. That a progress report be submitted to the Mayoral Committee in respect of the status quo of Erven 83, 84 and 85, Kurland.
6. That a progress report be submitted to the Mayoral Committee in respect of the ownership status of Erf 302, Kirbywood known as the "Women on the Move" building.

**Proposed:** Councillor J N Kamkam  
**Seconded:** Councillor W J Nel

For execution refer to Council resolution

**Resolution M/6/59/10/22**

*\*It should be noted that the Item reference changed from a "C" to "M" as the Item was referred back\**

**PLETT TOURISM ASSOCIATION: QUARTERLY AND FINANCIAL REPORTS FOR THE PERIOD 01 JULY 2021 TO 31 JUNE 2022**

**Portfolio Comm:** Strategic Services and Office of the MM  
**File Ref:** 9/1/3/6

**Demarcation:** All Wards  
**Delegation:** Council

**Resolved**

That this Item be REFERRED BACK to rectify the content of the report.

**Proposed:** Councillor W J Nel  
**Seconded:** Councillor N J Kamkam

EXECUTION: Manager: Economic Development & Planning

**9. IN – COMMITTEE ITEMS**

Please refer to the In-Committee Minutes of even date.

**10. RECORDING OF COUNCILLORS PRESENT**

The Mayoral Committee members recorded their presence in the following order during the In-Committee session;

Councillors M P Busakwe, W J Nel, N J Kamkam and Councillor D J Swart

**11. CLOSURE**

The Executive Mayor declared the Open meeting closed at 11h02, whereafter the Mayoral Committee convened the In-Committee session for the discussion of items at 11h10.

The Mayoral In-Committee session closed at 11h56.

**CONFIRMED AND SIGNED**

**SIGNATURE:**

  
The Executive Mayor: Councillor D J Swart




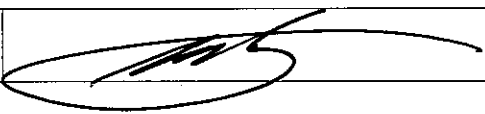
**DATE:**



**ATTENDANCE REGISTER: MAYORAL COMMITTEE**

**BITOU LOCAL MUNICIPALITY**

**MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 20 OCTOBER 2022 AT 9H00**

<b><u>NAME</u></b>	<b><u>SIGNATURE</u></b>
COUNCILLOR D J SWART (EXECUTIVE MAYOR)	
COUNCILLOR M P BUSAKWE (DEPUTY EXECUTIVE MAYOR)	
COUNCILLOR J N KAMKAM	
COUNCILLOR W J NEL	
<b><u>NON – MEMBERS</u></b>	<b><u>SIGNATURE</u></b>
COUNCILLOR M A M BOTHA	
COUNCILLOR S E GCABAYI	
COUNCILLOR N P KOLWAPI	
COUNCILLOR S A MANGXABA	
COUNCILLOR T MHLANA	
COUNCILLOR N NDAYI	
COUNCILLOR A R OLIVIER	
COUNCILLOR N T SETI	
COUNCILLOR C N J TERBLANCHE (SPEAKER)	virtual

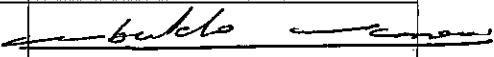


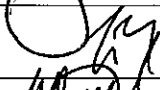
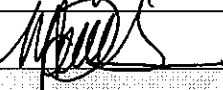
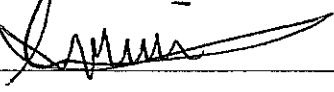
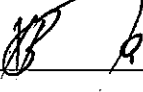
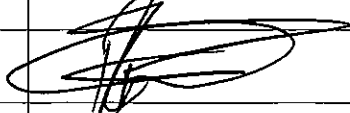




ATTENDANCE REGISTER

BITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 20 OCTOBER 2022 AT 9H00

OFFICIALS

<u>DESIGNATION</u>	<u>NAME</u>	<u>SIGNATURE</u>
Municipal Manager	Mr M Memani	
<b>DIRECTORS</b>		
Acting Director: Financial Services & Senior Manager: Governance and Compliance	Mr F Lötter	
Acting Director: Corporate Services & Manager Legal Services	Mr A Croutz	
Director: Economic Development and Planning	Mr. L Gericke	
Director: Community Services	Ms M Paulsen	
<b>MANAGERS</b>		
Manager: Administration	Mrs. T Wildeman	
Chief Audit Executive	Ms H Bester	Virtual
Chief Risk Officer	Mrs. C V Staden	
Manager: Executive Mayor	Mr H Nieuwoudt	Virtual
Manager: Deputy Executive Mayor	Mr X Bangela	
Manager: Office of the Speaker	Mr R Plaatjies	
Manager: Communications	Mr A Namntu	
Principal Committee Officer	Ms J Jansen	
DIRECTOR: ENGINEERING SERVICES	Mr V W. FELTON	






ATTENDANCE REGISTERBITOU LOCAL MUNICIPALITY

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET, PLETTENBERG BAY ON THURSDAY, 20 OCTOBER 2022 AT 9H00

OFFICIALS

DESIGNATION	NAME	SIGNATURE
Committee Clerk	T Mponbe Thandeka	



# ATTENDANCE REGISTER

## Interested members of the Public

Thank you for attending.



NAME	CONTACT NO	EMAIL ADDRESS	REPRESENTING	SIGNATURE
CHRISTO VLOK	044-53-8135	stef@brou1@gmail	WARD TWO	

MAYORAL COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, SEWELL STREET,  
PLETTENBERG BAY ON THURSDAY, 20 OCTOBER 2022 AT 9H00