



**MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOR'S COMMITTEE HELD IN THE COMMITTEE ROOM: CORPORATE SERVICES ON THURSDAY, 14 JUNE 2018 AT 11:00**

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**PRESENT:**

Executive Mayor, ald T van Essen (chairman)

Members of the Mayor's Committee:

Clr P E Solomons

Clr O M Stemele

Clr R F van der Westhuizen

Clr M van Zyl

Officials:

Municipal Manager, mr J J Scholtz

Director: Development Services, mr J T Steenkamp

Director: Electrical Engineering Services, mr R du Toit

Director: Civil Engineering Services, mr L D Zikmann

Director: Security Services, mr P A C Humphreys

Snr Manager: Human Resources, ms S de Jongh

Manager: Budget Office, ms H Papier

Manager: Secretarial and Record Services, ms N Brand

**1. OPENING**

The Municipal Manager, mr J J Scholtz, opened the meeting with a prayer at the request of the chairman.

**2. APOLOGIES**

Apology received from ald M S I Goliath.

**3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS**

**3.1 SUBMISSION BY THE CHAIRMAN**

The chairman thanked the officials – with specific mention of the Municipal Manager, the Director: Security Services and personnel and mr S Arendse – for their contributions and bravery in ensuring the safety of the community during the recent unrest in the Riebeek Valley.

The chairman offered his condolences to the Moslem community in respect of the recent death of two worshippers in the Malmesbury Mosque, and reiterated the message of the Moslem leaders that the matter must be investigated calmly and peacefully.

The chairman mentioned the increasing dam levels in the Western Cape and gave thanks for the rain which has fallen recently. The level in the Voëlvlei Dam is at present 25.9%.

**FOR INFORMATION**

#### 4. MINUTES

##### 4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 23 MAY 2018

###### RESOLUTION

That the minutes of an Ordinary Meeting of the Executive Mayor's Committee held on 23 May 2018 are approved and signed by the Mayor.

##### 4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 6 JUNE 2018

*[Corrections held over at the prerogative of the various committees.]*

#### 5. CONSIDERATION OF RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES

##### 5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 6 JUNE 2018

###### 5.1.1 MUNICIPAL MANAGER AND FINANCES

**RESOLUTION** that the Executive Mayor approves the recommendations in the relevant minutes.

###### 5.1.2 CIVIL AND ELECTRICAL SERVICES

**RESOLUTION** that the Executive Mayor approves the recommendations in the relevant minutes.

###### 5.1.3 ADMINISTRATION, DEVELOPMENT AND SECURITY SERVICES

**RESOLUTION** that the Executive Mayor approves the recommendations in the relevant minutes.

#### 6. MATTERS ARISING FROM THE MINUTES

None

#### 7. NEW MATTERS

##### 7.1 AMENDMENT TO THE FRAMEWORK FOR THE IMPLEMENTATION OF PERFORMANCE MANAGEMENT (2/4/2)

The object of the framework is to facilitate the implementation of the Municipality's performance management system. Performance information is the key to effective management including planning, budgeting, implementation, monitoring and reporting.

Since the framework document was approved on 15 May 2013, various amendments have been introduced. The chairman, with specific reference to the upper limit provisions and limitations of the Regulations in respect of the Appointment and Appointment Conditions of senior managers, stated that the Council is not in agreement. There must still be an effort to pay market related salaries to senior managers, within the legal requirements, in order to retain skills.

**RESOLUTION** that the amended Framework for the Implementation of Performance Management is approved.

##### 7.2 PRESENTATION OF THE 2018/2019 PERFORMANCE AGREEMENTS AND PLANS (2/4/2)

The performance agreements and plans for the 2018/19 financial year were drawn up in accordance with article 57 of the Local Government: Municipal Systems Act, 2000 and serve as a replacement addendum to the appointment contracts of the Municipal Manager and directors.

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**RESOLUTION** that note is taken of the Municipal Manager's and directors' performance agreements and plans for the 2018/2019 financial year.

### **7.3 PRESENTATION OF THE 2018/2019 SERVICES DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)**

The object of the Service Delivery and Budget Implementation Plan (SDBIP) is to support the municipal manager in attaining service delivery goals, as well as the spending of the capital budget within the given timeframes.

The SDBIP must, inter alia, include the following:

- Projections for each month of (1) income anticipated, per source and (2) operating and capital expenses per post;
- Service delivery goals and performance indicators for each quarter.

**RESOLUTION** that the attached 2018/2019 Service Delivery and Budget Implementation Plan (SDBIP) is approved.

### **7.4 MINUTES OF A MUNICIPAL PERFORMANCE AND RISK AUDIT COMMITTEE MEETING HELD ON 21 FEBRUARY 2018 (5/15/1/3)**

The Audit Committee serves as a fully-fledged, independent committee of the Council and fulfils its function according to the stipulations of article 166 of the Municipal Financial Management Act, 2003.

The minutes of the Municipal Performance and Risk Audit Committee Meeting held on 21 February 2018 were circulated with the agenda, and do not contain any recommendations for consideration by the Executive Mayor's Committee.

**RESOLUTION** that note is taken of the contents of the minutes of a Municipal Performance and Risk Audit Committee Meeting held on 21 February 2018.

### **7.5 BLUE FLAG STATUS: YZERFONTEIN BEACH (9/1/3/2/1, 17/10/R)**

A study was undertaken by the Yzerfontein Tourism in respect of the benefits of blue flag status for Yzerfontein. Blue Flag beaches are co-ordinated by WESSA (*Wildlife and Environment Society of South Africa*) and according to the attached submission by Yzerfontein Tourism the benefits are, inter alia, international exposure through listing and recognition by the World Tourism Organization, media coverage, impact on choices of vacation destinations, promotion of tourism, commitment to environmental training, etc.

#### **RESOLUTION**

- (a) That the Blue Flag status for Yzerfontein is approved as a pilot project for the 2018/2019 season;
- (b) That the amount of R88 500.00 is appropriated in the budget for Blue Flag purposes.

### **7.6 APPROVAL OF THE AMENDED TELECOMMUNICATION POLICY (4/7/2/1)**

The Snr Manager: Human Resources, ms S de Jongh, pointed out the single amendment to the policy with respect to the choice which an official has of whether or not to insure his/her cell phone.

**RESOLUTION** that the amendment to the Telecommunications Policy is approved for implementation from 1 July 2018.

### **7.7 SWARTLAND DISASTER RISK ASSESSMENT (17/5/B)**

An external service provider, *Luticento*, was appointed by the Provincial Disaster Management Centre to carry out a disaster risk assessment, in accordance with the

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SABS 31010 standard for the Swartland Municipal area. The assessment must be reviewed every three years according to the above mentioned standard.

#### **RESOLUTION**

- (a) That note is taken of the contents of the 2017/2018 Swartland Disaster Risk Evaluation as well as the agreement by all the departments to make it part of their daily tasks to pay attention to the reduction of disaster risk;
- (b) That further note is taken of the greatest risks identified in the Swartland Municipal area in the 2017/2018 disaster risk evaluation, namely:
  - Drought
  - Invasive plant species
  - Interruption in water provision
  - Floods
  - Seismic activities
  - Veld fires
  - Animal diseases
  - Land invasions
  - Protest marches
- (c) That the 2017/2018 Swartland Disaster Risk Evaluation for the Swartland municipal area is approved.

#### **7.8 REVISION OF THE DISASTER MANAGEMENT PLAN FOR SWARTLAND (17/5/B)**

The aim of the Swartland Disaster Management Plan is, inter alia, to ensure that disaster management enjoys attention in the strategic and operational planning of all line functions within the Municipality.

The plan must be reviewed annually in order to bring relevant information up to date. The plan also includes the disaster risks referred to item 7.7.

The chairman requested that maps of the towns are included as attachments to the Disaster Management Plan in order to determine exactly where the disaster is, and in the case of a fire, whether it is a structure on fire or a veld fire.

#### **RESOLUTION**

- (a) That note is taken of the contents of the 2018 revised Disaster Management Plan as well as the agreement by all the departments to make it part of their daily tasks to pay attention to reduction of disaster risk;
- (b) That the 2018 revised Disaster Management Plan for the Swartland municipal area is approved, with the addition of the various town maps as attachments, as well as the undertaking that the plan will be revised annually in order to ensure that the content is always relevant and up to date;
- (c) That, as prescribed by the Disaster Management Act, a copy of the approved revised plan is submitted to the West Coast Disaster Management Centre, the Provincial Disaster Management Centre as well as the National Disaster Management Centre.

#### **7.9 SWARTLAND TRAFFIC AND LAW ENFORCEMENT SERVICES: PERMANENT IMPLEMENTATION OF SHIFTS (17/5/3/B)**

The proposed shift system for the Traffic and Law Enforcement Services was implemented as of 1 July 2017 for a test period of one year.

The Director: Security Services explained that the main aim of the shift system was to facilitate effective traffic and law enforcement services after hours.

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The proposed shift system was discussed with the various unions and it was finally agreed at the Labour Forum on 12 April 2018 that the shift system is submitted to the Executive Mayor's Committee for approval.

#### RESOLUTION

- (a) That note is taken that the proposed shift system has no financial implications for the Council;
- (b) That the proposed shift system for the Traffic and Law Enforcement Services circulated with the agenda is implemented, permanently, from 1 July 2018.

#### 7.10 SOCIAL DEVELOPMENT POLICY AND STRATEGIC ACTION PLANS OF THE INTERNAL SOCIAL DEVELOPMENT COMMITTEE (17/2/2)

The chairman dealt with the various action plans arising from the Development and Strategic Policy. Although there has been great emphasis placed in recent times on the RSEP projects, attention must also be given to the other action plans, specifically with reference to the action plan in respect of access to the Swartland Municipality for disabled persons.

The Director: Development Services discussed certain highlights in the action plans, inter alia, the various departments' involvement in the implementation of the action plans.

#### RESOLUTION

- (a) That note is taken of the progress made with the implementation of the action plans in accordance with the Social Development Policy;
- (b) That approval is given for the addition of the *Integrated Care for the Environment*, action plan;
- (c) That note is taken of the financial implications of the implementation of the (1) *Disability Accessibility* action plan and (2) *Integrated care for the Environment* action plan and that during the multi-year budget process consideration is given to funding for these action plans;
- (d) That an Early Childhood Development work session is arranged with officials and councillors in respect of role apportionments and development of a shared vision for Early Childhood Development in order to support the Municipality's constitutional mandate in accordance with Schedule 4B of the Constitution of South Africa;
- (e) That a meeting is arranged with external role players (Department of Community Services, West Coast District Municipality) to draw up a sustainable plan for the development of Early Childhood Development facilities;
- (f) That the item is submitted to the Portfolio Committees for information, including the information from the Department: Civil Engineering Services in respect of access to municipal offices for disabled persons;
- (g) That note is taken that a workshop with councillors will be arranged, facilitated by mr Jeremy Opperman of the Department of Social Development (*Disability Desk*) with the aim of drawing up a strategic plan in respect of the handling of persons with disabilities (*disability confident*).

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### 7.11 MUNICIPAL HOUSING PIPELINE ACCORDING TO THE COUNCIL'S HUMAN SETTLEMENT PLAN (17/4/2/B)

The housing pipeline is submitted annually to the Executive Mayor's Committee as a source of information in order to inform the Department of Human Settlement in respect of the housing needs in the municipal area.

The chairman voiced his concern that, considering the DORA grants as against the real housing needs, the housing pipeline may create expectations.

#### RESOLUTION

- (a) That the proposed Municipal Housing Pipeline is referred back, because the intimation of funds for the pipeline may create expectations;
- (b) That note is taken that a non-profit organization (NGO) will be appointed by the Department of Human Settlements to profile the inhabitants of Sibanye Square, including the following, namely:
  - if the person is on the waiting list;
  - how long the person has been on the waiting list;
  - age;
  - income group;
- (c) That an agreement is reached with the Department of Human Settlements to extend the appointment of an NGO to include profiling of all backyard dwellers in the various towns.

### 7.12 THIRD REVISION OF THE 2017/2018 MIG DETAILED PROJECT IMPLEMENTATION PLAN (5/9/2/6/1)

The Director: Civil Engineering Services confirmed that a saving of R738 500.00 has been realized on the Chatsworth Sports Grounds Project, which must be reallocated to other projects in order to ensure 100% MIG spending.

#### RESOLUTION

- (a) That cognisance is taken of that a saving amounting to R738 500.00 realized with the implementation of the first phase of the Chatsworth sport project due to penalties incurred by the contractor and other savings during the construction phase.
- (b) That cognisance is taken that in order to achieve 100% MIG expenditure, the saving of R738 500.00 must be allocated to already approved MIG projects which are able to accommodate additional expenditure;
- (c) That the following projects and allocations for the amended DPIP for the 2017/2018 financial year be approved:

Nr	Project	Allocation
1	Rehabilitate Water Networks (WC1287/W/14/17)	R 3 989 630.00
2	Malmesbury De Hoop: New Reservoir (WC/1649/W/16/19)	R 639 922.43
3	Malmesbury De Hoop: External Sewer (WC/1650/S/16/20)	R 10 833 184.00
4	New Sports Grounds: Chatsworth (WC1605/CF/16/18)	R 4 809 155.00
5	Riebeeck West IRDP: Ext. Stormwater (ST/WC/14499/17/19)	R 2 877 940.00
6	R-West Housing, Ext Water (ST/WC/1689/W/17/19)	R 622 060.00
7	Moorreesburg WWTW upgrade (269989)	R 836 108.57
<b>TOTAL</b>		<b>R 24 608 000.00</b>

- (d) That the amended DPIP be submitted to the Department of Cooperative Governance and Traditional Affairs.

**7.13 POLICY CONDITIONS IN RESPECT OF HIRING OF HALLS (17/9/B)**

The policy in respect of the Hiring of Halls aims at regulating the usage of the various halls in the municipal area.

**RESOLUTION**

- (a) That Council Policy with regard to leasing of halls remain unchanged to be reviewed within the next 12 months;
- (b) That the Policy conditions in respect of Hiring of Halls be tabled to the Portfolio committee for cognisance.

**7.14 OUTSTANDING DEBTORS: MAY 2018**

A complete list of outstanding debtors was circulated with the agenda.

**RESOLUTION** that cognisance is taken of the report regarding outstanding debtors of Swartland Municipality for May 2018.

**7.15 PROGRESS WITH RESPECT TO OUTSTANDING INSURANCE CLAIMS: MAY 2018 (5/14/3/5)**

In accordance with the Asset Management Policy outstanding insurance claims must be reported monthly.

**RESOLUTION** that cognisance is taken of the progress with respect to outstanding insurance claims for the period ending 31 May 2018 as circulated with the agenda.

**7.16 WRITE OFF OF ASSETS IN ORDER TO REMOVE THEM FROM THE ASSET REGISTER IN RESPECT OF INSURANCE CLAIMS (5/14/3/5)**

Article 63 of the Municipal Financial Management Act, 2003 requires that the asset register is maintained. A list of assets in respect of insurance claims which can be written off and taken off the asset register was circulated with the agenda.

**RESOLUTION** that approval be granted for the assets as per the attached list (R 21 438.41 ) be written off and that same be removed from the asset register for purposes of completeness of same.

**7.17 ADOPTION OF WATER SERVICES AUDIT REPORT FOR 2016/2017 (16/1/1/B)****7.18 WATER CONSERVATION AND APPLICATION MANAGEMENT STRATEGY (16/1/1/B)****7.19 ADOPTION OF WASTE WATER RISK ABATEMENT PLAN (16/1/1/B)**

The chairman ruled that items 7.17 to 7.19 are dealt with simultaneously, because they have already been submitted to the Portfolio Committees, on 6 June 2019, for recommendation to the Executive Mayor's Committee.

Therefore resolved –

**RESOLUTION** that, the Water Services report for 2016/2017, Water Conservation and Application Management Strategy and the Adoption of the *Wastewater Risk Abatement Plan*, are approved respectively.

**7.20 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: EMERGENCY REPAIR TO THE MACERATOR, MALMESBURY SEWERAGE WORKS (8/1/B/2)**

The *macerator* is an extremely important component in the sewerage treatment plant which prevents any undesirable material from damaging the pumps, valves and membrane system.

The *macerator* failed mechanically and a quotation was called for the urgent repair thereof.

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**RESOLUTION**

- (a) That it be noted and the action of the Municipal Manager be condoned with regards to the repair of the macerator at Malmesbury Waste Water Treatment Works by GW Trautman for the amount of R139 432.45 (including VAT).
- (b) That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - (i) The macerator would have been left out of service for an extended period of time following due process;
  - (ii) This would have resulted in inevitable damages to downstream mechanical equipment;
  - (iii) The repair work to the macerator had therefore to be handled as an emergency.
- (c) That it be noted that the expenditure was allocated mSCOA Code: 9/2239-57-1041 and that there is sufficient funding available for the quoted amount of R139 432.45 including VAT.
- (d) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

**7.21 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: EMERGENCY REPAIR TO ONGEGUND RESERVOIR (8/1/B/2)**

A serious leak of 12 kl per day was discovered in the Ongegund Reservoir during a routine inspection on 28 May 2018. Given the serious drought and the fact that the loss of water could increase as the leak was getting worse, an urgent quotation was called for.

In order to make a reservoir watertight, specific technical skills are required and a quote from N2 Consulting (Able Sealing and Waterproofing) was called for the urgent repair work.

**RESOLUTION**

- (a) That it be noted and the action of the Municipal Manager be condoned with regards to the emergency waterproofing of the Ongegund Reservoir by N2 Conulsting for the amount of R171 273.10 (including VAT).
- (b) That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - (i) The leaking Ongegund Reservoir has resulted in unacceptable high water losses;
  - (ii) The extreme water shortage consequential to the prevailing drought necessitated that the leaking reservoir be waterproofed as a matter of urgency;
  - (iii) Following normal procurement procedure would prolong the finalisation of repairs with associated unacceptable water losses ;
  - (iv) The waterproofing of the Ongegund Reservoir therefore had to be handled as an emergency.
- (c) That it be noted that the expenditure was allocated mSCOA Code: 9/249-679-259 and that there is sufficient funding available for the quoted amount of R171 273.10 including VAT.
- (d) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

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**7.22 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR TO THE ROOF ABOVE THE TOWN HALL'S KITCHEN (8/1/B/2)**

A leak in the roof above the town hall's kitchen was reported to the Division: Buildings and Structures on 9 May 2018. The leak was also directly above the main electrical switchboard and the Municipality's electronic telephone/communication system and it would be a disaster if water leaked into the systems.

During the annual inspection of the outside of the roof by the Division: Buildings and Structures no possible leaks were discovered. An internal inspection however revealed the problem and with the imminent rainy season it was decided to deal with the repairs urgently.

**RESOLUTION**

- (a) That it be noted and the action of the Municipal Manager be condoned with regards to the emergency repair of roof leaks and partial replacement of roof covering above Malmesbury Town Hall kitchen to the amount of R 59 276.75 (including VAT).
- (b) That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - (i) Roof leaks in Malmesbury Town Hall kitchen entered the main electrical switchboard and distribution box and was also causing damage to ceiling boards;
  - (ii) The immediate repair of roof leaks and partial replacement of roof covering, was required to avoid the risk of electrical shortage, failure and/or loss of life and further damage to ceiling boards;
  - (iii) The repair of roof leaks and partial replacement of roof covering was therefore handled as an emergency.
- (c) That it be noted that the expenditure was allocated mSCOA Code: 9/217-167-45 and that there is sufficient funding available for the quoted amount of R 59 276.75 (including VAT).
- (d) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

**7.23 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: PURCHASE OF MOBILE PUMPS FOR PROVISION OF WATER DURING EMERGENCIES (8/1/B/2)**

On 28 June 2017 the Swartland municipal area was declared a disaster area by the Executive Mayor as a result of the continuing drought. The Executive Mayor's Committee also approved a disaster management plan consisting of three phases with the aim of timorously addressing the impact of the drought and the sustainable provision of drinking water.

One of the actions arising from the disaster management plan was to put in place a pump system for use when the level in the Voëlvlei Dam dropped below 12,5% and the Swartland intake works could no longer be provided with water. Although the Department of Water Affairs is responsible for the pump system in order to pump water from the Voëlvlei Dam to the higher lying Swartland intake works, the chain of events on 12 February 2018 when the Misverstand Dam almost ran dry, and the Saldanha Bay Municipality would have been without drinking water, showed that additional mobile pumps are a necessity.

**RESOLUTION**

- (a) That it be noted and the action of the Municipal Manager be condoned with regards to the purchasing of two diesel powered mobile pump sets for the amount of R1,607,685.00 including VAT.

- (b) That the reason for the deviation from the prescribed procurement process be recorded as follows:
  - (i) Failure with the implementation of an emergency pumping scheme by the DWS was noted on 12 February 2018 and the implicated local municipality (Saldanha Bay) had to supply from own resources additional mobile pumping equipment in order to avoid complete failure in water supply;
  - (ii) A similar emergency pumping scheme must be implemented by the DWS for Swartland in the Voëlvlei before 11 April 2018 when it is anticipated that the dam level will drop below 12.5% and natural inflow to the intake of the water treatment works is no longer possible;
  - (iii) Swartland Municipality must be prepared for a possible repetition of a similar event with the implement of the Voëlvlei emergency pumping scheme;
  - (iv) Swartland Municipality does not have the required mobile pumping equipment available;
  - (v) In order to mitigate risk and avoid failure of water supply two sets of mobile pumping units with sufficient capacity had to be acquired.
- (c) That it be noted that the expenditure was allocated mSCOA Code: /105-109-128: Water supply scheme mitigation and that there is sufficient funding available for the quoted amount of R1,415,700.00 (excluding VAT).
- (d) That the Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

**7.24 EXTENSION TO THE DECLARATION OF A LOCAL DISASTER WITHIN THE BOUNDARIES OF THE SWARTLAND MUNICIPALITY AS A RESULT OF THE DROUGHT (17/5/1/1)**

The Executive Mayor declared the Swartland municipal area as a disaster area on 28 June 2017 due to the gravity of the continued drought and the water shortage being experienced.

The original declaration is valid for a period of three months where after it must be extended on a monthly basis.

The situation has not changed in the interim, and an extension of the declaration is necessary in order to obtain national and provincial support to ensure sustained provision of water.

**RESOLUTION**

- (a) That the Mayor in terms of section 55 (5)(c) of the Disaster Management Act, 57 of 2002 as a result of the magnitude and severity of the continuing drought affecting Swartland herewith extend the declaration of a local disaster within the Swartland Municipality from 11 July 2018 to 10 August 2018;
- (b) That Swartland Municipality requests the West Coast District Municipality to support the extension of the local state of disaster.
- (c) That the approved extension of the declaration be sent to the Provincial Government for publication in the next Provincial Gazette.

**7.25 EXTENSION TO THE DECLARATION OF A LOCAL DISASTER WITHIN THE BOUNDARIES OF THE SWARTLAND MUNICIPALITY: FIRE AT SWARTLAND HOSPITAL(17/5/1/1)**

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The declaration of the Swartland Hospital as a local disaster was promulgated in Provincial Gazette, No 7785 of 23 June 2017 after consultation with the relevant Provincial Departments and the West Coast District Municipality.

The original declaration is valid for a period of three months where after it must be extended on a monthly basis.

#### **RESOLUTION**

- (a) That the Mayor in terms of section 55 (5)(c) of the Disaster Management Act, 57 of 2002 as a result of the devastating fire at the Swartland Hospital herewith extend the declaration of a local disaster within the Swartland Municipality from 29 June 2018 to 29 July 2018;
- (b) That Swartland Municipality requests the West Coast District Municipality to support the extension of the local state of disaster;
- (c) That the approved extension of the declaration be sent to the Provincial Government for publication in the next Provincial Gazette.

#### **7.26 APPLICATION FOR LEAVE BY THE MUNICIPAL MANAGER AND DIRECTORS AND THE APPOINTMENT OF AN ACTING MUNICIPAL MANAGER (4/8/3)**

The application for leave from the Municipal Manager must be considered by the Executive Mayor's Committee. The attached schedule also contains the leave for the rest of the directors with the aim of appointing an acting municipal manager.

#### **RESOLUTION**

- (a) That the application for leave of the Municipal Manager be approved as follows:
  - 2-9 July 2018 (6 days)
- (b) That cognisance is taken that the Director: Electrical Engineering will be the acting Municipal Manager during mentioned period and if, for whatever reason the Director: Electrical Engineering Services is not available, the Director: Corporate Services will be the acting Municipal Manager.

#### **7.27 WRITE-OFF OF NON-RECOVERABLE DEBT AND OTHER DEBT: MAY 2018 (5/7/3)**

The Council has a responsibility in respect of the accounting framework to make financial information public and to present a true rendering of the Council's financial position. "General Recognised Accounting Practice Standard 104" (Financial Instruments – GRAP 104) also stipulates that if there is a clear indication that outstanding amounts cannot be recovered, especially in the case of registered destitute households, these must be written off.

#### **RESOLUTION**

- (a) That the Executive Mayoral Committee approves that the amount of R2 291 846.32 be written-off as irrecoverable, in respect of indigent households;
- (b) That the Executive Mayoral Committee approves that the amount of R560 448.24 be written-off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;
- (c) That the Executive Mayoral Committee approves that the amount of R519 988.21 be written-off as irrecoverable, in respect of Legal Suite;

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- (d) That the Executive Mayoral Committee approves that the amount of R219 152.73 be written-off in respect of interest and other charges;
- (e) That, if after the date of this approval, it comes to light that a portion of the debt owed by a debtor is not correct, or that any information was not made known to the Executive Mayoral Committee at the time of write-off, which would have led to the committee not considering the amount for write-off, the Executive Mayoral Committee retains the right to write back the debt to the relevant debtor and that the necessary steps will be taken to recover the debt;
- (f) That, if a property is in any way alienated, the Council retains the right to refuse clearance on the relevant property in order to recover the amounts written-off, before clearance is given. In order to enforce this decision a register is kept by the Rates and Taxes Division which enables the department to see if any debts were written-off within the previous two years, and if so to recover the amounts before clearance is considered;
- (g) That approval is also given that the current levies, which is not yet incorporated in the current list due to the period from the starting of the administrative process of compiling the write-off list and the period thereafter, form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;
- (h) That approval is also given that the amounts owed to the Council, which to date, do not appear on the schedule as a result of the non-completion of socio-economic investigations at all indigent households, will also form part of the write-off, providing that the Credit Control Division is convinced that the new debt is also irrecoverable under the same circumstances;
- (i) That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;
- (j) That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;
- (k) That the Credit Control Division attempt to pay a personal visit to each indigent household in order to explain the write-off and the future obligations of 'responsible users', as well as to explain the installation and workings of water demand management systems, as a proactive credit control measure;
- (l) That approval be given that the costs relating to the replacement of the credit meter with a prepaid electricity meter are for the municipality to bear and that the Chief Financial Officer will recover the costs from the Equitable Share allocation;
- (m) That the Mayoral Committee takes cognizance of the fact that the administration will attempt to put measures in place in a bid to force those users of services not on our financial system to agree and complete the necessary services connection form/s;
- (n) That the list of debt to be written-off in respect of equitable share household be provided to the respective ward councillors to be worked through and that the lists be either hand over to the Director: Financial Services or the Executive Mayor;
- (o) That, in the case of debts be written-off due to water wastage at equitable share households, a "restrictor" be installed at the water connection.