



MINUTES OF AN ORDINARY MEETING OF THE EXECUTIVE MAYOROL COMMITTEE VIRTUALLY HELD ON FRIDAY, 19 JUNE 2020 AT 10:00

PRESENT:

Executive Mayor, alderman T van Essen (chairman)
Deputy Executive Mayor, alderdame M S I Goliath

Members of the Mayor's Committee:

Clr P E Solomons
Clr O M Stemele
Alderman R F van der Westhuizen
Alderdame M van Zyl

Officials:

Municipal Manager, mr J J Scholtz
Director: Financial Services, mr M Bolton
Director: Civil Engineering Services, mr L D Zikmann
Director: Development Services, ms J S Krieger
Director: Corporate Services, ms M S Terblanche
Director: Electrical Engineering Services, mr R du Toit
Director: Protection Services, mr P A C Humphreys
Manager: Secretarial and Record Services, ms N Brand

1. OPENING

Clr O M Stemele opened the meeting with a prayer at the request of the chairman.

2. APOLOGIES

Apology received from the Speaker, clr M A Rangasamy.

3. SUBMISSIONS/DEPUTATIONS/COMMUNICATIONS

None

4. MINUTES

4.1 MINUTES OF AN ORDINARY EXECUTIVE MAYOR'S COMMITTEE MEETING HELD ON 22 MAY 2020

RESOLUTION

That the minutes of an Ordinary Executive Mayor's Committee held on 22 May 2020 are approved and signed by the Mayor.

4.2 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 10 JUNE 2020

[Corrections held over at the discretion of the various committees.]

5. CONSIDERATION OF RECOMMENDATIONS AND MATTERS ARISING FROM THE MINUTES

5.1 MINUTES OF A PORTFOLIOS COMMITTEE MEETING HELD ON 10 JUNE 2020

5.1.1 MUNICIPAL MANAGER, ADMINISTRATION AND FINANCES

RESOLUTION that the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.2 CIVIL AND ELECTRICAL SERVICES

RESOLUTION that the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.3 DEVELOPMENT SERVICES

RESOLUTION that the Executive Mayor ratifies the recommendations in the relevant minutes.

5.1.4 PROTECTION SERVICES

RESOLUTION that the Executive Mayor ratifies the recommendations in the relevant minutes.

6. MATTERS ARISING FROM THE MINUTES

None

7. NEW MATTERS

7.1 SUBMISSION OF THE 2020/2021 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) (2/4/2)

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

The SDBIP must, inter alia, include the following:

- projections for each month of (1) income which will be received per source and (2) operating and capital expenditure per post;
- service delivery goals and performance indicators for each quarter.

The SDBIP for the 2020/2021 financial year was circulated separately to the agenda.

RESOLUTION

That the attached 2020/2021 Service Delivery and Budget Implementation Plan (SDBIP) be approved.

7.2 SUBMISSION OF THE 2020/2021 PERFORMANCE AGREEMENTS AND PLANS (2/4/2)

The performance agreements and plans for the 2020/2021 financial year were drawn up according to Section 57 of the Local Government: Municipal Systems Act, 2000 and are a substitute addendum to the appointment contracts of the Municipal Manager and directors.

RESOLUTION

That the performance agreement and plans of the Municipal Manager and directors for the 2020/2021 financial year be noted.

7.3 REMUNERATION TO WARD COMMITTEE MEMBERS DURING THE TIME OF LOCKDOWN (3/4/4/1)

The 2020 meeting schedule, including the dates of ward committee meetings, was approved by the Council during August 2019.

7.3/...

The ward committee meetings could not take place, due to the Regulations issued by CoGTA in accordance with the Disaster Management Act, which placed a moratorium on the holding of public meetings.

RESOLUTION

- (a) That, in terms of paragraph 17 (b) of the Rules and Procedures for Ward Committees, approval be granted to remunerating all ward committee members for scheduled ward committee meetings that cannot be held due to the national lockdown;
- (b) That the remuneration be equal to the sitting fee payable for the attendance of ward committee members;
- (c) That the remuneration of ward committee members during the national lockdown be considered for the following reasons:
 - (i) Due to the prohibition on the attendance of meetings the scheduled meetings cannot take place;
 - (ii) Ward committee members are involved in providing assistance to the communities during the national lockdown, e.g. at soup kitchens and are regarded as an essential service on a continued basis to ensure the functionality of ward committees during the national lockdown;
 - (iii) Ward committee members must be available to assist the ward councillor during the national lockdown, as the need may arise;
 - (iv) To ensure the continuity of the ward committee structure after the national lockdown.

7.4 MINUTES OF A MEETING OF THE PERFORMANCE AND RISK AUDIT COMMITTEE HELD ON 25 FEBRUARY 2020 (5/15/1/3)

The Audit Committee serves as a fully independent committee of the Council and fulfils its function in accordance with the stipulations in section 166 of the Local Government: Municipal Financial Management Act, No. 56 of 2003.

The minutes of the Municipal Performance and Risk Audit Committee meeting held on 25 February 2020 were circulated with the agenda, and do not contain any recommendations to the Executive Mayor's Committee for consideration.

RESOLUTION

- (a) That cognisance be taken of the minutes of the meeting of Performance and Risk Audit Committee held on 25 February 2020;
- (b) That a Certificate of Service is given to Ms M Roos on completion of her period of service in recognition of valuable service to the Swartland Municipality as a member and chairman of the Performance and Risk Audit Committee.

7.5 SONDEZA AFRI YOUTH INITIATIVE: EVALUATION REPORT 2019 (17/2/2/1)

The Evaluation Report, compiled by the camp co-ordinator, in respect of the 16th Sondeza Youth Initiative, was circulated with the agenda.

The chairman thanked ms I Loock, who worked very hard, as camp co-ordinator to ensure the success of the camp. The chairman stated that it is clear that, according to the comments from the youth who attended the camp, it left a lasting impression.

The chairman confirmed that the Sondeza Youth Initiative for 2020 has unfortunately been postponed as a result of the impact of the COVID-19 pandemic.

Resolution/...

7.5/...

RESOLUTION

- (a) That cognisance be taken of the evaluation report, as compiled by the camp co-ordinator, Ms I Loock, in respect of the 16th Sondeza Afri-Youth Initiative that was held from 27 November to 16 December 2019;
- (b) That further note is taken that the Sondeza Afri Youth Initiative for 2020 has been postponed as a result of the impact of the COVID-19 pandemic on the :
 - (i) Funding for the camp due to the drastic curtailing of the 2020/2021 budget;
 - (ii) International role players who are not readily available, inter alia the German delegation which cannot attend;
 - (iii) Attendance by young people, because the school terms, as anticipated, will run late into December.

7.6 MANAGEMENT AND MAINTENANCE OF THE YZERFONTEIN HARBOUR: EXTENSION TO THE AGREEMENT WITH MR A CREWS (17/5/1/1)

The Director: Protection Services stated that the object of the report is to extend the service delivery contract with mr A crews, in respect of the operation of the Yzerfontein Harbour, in order to give the administration the opportunity to evaluate the tenders which have been received.

RESOLUTION

That approval be granted to extent the agreement with Mr Ashley Crews in respect of the Management and Maintenance of the Yzerfontein Harbour for a further two (2) months form 1 July 2020 to 31 August 2020 on the same conditions of the existing agreement.

7.7 REVISION OF DISASTER MANAGEMENT PLAN FOR THE SWARTLAND (17/5/1/1)

The approved Disaster Management Plan must be revised annually in order to bring the contents up to date with any amendments, inter alia, the re-evaluation of risks in order to draw up the associated risk reduction plans.

The main risks for Swartland Municipality are:

- (1) Drought
- (2) Alien Vegetation
- (3) Interruption in provision of water
- (4) Floods
- (5) Seismic activities
- (6) Veld fires
- (7) Animal diseases
- (8) Protests
- (9) Land occupations
- (10) COVID-19 pandemic (which has been added as a new risk)

The updated Disaster Management Plan was circulated separately to the agenda.

RESOLUTION

- (a) That the content of the 2020 reviewed Disaster Management Plan be noted as well as the agreement of all departments to pay attention to risk reduction as part of their daily tasks;
- (b) That Annexure H, COVID-19 Preparedness Plan be specifically noted, as compiled with reference to the Regulations promulgated in accordance with the Disaster Management Act in order to address the spread of the COVID-19 virus;

7.7/...

- (c) That the Mayoral Committee approves the 2020 reviewed Disaster Management Plan for the Swartland Municipal Area with the undertaking that the plan will be reviewed annually to ensure that the content is always relevant and up to date;
- (d) As prescribed by the Disaster Management Act, a copy of the approved reviewed plan is provided to the West Coast Disaster Management Centre, Provincial Disaster Management Centre as well as the National Disaster Management Centre.

7.8 SWARTLAND MUNICIPALITY; 2020 REVISED BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN (17/5/1/1)

The revised Business Continuity and Disaster Recovery Plan for 2020 was circulated separately to the agenda and amendments consist mainly of updates to the contact details.

RESOLUTION

- (a) That cognisance be taken of the changes that was made to the Business Continuity and Recovery Plan;
- (b) That the reviewed 2020 Swartland Business Continuity and Recovery Plan be approved.

7.9 REPLACEMENT OF PREPAID ELECTRICITY VENDOR SYSTEM TO MAKE PROVISION FOR PURCHASES OF ELECTRICITY BY MEANS OF INTERNET BASED APPLICATIONS (6/1/2/2)

The Council has already received many requests to implement a system whereby clients can purchase prepaid electricity by means of internet based applications.

The Director: Electrical Engineering Services dealt with the report which provided detailed information in respect of the shortcomings of the existing vendor system, but also the challenges, specifically financial in nature, which are involved in the implementation of a new system.

RESOLUTION

- (a) That the transfer of the total account database for prepaid electricity from the municipal financial system to the hosting thereof by a private company under municipal supervision and maintenance of the required security protocols, be approved in principle.
- (b) That the estimated additional expenditure of 3% - 5% of total prepaid electricity revenue excluding banking charges for the enabling of internet based payment for prepaid electricity be noted as the potential additional expense was not catered for in the new MTREF given the current importance to more effectively protect revenue streams.
- (c) That it be noted that the additional expenditure for a new vending system will have to be recovered by means of the phased implementation of additional electricity tariff increases over and above the normal annual tariff increase, subject to approval by NERSA.
- (d) That specifications be prepared and tenders invited for the transfer of the prepayment account database, administration thereof and provision of vending services to a private company.
- (e)/...

7.9/...

- (e) That subject to evaluation, adjudication and award of a tender, the methodology to be adopted for the phased recovery of the additional expenses for the vending services be considered, i.e:
 - (i) All electricity tariffs to be increased. (estimated increase range= 0.8%-1.3%)
 - (ii) Only prepaid electricity tariffs to be increased. (estimated increase range= 3%-5%)
 - (iii) Other recovery options
- (f) Given the current deficit budget, no new projects can be funded. Therefore, upon determination of the initial once-off costs for the implementation of a new vending system based on tender submissions, acceptance of a tender will have to be subject to re-allocation of funds within the prevailing budget provisions if possible.

7.10 OUTSTANDING DEBTORS: MAY 2020 (5/7/1/1)

A full report in respect of outstanding debtors was circulated with the agenda.

RESOLVED that cognisance be taken of the report regarding outstanding debtors for the month of May 2020.

7.11 PROGRESS IN RESPECT OF OUTSTANDING INSURANCE CLAIMS (5/14/3/5)

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

RESOLVED that cognisance be taken of the progress in respect of outstanding insurance claims for the period ending 31 May 2020.

7.12 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: APPOINTMENT OF TRACK VISION SOLUTIONS FOR RATE REVENUE RECONCILIATION AND DATA CLEANSING TO BILLING AND DEEDS RECORDS (8/1/B/2)

There is more and more pressure being put on municipalities by the National Treasurer to comply with Article 18 of the MFMA which, inter alia, stipulates that the annual budget can only be funded out of income which can realistically be expected to be collected.

It is therefore necessary that the Municipality's valuation roll must be reconciled with the accounting system in order to ensure that the income anticipated from property rates and taxes is accurate. A further step may be to reconcile the latter with the records in the Deeds Office.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the appointment of On Track Vision Solutions for the amount of R194 800.00 (supplier not VAT registered) for rate revenue reconciliation and data cleansing;
- (c) That the reasons for the deviation from the prescribed procurement process be recorded as follows:
 - (i) It is regarded as an emergency as it is essential for the Municipality to perform data cleansing and the reconciling of the valuation roll data to that of the billing system before 30 June 2020 to ensure that revenue anticipated from property rates are accurate;

7.12(c)/...

- (ii) It is not possible to follow the normal procurement processes, due to – inter alia – the requirement that the informal tender be advertised for 7 days;
- (iii) Tenderers not able to travel to deliver their tenders and to attend the opening of the tenders, and given the special circumstances in respect of the lockdown regulations of CoGTA (national) dealing with essential services and curbing of movement;
- (d) That the expenditure was allocated to vote 9/212-177-887 and that there is sufficient funding available for the quoted amount of R194 800.00 (supplier not VAT registered);
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.13 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: COVID-19 COMMUNITY AWARENESS AND PREVENTION CAMPAIGN (8/1/B/2)

According to the lockdown measures promulgated by the National Minister of Co-operative Governance and Traditional Affairs, Dr Nkosazana Dlamini Zuma, under the Disaster Management Act, the Republic is at present under level 3 lockdown.

The West Coast District Municipality has been declared a hotspot under Level 3 lockdown where new COVID-19 cases have increased drastically. In the Swartland municipal area Malmesbury has been identified as a hotspot with 104 COVID-19 positive cases as of 11 June 2020.

Effective communication in the hotspot areas is of utmost importance to educate the community in respect of health practises in order to combat COVID-19.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the appointment of Thompson Trust for a one day loud hailing COVID-19 awareness campaign within the vulnerable communities of the Swartland for the amount of R35 000,00 (excluding VAT);
- (c) That the reasons for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The importance of communicating a uniform message regarding COVID-19 to all communities in the West Coast region, in line with the campaign of Swartland's neighbouring Bergrivier Municipality;
 - (ii) The urgency of spreading the message to vulnerable communities at this early stage, to help curb the spread of COVID-19 in the Swartland, it already being a declared COVID-hotspot.
- (d) That it be noted that the expenditure will be allocated to mSCOA Code: 9/201-269-891 (Communications) where adequate funds are available;
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.14/...

7.14 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: SERVICE TO AND CALIBRATION OF *ENDRESS + HAUSER LEVEL SENSORS AT THE DARLING SEWERAGE PURIFICATION WORKS (WWTW) (8/1/B/2)*

The Darling WWTW is equipped with sensors which regulate the automatic on/off function of the raw sewerage inlet pumps. The sensors have stopped working and urgent repairs were necessary.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the acting Municipal Manager be condoned with regards to the repairs of the Endress+Hauser level sensors units at the inlet works Darling Waste Water Treatment Works by Henntech Services for the amount of R 51,826.00 (excluding VAT).
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) Henntech is the local original manufacturer support and service agent for Endress+Hauser instrumentation;
 - (ii) The service is only available from the single service provider.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/240-427-115 and that there is sufficient funding available for the quoted amount of R 51,826.00 (excluding VAT);
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.15 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIRS TO *VSD, AERZEN BLOWERS: MALMESBURY SEWERAGE PURIFICATION WORKS (WWTW) (8/1/B/2)*

The Malmesbury WWTW uses membrane technology which, inter alia, incorporates the aeration of the membranes. A component, *Variable Speed Drive (VSD)*, in the aeration process had stopped working and urgent repairs were necessary.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the urgent repair of the VSD of the Aerzen blowers at the Malmesbury Waste Water Treatment Works by WJ Cotter Electrical for the amount of R 48,643.00 (excluding VAT).
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The air blowers would have been left out of service for an extended period of time following due process;
 - (ii) This would lead to treatment process failure and possible damage to the membranes;
 - (iii) The repair work to the VSD therefore had to be done as an emergency.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/240-427-115 and that there is sufficient funding available for the quoted amount of R 48,643.00 (excluding VAT);

7.15/...

- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.16 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIRS TO THE REFUSE REMOVAL TRUCK, CK 44823 (8/1/B/2)

The refuse removal truck, CK 44723, is used in Darling and Yzerfontein to provide a sustainable refuse removal service. The truck has broken down and urgent repairs were necessary.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the repair of the waste removal truck CK44823, for the amount of R 83 062.42 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) The truck would have been left out of service for an extended period of time;
 - (ii) This would have resulted in a failure in the waste removal services capacity and public health risks;
 - (iii) The repair works to the truck therefore is handled as an emergency.
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/241-1253-709 and that there is sufficient funding available for the quoted amount of R 83 062.42 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.17 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: PURCHASE OF SANITIZERS FOR ESSENTIAL SERVICES (8/1/B/2)

Refuse removal is considered an essential service and it is necessary that the service must be efficiently provided during the national lockdown. The complete refuse removal teams have therefore functioned normally since the first promulgation of the national lockdown in order to provide the same standard of refuse removal service in the Swartland municipal area.

It is regarded as necessary to protect the employees in the refuse removal teams against COVID-19. A preventative measure, which was introduced, is to spray all refuse bags and refuse drums with sanitizer before they are handled by the refuse removal team.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the purchase of 10 x 25 litre disinfectant, to the amount of R 31 625.00 VAT exclusive, R 36 368.75 inclusive of VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:

- (i) The refuse collection service would have had to be suspended for a period of time;
 - (ii) This would have resulted in a failure in the waste removal services capacity and public health risks;
 - (iii) The purchase of disinfectant was therefore is handled as an emergency;
- (d) That it be noted that the expenditure was allocated mSCOA Code: 9/240 -227-3005 and that there is sufficient funding available for the quoted amount of R 31 625.00 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.18 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: URGENT REPAIR TO THE SUBMERSIBLE PUMP AT THE INLET WORKS: DARLING SEWERAGE PURIFICATION WORKS (WWTW) (8/1/B/2)

The efficient functioning of the inlet works at the Darling WWTW, which is equipped with two submersible pumps, is of the utmost importance in the sewerage purification process.

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That the action of the Municipal Manager be condoned with regards to the repair of a submersible pump at the inlet works of the Darling Wastewater Treatment Works by Cape Armature Winders for the amount of R34,755.30 (including VAT);
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
- (i) The submersible pump would have been left out of service for an extended period of time following due process;
 - (ii) This would have resulted in treatment process failure, the flooding of the sewerage drainage system and an interruption in the sewerage service;
 - (iii) The repair work to the pump had therefore to be handled as an emergency.
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/240-849-381 and that there is sufficient funding available for the quoted amount of R34,755.30 including VAT;
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.19 DEPARTURE FROM THE PRESCRIBED PROCUREMENT PROCEDURES: THE PROVISION AND INSTALLATION OF *PERSPEX* SCREENS AT VARIOUS RECEPTION AREAS IN MUNICIPAL OFFICES IN ORDER TO COMBAT THE SPREAD OF THE COVID-19 VIRUS (8/1/B/2)

Employers are responsible for complying with the Regulations promulgated to combat the spread of COVID-19 in the workplace. The Minister of Employment and Labour announced, inter alia, occupational health and safety guidelines in respect of the protection of employees in the workplace against COVID-19.

Resolution/...

7.19/...

RESOLUTION

- (a) That the departure from the prescribed procurement procedures in accordance with paragraph 36(2) of the Supply Chain Management Policy be noted;
- (b) That it be noted, and the action of the Municipal Manager be condoned with regards to the supply and installation of physical barriers by Uni Building & Maintenance for the amount of R 32 104.00 excluding VAT;
- (c) That the reason for the deviation from the prescribed procurement process be recorded as follows:
 - (i) To fulfil Swartland Municipality's obligation to adhere to legislative requirements with regard to the execution of requirements pertaining to COVID-19 precautionary measures;
 - (ii) To minimize the spread of the COVID-19 virus and to enhance the safety of Swartland Municipal employees and the public they serve through the installation of physical barriers at high risk areas.
 - (iii) The installation of physical barriers therefore be handled as an emergency;
- (d) That it be noted that the expenditure was allocated to mSCOA Code: 9/231-355-31 and that funding will be made available for the quoted amount of R32,104.00 excluding VAT;
- (e) That the Senior Manager: Financial Statements and Control be instructed to include the above reason as a note to the financial statements, when same are compiled.

7.20 WRITE-OFF OF NON-RECOVERABLE AND OTHER DEBT: JUNE 2020 (5/7/3)

Schedule A attached to the report reflects the total amount of R1 138 739.91 for write-off in respect of destitute households, whilst Schedule B reflects the total amount of R458 680.67 in respect of outstanding debts which are non-recoverable.

RESOLUTION

- (a) That the Executive Mayoral Committee approves that the amount of R458 680.67 be written-off as irrecoverable, in respect of other debtors linked to and as a direct result of the individual reasons per case;
- (b) 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;
- (c) 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;
- (d) 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;

7.20/...

- (e) 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;
- (f) That the actual amount for write-off be submitted to the Executive Mayoral Committee at the next meeting;
- (g) That any VAT levied on the services is claimed back from the Receiver of Revenue in the prescribed manner;
- (h) 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;
- (i) 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;
- (j) 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.

**(SGD) T VAN ESSEN
EXECUTIVE MAYOR**