



MINUTES OF A SPECIAL MEETING OF THE EXECUTIVE MAYORAL COMMITTEE VIRUALLY HELD ON MONDAY, 28 JUNE 2021 AT 10:00

PRESENT:

Executive Mayor, alderman T van Essen (chairperson)
Executive Deputy Mayor, alderlady M S I Goliath

Members of the Executive Mayoral Committee:

Cllr P E Solomons
Cllr O M Stemele
Ald M van Zyl

Official:

Acting Municipal Manager, mr P A C Humphreys
Director: Financial Services, mr M Bolton
Director: Civil Engineering Services, mr L D Zikmann
Director: Development Services, ms J S Krieger
Director: Electrical Engineering Services, mr R du Toit
Manager: Secretariat and Records Services, ms N Brand

1. OPENING

The chairperson requested alderlady M van Zyl to open the meeting with prayer.

2. APOLOGIES

Apologies were received from alderman R F van der Westhuizen, the Municipal Manager, mr J J Scholtz and the Director: Corporate Services, ms M S Terblanche.

3. MATTERS FOR DISCUSSION

3.1 WRITE OFF OF IRRECOVERABLE DEBT AND OTHER DEBT: JUNE 2021 (5/7/3)

The Executive Mayoral Committee was informed on two occasions regarding the provisional amounts to be written off as irrecoverable debt by the end of June 2021.

This report serves as the tabling of the final amounts to be written off as per schedules to the agenda for approval by the Executive Mayoral Committee.

RESOLUTION

- (a) That the Executive Mayoral Committee approves that the amount of **R1 728 105,27** be written off as irrecoverable, in respect of indigent households;
- (b) That the Executive Mayoral Committee approves that the amount of **R1 517 685,54** 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, 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

3.1(c)/...

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;

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

3.2 DRAFT PRIVACY POLICY IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT (ACT 4 OF 2013) (1/1/199)

The Act of the Protection of Personal Information, Act 4 of 2013 (POPIA) was assented by Parliament on 19 November 2013 and promulgated by the President on 1 July 2020.

The attached Privacy Policy is compiled in terms of POPIA. The purpose of the policy is to protect the rights of data subjects and to be transparent on how personal information is being processed by the Municipality.

RESOLUTION

- (a) That the Municipal Manager be appointed as Information Officer with effect from 1 July 2021;
- (b) That cognisance be taken of the notice received from the Information Regulator on 22 June 2021 that due to technical problems on the latter's website, the deadline of 30 June 2021 for the registration of Information Officers be postponed until further notice;
- (c)/...

3.2/...

- (c) That the attached Privacy Policy be accepted in principle for implementation with effect from 1 July 2021 in order to enable the Municipality to put in place further processes to comply with the requirements of the Protection of Personal Information Act (Act 4 of 2013).

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