

# **VIRTUAL SPECIAL COUNCIL**

## **MEETING:AGENDA**



**To:      Councillors:**

J. du T. Loubser      (Speaker)  
H.F. Du Rand  
F. Kees  
A. Bokwana  
I.H. Ferguson  
D. Julius  
D.J. Julius  
E. J. Lamprecht  
G. Libazi  
M.T.A. Swart  
J.A. Matthysen

**Ex Officio:**

A.Vorster      (Municipal Manager)  
E. Wassermann      (Director: Financial Services)  
W. Treurnicht      (Acting Director: Infrastructure  
and Planning Services)

### **AGENDA FOR A VIRTUAL SPECIAL COUNCIL MEETING**

Notice is hereby given that a **Special Council meeting** of the Municipal Council of Swellendam Municipality will be held **virtually** on **Wednesday, 20 May 2026** at **08:15** to consider the items attached hereto.

A handwritten signature in black ink, appearing to be "J. du T. Loubser", is written over a horizontal line.

**J. du T. Loubser**

**SPEAKER**

**19.05.2026**

**DATE**

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|                               |
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| <b>1. OPENING AND WELCOME</b> |
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|                                                    |
|----------------------------------------------------|
| <b>2. ELECTION OF ACTING SPEAKER, IF NECESSARY</b> |
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|                                            |
|--------------------------------------------|
| <b>3. APPLICATION FOR LEAVE OF ABSENCE</b> |
|--------------------------------------------|

3.1 A blank application for leave of absence form is enclosed

3.2 The attendance registers will be available at the meeting

|                                                  |
|--------------------------------------------------|
| <b>4. DISCLOSURE OF INTERESTS BY COUNCILLORS</b> |
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|                                   |
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| <b>5. SPEECHES AND SUBMISSION</b> |
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|                                     |
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| <b>6. MATTERS FOR CONSIDERATION</b> |
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6.1 Items submitted by officials of Council:

### 6.1.1

**Item number A105.** 20.05.2026

## **RECRUITMENT AND SELECTION PROCESS FOR THE POSITION OF DIRECTOR CORPORATE- & COMMUNITY SERVICES: REPLACEMENT OF PANEL MEMBER**

Report of the Municipal Manager: A. Vorster

**Department** Corporate Services

**Section** Human Resources

**File number** 4/3/3/2

### **PURPOSE OF REPORT**

To seek Council's approval for the replacement of a panel member on the selection panel for the appointment of the vacant position of Director Corporate and Committee Services.

### **FACTS AND BACKGROUND**

Council resolved as follows per **Item A75/31/03/2026**:

#### **UNANIMOUSLY RESOLVED**

**Item A75/31/03/2026**

1. that Council approves the commencement of the recruitment and selection process of the Director Corporate- & Community Services position.
2. that Council approves the advertisement for the position of Director: Corporate- & Community Services as attached.
3. that the Selection Panel for the vacancy mentioned in (1) above as per the Regulations on the Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014, be appointed as follows:  
Chairperson: Municipal Manager  
Member: Corporate and Community Services Portfolio Committee Chairperson  
Corporate and Community Services Specialist: Mrs V. Baardman, Overberg District Municipality.
4. that approval be granted that the Acting Municipal Manager will preside over the panel should the Municipal Manager not be available.

### **DISCUSSION**

Section 12 of the Regulations on Appointment and Conditions of Employment of Senior Managers, GN.R 21 stipulates the compilation of the Selection Panel for the Section 56 vacancies as follows:

## **Selection panel**

12. (1) A municipal council must appoint a selection panel to make recommendations for the appointment of candidates to vacant senior manager posts.

(2) In deciding who to appoint to a selection panel, the following considerations must inform the decision:

- (a) the nature of the post;
- (b) the gender balance of the panel; and
- (c) the skills, expertise, experience and availability of the persons to be involved.

(4) The selection panel for the appointment of a manager directly accountable to a municipal manager must consist of at least three and not more than five members, constituted as follows:

- (a) the municipal manager, who will be the chairperson;
- (b) a member of the mayoral committee or councillor who is the portfolio head of the relevant portfolio; and
- (c) at least one other person, who is not a councillor or a staff member of the municipality, and who has expertise or experience in the area of the advertised post.

The selection panel approved by Council per **Item A75/31/03/2026** was not in line with section 12(2)(b) in terms of gender balance, as all three (3) appointed members are female. It is therefore recommended that the Specialist from the Overberg District Municipality be replaced.

## **LEGAL IMPLICATIONS**

1. Constitution of South Africa, 1996 (Act no 108 of 1996).
2. Section 55 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);
3. Local Government: Municipal Staff Regulations, 2021,
4. Employment Equity Act, **1998** (Act no **55 of 1998**);
5. Basic Conditions of Employment Act, 1997 (Act no 75 of 1997);
6. Labour Relations Act, 1995 (Act no 66 of 1995);
7. Minimum competency requirements for Senior Managers as laid down in Government Notice R493 dated 15 June 2007, as amended by Government Notice 1146 dated 26 October 2018
8. Regulations on the Appointment and Conditions of Employment of Senior Managers as promulgated in Government Gazette 37245 dated 17 January 2014
9. The Upper Limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

## **FINANCIAL IMPLICATIONS**

As per the Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers.

## **PERSONNEL IMPLICATIONS**

As per discussion above.

## **COMMUNICATION IMPLICATION**

None.

## **COMMENTS FROM DEPARTMENTS**

### **Acting Director: Infrastructure- & Planning Services**

None

### **Director: Financial Services**

None

### **Municipal Manager**

Report supported

## **RECOMMENDED**

1. that Council Resolution A75/31/3/2026 be reaffirmed with the following amendment:  
that the Director Community Services, Overberg District Municipality Mr Eben Phillips replace Ms V. Baardman, Overberg District Municipality as a member of the selection panel for the appointment of the vacant position of Director Corporate and Community Services.

**7. CLOSURE**

**8. BLANK APPLICATION FOR LEAVE OF ABSENCE FORM**

**SWELLENDAM MUNICIPALITY**



**APPLICATION FOR LEAVE OF ABSENCE FROM MEETING**

(Note: To be submitted to the Chairperson before the start of the meeting)

Name of Councillor .....

Herewith I apply for leave of absence from the following meeting(s):

| MEETING                                             | DATE |
|-----------------------------------------------------|------|
| Council Meeting                                     |      |
| Special Council Meeting                             |      |
| Executive Mayoral Committee Meeting                 |      |
| Any other Committee/Forum/Workshop (Please specify) |      |
|                                                     |      |
|                                                     |      |
| Reason for absence                                  |      |
|                                                     |      |
|                                                     |      |
|                                                     |      |

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE