



**OFFICE OF THE EXECUTIVE MAYOR
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13 July 2026

The Speaker

Alderman J. du T. Loubser
Swellendam Municipal Council
SWELLENDAM

Dear Speaker

**NOTIFICATION OF OFFICIAL LEAVE AND REQUEST FOR THE DESIGNATION OF AN ACTING
EXECUTIVE MAYOR**

I formally notify you that I will be on official leave and unable to perform the duties of Executive Mayor from **3 August 2026 to 28 August 2026**, inclusive.

As Swellendam Municipal Council does not have a Deputy Executive Mayor, Council is required, in terms of section 56(7) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), to designate a councillor as Acting Executive Mayor during my absence. I request that an item be submitted to Council to designate an Acting Executive Mayor for the period **3 August 2026 to 28 August 2026**.

The councillor so designated will exercise the powers and perform the functions and responsibilities of the Executive Mayor for the duration of my absence, as provided for in the Municipal Structures Act and subject to the applicable system of delegations. Please accept this letter as formal notification and include it as an annexure to the relevant Council item.

Yours faithfully

**FRANCOIS DU RAND
EXECUTIVE MAYOR**

