

MINUTES

Ref no. 2/1/4/4/2

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MINUTES OF A SPECIAL COUNCIL MEETING OF 2025/2026 FINANCIAL YEAR OF THE COUNCIL OF BREEDE VALLEY MUNICIPALITY HELD MONDAY, 2025-09-01 AT 09:00



SPEAKER: ALDERMAN J.F. VAN ZYL



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1. OPENING AND WELCOME

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended) the chairperson must take the chair at the time stated in the notice of the meeting or as soon thereafter as is reasonably possible: provided that the meeting does not commence later than 30 (thirty) minutes after the time stated in the notice of the meeting and must proceed immediately with the business of the meeting.

The Speaker welcomed all to the Special Council meeting. He lead the meeting in the Our Father prayer and a moment of silence was held for all other beliefs and religions.

2. OFFICIAL NOTICES

2.1 DISCLOSURE OF INTERESTS

Item 6 of Schedule 7 of the Municipal Structures Amendment Act 3 of 2021 states:

A councillor must –

- (a) disclose to the council, or any committee of which that councillor is a member, any direct or indirect personal or private business interest that that councillor or any spouse, partner or business associate of that councillor may have in any matter before the council or the committee; and
- (b) withdraw from the proceedings of the council or committee when that matter is considered by the council or committee, unless the council or committee decides that the councillors' direct or indirect interest in the matter is trivial or irrelevant.

2.2 APPLICATIONS FOR LEAVE OF ABSENCE

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended).

- 2.2.1 Every Councillor attending a meeting of the Council must sign his or her name in the attendance register kept for such purpose.
- 2.2.2 A Councillor must attend each meeting except when –
 - (a) Leave of absence is granted in terms of Clause 10; or
 - (b) The Councillor is required to withdraw in terms of law.
- 2.2.3 The Attendance Registers will be available at the meeting.
- 2.2.4 A blank Application for Leave of Absence form is enclosed.

The Speaker did a role call via TEAMS per town, and the only apology was received from Ald C. Wilskut.

A few councillors were still on their way but did not make it in time: Cllr M. Swartz and Cllr Z. Mangali.

3. COMMUNICATION

3.1 INTERVIEWS OR PRESENTATIONS BY DEPUTATIONS

In terms of the Rules of Order for Internal Arrangement By-Law 2012 (as amended).

"A deputation seeking an interview with Council must give the Municipal Manager 6 (six) days written notice of its intention and furnish details of the representations to be made and the source of the deputation. The Municipal Manager must submit a request by a deputation for an interview with Council to the Speaker, who may decide to grant or refuse an interview and under what conditions"

None

4. CONSIDERATION OF AGENDA ITEMS

4.1 PROPOSED SECONDMENT OF THE DIRECTOR STRATEGIC SUPPORT SERVICES TO THE CAPE WINELANDS DISTRICT MUNICIPALITY

File no.: 2/3/1/1

Responsible Official: D McThomas

Directorate: Office of the Municipal Manager

1. PURPOSE

The purpose of this item is for Council to consider the secondment of the Director: Strategic Support Services, Mr. Raymond Esau (*“Esau”*), to the Cape Winelands District Municipality.

2. BACKGROUND / DISCUSSION

The Public Administration Management Act, 2014 (No. 11 of 2014) provides for secondments in section 6 thereof.

In summary:

- 2.1 Section 6(2) determines that the employee must possess the necessary skills and knowledge for the intended position at the time of the secondment.
- 2.2 The employee may only be seconded to another institution in consultation with the relevant executive authorities of the seconding and recipient institutions (section 6(3)).
- 2.3 The remuneration and conditions of service of the seconded employee will furthermore be as agreed between the relevant executive authorities of the seconding and recipient institutions (section 6(4)).

The Cape Winelands District Municipality’s Executive Mayor, Alderman (Dr.) Elna von Schlicht addressed a formal letter dated 29 August 2025 to the Executive Mayor of the Breede Valley Municipality, Alderman Antoinette Steyn, attached as **Annexure A**.

The mentioned correspondence conveys the resolution of the Special Council meeting held by the Cape Winelands District Municipality on 29 August 2025, requesting that Esau be seconded to the Cape Winelands District Municipality to act in the position of Municipal

Manager for a period of **three (3)** months, subject to a resolution to this effect by the Council of the Breede Valley Municipality.

It is confirmed that the Director: Strategic Support Services possess the necessary skills and knowledge to act in the position of Municipal Manager at the Cape Winelands District Municipality.

For the duration of the secondment, Esau shall be released from his regular duties and responsibilities at the Breede Valley Municipality, save for reasonable administrative liaison or reporting obligations directly related to the secondment. However, Esau will continue to render all his functions as the Council appointed Municipal Electoral Officer of the Breede Valley Municipality in preparation for the 2026 Local Government Elections.

3. FINANCIAL IMPLICATIONS

The Breede Valley Municipality will be responsible and ensure the timeous and uninterrupted payment of Esau's remuneration and benefits in accordance with his existing conditions of service during the secondment.

The Cape Winelands District Municipality shall in compliance with the Cost Containment Regulations and its applicable Council policies bear at its own cost the expenses relating to the travel and subsistence of Esau subject to its Executive Mayor's pre-approval.

4. ANNEXURE

Annexure A: Letter from Alderman (Dr.) Elna von Schlicht

5. RELEVANT LEGISLATION

Constitution of the Republic of South Africa, section 195(1)

Public Administration Management Act, 2014 (No. 11 of 2014), section 6

6. CONCLUSION

It is recommended that Council resolve on the secondment of the Director: Strategic Support Services to the Cape Winelands District Municipality to act in the position of Municipal Manager for a period of **three (3)** months.

RECOMMENDATION

That in respect of –

PROPOSED SECONDMENT OF THE DIRECTOR STRATEGIC SUPPORT SERVICES TO THE CAPE WINELANDS DISTRICT MUNICIPALITY

as discussed by Council at the Special Council meeting held on 1 September 2025, Council decide:

1. That Council approves the secondment of the Director: Strategic Support Services, Mr. Raymond Esau, to the Cape Winelands District Municipality with effect from **3 September 2025** or a date soon thereafter arranged between the respective municipalities to act in the position of Municipal Manager for a period of **three (3)** months;
2. that the Executive Mayor of the Breede Valley Municipality be delegated to consult with the Executive Mayor of the Cape Winelands District Municipality in respect of the terms and conditions of the secondment;
3. that in compliance with section 6 (4)(b) of the Public Administration Management Act, 2014 the remuneration and conditions of Esau may not be less favourable than those on which he is employed at the Breede Valley Municipality immediately before the secondment;
4. that the Municipal Manager of the Breede Valley Municipality is authorised to sign any agreement or documents necessary to give effect to such terms and conditions of the secondment;
5. that for the duration of the secondment, Esau shall be released from his regular duties and responsibilities at the Breede Valley Municipality, save for reasonable administrative liaison or reporting obligations directly related to the secondment;
6. that Esau will continue to render all his functions as the Council appointed Municipal Electoral Officer of the Breede Valley Municipality in preparation for the 2026 Local Government Elections;

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7. that the Breede Valley Municipality will be responsible and ensure the timeous and uninterrupted payment of Esau's remuneration and benefits in accordance with his existing conditions of service during the secondment;
 8. that the Cape Winelands District Municipality shall in compliance with the Cost Containment Regulations and its applicable Council policies bear at its own cost the expenses relating to the travel and subsistence of Esau subject to its Executive Mayor's pre-approval; and
 9. that Council delegates for the concurrent period of **three (3)** months as follows:
 - 9.1 All the powers and functions of the Director: Strategic Support Services pertaining to Human Resources, to **Ms. Nakedi Monyela, Manager: Human Resources.**
 - 9.2 All the other powers and functions of the Director: Strategic Support Services, to **Ms. Heleine Potgieter, Senior Manager: Legal Services.**

Proposed: Ald W. R. Meiring

Seconded: Ald A. Steyn

With 34 votes in favour, the recommendation serves as a resolution of Council.

RESOLVED

That in respect of –

PROPOSED SECONDMENT OF THE DIRECTOR STRATEGIC SUPPORT SERVICES TO THE CAPE WINELANDS DISTRICT MUNICIPALITY

as discussed by Council at the Special Council meeting held on 1 September 2025, resolution number C173/2025 Council decide:

1. That Council approves the secondment of the Director: Strategic Support Services, Mr. Raymond Esau, to the Cape Winelands District Municipality with effect from **3 September 2025** or a date soon thereafter arranged between the respective municipalities to act in the position of Municipal Manager for a period of **three (3)** months;

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2. that the Executive Mayor of the Breede Valley Municipality be delegated to consult with the Executive Mayor of the Cape Winelands District Municipality in respect of the terms and conditions of the secondment;
 3. that in compliance with section 6 (4)(b) of the Public Administration Management Act, 2014 the remuneration and conditions of Esau may not be less favourable than those on which he is employed at the Breede Valley Municipality immediately before the secondment;
 4. that the Municipal Manager of the Breede Valley Municipality is authorised to sign any agreement or documents necessary to give effect to such terms and conditions of the secondment;
 5. that for the duration of the secondment, Esau shall be released from his regular duties and responsibilities at the Breede Valley Municipality, save for reasonable administrative liaison or reporting obligations directly related to the secondment;
 6. that Esau will continue to render all his functions as the Council appointed Municipal Electoral Officer of the Breede Valley Municipality in preparation for the 2026 Local Government Elections;
 7. that the Breede Valley Municipality will be responsible and ensure the timeous and uninterrupted payment of Esau's remuneration and benefits in accordance with his existing conditions of service during the secondment;
 8. that the Cape Winelands District Municipality shall in compliance with the Cost Containment Regulations and its applicable Council policies bear at its own cost the expenses relating to the travel and subsistence of Esau subject to its Executive Mayor's pre-approval; and
 9. that Council delegates for the concurrent period of **three (3) months** as follows:
 - 9.1 All the powers and functions of the Director: Strategic Support Services pertaining to Human Resources, to **Ms. Nakedi Monyela, Manager: Human Resources.**
 - 9.2 All the other powers and functions of the Director: Strategic Support Services, to **Ms. Heleine Potgieter, Senior Manager: Legal Services.**

5. CONSIDERATION OF REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS DEALING WITH MATTERS OF URGENCY SUBMITTED BY THE MUNICIPAL MANAGER

None

6. CLOSURE

The meeting adjourned at 09:20.
