



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-09-30

NOTICE OF A SPECIAL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY TUESDAY, 2025-09-30 AT 15:30

TO The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald JS Fasser
The Deputy Executive Mayor, Cllr M Slabbert
The Council Whip, Cllr P Crawley

COUNCILLORS	RA Adams	XL Mdemka
	J Andrews	NM Mkhontwana
	Ald JC Anthony	NR Ndalasi
	R Cupido	L Nkamisa
	MM Danana	M Nkopane
	JA Davids	N Ntsunguzi
	I De Taillerfer	N Olayi
	R Du Toit	Z Olayi
	A Ferns	GA Petersen
	E Groenewald	WC Petersen
	AJ Hanekom	RO Pheiffer
	RB Hendrikse	WF Pietersen
	SC Heneke	MG Rataza
	J Joon	Ald JP Serdyn
	O Jooste	SR Schäfer
	TO Kumm	A Tomose
	JC Macfarlane	RB Van Rooyen
	N Mananga-Gugushe	M Van Stade
	C Manuel	E Vermeulen
	EP Masimini	J Williams
	NE Mcombring	

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that a **SPECIAL MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held on **TUESDAY, 30 SEPTEMBER 2025** at **15:30** via **MS TEAMS** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

A G E N D A
SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-09-30

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8.	REPORTS BY THE MUNICIPAL MANAGER
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8.1	APPOINTMENT OF ACTING DIRECTOR: CORPORATE SERVICES
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Collaborator No:

IDP KPA Ref No: Good governance and Compliance

Meeting Date: 30 September 2025

1. SUBJECT: APPOINTMENT OF ACTING DIRECTOR: CORPORATE SERVICES

2. PURPOSE OF REPORT

To seek Council's approval for the appointment of Mr. Mervin Williams, Chief Legal Advisor, as Acting Director: Corporate Services for the period 01 October 2025 to 31 December 2025, pending the conclusion of the recruitment and selection process for a full-time appointment to the position.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The position of Director: Corporate Services (a Section 56 appointment in terms of the Local Government: Municipal Systems Act, 2000, as amended) is currently vacant. The recruitment and selection process for the appointment has commenced.

It is essential to appoint an Acting Director: Corporate Services to ensure continuity of operations, proper governance, and compliance with legislation. Mr. Mervin Williams, currently Chief Legal Advisor, possesses the relevant qualifications, competencies, and institutional knowledge to act in the position. He has previously acted in this role on various occasions as per Council-approved rosters.

5. RECOMMENDATIONS

- (a) that Council approves the appointment of Mr. Mervin Williams, Chief Legal Advisor, as Acting Director: Corporate Services for the period 01 October 2025 to 31 December 2025; and
- (b) that an acting allowance be paid in accordance with the provisions of the Council-approved Acting Policy, where applicable.

6 DISCUSSION / CONTENTS

6.1 Background

Council previously approved acting arrangements for Section 56 Managers to ensure operational continuity. In terms of these arrangements, Mr. Williams has on several occasions acted as Director: Corporate Services. The recruitment process for a permanent Director: Corporate Services is underway; however, it will not be finalised before the end of 2025.

6.2 Discussion

The importance of appointment of an Acting Director: Corporate Services:

- Provides institutional stability and ensures uninterrupted leadership of the Corporate Services Directorate.
- Ensures compliance with the Municipal Systems Act and the Municipality's Acting Policy.
- Mitigates governance and operational risks that may arise from the absence of a Section 56 appointee.
- Guarantees that strategic priorities under the IDP Key Performance Area: Good Governance and Compliance continue.

6.3 Financial Implications

An acting allowance will be payable in terms of the Council-approved Acting Policy

6.4 Legal Implications

The recommendations are in line with:

- Section 54A and Section 56 of the Local Government: Municipal Systems Act, 2000 (as amended by Act 3 of 2022).
- Municipal Staff Regulations, 2021.
- Stellenbosch Municipality's Acting Policy

6.5 Staff Implications

Mr. Williams will take on the additional responsibilities of the Director: Corporate Services for the duration of the acting period.

6.6 Previous / Relevant Council Resolutions:

30 July 2018

30 January 2019

25 March 2020

24 April 2023.

25 June 2025

6.7 Risk Implications

Failure to appoint an Acting Director: Corporate Services may result in governance, compliance, and operational risks

6.8 Comments from Senior Management:

Item was not circulated for comments.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	<i>Acting Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	<i>Municipal.Manager@Stellenbosch.gov.za</i>
REPORT DATE	26 September 2025

9.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

***THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER,
CLLR Q SMIT AND HE AGREES WITH THE CONTENT.***