



SUPPLEMENTARY AGENDA

SPECIAL COUNCIL MEETING

THURSDAY, 10 MARCH 2022

At

9:00

ITEM NO	SUBJECT	PAGE
6.	NEW MATTERS SUBMITTED BY THE ACTING MUNICIPAL MANAGER	
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6.3

SC03/03/22 APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER
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REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To recommend to Council the extension of Ms Avitha Jagaysor's acting period in the vacant position of Chief Financial Officer.

PREVIOUS RESOLUTIONS

SC03/02/22

BACKGROUND / DISCUSSION

On 24 February 2022, the enclosed Item SC03/02/22, **Annexure "A"**, served before the Municipal Council. Same served as a recommendation on the appointment of an Acting Chief Financial Officer.

Council subsequently, **Annexure "B"**, unanimously resolved as follows:

- a) *That the report regarding the appointment of an Acting Chief Financial Officer be noted; and*
- b) *That Ms Avitha Jagaysor be appointed as Acting Chief Financial Officer, for a period of two (2) weeks.*

Above-mentioned acting period of two (2) weeks lapses today, 10 March 2022. It is therefore recommended that the acting period of Ms Jagaysor be extended until 30 March 2022. The employee already indicated her availability to serve Council in said regard.

A further, more comprehensive report on the appointment of an Acting Chief Financial Officer will be submitted to the next ordinary meeting of Council to be held on 30 March 2022.

Financial Implications

MTREF 2021\2022

The position is budgeted for in terms of the MTREF. Upper Limits in terms of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, amount for the Municipal Manager for a Category 3 Municipality is minimum R894 447, midpoint R1 022 226 and maximum R1 133 463 total cost to Council per annum and acting allowance in terms of the SALGBC Collective Agreement for internal candidates.

Relevant Legislation

- Municipal Systems Act, 32 of 2000;
- Regulations on the Appointment of and Conditions of Senior Managers, January 2014;
- Government Gazette No. 431223 dated 20 March 2020 on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the report regarding the appointment of an Acting Chief Financial Officer, be noted;
and
- [b] That Ms Avitha Jagaysor's acting period in the vacant position of Chief Financial Officer,
be extended until 30 March 2022.

APPENDIX / ADDENDUM

Annexure "A" Item SC03/02/22 dated 24 February 2022 on the Appointment of an
Acting Chief Financial Officer.

Annexure "B" Council Resolution SC03/02/22

File Number : 9/1/2/9

Execution : Acting Director : Corporate Services
 Manager : Human Resources
 Manager : Legal Services

Annexure A.

6.3

APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER

REPORT FROM THE ACTING MUNICIPAL MANAGER

PURPOSE OF THE REPORT

To recommend to Council the appointment of an Acting Chief Financial Officer for a period of three (3) months.

BACKGROUND

Council at its meeting held on 29th October 2020, in terms of Resolution No: C14\10\20 resolved to appoint Mr Jacques Carstens as the Acting Chief Financial Officer for a period of three months and then at its meeting held on 3 December 2020 resolved to extend the appointment of Mr Carstens up to 31 August 2021. Council, in terms of Council Resolution No. SC09\06\21 granted a further extension for Mr Carstens to act as Acting Chief Financial Officer up and until 30 November 2021. Council at its meeting held on 29 November 2021 again resolved to extend the acting Mr Carstens as Acting Chief Financial Officer.

Mr Carstens has now resigned from the service of Knysna Municipality with last working day being 28 February 2022.

Council therefore needs to appoint an Acting Chief Financial Officer with effect from 1 March 2022.

The minimum requirements for an Chief Financial Officer is as follows:

Requirements:

- At least a Post Graduate Degree or qualification in Accounting/Finance/Economics registered on the National Qualifications Framework at NQF Level 8 or a Chartered Accountant (SA)
- Minimum of seven (7) years relevant experience at a senior and middle management level, of which at least two (2) years must be at senior management level, preferably in the Local Government sector
- A proven institutional transformation record in the public or private sector
- Compliance with the National Treasury Regulations on the Required Minimum Competency Level in Unit Standards for Chief Financial Officers
- The required core competencies as stipulated in Annexures A and B of the Regulations on Appointment and Conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance system
- A proven track record of budget and finance management
- Ability to be an innovative and strategic leader

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- Good facilitation and communication skills in at least two of the three official languages of the Western Cape
- Valid driver's license and NO criminal record.

In terms of the aforementioned, the competencies of the Internal Staff reflects as follows:

Name	NQF Level	MMC Compliance	Experience
Avitha Jagaysor	NQF 8	Not yet compliant	➢ 5 years at middle management ➢ 2 years at senior management level (outside of municipal environment)
Fredri Kruger	NQF 8	Competent	➢ 5 years at middle management
Busi Kova	NQF 6	Competent	➢ 5 years at middle management
Morne Michaels	NQF 7	Not yet compliant	➢ 9 years at middle management

Curriculum Vitae(s) for the following external candidate(s) were submitted:

Name	NQF Level	MMC Compliance	Experience
Louis Fourie	NQF 7	Compliant	➢ 5 years at middle management ➢ 12 months Senior Manager (Acfo Knysna, Mosselbay, Oudtshoorn Mun.)

Should Council consider the appointment of any external candidate, the competencies as set out above, together with the financial implications must be taken into account

FINANCIAL IMPLICATIONS

MTREF 2021/2022

The position is budgeted for in terms of the MTREF. Upper Limits in terms of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, amount for the Municipal Manager for a Category 3 Municipality is minimum R894 447, midpoint R1 022 226 and maximum R1 133 463 total cost to Council per annum and acting allowance in terms of the SALGBC Collective Agreement for internal candidates.

Total remuneration package for an external candidate:

Minimum - R 74 537.25

Midpoint - R 85 185.50

Maximum - R 94 455.25

RELEVANT LEGISLATION

Municipal systems act 32 of 2000

Regulations on the Appointment of and Conditions of Senior Managers, January 2014

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Government Gazette No. 431223 dated 20 March 2020 on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers

RECOMMENDATION OF THE ACTING MUNICIPAL MANAGER

- [a] That the report regarding the appointment of an Acting Chief Financial Officer be noted; and
- [b] Thatbe appointed as Acting Chief Financial Officer, for a period of three (3) months or until the vacancy is filled, whichever

Annexure B.

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SC03/02/22 APPOINTMENT OF AN ACTING CHIEF FINANCIAL OFFICER

UNANIMOUSLY RESOLVED

- [a] That the report regarding the appointment of an Acting Chief Financial Officer be noted; and
- [b] That Ms Avitha Jagaysor be appointed as Acting Chief Financial Officer, for a period of two (2) weeks.

File Number : 9/1/2/14

Execution : Acting Municipal Manager

7. **ADJOURNMENT**

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