



Reference number: RSC/C.5

Private Bag X9165  
CAPE TOWN  
8000

**TREASURY CIRCULAR MUN NO. 2/2023**

THE MAYOR, CITY OF CAPE TOWN:  
 THE MAYOR, WEST COAST DISTRICT MUNICIPALITY:  
 THE MAYOR, MATZIKAMA MUNICIPALITY:  
 THE MAYOR, CEDERBERG MUNICIPALITY:  
 THE MAYOR, BERGRIVIER MUNICIPALITY:  
 THE MAYOR, SALDANHA BAY MUNICIPALITY:  
 THE MAYOR, SWARTLAND MUNICIPALITY:  
 THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY:  
 THE MAYOR, WITZENBERG MUNICIPALITY:  
 THE MAYOR, DRAKENSTEIN MUNICIPALITY:  
 THE MAYOR, STELLENBOSCH MUNICIPALITY:  
 THE MAYOR, BREEDE VALLEY MUNICIPALITY:  
 THE MAYOR, LANGEBERG MUNICIPALITY:  
 THE MAYOR, OVERBERG DISTRICT MUNICIPALITY:  
 THE MAYOR, THEEWATERSKLOOF MUNICIPALITY:  
 THE MAYOR, OVERSTRAND MUNICIPALITY:  
 THE MAYOR, CAPE AGULHAS MUNICIPALITY:  
 THE MAYOR, SWELLENDAM MUNICIPALITY:  
 THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY:  
 THE MAYOR, KANNALAND MUNICIPALITY:  
 THE MAYOR, HESSEQUA MUNICIPALITY:  
 THE MAYOR, MOSSEL BAY MUNICIPALITY:  
 THE MAYOR, GEORGE MUNICIPALITY:  
 THE MAYOR, OUDTSHOORN MUNICIPALITY:  
 THE MAYOR, BITOU MUNICIPALITY:  
 THE MAYOR, KNYSNA MUNICIPALITY:  
 THE MAYOR, CENTRAL KAROO DISTRICT  
 THE MAYOR, LAINGSBURG MUNICIPALITY:  
 THE MAYOR, PRINCE ALBERT MUNICIPALITY:  
 THE MAYOR, BEAUFORT WEST MUNICIPALITY:

} For information

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: ADV. L MBANDAZAYO  
 THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT  
 THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR G SEAS  
 THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR B KANNEMEYER (ACTING)  
 THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE  
 THE MUNICIPAL MANAGER, SALDANHA BAY MUNICIPALITY: MR H METTLER  
 THE MUNICIPAL MANAGER, SWARTLAND MUNICIPALITY: MR J SCHOLTZ  
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 THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBBRANDT  
 THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
 THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D McTHOMAS  
 THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR A EVERSON (ACTING)  
 THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR R BOSMAN  
 THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR B NGUBO  
 THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL  
 THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS  
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 THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR K JORDAAN (ACTING)  
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 THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MR C PUREN  
 THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ

THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR G DE JAGER (ACTING)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR M MEMANI  
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR R BUTLER (ACTING)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR G NYATHI (ACTING)  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS (ACTING)  
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THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
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THE CHIEF FINANCIAL OFFICER, SALDANHA BAY MUNICIPALITY: MR S VORSTER  
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THE CHIEF FINANCIAL OFFICER, DRAKENSTEIN MUNICIPALITY: MR B BROWN  
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THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR F LÖTTER (ACTING)  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MS L SOTSHEDE (ACTING)  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR M NHLENGETHWA (ACTING)  
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THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR P ERASMUS  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MR N MABHENA (ACTING)

THE HEAD OFFICIAL: PROVINCIAL TREASURY (MR D SAVAGE)  
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THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)  
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THE DIRECTOR: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS L SALLIES) (ACTING)  
THE DIRECTOR: PROVINCIAL GOVERNMENT ACCOUNTING (MS A ABOO)  
THE DIRECTOR: PROVINCIAL GOVERNMENT BUDGET OFFICE (MS T VAN DE RHEEDE)  
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THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)  
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR A MAZOMBA)

THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE CHIEF DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS – NATIONAL TREASURY (MR J HATTINGH)

THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

## 2023 TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENT (TIME) CIRCULAR

### 1. PURPOSE

The purpose of this circular is to communicate the objective, engagement approach, proposed dates and format of the upcoming TIME engagements that will take place between 15 – 23 February 2023.

### 2. INTRODUCTION AND 2023 TIME OBJECTIVE

The Western Cape Government (WCG) subscribes to a good governance agenda that supports continuous strengthening of accountable and resilient public institutions. Good governance provides an essential foundation for effective service delivery, value addition, and growth. It underpins the WCG's Provincial Strategic Implementation Plan priority focus areas of Growth for Jobs, Safety and Wellbeing. Sustaining good governance is especially important in navigating the increasingly unpredictable global and domestic environment that has resulted from a worldwide pandemic, a global economic slowdown and deep structural constraints to domestic growth, such as the energy crisis.

The WCG Medium Term Budget Policy Statement 2022, outlines the agenda over the medium term with a specific focus on leveraging the WCG good governance system to enable growth within the province i.e., "**Governing for Growth**".

The 2023 TIME process provides an opportunity to Municipalities and the WCG to jointly review performance and challenges in the current financial year. These engagements will focus on the implementation of municipal strategic and operational plans and their alignment to good governance practices. It aims to proactively identify and address municipal governance and performance challenges to enable improved service delivery to citizens. It is anchored on the collective commitment to good governance by Municipalities in the Western Cape and WCG.

### 3. TIME REPORTS

A TIME Report will be produced for each municipality, inclusive of an assessment on the municipality's governance maturity, mid-year performance and highlighting key risks with accompanying recommendations. The TIME report will focus on:

- Governance Building Blocks towards Service Delivery Maturity.
- Strategic Procurement to deliver services and enable economic growth.
- Optimising investment in infrastructure to deliver services and enable economic growth.

The assessment's transversal challenges and risks will inform district and individual engagements. The TIME assessment reports will be issued, 5 days prior to the engagement, and a response is required within 5 working days from receipt of the report.

### 4. TIME ENGAGEMENT FORMAT

The attached draft 2023 TIME engagement schedule with provisional dates will be finalised in concert with municipalities (Annexure A). The final programme per district will be issued timeously prior to engagements. The engagement format for the TIME will be as follows:

#### 4.1 Format

The District Coordinating Forum Technical Meeting (DCF Tech) will be used as the platform for TIME engagements, in accordance with the Joint District Metropolitan Approach (JDMA). Given the nature of the discussion, the engagement will be open to all interested parties and will incorporate both district as well as individual engagements i.e.:

**District engagements** – Engagement from a regional perspective, discussing key transversal risks/challenges and opportunities emanating from municipalities' TIME reports within a district. All municipalities within the district are requested to be in attendance.

**Individual engagements** – Engagements with particular municipalities based on the mid-year budget and performance evaluation, audit findings, and governance concerns.

(Please note that the assessment report will determine the extent of the individual engagements.)

#### 5 ATTENDEES TO TIME ENGAGEMENTS

The Municipal Manager and municipal directors/operational managers are required to attend their respective district engagement and if selected, the individual municipal engagement. Given the nature of the discussion the CFO of municipalities must be in attendance. The JDMA lead, relevant senior managers from Provincial Treasury, Department of Local Government, Department of Environmental Affairs and Development Planning and other relevant sector departments will be present as informed by the TIME assessment report and agenda.

#### 6 CONFIRMATION OF TIME ENGAGEMENTS

The agenda, TIME report, as well as the relevant reporting templates will be communicated timeously, to allow adequate time for preparation. Confirmation of attendance is requested by **01 February 2023**, to the officials listed below:

TIME Officials	
<p><b>Mr Kagisho Motingwe</b> Directorate: Financial Governance Provincial Treasury Department Email: <a href="mailto:Kagisho.Motingwe@westerncape.gov.za">Kagisho.Motingwe@westerncape.gov.za</a> Tel: 021 483 6289</p>	<p><b>Ms Hayleen April</b> Directorate: Financial Governance Provincial Treasury Department Email: <a href="mailto:Hayleen.April@westerncape.gov.za">Hayleen.April@westerncape.gov.za</a> Tel: 021 483 4485</p>

#### 7 CONCLUSION

Municipalities, WCG officials and National Government officials are requested to diarise the draft dates of the TIME engagements as outlined in Annexure A and ensure appropriate attendance, to constructively engage on municipal challenges and risks.

Should you have any further enquiries pertaining to TIME, please contact Ms Melissa Van Niekerk via e-mail [Melissa.vanNiekerk@westerncape.gov.za](mailto:Melissa.vanNiekerk@westerncape.gov.za), telephone number 021 483 6695 or cell phone number 073 3607 929.

Your support and commitment towards enhancing good governance to advance sustainable service delivery is appreciated, and we look forward to a constructive engagement.



David Savage  
2023.01.23  
13:42:29 +02'00'

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**MR D SAVAGE**  
HEAD OFFICIAL: PROVINCIAL TREASURY



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**MR G PAULSE**  
HEAD OF DEPARTMENT: LOCAL GOVERNMENT



## ENGAGEMENT SCHEDULE

TIME ENGAGEMENTS SCHEDULE			
<b>DISTRICT: Cape Winelands District municipalities</b>	<b>DATE: Wednesday, February 15, 2023</b>	<b>TIME</b>	<b>Venue</b>
TIME District Plenary Session	All municipalities within the Cape Winelands District	08:30 - 12:30	TBC - Cape Winelands District Region
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
<b>DISTRICT: Central Karoo District municipalities</b>	<b>DATE: Friday, February 17, 2023</b>	<b>TIME</b>	<b>Venue</b>
TIME District Plenary Session	All municipalities within the Central Karoo District	08:30 - 12:30	TBC – Central Karoo District
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
<b>DISTRICT: Overberg District municipalities</b>	<b>DATE: Monday, February 20, 2023</b>	<b>TIME</b>	<b>Venue</b>
TIME District Plenary Session	All municipalities within the Overberg District	08:30 - 12:30	TBC – Overberg District
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
<b>DISTRICT: Garden Route District municipalities</b>	<b>DATE: Tuesday, February 21, 2023</b>	<b>TIME</b>	<b>Venue</b>
TIME District Plenary Session	All municipalities within the Garden Route District	08:30 - 12:30	TBC – Garden Route District
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
<b>DISTRICT: West Coast District municipalities</b>	<b>DATE: Thursday, February 23, 2023</b>	<b>TIME</b>	<b>Venue</b>
TIME District Plenary Session	All municipalities within the West Coast District	08:30 - 12:30	TBC – West Coast District
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	