



Reference number: RCS/C.5

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TREASURY CIRCULAR MUN NO. 35/2019

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THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR H CLEOPHAS
THE MAYOR, MATZIKAMA MUNICIPALITY: MR D JENNER
THE MAYOR, CEDERBERG MUNICIPALITY: MS S QUANTA
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR M KOEN
THE MAYOR, SWARTLAND MUNICIPALITY: MR T VAN ESSEN
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT
THE MAYOR, WITZENBERG MUNICIPALITY: MR BC KLAASEN
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR CJ POOLE
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN
THE MAYOR, LANGEBERG MUNICIPALITY: MR HM JANSEN
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MS CJM VOSLOO
THE MAYOR, OVERSTRAND MUNICIPALITY: MR D COETZEE
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR PJ SWART
THE MAYOR, SWELLENDAM MUNICIPALITY: MR NG MYBURGH
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN
THE MAYOR, KANNALAND MUNICIPALITY: MS M BARRY
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES
THE MAYOR, MOSSEL BAY MUNICIPALITY: MR HJ LEVENDAL
THE MAYOR, GEORGE MUNICIPALITY: MR MG NAIK
THE MAYOR, OUDTSHOORN MUNICIPALITY: MS N MWATI (ACTING)
THE MAYOR, BITOU MUNICIPALITY: MR MP LOBESE
THE MAYOR, KNYSNA MUNICIPALITY: MR A TSENGWA (ACTING)
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THE MAYOR, LAINGSBURG MUNICIPALITY: MR M GOUWS
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MR G LOTTERING
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR N CONSTABLE
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THE MUNICIPAL MANAGER, BERGRIVIER MUNICIPALITY: ADV. H LINDE
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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
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THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR C GROENEWALD
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR D O'NEILL
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR A GROENEWALD
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M STRATU
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THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: ADV. MG GILIOME

THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA
 THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR A PAULSE
 THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: ADV. L NGOQO
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 THE CHIEF FINANCIAL OFFICER, HESSEQUA MUNICIPALITY: MS HJ VILJOEN
 THE CHIEF FINANCIAL OFFICER, MOSSEL BAY MUNICIPALITY: MR DM ASMAL
 THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MS Z VAN ROOYEN (ACTING)
 THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: (VACANT)
 THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR V MKHEFA
 THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR M MEIMANI
 THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MS U BAARTMAN
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 THE CHIEF DIRECTOR: MFMA IMPLEMENTATION – NATIONAL TREASURY (MR TV PILLAY)

TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENTS 2020

1. PURPOSE

The purpose of this circular is to communicate the engagement approach and dates of the upcoming Technical Integrated Municipal Engagements (TIME) that will take place during February 2020.

2. TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENTS (TIME)

2.1 INTRODUCTION

The Western Cape Government (WCG) in its Government Action Plan and the Premier's State of the Province Address 2019 reaffirms with the inclusion of "Innovation and Culture" as one of the Province's five (5) priorities, its commitment to build on the foundation of good governance.

The advancement of good governance across the national, provincial and local government sphere is a requirement to the achievement of the delivery of services to communities in an integrated, sustainable and equitable manner.

The WCG has adopted an integrated management approach to achieve its strategic objectives. This involves greater alignment of national, provincial and local government policy, planning, budgeting and implementation to give effect to government's objectives. It is the basis of building a responsive and sustainable local government.

A key part of the integrated management approach going forward is the implementation of the Joint District Approach (JDA). The JDA is a geographical and team based, citizen focused approach to provide integrated government services through a strengthened local government interface.

The Technical Integrated Municipal Engagement (TIME) forms part of the integrated management approach and the JDA. The engagement is technical in nature, it focuses on embedding good governance practices, responding to municipalities' current governance challenges, emerging risks and enabling optimal performance.

The TIME engagement aims to enable a more proactive approach in the identification of municipal challenges and risks and responding thereto. It is underpinned by an integrated governance assessment against a governance maturity capability model and mid-year performance assessment aimed at advancing governance maturity capability levels of municipalities towards improved service delivery and public value.

Processes that are incorporated into the TIME 2020 are the following:

- a) Integrated Municipal Governance Assessment – based on the municipal self-assessment via the Western Cape Municipal Monitoring and Evaluation System (WCMES) which is validated by WCG, utilising other data sets e.g. municipal in year monitoring reports, mid-year assessments and municipal engagements to perform a governance assessment per municipality.
- b) Response to 2018/19 Audit Outcomes – Adequacy of audit action plans and progress i.t.o implementation of audit action plans.
- c) Mid-year Budget and Performance Assessment - The mid-year budget and performance assessments are conducted by National Treasury and Provincial Treasury to execute their monitoring and oversight responsibilities in line with section 72 of the Municipal Finance Management Act (MFMA). These assessments are based on the section 72 reports (mid-year

budget and performance reports) that are prepared by the Accounting Officer and submitted to the Mayor, National Treasury and Provincial Treasury by the 25 January (in this case the 24 January 2020).

- d) MTREF budget readiness – To gauge the readiness of municipalities to table their annual budgets by the 31 March, section 16(2) of the MFMA.

2.2 THE OBJECTIVES OF TIME 2020

The TIME 2020 objectives are as follows:

- a) to fulfil our mandate as the WCG to monitor and support municipalities;
- b) to identify the governance challenges and risks that impede municipal performance and audit outcomes;
- c) to collectively identify action plans per municipality feeding into the single JDA Implementation Plan;
- d) to provide recommendations on the municipal mid-year budget and performance assessment; and
- e) to identify solutions, synergies and opportunities for partnership.

2.3 TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENT REPORT

In support of the above objectives, a TIME report per municipality will be compiled which aims to provide a holistic assessment on the governance and the mid-year budget and performance of the municipality, highlighting the key challenges and risks. These key challenges and emerging risks will inform the discussions during the engagements.

The TIME reports will be submitted 5 days prior to the engagement and a response thereto is requested 5 days from receipt.

2.4 ENGAGEMENT FORMAT

In line with the JDA, the District Coordinating Forum technical meeting (DCF tech) will be utilised as the platform for the TIME engagements. Attendance to the meeting will be extended to relevant stakeholders given the content of discussion. The engagement will span over 2 days as detailed below:

Day 1: District/Regional engagement – Engagement from a regional perspective, discussing transversal risks/challenges/opportunities emanating from municipalities TIME reports within a specific district. All municipalities within the district should be in attendance.

Day 2: Individual engagements – Engagements with selected individual municipalities based on performance, audit outcomes and governance challenges.

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

2.5 ATTENDEES

The Municipal Manager, municipal directors/operational managers are required to attend this engagement. Given the nature of the discussion the CFO of municipalities must be in attendance. The JDA 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:

Day 1 – All municipalities to be present within the district

Day 2 – Selected municipalities who will be informed timeously prior to the engagement

2.6 ENGAGEMENT DATES

Engagements have been provisionally scheduled from the 10 – 21 February 2020. This allows for the TIME recommendations to be considered i.t.o the municipal adjustment budget process. Kindly refer to annexure "A", the TIME 2020 engagement schedule.

Kindly note that these dates are provisional as confirmation regarding DCF Tech meetings are still in progress.

In terms of non-delegated municipalities, the City of Cape Town Metropolitan Municipality and George Municipality, the existing NT and CoGTA processes will be utilised to engage on the above-mentioned assessments.

2.7 CONFIRMATION OF TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENTS

The agendas, assessment reports and reporting templates will be communicated timeously prior to the engagements, to allow adequate time for preparation. Confirmation of attendance is kindly requested by no later than **24 January 2020**, to the official listed below:

Ms Hayleen April

Directorate: Financial Governance

Email: Hayleen.April@westerncape.gov.za

Tel: 021 483 4485

3. CONCLUSION

Municipalities are requested to diarise the dates of the Technical Integrated Municipal Engagements as outlined in the attached Annexure A and ensure appropriate attendance to constructively engage on municipal challenges and risks and a support plan towards enhancing performance. Municipalities are further requested to timeously upload their latest information on the WCMES (IPS² and mGAP) tool.

Should you have any further enquiries please contact Ms Melissa Van Niekerk via email Melissa.vanNiekerk@westerncape.gov.za or telephone number 021 483 6695.

Your support and commitment towards embedding good governance is appreciated and we look forward to a constructive engagement.



MR D SAVAGE

HEAD OFFICIAL: PROVINCIAL TREASURY

DATE: 12 December 2019

TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENT

GROUP A			GROUP B		
District	Engagement	Provisional dates to be confirmed	District	Engagement	Provisional dates to be confirmed
West Coast District Municipalities	District/Regional Engagement	10 February 2020	Garden Route District Municipalities	District/Regional Engagement	11 February 2020
	Individual Engagements (selected municipalities)	11 February 2020		Individual Engagements (selected municipalities)	12 - 13 February 2020
Cape Winelands District Municipalities	District/Regional Engagement	12 February 2020	Central Karoo District Municipalities	District/Regional Engagement	18 February 2020
	Individual Engagements (selected municipalities)	13 February 2020		Individual Engagements (selected municipalities)	19 February 2020
Overberg District Municipalities	District/Regional Engagement	18 February 2020			
	Individual Engagements (selected municipalities)	19 February 2020			