



Reference number: RSC/C.5

Private Bag X9165  
CAPE TOWN  
8000

## TREASURY CIRCULAR MUN NO. 2/2022

THE MAYOR, CITY OF CAPE TOWN: MR G HILL-LEWIS  
THE MAYOR, WEST COAST DISTRICT MUNICIPALITY: MR R STRYDOM  
THE MAYOR, MATZIKAMA MUNICIPALITY: MR J VAN DER HOVEN  
THE MAYOR, CEDERBERG MUNICIPALITY: MR R RICHARDS  
THE MAYOR, BERGRIVIER MUNICIPALITY: MR R VAN ROOY  
THE MAYOR, SALDANHA BAY MUNICIPALITY: MR A TRUTER  
THE MAYOR, SWARTLAND MUNICIPALITY: MR H CLEOPHAS  
THE MAYOR, CAPE WINELANDS DISTRICT MUNICIPALITY: DR H VON SCHLICHT  
THE MAYOR, WITZENBERG MUNICIPALITY: MR H SMIT  
THE MAYOR, DRAKENSTEIN MUNICIPALITY: MR C POOLE  
THE MAYOR, STELLENBOSCH MUNICIPALITY: ADV. G VAN DEVENTER  
THE MAYOR, BREEDE VALLEY MUNICIPALITY: MS A STEYN  
THE MAYOR, LANGEBERG MUNICIPALITY: MR S VAN EEDEN  
THE MAYOR, OVERBERG DISTRICT MUNICIPALITY: MR A FRANKEN  
THE MAYOR, THEEWATERSKLOOF MUNICIPALITY: MR K PAPIER  
THE MAYOR, OVERSTRAND MUNICIPALITY: DR A RABIE  
THE MAYOR, CAPE AGULHAS MUNICIPALITY: MR P SWART  
THE MAYOR, SWELLENDAM MUNICIPALITY: MR F DU RAND  
THE MAYOR, GARDEN ROUTE DISTRICT MUNICIPALITY: MR M BOOYSEN  
THE MAYOR, KANNALAND MUNICIPALITY: MR J DONSON  
THE MAYOR, HESSEQUA MUNICIPALITY: MR G RIDDLES  
THE MAYOR, MOSSEL BAY MUNICIPALITY: ALD. D KOTZA  
THE MAYOR, GEORGE MUNICIPALITY: ALD. L VAN WYK  
THE MAYOR, OUDTSHOORN MUNICIPALITY: MR C LOUW  
THE MAYOR, BITOU MUNICIPALITY: MR D SWART  
THE MAYOR, KNYSNA MUNICIPALITY: MR L DAVIS  
THE MAYOR, CENTRAL KAROO DISTRICT MUNICIPALITY: MS J BOTHA  
THE MAYOR, LAINGSBURG MUNICIPALITY: MR M SMITH  
THE MAYOR, PRINCE ALBERT MUNICIPALITY: MS M JAFTHA  
THE MAYOR, BEAUFORT WEST MUNICIPALITY: MR G PIETERSEN

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR L MBANDAZAYO  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR D JOUBERT  
THE MUNICIPAL MANAGER, MATZIKAMA MUNICIPALITY: MR G SEAS (ACTING)  
THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR A TITUS (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  
THE MUNICIPAL MANAGER, CAPE WINELANDS DISTRICT MUNICIPALITY: MR H PRINS  
THE MUNICIPAL MANAGER, WITZENBERG MUNICIPALITY: MR D NASSON  
THE MUNICIPAL MANAGER, DRAKENSTEIN MUNICIPALITY: DR J LEIBRANDT  
THE MUNICIPAL MANAGER, STELLENBOSCH MUNICIPALITY: MS G METTLER  
THE MUNICIPAL MANAGER, BREEDE VALLEY MUNICIPALITY: MR D MCTHOMAS  
THE MUNICIPAL MANAGER, LANGEBERG MUNICIPALITY: MR A DE KLERK  
THE MUNICIPAL MANAGER, OVERBERG DISTRICT MUNICIPALITY: MR N KRUGER (ACTING)  
THE MUNICIPAL MANAGER, THEEWATERSKLOOF MUNICIPALITY: MR D LUBBE  
THE MUNICIPAL MANAGER, OVERSTRAND MUNICIPALITY: MR D O'NEILL  
THE MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY: MR E PHILLIPS  
THE MUNICIPAL MANAGER, SWELLENDAM MUNICIPALITY: MR A GROENEWALD  
THE MUNICIPAL MANAGER, GARDEN ROUTE DISTRICT MUNICIPALITY: MR MSTRATU  
THE MUNICIPAL MANAGER, KANNALAND MUNICIPALITY: MR M HOOGBAARD (ACTING)  
THE MUNICIPAL MANAGER, HESSEQUA MUNICIPALITY: MR J JACOBS  
THE MUNICIPAL MANAGER, MOSSEL BAY MUNICIPALITY: MS C PUREN (ACTING)  
THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: DR M GRATZ (ACTING)  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR W HENDRICKS (ACTING)  
THE MUNICIPAL MANAGER, BITOU MUNICIPALITY: MR R BOSMA (ACTING)

THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR D ADONIS (ACTING)  
THE MUNICIPAL MANAGER, CENTRAL KAROO DISTRICT MUNICIPALITY: DR S VATALA  
THE MUNICIPAL MANAGER, LAINGSBURG MUNICIPALITY: MR J BOOYSEN  
THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS (ACTING)  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J PENXA

THE CHIEF FINANCIAL OFFICER, CITY OF CAPE TOWN: MR K JACOBY  
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THE CHIEF FINANCIAL OFFICER, LANGEBERG MUNICIPALITY: MR M SHUDE  
THE CHIEF FINANCIAL OFFICER, OVERBERG DISTRICT MUNICIPALITY: MR P HOFFMANN (ACTING)  
THE CHIEF FINANCIAL OFFICER, THEWATERSKLOOF MUNICIPALITY: MR D LOUW  
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THE CHIEF FINANCIAL OFFICER, GEORGE MUNICIPALITY: MR R DU PLESSIS  
THE CHIEF FINANCIAL OFFICER, OUDTSHOORN MUNICIPALITY: MR G DE JAGER  
THE CHIEF FINANCIAL OFFICER, BITOU MUNICIPALITY: MR M DYUSHU  
THE CHIEF FINANCIAL OFFICER, KNYSNA MUNICIPALITY: MR J CARSTENS (ACTING)  
THE CHIEF FINANCIAL OFFICER, CENTRAL KAROO DISTRICT MUNICIPALITY: MR R DE BRUYN (ACTING)  
THE CHIEF FINANCIAL OFFICER, LAINGSBURG MUNICIPALITY: MS A GROENEWALD  
THE CHIEF FINANCIAL OFFICER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS (ACTING)  
THE CHIEF FINANCIAL OFFICER, BEAUFORT WEST MUNICIPALITY: MS N NTSANGANI

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THE DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND ASSET MANAGEMENT (MS J GANTANA)  
THE CHIEF DIRECTOR: PUBLIC POLICY SERVICES (DR R HAVEMANN) (PRO TEM)  
THE CHIEF DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS A PICK)  
THE CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE (MR S KENYON)  
THE CHIEF DIRECTOR: ASSET MANAGEMENT (MR I SMITH)  
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THE PROVINCIAL AUDITOR

MASTER RECORDS OFFICIAL: BUSINESS INFORMATION AND DATA MANAGEMENT

THE HEAD OF DEPARTMENT: LOCAL GOVERNMENT

THE HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

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

## **2022 TECHNICAL INTEGRATED MUNICIPAL ENGAGEMENT (TIME) CIRCULAR**

### **1. PURPOSE**

The purpose of this circular is to communicate the objective, engagement approach, dates and format of the upcoming TIME engagements that will take place between the 16 – 22 February 2022.

### **2. INTRODUCTION AND BACKGROUND**

The Western Cape Government's (WCG) commitment to good governance has created a system of resilience and performance and also assisted with the response to the COVID-19 pandemic. As stated in the Western Cape Provincial Strategic Plan 2019-2024, the Western Cape Government is focused on delivering citizen-centric services enabled by a system of governance for impact and results.

The Western Cape Medium Term Budget Policy Statement 2021 (MTBPS) outlines the objectives and the support for the Province to reopen and recover during a period of ongoing uncertainty. As stated in the MTBPC, "the Western Cape Recovery Plan Themes of COVID-19 recovery, Jobs, Safety and Wellbeing remain at the centre of the provincial strategy and lay the foundation for faster long run economic growth and poverty reduction in the Province."

In emerging from the COVID-19 pandemic and navigating the governance and fiscal risks faced by provincial and local government, it is critical for the Province to continue to effectively implement the Western Cape Government's (WCG) integrated management approach and to unlock the value from good governance in responding to the needs of citizens.

The TIME process as part of the WCG integrated management approach and Joint District and Metropolitan Approach (JDMA), forms part of a series of engagements and processes aimed at ensuring continuous improvement, alignment and coordination in provincial and municipal planning, budgeting, and implementation. The JDMA is a geographical and team based, citizen focused approach to coordinate and provide integrated government services through a strengthened interface between National Government, the WCG and Local Government in the Western Cape. Districts, as part of the JDMA, play a critical role in the coordination and provision of integrated government services and strengthening the interface between National Government, the WCG and Local Government.

The TIME process focuses on the implementation of municipal strategic and operational plans and the alignment to good governance practices. It aims to proactively address municipal governance and performance challenges and focuses on the enhancement of good governance practices to enable improved service delivery to citizens.

The TIME engagement is a joint initiative by Provincial Treasury (PT), Department of Local Government (DLG), Department of Environmental Affairs and Development Planning (DEA&DP) and Municipalities within the Western Cape.

The goal of the TIME engagement in 2022 will be to collectively deliberate and agree on a collective response to the key municipal governance and performance challenges and risks, as well as to identify areas of focus where governance practices can be improved to enhance decision-making and performance. Peer learning and the sharing of best practices will be incorporated in the engagement framework.

### 3. OBJECTIVES OF THE 2022 TIME ENGAGEMENTS

The 2022 TIME objectives are:

- a) to fulfil our mandate as the WCG to monitor and support;
- b) to fulfil the WCG's and the Municipalities' mandate to undertaken cooperative governance;
- c) to identify the key governance and performance challenges and risks that impede municipal governance and performance;
- d) to identify key governance areas that will accelerate and optimise performance;
- e) to provide recommendations on the municipal mid-year budget and performance assessment;
- f) to ensure that the budget and projects of the Municipality are spatially aligned to national, provincial and municipal strategy and long-term plans;
- g) to collectively identify action plans, including responsive support, per municipality feeding into an update to the JDMA Implementation Plan; and
- h) to identify solutions, synergies and opportunities for partnership.

Processes that are incorporated into the 2022 TIME are:

- 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 and performance assessment per municipality.
- b) **Response to 2020/21 Audit Outcomes** – Key transversal challenges emanating from the completed municipal audits.
- 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) as well as by other WCG Departments in terms of their respective monitoring and oversight responsibilities. These assessments are based on, amongst other information, the section 72 reports (Mid-Year Budget and Performance Reports) that is prepared by the Accounting Officer and submitted to the Mayor, National Treasury and Provincial Treasury by the 25 January 2022.
- d) **MTREF budget readiness** – To gauge the readiness of municipalities to table their annual budgets by the 31 March 2022, section 16(2) of the MFMA.
- e) **Cooperative Governance** – The TIME process allows all three spheres of government, as well as all state organs within each sphere, to work together, assisting and supporting one another, informing and consulting one another on matters of mutual interest, and coordinating their actions toward co-planning, co-budgeting, and co-implementation.
- f) **Spatial and Environmental Governance and Performance** - to ensure that the budgets and projects being articulated by all spheres of government are aligned to the municipal, provincial and national spatial strategy intent articulated by the relevant Municipal Spatial Development Framework.

#### 4. TIME ENGAGEMENT FORMAT

Please refer to Annexure A which provides the draft 2022 TIME engagement schedule with provisional dates which will be finalised in concert with municipalities. The final programme per district will be issued timeously prior to the engagement date. The engagement format for TIME will be undertaken 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 JDMA. Given the nature of the discussion, the meeting will be open to all interested parties. The format of the engagement will be as follows:

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

**Individual engagements** – Engagements with selected individual municipalities as informed by the mid-year budget and performance assessment, audit outcomes and governance challenges.

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

#### 5. ATTENDEES TO TIME ENGAGEMENTS

**TIME engagements** – 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 JDMA lead, relevant senior managers from Provincial Treasury, Department of Local Government, Department of the Premier, Department of Environmental Affairs and Development Planning and other relevant sector departments will be present as informed by the TIME assessment report and agenda. (All municipalities to be present within the district).

#### 6. TIME REPORTS

In support of the above objectives, the following report will be compiled:

A TIME Report will be produced for each municipality, with the goal of providing a holistic assessment of the municipality's governance, mid-year budget and performance, as well as identifying important issues, risks, and suggestions. The TIME report will focus on the following three issues in light of the TIME objective, current governance, and performance risks and difficulties:

- Enhancing Good Governance for Sustainable Local Government
- Performance: Planning, Infrastructure Management and Service Delivery
- Financial Recovery for Economic Growth – Mid-Year Budget and Performance Assessment

The assessment's top transversal problems and risks will inform conversations in the district and during individual engagements. Prior to the engagement, the TIME assessment reports will be issued, and a response will be required within 5 days of receipt.

## 7. CONFIRMATION OF TIME ENGAGEMENTS

The Agenda, TIME Report, as well as the relevant reporting templates will be communicated prior to the engagements, to allow adequate time for preparation. Confirmation of attendance is kindly requested by no later than **04 February 2022**, to the officials listed below:

TIME Officials	
<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	<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

## 8. CONCLUSION

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

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) or telephone number 073 3607 929.

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



**David Savage**  
2022.01.25  
14:03:36 +02'00'

**Graham  
Paulse**

Digitally signed by  
Graham Paulse  
Date: 2022.01.28  
16:01:44 +02'00'



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

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

<b>TIME ENGAGEMENTS SCHEDULE</b>		
<b>DISTRICT: Cape Winelands District Municipalities</b>	<b>DATE: Wednesday, February 16, 2022</b>	<b>TIME</b>
TIME District Plenary Session	All municipalities within the Cape Winelands District	08h30 - 12h30
Individual municipal engagements	Selected Municipalities	13h00 – 16h30
<b>DISTRICT: Overberg District Municipalities</b>	<b>DATE: Thursday, Thursday, February 17, 2022</b>	<b>TIME</b>
TIME District Plenary Session	All municipalities within the Overberg District	08h30 - 12h30
Individual municipal engagements	Selected Municipalities	13h00 – 16h30
<b>DISTRICT: Garden Route District Municipalities</b>	<b>DATE: Friday, February 18, 2022</b>	<b>TIME</b>
TIME District Plenary Session	All municipalities within the Garden Route District	8h30 - 12h30
Individual municipal engagements	Selected Municipalities	13h00 – 16h30
<b>DISTRICT: Central Karoo District</b>	<b>DATE: Tuesday, February 22, 2022</b>	<b>TIME</b>
TIME District Plenary Session	All municipalities within the Cape Winelands District	8h30 - 12h30
Individual municipal engagements	Selected Municipalities	13h00 – 16h30
<b>DISTRICT: West Coast District Municipalities</b>	<b>DATE: Thursday, February 24, 2022</b>	<b>TIME</b>
TIME District Plenary Session	All municipalities within the West Coast District	08h30 - 12h30
Individual municipal engagements	Selected Municipalities	13h00 – 16h30