



Reference number: RSC/C.5

Private Bag X9165
CAPE TOWN
8000

TREASURY CIRCULAR MUN NO. 1/2024

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: MR L MBANDAZAYO
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 THE MUNICIPAL MANAGER, CEDERBERG MUNICIPALITY: MR G MATTHYSE
 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, BITOU MUNICIPALITY: MR M MEMANI
THE MUNICIPAL MANAGER, KNYSNA MUNICIPALITY: MR O SEBOLA
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR A HENDRICKS
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THE DIRECTOR: LOCAL GOVERNMENT BUDGET OFFICE (MS N RINQUEST)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP ONE) (MR T NTSHINGILA)
THE DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP TWO) (MR I TSIE)
THE DIRECTOR: LOCAL GOVERNMENT MFMA COORDINATION (MR D CRONJE)
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)
THE DIRECTOR: PROVINCIAL GOVERNMENT PUBLIC FINANCE (MS M NICHOLAS)
THE DIRECTOR: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT (MS N EBRAHIM)
THE DIRECTOR: STRATEGIC AND OPERATIONAL MANAGEMENT SUPPORT (MS N ISMAIL)
THE DIRECTOR: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS (MR I SMITH) (PROTEM)

THE HEAD OF DEPARTMENT: ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING (MR G GERBER)
THE CHIEF DIRECTOR: DEVELOPMENT PLANNING (MS F MABUSELA)
THE DIRECTOR: DEVELOPMENT FACILITATION (MS T JORDAN)

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)

2024 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 the **15 – 23 February 2024**.

2. INTRODUCTION AND 2024 TIME OBJECTIVE

The Western Cape Government (WCG) amidst an uncertain economic and fiscal environment, remains focused on delivering on its key policy priorities of Growth for Jobs, Safety and Wellbeing, enabled by Innovation, Culture and Governance, placing citizens at the centre of service delivery decision-making. The WCG's governance system plays a pivotal role in navigating the challenges, risks and enhancing the efficiency, transparency, and accountability in the effective delivery of services to the citizens.

The 2024 TIME engagements will focus on "**Governing for Service Delivery and Growth**" by continuing to enhance good governance practices to enable the effective and efficient implementation of municipal strategic and operational plans. The TIME process is anchored by the collective commitment and partnership between Municipalities within the Western Cape, Department of Local Government (DLG), Department of Environmental Affairs and Development Planning (DEA&DP) and Provincial Treasury (PT) to a governance system that provides service delivery for the citizen and enables growth.

The TIME reports and engagements will be driven by a risk-based approach to proactively identify and collectively respond to municipal governance and performance challenges and any potential risks. The TIME process seeks to continue to foster a partnership and collaboration and to leverage from the collective expertise and resources to drive a governance system that provides citizen-centric services and enables growth through provincial monitoring and support mechanisms.

3. TIME ENGAGEMENT FORMAT

Please refer to Annexure A which provides the draft 2024 TIME engagement schedule with provisional dates which will be finalised in concert with municipalities. The final programme per district will be issued prior to the engagement date. The following will serve as the engagement format for the TIME:

3.1 Format

The District Coordinating Forum Technical Meeting (DCF Tech) will be used as the platform for TIME engagements, in accordance with the Joint District and Metropolitan Approach (JDMA). The format of the engagement will be as follows:

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

Individual engagements – Engagements with specific municipalities based on the mid-year budget and performance evaluation, audit outcome, and governance concerns. Identified municipalities will be informed on the nature, form and requirements for the individual engagements.

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

4. ATTENDEES TO TIME ENGAGEMENTS

The Municipal Manager and directors/operational managers are required to attend this engagement. Given the nature of the discussion, the CFO of municipalities must be in attendance. WCG officials will comprise Senior Members of Service from PT, DLG, DEA&DP; as well as representatives from the relevant WCG sector departments, where required.

5. PREREQUISITES

The TIME process incorporates the National Treasury FMCMM self-assessment therefore, the completion and validation on the FMCMM tool is imperative. It is requested that municipalities perform the self-assessments and include all relevant supporting documents on the FMCMM tool by 15 January 2024. This will facilitate effective verification and identification of areas of concern that may inform the Western Cape Government municipal support plan for 2024.

6. TIME REPORTS

A TIME Report will be produced for each municipality and issued prior to the engagement, with the goal of providing an assessment, highlighting risks and recommendations on the municipality's governance maturity and mid-year budget and performance. The TIME report will focus on the four themes aligned to the TIME objective, current governance concerns, and performance risks:

- Theme 1: Governance: Resilience, Agility and Performance
- Theme 2: Financial Sustainability and Performance
- Theme 3: Strategic Procurement to deliver services and enable economic growth
- Theme 4: Optimising investment in infrastructure to deliver service and enable economic growth

7. MUNICIPALITY'S RESPONSIBILITY

Municipalities are requested to provide a response to their TIME Reports within 21 days from the receipt of their TIME Reports by completing the Municipal Action Plans Template, which will be issued with the TIME report.

8. CONFIRMATION OF TIME ENGAGEMENTS

The Agenda, TIME Report, as well as the relevant reporting templates will be communicated prior to the engagement, to allow adequate time for preparation. Municipalities will be informed of the requirements for the engagements prior to the engagement.

Confirmation of attendance is requested by no later than **29 January 2024**, to the officials listed below:

TIME Officials	
Mr Kagisho Motingwe Directorate: Financial Governance Provincial Treasury Department Email: Kagisho.Motingwe@westerncape.gov.za Tel: 021 483 6289	Ms Hayleen April Directorate: Financial Governance Provincial Treasury Department Email: Hayleen.April@westerncape.gov.za Tel: 021 483 4485

9. CONCLUSION

Please 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, telephone number 021 483 6695 or cell phone number 073 3607 929 or Mr. Kagisho Motingwe via email kagisho.motingwe@westerncape.gov.za, telephone number 021 483 6268.

**Julinda
Gantana**

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Date: 2024.01.11 08:43:45
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MS JULINDA GANTANA

HEAD OFFICIAL (ACTING): PROVINCIAL TREASURY

**Graham
Paulse**

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MR GRAHAM PAULSE

**HEAD OF DEPARTMENT: DEPARTMENT OF LOCAL
GOVERNMENT**

**Gerhard
Gerber**

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MR GERHARD GERBER

**HEAD OF DEPARTMENT: DEPARTMENT ENVIRONMENTAL
AFFAIRS AND DEVELOPMENT PLANNING**

TIME 2024 - ENGAGEMENT SCHEDULE

TIME ENGAGEMENTS SCHEDULE			
DISTRICT: Cape Winelands District municipalities	DATE: Thursday, February 15, 2024	TIME	VENUE
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	
DISTRICT: Overberg District municipalities	DATE: Friday, February 16, 2024	TIME	VENUE
TIME District Plenary Session	All municipalities within the Overberg District	08:30 - 12:30	TBC - Overberg District Region
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
DISTRICT: West Coast District municipalities	DATE: Monday, February 19, 2024	TIME	VENUE
TIME District Plenary Session	All municipalities within the West Coast District	08:30 - 12:30	TBC – West Coast District Region
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
DISTRICT: Garden Route District municipalities	DATE: Wednesday, February 21, 2024	TIME	VENUE
TIME District Plenary Session	All municipalities within the Garden Route District	08:30 - 12:30	TBC – Garden Route District Region
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	
DISTRICT: Central Karoo District municipalities	DATE: Friday, February 23, 2024	TIME	VENUE
TIME District Plenary Session	All municipalities within the Central Karoo District	08:30 - 12:30	TBC – Central Karoo District Region
Individual municipal engagements	Selected Municipalities	13:00 – 16:30	