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# THE PROCESS PLAN

## FOR THE

### DEVELOPMENT OF THE 4<sup>th</sup> GENERATION INTEGRATED DEVELOPMENT PLAN 2017/18-2021/22 AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR 2017/18, 2018/19, 2019/20 FOR THE CAPE WINELANDS DISTRICT MUNICIPALITY

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## SECTION ONE: INTRODUCTION & BACKGROUND

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### 1.0 INTRODUCTION

In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

### 2.0 LEGAL CONTEXT

#### 2.1 THE INTEGRATED DEVELOPMENT PLAN

2.1.1 Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates that:

*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which-*

- a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;*
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;*
- c) Complies with the provisions of this Chapter; and*
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

2.1.2 The legislation indicates that in terms of Section 34 of the MSA:

*A municipal council-*

- (a) *must review in accordance its integrated development plan-*
  - (i) *annually in accordance with an assessment of its performance measurements in terms of section 41; and*
  - (ii) *to the extent that changing circumstances so demand; and*
- (b) *may amend its IDP in accordance with a prescribed process*

2.1.3 In terms of the core components of integrated development plans, Chapter 5 and Section 26 ) of the Municipal Systems Act (2000) indicates that:

*An integrated development plan must reflect-*

- a) *The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;*
- b) *An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;*
- c) *The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;*
- d) *The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;*
- e) *A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;*
- f) *The council's operational strategies;*
- g) *Applicable disaster management plans;*
- h) *A financial plan, which must include a budget projection for at least the next three years; and*
- i) *The key performance indicators and performance targets determined in terms of section 41.*

## 2.2 THE ANNUAL BUDGET

2.2.1 The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

*The Mayor of a municipality must-*

- (b) *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
  - i. *The preparation, tabling and approval of the annual budget;*
  - ii. *The annual review of-*
    - aa) *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
    - bb) *The budget related policies.*
  - iii. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
  - iv. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

### **3.0 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES**

- 3.1 Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review.

### **4.0 KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS**

The following is a summary of the main activities to be undertaken during this IDP Process:

#### **4.1 ASSESSMENT ISSUES**

- The Analysis Report on the 2016/17 Revised IDP submitted (LGMTECH).
- Shortcomings and weaknesses identified through self-assessment.

#### **4.2 REVIEW OF THE STRATEGIC ELEMENTS OF THE IDP IN TERMS OF PRIORITIES OF COUNCIL AND THE OBJECTIVES OF MANAGEMENT**

- Review of the Strategic elements of the IDP; and
- Review of elements of the Spatial Development Framework.
- Impact of SLUMA on the 4<sup>th</sup> Generation IDP

#### **4.3 INCLUSION OF NEW INFORMATION WHERE NECESSARY**

- Alignment of the IDP with newly completed/revised Sector Plans;
- Review of the Strategic Elements of the IDP, particularly the context of Organisational Re-design;
- The ongoing alignment of the Cape Winelands District Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework.

#### **4.4 KEY ELEMENTS FOR REVIEW**

- Macro-structure aligned to 4<sup>th</sup> Generation IDP (more focused Institutional Plan);
- Financial forecasting and Sustainability (Improved Financial Plan);
- Renewed emphasis on IGR Coordination and Support;
- Institutional Plan for IDP Alignment – Provincial, national, LM's and cross-border collaboration;
- Public Participation institutional arrangements with LM's;
- Review of Strategic Environmental Assessment (SEA) Spatial Development Framework (SDF);
- Adoption of Integrated Waste Management Plan;
- Updating of ITP;
- Revision of economic sector studies; and
- Increased efforts to achieve better alignment between sector plans internally and with those of LM's, provincial and national govt.

## 5.0 HORIZONTAL AND VERTICAL ALIGNMENT

### 5.1 FRAMEWORK PLAN

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region, and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Section 27 of the Municipal Systems Act 32 of 2000 provides further guidance on the compilation of the district framework for integrated planning. Accordingly, the section requires that a district municipality must develop and adopt a framework for integrated development planning in consultation with local municipalities under its jurisdiction intended to guide the development of the district IDP and the IDPs of local municipalities. The Act mandates that this framework must be consulted with the local municipalities within its area in order to ensure consensus and buy-in on the framework. The consultation is important as the contents of the framework will be implemented by the local municipalities.

The District Framework will serve as a coordination tool to ensure that priorities, programmes and projects of local municipalities and the district are aligned with national priorities and programmes in order to facilitate integrated development. The framework is for a five-year period, aligned to the IDP cycle and electoral mandate and can be reviewed annually. The framework should therefore provide direction to the local municipalities on development priorities through the IDP. This will ensure that the local IDPs are coordinated and aligned to maximize the limited resources and respond to the identified needs of the local communities. According to Section 27(2) of the Act, the District IDP Framework is binding on both the district and the local municipalities in the area of the district municipality. To this effect the act provides the minimum requirements of the framework plan.

## SECTION TWO: ORGANISATIONAL ARRANGEMENTS

### 6.0 IDP/BUDGET STEERING COMMITTEE

#### 6.1 INSTITUTIONAL ARRANGEMENTS

The IDP/BUDGET Steering Committee will be reconstituted for the IDP preparation process.

Institutional Arrangements:

- The IDP/Budget Steering Committee will be chaired by the Portfolio Chairperson: Financial Services;
- Secretariat will be provided by the Administration;
- Members of the IDP/Budget Steering Committee will comprise the Senior Management of the DM, the staff responsible for the preparation of the IDP and Budget (IDP, PMS and Budget and any other members as the Municipal Manager may deem fit).

#### 6.2 TERMS OF REFERENCE FOR THE IDP/BUDGET STEERING COMMITTEE

The terms of reference for the IDP/Budget Steering Committee are as follows:

- ◆ Provide terms of reference for the various planning activities associated with the IDP and Budget;
- ◆ Considers and comments on:
  - Inputs from sub-committee/s, focal groups and consultants;
  - Inputs from provincial sector departments and support providers; and
  - Public inputs.
- ◆ Processes, summarises and documents outputs;
- ◆ Makes content and technical recommendations; and
- ◆ Prepare, facilitate and documents meetings.

#### 6.3 THE IDP MANAGER AND RESPONSIBILITIES

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP;
- To submit the reviewed IDP to the relevant authorities.

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## SECTION THREE: ROLES, RESPONSIBILITIES & KEY ACTIVITIES

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### 8.0 ROLE PLAYERS

- 8.1 The Municipality will confirm the identification of the following role players in the IDP Review Process by removing/adding to their list of stakeholders in the IDP Process:

#### Internal Role-players

- ✓ Council and the Executive Committee;
- ✓ Nominated Councillors;
- ✓ Mayor;
- ✓ Municipal officials;
- ✓ Municipal Managers;
- ✓ IDP Manager;
- ✓ IDP/Budget Steering Committee; and
- ✓ Civil Society.

#### External Role-players

- Relevant Government Departments;
- Local Municipalities
- Municipal officials; and
- Civil Society.

### 9.0 KEY ACTIVITIES

Below is a summary of the key activities to take place in terms of the IDP, Budget and PMS for the 2017/18 – 2021/2022 IDP Process:



**CYCLE FOR THE 2017/18 – 2021/2022 IDP INCLUDING THE PMS AND BUDGET LINKAGES**

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
JULY	<ul style="list-style-type: none"> <li>IDP Process Plan Drafted (year 1)</li> <li>Time schedule (annually)</li> </ul>	<ul style="list-style-type: none"> <li>Signing of new performance contracts for Section 57 Managers and submission to MAYCO (Section 69 of the MFMA and Section 57 of the MSA).</li> <li>Final S57 Managers' Performance Assessments</li> </ul>	<p><b>Mayor and Council / Entity Board</b></p> <ul style="list-style-type: none"> <li>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process <b>MFMA s 53</b></li> <li>Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</li> </ul>	<p><b>Administration - Municipality and Entity</b></p> <ul style="list-style-type: none"> <li>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget <b>MFMA s 68, 77</b></li> <li>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery <b>MSA s 76-81</b></li> </ul>	<p><b>Budget Review Activities</b></p> <ul style="list-style-type: none"> <li>Approve and announce new budget schedule and set up committees and forums.</li> <li>Consultation on performance and changing needs.</li> </ul>
	AUGUST	<ul style="list-style-type: none"> <li>IDP Process Plan tabled at MAYCO and Council for approval.</li> <li>IDP preparation process initiated.</li> <li>Review of comments received on the 2012/13-2016/17 IDP document.</li> <li>Self-assessment to identify gaps in the IDP process.</li> <li>Integration of information from adopted Sector Plans into the IDP document.</li> <li>Provincial IDP JPI</li> <li>Initiation of new sector plans into the IDP.</li> <li>Start review and updating of the IDP Vision, Mission and Objectives.</li> <li>Start review of the strategic elements of the IDP in light of the new focus of Council.</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for last quarter of 2015/16) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the last quarter of <b>2015/16 MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</b>)</li> <li>Compile annual report for 2015/16 (<b>MFMA Sect 121</b>)</li> <li>Submission of 2015/16 Draft Annual Report to Auditor General</li> </ul>	<ul style="list-style-type: none"> <li>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. <b>MFMA s 21,22, 23; MSA s 34, Ch 4</b> as amended</li> <li>Mayor establishes committees and consultation forums for the budget process</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Officer to submit AFS to Auditor-General [Due by 31 August, <b>MFMA Sec 126(1)(a)</b>]</li> </ul>



MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
<b>SEPT</b>	<ul style="list-style-type: none"> <li>Integration of information from adopted Sector Plans into the IDP document.</li> <li>Finalisation of review of Elements of Spatial Development Framework.</li> <li>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</li> </ul>	<ul style="list-style-type: none"> <li>Auditor General audit of performance measures</li> </ul>	<b>Mayor and Council / Entity Board</b> <ul style="list-style-type: none"> <li>Council through the IDP process reviews strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans</li> </ul>	<b>Administration - Municipality and Entity</b> <ul style="list-style-type: none"> <li>Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</li> <li>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans</li> </ul>	<b>Budget Review Activities</b> <ul style="list-style-type: none"> <li>Update policies, priorities and objectives.</li> <li>Determine revenue projections and policies.</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>Integration of information from adopted Sector Plans into the IDP Review document.</li> <li>Review of Spatial Development Framework.</li> <li>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</li> </ul>	<ul style="list-style-type: none"> <li>Sect 57 Managers' quarterly assessments (for first quarter of 2016/17)</li> </ul>		<ul style="list-style-type: none"> <li>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials <b>MFMA s 35, 36, 42; MTBPS</b></li> </ul>	<ul style="list-style-type: none"> <li>Determine revenue projections and policies.</li> <li>Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</li> <li>Draft initial allocations to functions.</li> <li>Draft initial input to IDP.</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</li> <li>Project alignment between the DM and LM's.</li> <li>Identification of priority IDP projects.</li> </ul>		<ul style="list-style-type: none"> <li>Council finalises tariff (rates and service charges) policies for next financial year <b>MSA s 74, 75</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years' performance as per audited financial statements</li> </ul>	<ul style="list-style-type: none"> <li>Council determines strategic choices for next three years.</li> <li>Finalise tariff policies</li> </ul>



MONTH	ACTIVITIES				
	IDP	PMS	BUDGET	BUDGET	BUDGET
JANUARY	<ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</li> <li>Identification of priority IDP projects.</li> </ul>	<ul style="list-style-type: none"> <li>Mayor tables annual report for 2015/16 <b>MFMA Sect 127(2)</b></li> <li>Make public annual report and invite community inputs into report (<b>MFMA Sect 127 &amp; MSA Sect 21a</b>)</li> <li>Sect 57 Managers' quarterly assessments (for second quarter of 2016/17)</li> </ul>	<b>Mayor and Council / Entity Board</b>	<b>Administration - Municipality and Entity</b>	<b>Budget Review Activities</b>
			<ul style="list-style-type: none"> <li>Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year <b>MFMA s 87(1)</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) <b>MFMA s 36</b></li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</li> <li>Identification of priority IDP projects.</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for second quarter of 2016/17) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the second quarter of 2016/17) <b>MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</b></li> </ul>	<ul style="list-style-type: none"> <li>Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity <b>MFMA s 87(2)</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</li> <li>Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year <b>MFMA s 37(2)</b></li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>Executive adopts budget and plans and changes to IDP.</li> </ul>



MONTH	ACTIVITIES				
	IDP	PMS	BUDGET	BUDGET	
MARCH	<ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</li> <li>Initiate preparation of Capital Investment Plan.</li> <li>Initiate preparation of Financial Plan.</li> <li>Conclusion of Sector Plans initiated for the 2016/17 financial year and integration into the IDP.</li> </ul>	<ul style="list-style-type: none"> <li>Council to consider and adopt an oversight report [Due by 31 March <b>MFMA Sec 129(1)</b>]</li> <li>Set performance objectives for revenue for each budget vote (MFMA Sect 17)</li> </ul>	<b>Mayor and Council / Entity Board</b>	<b>Administration - Municipality and Entity</b>	<b>Budget Review</b>
			<ul style="list-style-type: none"> <li>Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month <b>MFMA s 87(2)</b></li> <li>Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year <b>MFMA s 16, 22, 23, 87; MSA s 34</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed <b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b></li> <li>Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March <b>MFMA s 42</b></li> </ul>	<ul style="list-style-type: none"> <li>Mayor tables budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>Incorporation of DORA information into the IDP document.</li> <li>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</li> <li>Identify departmental allocations from Municipality's Own Funds.</li> <li>Workshops with Portfolio Councillors to identify projects to which Own Funds will be allocated to.</li> <li>Preparation of Capital Investment Plan.</li> <li>Preparation of Financial Plan.</li> <li>Public participation process launched through series of public hearings on the IDP and Budget.</li> <li>Conclusion of Sector Plans initiated for the 2016/17 financial year and integration into the IDP</li> </ul>	<ul style="list-style-type: none"> <li>Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2017/18 IDP</li> <li>S57 Managers' Quarterly Performance Assessments</li> <li>Publicise Annual Report [Due by 7 April MFMA Sec 129(3)]</li> <li>Submit Annual Report to Provincial Legislature/MEC Local Government [Due by 7 April MFMA Sec 132(2)]</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc MFMA s 21</li> <li>Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other prov. and nat. organs of state and municipalities. Mayor to respond to submissions during consultation and table amendments for council consideration. Council to approve IDP and budget and plans at least 30 days before start of budget year.</li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc.</li> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> </ul>



MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
MAY	<ul style="list-style-type: none"> <li>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</li> <li>IDP/Budget Steering Committee meeting to consider the amendments to the IDP.</li> <li>MAYCO recommends adoption of the IDP to Council.</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for third quarter of 2016/17) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for third quarter of 2016/17 <b>MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</b>)</li> <li>Annual review of organisational KPIs (<b>MPPR Reg 11</b>)</li> <li>Review annual organisational performance targets (<b>MPPR Reg 11</b>)</li> </ul>	<b>Mayor and Council / Entity Board</b>	<b>Administration - Municipality and Entity</b>	<b>Budget Review Activities</b>
			<ul style="list-style-type: none"> <li><b>MFMA s 23, 24; MSA Ch 4 as amended</b> Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality</li> <li><b>MFMA s 87</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</li> </ul>	<ul style="list-style-type: none"> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>Adoption of the IDP by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Community input into organisation KPIs and targets</li> <li>Budget for expenses of audit committee</li> </ul>	<ul style="list-style-type: none"> <li>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year <b>MFMA s 16, 24, 26, 53</b></li> <li>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with <b>s 57(2) of the MSA.</b></li> <li>The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</li> <li><b>MFMA s 53; MSA s 38-45, 57(2)</b></li> <li><b>MFMA s 59, 79, 82; MSA s 59-65</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by <b>s 57(1)(b) of the MSA.</b></li> <li><b>MFMA s 69; MSA s 57</b></li> <li>Accounting officers of municipality and entities publishes adopted budget and plans</li> <li><b>MFMA s 75, 87</b></li> </ul>	<ul style="list-style-type: none"> <li>Publish budget and plans.</li> <li>Finalise performance contracts and delegation</li> </ul>

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## **SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION**

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### **10.0 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION**

Four major functions can be aligned with the public participation process namely:

- ◆ Needs identification;
- ◆ Identification of appropriateness of proposed solutions;
- ◆ Community ownership and buy-in; and
- ◆ Empowerment.

### **11.0 MECHANISMS FOR PARTICIPATION**

The following mechanisms for participation will be utilised:

**a) Joint Public Participation Engagements between the district and local municipalities**

A district wide calendar of events will be drawn up with the local municipalities. These events, though initiated by the local municipalities, will be supported in principle and administratively by the district municipality. All inputs raised by stakeholders will be minuted and provided to the district municipality to be considered as part of the Analysis Phase of the IDP. These specific meetings will be sector based and excludes Ward-based meetings by the local municipalities.

**b) Media**

Local newspapers and the District's newsletter will be used to inform the community of the progress of the IDP.

**c) Radio Slots**

The community radio station will be utilised to make public announcements where necessary.

**d) Information sheets**

This will be prepared in English, Afrikaans and isiXhosa and be distributed via civil society structures where a need for this has been identified.

**e) The DM's Website**

The DM's website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

**f) IDP/Budget Hearing**

The Cape Winelands District Municipality will be hosting an IDP/Budget Hearing to publicise the draft IDP and Budget between 26 March 2017 and 26 April 2017. The venue for the hearing will be publicised through the media and offices of the Cape Winelands District Municipality.

## **12.0 PROCEDURES/PROCESS FOR PARTICIPATION**

### **12.1 Council Approval**

The IDP will be tabled at MAYCO for consideration by mid-March 2017. Council will then adopt the IDP and Budget by the end of May 2017.

## **13.0 MATTERS, MECHANISMS AND PROCEDURES FOR ALIGNMENT AND CONSULTATION**

**Two kinds of alignment are required, namely:–**

- Between CWDM and the five local municipalities as well as with other municipalities sharing borders with the district municipalities;
- Between the local government institutions and the CWDM on the one hand and national and provincial spheres of government and corporate service providers such as ESCOM and TELKOM on the other hand.

Each municipality will need to ensure internally that IDP projects that have commenced already are aligned with new projects and that the continuation thereof is safeguarded within the new process. Each municipality will be responsible for addressing such cases themselves.

The CWDM accepts **responsibility** for all alignment processes at local government level in the district.

If special alignment needs arise, e.g. in case of cross-border alignment activities between local municipalities in the CWDM and those in adjacent districts (e.g. between Swellendam, Theewaterskloof Municipality and the Metro), these will be referred to MAYCO who will decide how a specific matter will be dealt with.

**Special attention must be given to the following overall aspects during all phases of the planning process and in all alignment actions: –**

- Horizontal alignment between the IDPs of the local municipalities.
- Ensuring vertical alignment between district and local IDPs.
- Facilitation of alignment of district and local IDPs with the policies and strategies/programmes of other spheres of government and sector departments, to ensure that they qualify for allocations from departmental budgets and allocations (PGDS, NSDP, DSD, ASGISA, etc.).
- Facilitation of alignment between IDP strategies and programmes of the CWDM and local municipalities on the one hand and corporate service providers such as ESCOM, TELKOM, etc. on the other hand.
- The joint promotion of regional vision and cultivating an IDP focus and awareness throughout the region.
- Special attention to addressing agency services rendered by the CWDM on behalf of the provincial authority.
- Dealing with conflict during alignment processes.
- Integration between the SPLUMA and IDP processes (The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA))

In addition to the above-mentioned alignment processes which form part of the various phases in the planning process, section 84 of the Municipal Structures Act, 2000 provides for the inclusion of the following issues and elements, which also require alignment and the establishment of certain principles for a coordinated approach, in the IDPs of district and local municipalities:–

- |                     |   |  |
|---------------------|---|--|
| • Service provision | – | Bulk supply of electricity                             |
|                     | – | Bulk sewerage services                                 |
|                     | – | Bulk supply of water                                   |
|                     | – | Roads  |
|                     | – | Public transport                                       |
| • Facilities        | – | Health   |
|                     | – | Safety and security                                    |
|                     | – | Education  |
|                     | – | Sports   |
| • Functions         | – | Planning   |
|                     | – | Collection of taxes/income and allocation/distribution |

Some of the above-mentioned still requires final clarification of functions. **Joint strategic sessions**, as forming part of the year programme of the DCF Technical Forums covering each of the above-mentioned issues will be held at district level to ensure alignment.

In each of the above-mentioned spheres it is important that the district and local municipalities together find clarity on the way in which they will tackle the challenges of development at regional level and which strategies or development

approach they will follow. Each individual municipality must also be sure about its own resources and capacity to deliver within the developmental approach. These aspects will be addressed at the joint strategic workshops.

**Joint strategic sessions** will also consider the following aspects:–

- Regional economic development;
- Human development in the region;
- The Spatial Development Framework for the region, keeping in mind the new SPLUMA regulations;
- The sustainable utilisation of scarce resources, with special reference to environmental viability;
- Proactive consultation and coordination between district and local municipalities on delivery programmes and projects in the district, to ensure an integrated approach throughout and the achievement of common district objectives in the process;
- Action-specific principles, e.g. bioregional planning principles, will be fundamental to all spatial planning in the district;
- Information sharing among municipalities in the region;
- Priorities identified by more than one local municipality which as such can be regarded as partial regional priorities;
- Proactive definition of components, strategies and programmes of the IDP/IDPs arising from non-municipal line functions, as well as crosscutting dimensions such as poverty, gender issues, etc. that have to be addressed;
- Coordination of actions and implementation of IDP strategies.

## **14.0 PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK**

### **14.1 Procedures and principles for monitoring the planning process**

The following procedures and principles will apply to the monitoring of the planning process:–

- Each municipality is responsible for monitoring its own process and for ensuring that the agreed principles and programmes for the Framework are adhered to.
- Each municipality will use its IDP Steering Committee together with the IDP Manager concerned as the responsible monitoring agent. The monitoring agent is responsible for reporting on progress/problems upward to the Council and MayCo concerned and downward to departmental heads, officials and functionaries. The IDP Representative Committee must also monitor the process.
- Sections 83 and 84(1)(a) of the Municipal Structures Act empower the CWDM to monitor the process at district and local level. The

IDP Manager of the CWDM monitors the processes at local municipalities by way of regular liaison and enquiries.

#### **14.2 Amendment of Framework**

The following procedures and principles will apply to addressing any departure/amendment to the Framework and/or the planning process as such:–

- The committee of IDP Managers referred to in paragraph 1.5 above meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the Framework and the planning process are required.
- Each municipality must notify the CWDM within five (5) working days of any departure from its Action Plan that may have an impact on district-level activities and programmes (e.g. the identification of local priorities are delayed and therefore the district-level strategic workshop on priorities would have to be postponed).
- Requests to amend the Framework must include:–
  - The wording of the proposed amendment;
  - Motivation for the amendment;
  - Expected implications of the amendment.
- CWDM's IDP Manager deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comment is invited.
- The District IDP Managers Forum responsible for the preparation of the Framework continues with the mandate to consider proposals for the amendment of the Framework, to define proposals for amendment and to approve these.
- CWDM's IDP Manager amends the Framework and submits it to the various Councils for final approval to the District Coordinating Forum.

## 15.0 COMPONENTS FOR INCLUSION IN INTEGRATED DEVELOPMENT PLANS

### 15.1 Clear *analysis* of municipal reality & clear development *strategy*

- Socio-economic analysis of municipal area: (Ward-based profiling within the municipal area)
- Clear development vision
- Clear **economic development** strategy (to broaden economic participation through skills development and higher investment rate)
- Clear strategy for people development (skills / health / education)
- Clear actions for development of natural resource base
- Action for integrated human settlement (spatial planning logic)
- Sectoral plans in support (water, transport, energy, land reform)

### 15.2 Targeted basic *services and infrastructure* investment

- Basic service provision that addresses national targets for basic service provision (water, sanitation, electricity, waste removal/sanitation)
- Clear medium to long term infrastructure provision strategy: Targeting of services and infrastructure to specific areas
- Maintenance of infrastructure is addressed, MIG and other infrastructure grants are optimally utilized

### 15.3 Community involvement in planning and delivery

- Municipal-wide engagement on IDP and related task teams
- Communication on IDP through council and ward structures

### 15.4 Institutional *delivery capacity* within municipality

- Clear project and service delivery plans
- Budget linked to IDP priorities and projects
- Clear performance indicators for IDP implementation: services/project.
- Internal skills, systems and implementation responsibilities.

### 15.5 Alignment with national/provincial programmes

- IDP addresses national & provincial strategies (economic, social and environmental (i.e. NSDP, PGDS, Provincial Strategic Plan)
- District and Local IDP have shared strategic priorities
- Sharing of resources between spheres of government in the IDP

<b>1. Strategic issues: Improve LED plans to enable critical trade off decisions to be made and ensure implementation</b>	Analysis Strategy	Rigorous analysis of the economic reality of the municipality. Clear economic development strategy
	Infrastructure Investment	Targeted economic infrastructure investment strategy or plans. ED responses linked to community priorities
<b>2. Implementation issues: Ensure local implementation capacity, &amp; identify actions to reach commitment between the national, provincial and local sphere on the priority actions</b>	Delivery Capacity	Institutional delivery capacity of municipality Skilled human resources, implementation systems (i.e. project management, budget and performance management through clear key performance indicators)
	Alignment	Intergovernmental commitment to delivery on IDP (between the 3 government spheres & between district and local municipalities)

# **ANNEXURE A**

## **APPLICABLE LEGISLATION**

**DATE: July 2016**

**IDP FRAMEWORK GUIDELINE: APPLICABLE LEGISLATION & POLICIES FOR CAPE WINELANDS DISTRICT MUNICIPALITY IN INTEGRATED DEVELOPMENT PLANNING**

**1. LEGISLATION**

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Development Facilitation Act, 1995 (Act No. 67 of 1995)</b>	Department of Rural Development and Land Reform	<b>Land Development Objectives</b> Spatial development Spatial integration Sustainable development Bulk infrastructure planning Settlement density Land use control Development strategies Administrative structures Housing delivery	Municipalities	Municipalities & MEC Local Government
<b>Less Formal Township Establishment Act (Act 113 of 1991)</b>	Department of Rural Development and Land Reform	Shortened procedures for designation, provision and development of land and establishment of townships, less formal forms of residential settlement, regulating use of land by tribal communities for communal forms of residential settlement	Municipalities	Dept of Local Government
<b>Removal of Restrictive Conditions Act (Act No 84 of 1967)</b>	Department of Rural Development and Land Reform	To alter, suspend or remove certain restrictions and obligations in respect of land in the province	Municipalities	Dept of Local Government
<b>Upgrading of Land Tenure Rights Act (Act No 112 of 1991)</b>	Department of Rural Development and Land Reform	Upgrading and conversion of certain rights, granted in respect of land and for the transfer of tribal land in full ownership of tribes	Municipalities	Dept of Local Government Reform and Department of Human Settlements (jointly administered)

<b>Municipal Systems Act (No. 32 of 2000)</b>	Dept of Local Government	<b>Integrated Development Plans</b> Strategic planning Multi-sectoral planning, co-ordination & alignment	Municipalities	Municipalities. MEC Local Government may require amendment to IDP
<b>Water Services Act, 1997 (Act No. 108 of 1997)</b>	Department of Water Affairs	<b>Water Services Plans</b> Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities
<b>National Land Transport Transition Act (Act No. 22 of 2000)</b>	Department of Transport	<b>Transport Plans</b> Public transport plan operational plan Integrated transport plan Operational plan.	Transport Authorities Municipalities	Transport Authorities Municipalities
<b>National Housing Act, 1997 (Act No. 107 of 1997)</b>	Department of Human Settlements	<b>Housing Delivery Plans</b> Provision and delivery of housing.	National & Provincial Government, Municipalities	National & Provincial Govt., Municipalities
<b>National Environmental Management Act (Act No. 107 of 1998)</b>	Department of Environmental Affairs and Tourism	<b>Environmental Mgt Plans</b> Environmental principles Environmental implementation and management plans	Certain national departments and each province	Relevant department in the province
<b>Environmental Conservation Act</b>	Department of Environmental Affairs and Tourism	Provides for the effective protection and controlled utilization of the environment and for matters incidental thereto	Minister/ Administrator/ local authority	Minister/ Administrator/ local authority
<b>Municipal Structures Act, 1998 (Act No. 117 of 1998)</b>	Department of Cooperative Governance and Traditional Affairs (COGTA)	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	N/A
<b>Public Finance Management Act (Act No. 1 of 1999) &amp; Treasury Regulations</b>	National Treasury	<b>economic, efficient &amp; effective management of public finances</b> transferred from National or Province to Municipalities through sound accounting and internal control systems	Municipalities	National & Provincial Treasury

<b>Municipal Finance Management Act (Act No. 56 of 2003)</b>	National Treasury	<b>economic, efficient &amp; effective management of municipal finances</b> through sound accounting and internal control systems	Municipalities	National & Provincial Treasury
<b>Property Rating Bill (2000)***</b>	Department of Cooperative Governance and Traditional Affairs	Creation & maintenance of sustainable municipal rates base	Municipalities	N/A
<b>Promotion of Administrative Justice Act (Act No. 3 of 2000)</b>	Department of Justice	Fair Administrative Procedures	Municipalities	N/A
<b>Promotion of Access to Information Act (Act No. 2 of 2000)</b>	Department of Justice	Freedom of access to public information	Municipalities	N/A
<b>Interim Protection of Informal Land Rights Act (Act No. 31 of 1996)</b>	Department of Rural Development and Land Reform	Provides for the temporary protection of certain rights to and interests in land which are not otherwise adequately protected by law.	Minister Rural Development and Land Reform	Department of Rural Development and Land Reform
<b>Extension of Security of Tenure Act, Act 62, 1997</b>	Department of Rural Development and Land Reform	Provides for measures with State assistance to facilitate long-term security of land tenure; to regulate the conditions of residence on certain land; to regulate the conditions on and circumstances under which the right of persons to reside on land may be terminated: and to regulate the conditions and circumstances under which persons, whose right of residence has been terminated, may be evicted from land; and to provide for matters connected therewith.	Municipalities	Department of Rural Development and Land Reform

<p><b>Labour Tenants Act, Act 3 of 1996.</b></p>	<p>Department of Rural Development and Land Reform</p>	<p>Provides for the security of tenure of labour tenants and those persons occupying or using land as a result of their association with labour tenants, to provide for the acquisition of land and rights in land by labour tenants. The date for lodgement of claims in terms of this act has passed. Some 2600 claims have been received by the Provincial Land Reform Office.</p>	<p>Municipalities</p>	<p>Department of Rural Development and Land Reform</p>
<p><b>Restitution Act, Act 22 of 1994</b></p>	<p>Department of Rural Development of Rural Development and Land Reform</p>	<p>Provides for the restitution of rights in land in respect of which persons or communities were dispossessed under or for the purpose of furthering the objects of any racially based discriminatory law. (administrative responsibility lies with the Provincial Restitution Commission</p>	<p>Municipalities</p>	<p>Land Restitution Commission</p>
<p><b>Provision of Land and Assistance Act, Act 126, 1993</b></p>	<p>Department of Rural Development and Land Reform</p>	<p>Provides for the designation of certain land; to regulate the subdivision of such land and the settlement of persons thereon; to provide for the rendering of financial assistance for the acquisition of land and to secure tenure rights; and to provide for matters connected therewith.</p>	<p>Municipalities</p>	<p>Department of Rural Development and Land Reform</p>

Integration between the SPLUMA and IDP processes (The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA))

