

<b>ITEM/S UNDER SEPARATE COVER</b>
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13.4

13.4	<b>INTEGRATED DEVELOPMENT PLAN (IDP) PUBLIC PARTICIPATION METHOD FOR SEPTEMBER 2023</b>
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Date: Council 23 August 2023

**1. SUBJECT: INTEGRATED DEVELOPMENT PLAN (IDP) PUBLIC PARTICIPATION METHOD FOR SEPTEMBER 2023****2. PURPOSE**

To table to the Council for consideration:

- (e) The proposed IDP Public Participation method to consult with the community and stakeholders; and
- (f) The proposed IDP Public Participation Open Day Schedule for September 2023, attached as **ANNEXURE A**.

**3. DELEGATED AUTHORITY**

Council.

**4. EXECUTIVE SUMMARY**

Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) states that each municipality must start a public participation process to get input from the community during the planning phase for the review of the Integrated Development Plan (IDP). The public participation process entails creating spaces and platforms for active public participation and engagement. Through creating public participation spaces and platforms, the Stellenbosch Municipality wants to ensure a process of integrated planning, inclusivity, and, most importantly, accessible spaces and platforms for all residents and stakeholders to participate in the IDP process.

A proposal to the Council is to consider an alternative public participation method for the review of the IDP.

The proposal to the Council is to consider **IDP Public Participation Open Days** for the planning phase of the 2<sup>nd</sup> Review of the 5<sup>th</sup> Generation IDP 2022 – 2027. The IDP Public Participation Open Days aim to create a broader platform for dialogue and the analysis of community needs. It will serve as a one-stop municipal desk for the community to get information on municipal services, projects, and programmes and to engage with senior municipal officials about ward issues, share ideas, and ask questions.

At an all-ward councillor meeting on Monday, 21 August 2023 it was recommended that the Stellenbosch Municipality adopt the IDP Public Participation Open Days as a public participation method to consult with the community and stakeholders on the IDP and Budget. Therefore, area-based open days will be held in the respective areas of the Stellenbosch Municipal Area (see attached **ANNEXURE A** for the IDP Public Participation Open Days schedule).

The IDP public participation period will comprise the period Monday, 04 September – Wednesday, 04 October 2023, to allow members of the community and stakeholders ample time to provide community input and needs. The area-based public participation open days will be held from Tuesday, 12 September to Monday, 18 September 2023

in the respective areas within a central venue. In total, eight (8) IDP Public Participation Open Days will be held over a four-day period, with two (2) open days per day. The municipality will provide transportation, with pick-up points specified on the open day's schedule. A Sector Engagement will be convened in October 2023, where sector organisations will have the opportunity to submit verbal inputs.

In addition to the public participation open days, alternative platforms will be made available to community members and stakeholders to submit their community input and needs. The list of platforms is listed below:

- A link to an electronic submission form will be active from Monday, 04 September – Wednesday, 04 October 2023 on the municipal website: [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za);
- The link to the electronic form will be broadcast via WhatsApp, Email and published on Facebook, and the Stellenbosch Citizen App;
- 'Have Your Say' boxes will be placed at ward offices and libraries; and
- Submissions may be done via email at: [idp@stellenbosch.gov.za](mailto:idp@stellenbosch.gov.za) or WhatsApp at 067 427 1556.

## 5. RECOMMENDATIONS

- e) that the Council approve the IDP Public Participation Open Days as a public participation method;
- f) that the IDP Public Participation Open Day Schedule for September 2023 be approved, attached as **ANNEXURE A**;
- g) that any subsequent amendments to the IDP Public Participation Open Day Schedule, the Municipal Manager is given the mandate to approve the amendments; and
- h) that an advertisement be placed on the municipal website and in the local newspaper notifying the public of the IDP Public Participation Open Days for September 2023.

## 6. DISCUSSION

### 6.8 Background

Public participation enables the public to have meaningful engagement and input into the municipality's decision-making process. According to Section 16 of the MSA:

A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose–

- (d) encourage, and create conditions for, the local community to participate in the affairs of the municipality.

The local community has the right and duty to participate in municipal affairs and decision-making through public participation mechanisms and processes to improve service delivery. The public participation process that the municipality embarked on during September and October 2023 for community needs analysis is captured in Section 17(2) of the MSA, which states:

“A municipality must establish appropriate mechanisms, processes, and procedures to enable the local community to participate in the affairs of the municipality.”

The IDP Public Participation Open Days will be hosted in central venues in the respective areas as identified in Annexure A. The venues will be set-up with service

tables for each directorate ready to engage with community members. Transport will be made available at the various pick-up points at specific times as specified on the open day's schedule (Annexure A). The transport plan makes provision for return trips at different interval timeslots.

In terms of giving sufficient notice to the public of the IDP Public Participation Open Days the municipality will use the communication channels listed below:

- Publish the IDP Public Participation Open Days schedule in the local newspaper, on the municipal website, and on approved social media platforms;
- Creating a build-up for the upcoming IDP Public Participation Open Days by introducing the different directorates and electronic submission platforms and how to access these platforms;
- Distribution of pamphlets and posters in specific wards where requested to do so by the ward councillor. The ward councillor will take responsibility for the distribution process; and
- Email the IDP Public Participation Open Days schedule to the municipal customers on the municipal account database.

#### **6.9 Financial Implications**

There are no financial implications beyond that which was approved in the 2023/24 MTREF Budget.

#### **6.10 Legal Implications**

**Section 16(1)** of the MSA states that:

A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose—

- (d) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—
  - vi. the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
  - vii. the establishment, implementation and review of its performance management system in terms of Chapter 6;
  - viii. the monitoring and review of its performance, including the outcomes and impact of such performance;
  - ix. the preparation of its budget; and
  - x. strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- (e) contribute to building the capacity of—
  - iii. the local community to enable it to participate in the affairs of the municipality; and
  - iv. councillors and staff to foster community participation; and
- (f) use its resources, and annually allocate funds in its budget, as may be appropriate for implementing paragraphs (a) and (b)

**Section 17(2)** of the MSA further specifies that:

A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality, and must for this purpose provide for -

2. the receipt, processing and consideration of petitions and complaints lodged by members of the local community;

3. notification and public comment procedures, when appropriate;
4. public meetings and hearings by the municipal council and other political structures and political office bearers of the municipality, when appropriate;
5. consultative sessions with locally recognised community organisations and, where appropriate, traditional authorities; and
6. report back to the local community.

**6.11 Staff Implications**

This report has no additional staff implications for the municipality.

**6.12 Risk Implication**

This report has no direct risk implications for the municipality.

**6.13 Previous / Relevant Council Resolutions**

None.

**6.14 Comments from Senior Management****6.14.1 Director: Community and Protection Services**

Supported

**6.14.2 Chief Financial Officer**

Supported

**6.14.3 Director: Infrastructure Services**

Supported

**6.14.4 Director: Corporate Services**

Supported

**6.14.5 Director: Planning and Economic Development**

Supported

**6.14.6 Comments from the Municipal Manager**

Supported

**ANNEXURES**

**Annexure A:** IDP Public Participation Open Days Schedule for September 2023

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Geraldine Mettler</i>
<b>POSITION</b>	<i>Municipal Manager</i>
<b>DIRECTORATE</b>	<i>Office of the Municipal Manager</i>
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<b>REPORT DATE</b>	<i>17 August 2023</i>

# **ANNEXURE A**


**IDP PUBLIC PARTICIPATION OPEN DAYS SCHEDULE: SEPTEMBER 2023**

\*Public participation period: Monday, 4 September – Wednesday, 04 October 2023

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick-Up Point	First Trip Pick-Up Time	Second Trip Pick-Up Time
Tuesday, 12 Sept 2023	15:30 – 19:30	1 and 2	Clr Reginald Pheiffer Clr Wilhelmina Petersen	Groendal Community Hall (Franschhoek)	Bo-Hoek Farm Gate	15:00	17:30
					Franschhoek Town Hall	15:15	17:45
					Bosbou (La Motte Hall)	15:20	17:55
		3 and 4	Clr Charles Manuel Clr Ralphon Adams	Kylemore Community Hall (Kylemore)	Lanquedoc Klip Church	14:30	17:30
					Meerlust Community Hall	14:45	17:45
					Wemmershoek Community Hall	14:50	17:50
					Maasdorp Entrance	15:00	18:00
						Pniël Municipal Office	15:15
Wednesday, 13 Sept 2023	15:30 – 19:30	7, 8, 9, 11, 22 and 23	Clr Annemarie Ferns Clr Carli Van Wyk Clr Zelda Dalling Clr Johannie Serdyn Clr Esther Groenewald Clr Lwando Nkamisa	Stellenbosch Town Hall (Plein Street)	No Transport		
					18 and 19	Clr JC Anthony Clr James Williams	Klapmuts Multipurpose Centre (Klapmuts)
	De Waalshof (Tennis Court)	14:30	17:30				
	Bellevue Entrance	14:40	17:40				
	Cabrico / Corobrick Entrance	14:50	17:50				
	Koelenhof Railway Station	14:20	17:20				
	De Hoop Entrance	14:30	17:30				
	Kromme Rhee and Koelenhof Farm (Clubhouse)	14:40	17:40				
	Slayley Farm Entrance	14:40	17:40				
	De Clapmuts Entrance	14:45	17:45				
	Elsenburg (JJ Rhode School)	14:50	17:50				
	Muldersvlei Station (by the shop)	15:00	18:00				
	Nooitgedacht Entrance	14:20	17:20				
	Simonsig Entrance	14:30	17:30				
	Beyerskloof Entrance	14:40	17:40				
	Chickwick / De Trekka Entrance	14:50	17:50				
De Novo Community Hall	15:00	18:00					
Thursday, 14 Sept 2023	17:30 – 20:30	12, 13, 14 and 15	Clr Ayanda Tomose Clr Mary Nkopane Clr Maxwell Danana Clr Elliot Masimini	Kayamandi High School (Kayamandi)	Kayamandi Taxi Rank	16:30	18:00
					Trust Centre	16:45	18:15
					Makuphula High School Gate	16:55	18:20
					Kayamandi Clinic	17:05	18:35
					Legacy Centre / Hall	17:10	18:45

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick-Up Point	First Trip Pick-Up Time	Second Trip Pick-Up Time
Monday, 18 Sept 2023	17:30 – 20:30	20 and 21	Cllr Joseph Joon Cllr Mynard Slabbert	Webergedenk Primary School Hall (Jamestown)	Luyolo Street (next to Majola Panel Beaters)	16:30	18:00
					Siyanqoba Creché	16:45	18:15
					Luyolo Playpark	16:55	18:30
					Kayamandi Primary School	17:05	18:40
	17:30 – 20:30	5 and 6	Cllr Roy Van Rooyen Cllr Nateshia Mcombring	St Ida's Primary School Hall (Ida's Valley)	Vlottenburg Primary School	16:00	17:30
					Vlaeberg Tennis Court	16:10	17:40
					Meerlust Farm (De Wijnlanden Traffic Light)	16:25	17:45
					Lynedoch Garage	16:30	17:50
					Raithby Methodist Church	16:00	17:30
					Eikendal Farm Gate	16:15	17:40
					Mooiberge Farm Stall	16:30	18:00
	15:30 – 19:30	10, 16, 17 and 19 (Smartietown and Weltevrede 1 and 2)	Cllr Rozette Du Toit Cllr Elsabe Vermeulen Cllr Peter Johnson Cllr James Williams	Eike Hall (Cloeteville)	Jonkershoek (Bosdorp and Cape Nature)	16:30	17:30
					Rustenburg Farm Gate	17:00	18:00
					Hydro - Gate	17:15	18:15
Kanonkop (at the second entry delivery point)					17:00	18:00	
Groenhof (Infront of the big trees)					17:05	18:05	
Remhoogte (Opposite Remhoogte in front of the gate)					17:10	18:10	
Timberlea / Blue Jay (at the gate)					17:15	18:15	
Nietvoorbij (at the gate)					17:20	18:20	
Curry Street (before the North-End Street Stop Sign)					15:00	17:45	
Corner of Last Street and Bergstedt Street					15:10	18:00	
Corner of Bergstedt Street and Chippendale Street					15:20	18:15	
Stellita Park Stairs					15:00	17:30	
Rhode Road Flats					15:10	17:45	
Kloof / Long Street Flats	15:15	18:00					
Smartie Town Bus Stop	15:15	17:30					
Weltevrede 1 (Entrance in Long Street)	15:20	17:45					
Weltevrede 2 Entrance	15:25	17:50					
Baksteenhuus Long Street (South, Tennantville)	15:25	17:30					
Tennantville - Noble Street (Noble Park)	15:20	17:30					
AF Louw Primary School	15:10	17:45					
Ward 10 Office (Lap flats)	15:00	18:00					

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick-Up Point	First Trip Pick-Up Time	Second Trip Pick-Up Time
<b>IDP Stakeholder Engagement</b>							
Date	Time	Event		Venue			
Wednesday, 04 October 2023	10:00 – 13:00	IDP Stakeholder Engagement		TBC			No Transport

Geraldine Mettler  
Municipal Manager