

2022 – 2027 INTEGRATED DEVELOPMENT PLAN PROCESS PLAN

To guide the planning, drafting and adoption and review of the

STELLENBOSCH MUNICIPALITY 5TH GENERATION INTEGRATED DEVELOPMENT PLAN 2022 - 2027



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IDP Process Plan

Compiled in terms of
Section 28 and 29 of the Local Government: Municipal Systems Act, 2000
(Act No. 32 of 2000)

Adopted by Council on

The Integrated Development Plan (IDP) is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organisation (internal focus).

The **Integrated Development Plan** –

-  is adopted by the council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
-  is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
-  guides and informs all planning and development, and all decisions with regard to planning, management and development;
-  forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
-  seeks to promote integration by balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.



List of Abbreviations

Abbreviation	Description
CITP	Comprehensive Integrated Transport Plan
CWDM	Cape Winelands District Municipality
IDP	Integrated Development Planning
IGR	Intergovernmental Relations
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
MTREF	Medium Term Revenue Expenditure Framework
SDBIP	Service Delivery Budget Implementation Plan
SPLUMA	Spatial Planning Land and Use Management Act
WSDP	Water Services Development Plan



1. Introduction and Background

1.1 Purpose of the 5th Generation IDP Process Plan / Time Schedule

Integrated development planning is the key tool for local government to manage with its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is seen as a function of municipal management, as part of an integrated system of planning and delivery.

The Integrated Development Plan (IDP) Process Plan / Time Schedule is the first process of the newly elected Council that paves the way and articulates the progressive activities and processes which the municipality will embarked on in the drafting, adoption, and review of its 5th Generation Integrated Development Plan (IDP) for the implementation period 2022 – 2027. The process plan enhances integration and alignment between the IDP and the Budget, thereby ensuring the development of an IDP-based budget.

To ensure certain minimum quality standards of the IDP, and proper coordination between all stakeholders, including the Council, administration, different spheres of government, institutional structures, ward committees and various community-based organisations, the preparation of the Process Plan / Time Schedule has been regulated in the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA).

The IDP Process Plan incorporates all municipal planning, budgeting, performance management, performance reporting and public and stakeholder engagement processes. The preparation of a Process Plan, which is 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**.

1.2 Area of the IDP

The IDP will be applicable to the Stellenbosch Municipal Area which includes the following towns and settlements: Jamestown, Raithby, Vlottenburg and surrounding areas, Franschhoek area, Groendal, Mooiwater, La Motte, Wemmershoek, Lanquedoc, Pniël, Johannesdal, Kylemore, Stellenbosch (Cloeteville, Ida's Valley, Central Town, Kayamandi and surrounding farms), Klapmuts, De Novo and surrounding farm areas. Stellenbosch covers an area of approximately 900 km².

1.3 Preparation for the process

The Process Plan should encapsulate the following:

- ✦ The relationship between the District Framework, Process Plan and Time Schedule;
- ✦ The distribution of roles and responsibilities in the IDP development process;
- ✦ Institutional arrangements for the process;
- ✦ Mechanisms for public participation;
- ✦ Specific activities to be undertaken with timeframes and resources requirements;
- ✦ Mechanisms and procedures for alignment with external stakeholders; and



- Relevant and binding planning and policies requirements at national and provincial spheres.

1.4 Relationship between the District Framework / Process Plan / Time Schedule

The objective of the District Framework (Section 27 Framework) is to ensure that the district and local municipalities in a specific demarcated area, as well as the National and Provincial planning processes are mutually linked to inform and complement each other, thereby culminating into a regulatory framework which seeks to direct efficient, effective and economically driven planning initiatives and innovations in response to the prevailing socio-economic realities through accurate, credible and sustainable resource allocation.

The table below serves to provide a high - level distinction between the IDP District Framework, IDP Process Plan / Time Schedule adopted in terms of section 21 of the MFMA.

Table 1: Relationship between District Framework, Process Plan and Time Schedule

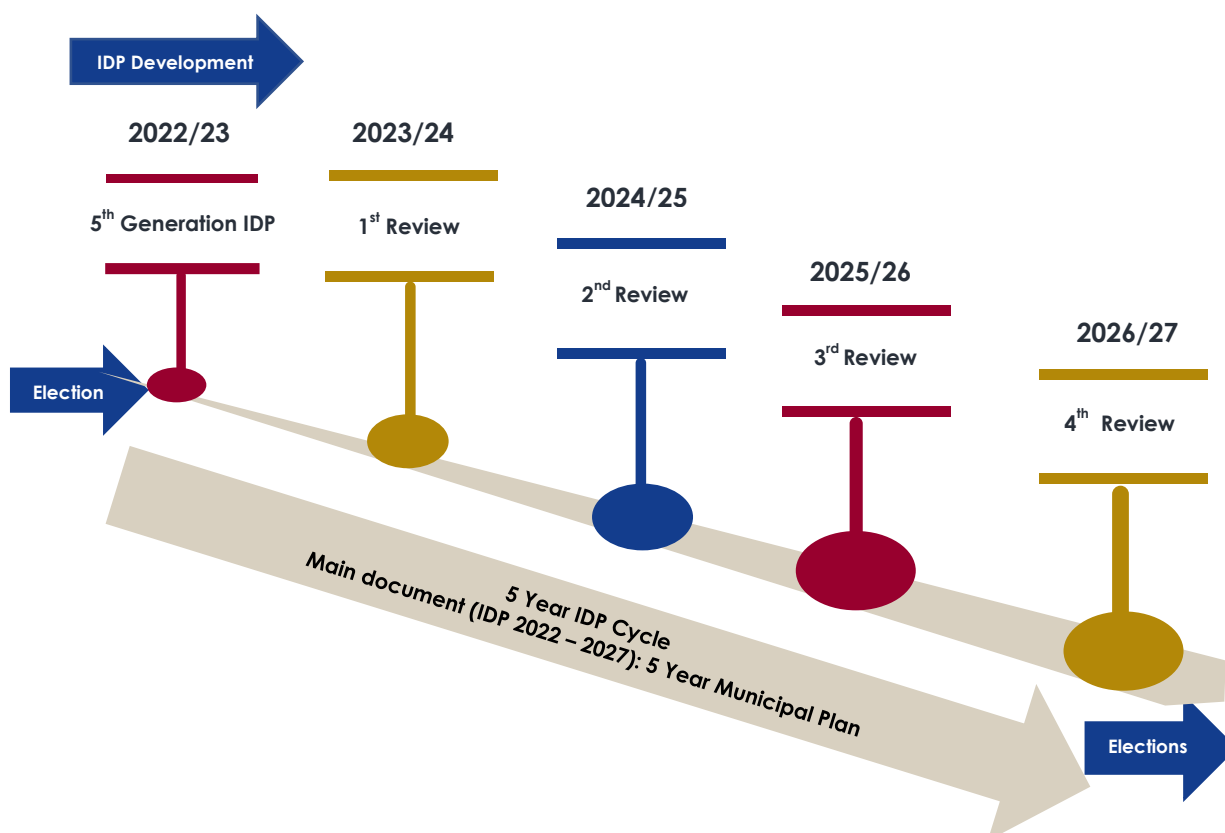
District Framework	Process Plan (Five Year)	Time Schedule (Annually)
<p>The District Framework in accordance with section 27 of the MSA must be adopted by the district municipality within a prescribed period after the start of its elected term.</p> <p>The Framework, amongst others, obligates both the district and the local municipalities in its area on binding legislation, IDP matters which require alignment and procedures for consultation during the process of drafting their respective IDPs.</p>	<p>The IDP Process Plan in accordance with section 28 of the MSA is a process that is set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Council's elected term.</p> <p>It contain events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.</p>	<p>In accordance with section 21 of the MFMA the Council must adopt a Time Schedule outlining key deadlines for the tabling and adoption of the annual review / amendment of the IDP, any amendments to the IDP and consultative processes which form part of the annual IDP and Budget review.</p>



2. IDP Process Planning

2.1 Five Year IDP Cycle

Figure 1: Five-year IDP Cycle



2.2 Phases of the IDP Annual Process

The table below summarises the important activities and deliverables to be considered during the phases of the process of drafting and annual review of the IDP.

Table 2: Phases of the IDP annual process

Phases	Time Frame	Tasks	Responsible
Analysis	September - October	<p>External Analysis</p> <p>Review sector plans and priorities implementation of sector plans recommendations. Review / amendment of Spatial Development Framework. Socio Economic Analysis. Public participation: Community needs analysis and inputs.</p> <p>Internal Analysis</p> <p>Review Long Term Financial Plan. IDP needs analysis.</p>	<p>All departments</p> <p>Planning and Economic development</p> <p>IDP/PMS/PP Section Finance IDP/PMS/PP Section</p>
Strategy and action	October - November	<p>Strategic Planning</p> <p>MayCo and management consider external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions).</p>	<p>Executive Management Council</p>



Phases	Time Frame	Tasks	Responsible
Project and programme Identification	November - December	Details of the possible solutions are discussed to determine what is needed (budget, timing, how long, when, by who).	Executive Management Senior Managers / Managers Project Managers
Integration	December - February	Identified projects are integrated and budgeted for through internal meetings. Intergovernmental alignment – align municipality strategy with national, provincial and district municipality development policies and planning instruments.	Executive Management / Senior Managers / Managers IDP/PMS/PP Section Financial Management Services
Approval	March - April	Draft IDP is tabled at Council for approval. Consultation with the public and stakeholders on the draft IDP and Budget.	IDP/PMS/PP Section Council
	May	Adoption of final IDP document and budget.	Council

3. Legal Context

3.1 IDP Process Plan / Time Schedule

In accordance with the MSA, Section 28:

- (a) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan;
- (b) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process; and
- (c) A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1) of the MSA prescribes that:

The process must –

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.



3.2 Integrated Development Plan (IDP)

The MSA obligates all municipalities to undertake a process of preparing and implementing IDPs. According to Chapter 5 and Section 25(1) of the MSA.

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 considers 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.

In terms of Section 32 of the MSA:

A municipal council must

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

3.3 Annual Budget

The Annual Budget and the IDP are inextricably linked to one another, this has been formalised through the promulgation of the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003) (MFMA) and the related budget regulations. Therefore, it is important that the Budget and IDP processes be coordinated in a manner that will ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget.

Chapter 4 and Section 21(1) of the MFMA indicates that:

The Mayor of a municipality must;

At least 10 months before the start of the budget year, table to 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 form part of the processes referred to in subparagraphs (i), (ii) and (iii).

3.4 The Service Delivery and Budget Implementation Plan (SDBIP)

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved IDP and Medium-Term Revenue and Expenditure Framework (MTREF). Therefore, only



projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

Section 1 of the MFMA defines the SDBIP as:

"a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- (a) projections for each month of-
 - (i) revenue to be collected, by source; and
 - (ii) operational and capital expenditure, by vote;
- (b) service delivery targets and performance indicators for each quarter"

3.5 Spatial Development Framework (SDF)

In terms of Section 20(2) of the Spatial Planning and Land Use Management Act, 2013 (Act No. of 2013) (SPLUMA) a municipal SDF must be prepared as part of the municipal IDP.

This preparation for the IDP compilation process is a task of municipal management. Individual tasks may be delegated but the process remains the accountability of the Management Team.

4. Annual Review and Amendment Process of the Integrated Development Plan

MSA Section 34: Annual review and amendment of integrated development plan:

A municipal council must review its integrated development plan-

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

4.1 Review

On an annual basis, municipalities are required to review how they have performed against the pre-determined objectives outlined in the IDP. This is a form of institutional performance review and will inform how the municipality adjusts its focus and operations to meet the targets. If there are minor adjustments, there is no need to formally amend the IDP.

4.2 What the review is not

- ✦ The Review is not a replacement of the 5-year IDP; and
- ✦ The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new changes and additional demands.

4.3 Amendment

Within the term of office, a municipal IDP may need to be amended when there have been significant unexpected changes within the municipality that require a reorganisation of the municipal priorities and budgets. It is noted that IDP amendments should only be required under exceptional circumstances and should not be done without significant justification. The process for amending a municipal IDP is laid out in section 3 of the regulations and is similar to that of adopting a new IDP.



Table 3: Process to amend IDP

Review	
Council to review the IDP based on: a) Assessment of performance measures; and b) Demand based on changing circumstances.	Annually
Amendment (if required)	
a) A council member or committee introduces a proposal to amend the IDP; b) A memo detailing the reasons to amend; c) Give reasonable notice to members of council; d) Publish proposed amendment for 21 days; e) Consultations between the district and locals; and f) Council adopt the IDP.	If / when required

5. Components for inclusion in the IDP document

The following key components to be included in the 5th Generation IDP 2022 – 2027:

5.1 Legally required content

Section 26 of the MSA: Core components of integrated development plans

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 that 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 or 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.

Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations: Detail of integrated development plan

- (1) A municipality's integrated development plan must at least identify-
 - (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.



- (2) An integrated development plan may-
- (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (b) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) revenue-raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.
- (3) A spatial development framework reflected in a municipality's integrated development plan must-
- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (b) set out objectives that reflect the desired spatial form of the municipality;
 - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and
 - (iii) provide strategic guidance in respect of the location and nature of development within the municipality.
 - (d) set out basic guidelines for a land use management system in the municipality;
 - (e) set out a capital investment framework for the municipality's development programmes;
 - (f) contain a strategic assessment of the environmental impact of the spatial development framework;
 - (g) identify programmes and projects for the development of land within the municipality;
 - (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
 - (i) provide a visual representation of the desired spatial form of the municipality, which representation -
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.



5.2 Proposed table of contents for the 5th Generation IDP 2022 – 2027

The table below is a proposed table of contents for the IDP:

Table 4: Proposed table of content

Heading/s	Content
Governance and Institutional arrangements	<ul style="list-style-type: none"> Context Integrated development planning Legal status of the IDP Fifth Generation IDP Relationship between the IDP, budget, performance management and risk management The IDP and ward-based plans The planning processes The Council, MayCo and Executive Management
State of the Greater Stellenbosch	<ul style="list-style-type: none"> Socio-economic analysis of the municipal area Clear development vision
Vision, Objectives and Strategies	<ul style="list-style-type: none"> Strategic Policy Context; and Alignment with national and provincial objectives
Spatial Development Framework	<ul style="list-style-type: none"> An indication of the spatial pattern of development in the municipality – this should provide a spatial summary of the problems, opportunities, strategies and programmes and must reflect the SDF
One Plan	<ul style="list-style-type: none"> This section details the capital budget and programmes of other spheres of government-aligned to the IDP objectives of Stellenbosch Municipality
Term projects, programmes and initiatives	<ul style="list-style-type: none"> Summary of the key projects, programmes and initiatives identified by the Executive Mayor and MayCo that is aligned to IDP objectives and sector plans of Stellenbosch Municipality
Sector Plans and Implementation	<ul style="list-style-type: none"> Sectoral plans and implementation of strategies Sector plan alignment
Community Participation	<ul style="list-style-type: none"> Public expression and needs identification of the community and stakeholders
Financial Plan	<ul style="list-style-type: none"> A strategic framework for financial management, key financial policies and strategies are outlined in this section. To provide an overview of the 3-year municipal budget, as well as analysis and explanation thereof. To provide insight on the allocated funds for operations and maintenance costs of municipal fixed assets. To give an overview of the projects with committed funding, which are not on the municipal budget but from other service providers (MTREF allocations inclusive of sector departments' allocations / projects).
Organisational Scorecard; 5 years and 1 year	<ul style="list-style-type: none"> Contains Council's development objectives, strategies, indicators, and targets for the entire term of Council. One-year implementation plan – Service Delivery Budget Implementation Plan (SDBIP).



6. Matters, Mechanisms and Procedures for Alignment and Consultation

6.1 Horizontal and Vertical Alignment

✚ **Framework / Process Plan:** In terms of Chapter 5, Section 26 of the MSA, District Municipalities are required to prepare and adopt a Framework Plan, which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region and in so doing, proper consultation, coordination and alignment of the IDP process within the district and the various local municipalities can be maintained.

✚ **Sector Department alignment:** This is essential to ensure that the district and local municipalities' priorities are reflected in the different provincial departments' project prioritisation process and in turn, that the provincial department's projects are reflected in the IDP. Regular and strategic meetings with the Sector Departments would be required during the different phases of the IDP Review.

✚ **Horizontal / Vertical alignment:** This focus on addressing issues at both District and Local municipal levels, while vertical alignment will focus on issues that affect the municipalities from the National and Provincial departments, and other organisations. Planning, therefore, needs to be informed by all stakeholders in order to effectively and efficiently allocate resources.

✚ Mechanisms that will ensure alignment of matters between the Cape Winelands District Municipality and Stellenbosch Municipality will be done by way of participating in the District IDP Managers Forum and the District Public Participation Forum.

6.2 Intergovernmental Relations (IGR) Structures

The following IGR structures will be utilised to drive the IDP processes in joint planning initiatives with CWDM:

- ✚ District IDP Managers Forum;
- ✚ District Public Participation Forum;
- ✚ Joint District Metro Approach;
- ✚ District Co – ordinating Forum (DCF);
- ✚ Municipal Managers Forum; and
- ✚ Provincial IDP Indaba's, MGRO, LGMTEC and Indaba Working Group.

6.3 Binding plans, planning requirements and policy on National, Provincial and Local Level

The Integrated Development Planning process is guided by a number of legal and policy documents that impose a range of demands and requirements on the Municipality. The list below contains some of the most important IDP source documents:

6.3.1 Acts

- ✚ Constitution of the Republic of South Africa, Act 108 of 1996
- ✚ Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) (MSA)
- ✚ Local Government: Municipal Structures Act, 117 (Act 117 of 1998) (MSA)
- ✚ Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)



- ✦ Disaster Management Act, 2002 (Act 57 of 2002)
- ✦ Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)
- ✦ The Housing Act, 1997 (Act 107 of 1997)

6.3.2 Policy Frameworks

The following policy frameworks must be taken into consideration throughout the planning, development, adoption, implementation and Performance Management processes of the municipal IDPs within the Cape Winelands region. In addition, policy directives across the spheres of government also need to be considered, namely:

- ✦ The State of the Nation Address;
- ✦ The State of the Province Address;
- ✦ Sustainable Development Goals;
- ✦ National Development Plan;
- ✦ Medium Term Strategic Framework;
- ✦ Provincial Strategic Plan;
- ✦ National Spatial Development Plan (NSDP);
- ✦ Provincial Spatial Development Framework; and
- ✦ One Plan outcomes.

6.3.3 Municipal Sector Plan

- ✦ Environmental Management Plans
- ✦ Air Quality Management Plan;
- ✦ Integrated Human Settlements Plan (Housing Pipeline);
- ✦ Comprehensive Integrated Transport Plan (CITP);
- ✦ Integrated Waste Management Plan (IWMP);
- ✦ Electrical Master Plan;
- ✦ Water Services Development Plan (WSDP);
- ✦ Long Term Water Conservation and Water Demand Management Strategy;
- ✦ Safety and Security Strategy;
- ✦ Local Economic Development Strategy;
- ✦ Disaster Management Plan;
- ✦ Community Development Strategy;
- ✦ Human Resources Strategy; and
- ✦ Information Communication Technology Strategy.

6.3.4 Planning Tools

- ✦ Key Performance Areas and targets;
- ✦ IDP District Framework and Process Plan;
- ✦ Joint District and Metro Approach planning initiatives; and
- ✦ Public participation programmes.

6.3.5 The Municipality to also consider the following documents:

- ✦ Cape Winelands District Municipality: Integrated Development Plan;
- ✦ Spatial Development Framework;
- ✦ Existing approved Water Services Plans;
- ✦ Existing approved Disaster Management Plans; and
- ✦ One Plan outcomes.



7. Roles and Responsibilities in the IDP Process Plan

One of the prerequisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. This section deals with the roles which the municipality has to play in the IDP and Budget processes in relation to the roles which external role players are expected to play.

7.1 Roles and Responsibilities within Government Spheres

Table 5: Roles and responsibilities within government spheres

Role Player	Roles and Responsibilities
Stellenbosch Municipality	<ul style="list-style-type: none"> ↑ Prepare and adopt the IDP Process Plan. ↑ Undertake the overall management and co-ordination of the IDP process which includes ensuring that: <ul style="list-style-type: none"> - all relevant role-players are appropriately involved; - appropriate mechanisms and procedures for community participation are applied; - events are undertaken in accordance with the approved time schedule; - the IDP relates to the real burning issues in the municipality; and - the sector planning requirements are satisfied. ↑ Prepare and adopt the IDP. ↑ Adjust the IDP in accordance with the MEC's proposal. ↑ Ensure that the annual business plans, budget, and performance management system are linked to and based on the IDP.
Cape Winelands District Municipality	<ul style="list-style-type: none"> ↑ Prepare the IDP District Framework (MSA, Section 27 Framework), as a mechanism to ensure alignment and integration between IDP's. ↑ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). ↑ Fulfilling a co-ordination and facilitation role in respect of ensuring alignment between district and local planning within the region. ↑ Preparation of joint strategy workshops between municipality, provincial and national government. ↑ Facilitate engagements and planning sessions on district wide development and service delivery matters. ↑ Coordinate District Public Participation and Integrated Development Planning engagements to share information and best practices.
Western Cape Provincial Government (IDP Directorate) & Western Cape Provincial Treasury	<ul style="list-style-type: none"> ↑ Ensure horizontal alignment of the IDP between the municipality and the district municipality. ↑ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at the local / district level. ↑ Facilitate SIME and LGMTEC and Joint Planning Interventions. ↑ Guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and ↑ Guiding them in assessing draft IDPs and aligning their sector programmes and budgets with the IDPs. ↑ Efficient financial management of Provincial IDP grants. ↑ Monitor the IDP progress. ↑ Provide guidance to municipalities in compiling the IDP. ↑ Coordinate and manage the MEC's assessment of the IDP. ↑ Provide IDP related training where required. ↑ Share best practices in relation to the IDP document content, strategic alignment, and spatial mapping. ↑ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by the council when tabling the budget. ↑ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.
National Government	<ul style="list-style-type: none"> ↑ National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).



Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> Assessments of IDP, Budget and SDBIP.

7.2 Roles and Responsibilities of Political Office Bearers and Ward Committees

Table 6: Roles and responsibilities of political office bearers and ward committees

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> Approve and adopt the process and framework plans, as well as IDP and budget. Monitor the implementation and approve any amendments of the plan when and if required.
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. The Mayor must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the IDP and budget-related policies, the tabling and adoption of any amendments to the IDP and budget-related policies and consultative processes. (MFMA section 21(1)(b)). Overall management, coordination and monitoring of the IDP process. Assign and delegate responsibilities in this regard to the Municipal Manager. Submit the draft IDP to Council for approval. Submit final IDP and Budget to Council for adoption. Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA). Exercise close oversight on Budget Preparation Process.
Speaker	<ul style="list-style-type: none"> Overall monitoring of the public participation processes. Oversight of the ward committee system.
Ward Councillors	<ul style="list-style-type: none"> Form a link between the Municipality and residents. Assist to communicate the IDP process to their respective wards. Play an active role during public consultation and participation. Monitor the implementation of the IDP with respect to their wards. Provide feedback to their communities on the adopted IDP, Budget and SDBIP. Encourage residents to take part in the IDP process.
Ward Committees	<ul style="list-style-type: none"> Assist the ward councillor in identifying the challenges and needs of residents. Provide a mechanism for discussion and negotiation between the stakeholders within the ward. Advise and make recommendations to the ward councillor on matters and policy affecting the ward. Disseminate information in the ward. Ensure constructive and harmonious interaction between the Municipality and community. Interact with other forums and organisations on matters affecting the ward. Draw up a ward plan that offers suggestions on how to improve service delivery in their respective ward. Monitor the implementation process concerning its area.

7.3 Roles and Responsibilities of the Administration

Table 7: Roles and responsibilities of Administration

Role Player	Roles and Responsibilities
Municipal Manager	<ul style="list-style-type: none"> Managing the entire IDP process as assigned by the Executive Mayor. Fulfil the duties of the Accounting Officer as set out in Sections 68 and 69 of the MFMA.
Chief Financial Officer	<ul style="list-style-type: none"> The CFO must perform such budgeting duties as delegated by the accounting officer. (MFMA section 81(e)).



Role Player	Roles and Responsibilities
Directors / Senior Managers / Managers	<ul style="list-style-type: none"> • Provide technical, sector and financial information for analysis for determining priority issues, throughout the IDP Budget process. • Provide technical expertise in consideration and finalisation of strategies and identification of projects. • Provide departmental, operational, and capital budgetary information. • Preparation of project proposals, integration of projects and sector programmes.
Manager: IDP, Performance Management and Public Participation	<ul style="list-style-type: none"> • Prepare an IDP process plan and monitor the timeous implementation thereof. • Day to day management and coordination of the IDP process. • Ensure stakeholder engagement in the IDP process by organising meetings for engagement. • Ensure that the IDP process is participatory and that planning is ward-based oriented. • Respond to public and MEC comments on Draft IDP and SDBIP. • Compilation of comprehensive and presentable IDP document that complies with all legislative requirements. • Amend the IDP document in accordance with the comments of the MEC.
Senior Manager / Manager: Financial Management Services	<ul style="list-style-type: none"> • Responsible for the Management, planning and compilation of Budget. • Day to day management and coordination of the Budget process.

8. Public Participation: IDP Process

8.1 Public Participation

The Stellenbosch Municipality will create appropriate mechanisms and procedures as in accordance with Chapter 4 of the MSA for continuous engagement and communication with the local community, stakeholders and interested parties.

8.2 Communication Approach

Utilising multi-lingual media outlets is an effective and established way in which Stellenbosch Municipality informs the local community on the municipality's public participation efforts and on how to get involved in proposed municipal projects.

The following communication methods and strategies will be used during the public participation process:

- Municipal website;
- Social media;
- Stellenbosch Citizen App;
- SMS Notifications;
- WhatsApp Notifications;
- Email; and
- Online Public Meetings.

8.2.1 Municipal Website

The municipal website will be the official online platform to publish public participation notices and information on engagements.

8.2.2 Social Media

The Stellenbosch Municipality have two social media accounts, Facebook and Twitter. Both platforms are primarily used to share municipal information on a regular basis. Said platforms are also used to



do marketing campaigns and or to create public awareness around issues pertinent to the business of the municipality.

Facebook and Twitter will be used to inform residents of the public participation process and the means available to the community, businesses, and stakeholders to participate in the development, review and or amendment of the **5th Generation IDP 2022 – 2027**.

General information regarding the importance of public participation will be conveyed regularly on social media posts and on the municipal website. In these information pieces, members of the community will be encouraged to participate in the public participation process.

8.2.3 Stellenbosch Citizen App

The Stellenbosch Citizen App will also be utilised to solicit public input during public participation processes. Residents will be offered the opportunity to submit their inputs on the IDP remotely via **cell phone** or **computer**.

8.2.4 SMS Notifications

The municipality has a vast database of cell phone numbers accumulated over a number of years through its public participation efforts.

In addition, the cell phone number on the accounts and complaints database will also be used to inform the local community of the municipality's public participation efforts.

8.2.5 WhatsApp Notifications

Technology has been heralded to connect people to their local government, improve public participation, and hold governments to account.

In a resource-constrained context, existing technologies such as social media and WhatsApp can serve as direct lines between the municipality and the local community and equitably surface the needs of the community; not just those with "inside access" — reinforcing an inclusive and actionable dialogue between the municipality and its residents.

In contrast to SMS messaging, WhatsApp messaging is more cost-effective and multi-faceted in its application. It can send location data, messages and large attachments at a fraction of the cost.

WhatsApp messaging will also be harnessed to broaden the municipality's reach, especially the rural community within the Stellenbosch Municipal area.

8.2.6 Email

Stellenbosch Municipality has a vast database of email addresses accumulated over a number of years through its public participation engagements. This database is regularly updated to add additional new email addresses. Emails will be used to keep the community informed about public participation engagements and platforms for engagements.

8.2.7 Virtual Public Meetings and Stakeholder Engagements

New public participation methods have broadened the municipality's ability to reach its community and other stakeholders in a more efficient and effective manner. Therefore, online / hybrid public participation meetings for the respective wards / areas will be used as a platform for public participation engagements.



9. Conclusion

The 2022 – 2027 IDP and Budget Process Plan will guide the planning, drafting, adoption and review of Stellenbosch Municipality's IDP, including any related planning instruments as envisaged in Section 28(1) of the MSA.

10. Annexure A: INTEGRATED DEVELOPMENT PLANNING DISTRICT FRAMEWORK (2022 – 2027)

11. Annexure B: REVISED SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2022/23



**Annexure A:
INTEGRATED DEVELOPMENT PLANNING DISTRICT FRAMEWORK
(2022 – 2027)**

CAPE WINELANDS DISTRICT



INTEGRATED DEVELOPMENT PLANNING DISTRICT FRAMEWORK

(2022 – 2027)



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1. INTRODUCTION

Section 27(1) of the Local Government: Municipal Systems Act, 2000 (Act32 of 2000), states that:

“Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local Municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.”

The Cape Winelands District Municipality (CWDM) is responsible for drafting the District IDP Framework Plan, a mechanism to ensure alignment and integration between the IDP's of the Cape Winelands District Municipality and Local municipalities of:

- Stellenbosch
- Drakenstein
- Witzenberg
- Breede Valley
- Langeberg

The Cape Winelands District Integrated Development Planning District Framework aims to bind both the district municipality and the 5 local municipalities (B Municipalities) through consultation, coordination and alignment between the planning processes. The Framework also identifies the plans and planning requirements binding in terms of provincial and national legislation matters to be included in the IDPs requiring alignment and must specify the principles and approach to be adopted in respect of those matters. This approach requires the district municipality to have a planning framework which is applicable to all stakeholders that plan to implement programmes and projects within the boundaries of the district. In so doing, extensive consultation, coordination and alignment of the IDP processes within the District Municipality and its various Local municipalities must be maintained.

The Framework also aims to establish structures that could be of use to improve municipal IDP processes and at the same time provide the mechanisms that could be utilised and monitor and evaluated the IDP formulation process.

Furthermore, the IDP District Framework serves to guide and inform the Process Plan of the District and its Local municipalities. The IDP District Framework provides the linkage for binding relationships to be established between the District and Local municipalities in the Cape Winelands. In so doing, proper consultation, coordination and alignment of the IDP process of the District Municipality and its various Local municipalities must be maintained.

2. Legal Context of District Framework

There are several pieces of legislation which craft the architecture within which the IDP District Framework will function. These include the Constitution of the Republic of South Africa, Act 108 of 1996, the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), including the Municipal Structures Amendment Act, B51-2000, the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), and the White Paper on Local Government, 1998.

According to Section 153 of The Constitution of the Republic of South Africa, 1996, a municipality must-

- (a) Structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community; and*
- (b) Participate in national and provincial development programmes.*

This Constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions, within this context specific reference is drawn to municipalities.

Section 27(2) of the Municipal Systems Act, 2000 (Act 32 of 2000), states that the Framework Plan must at least:

- (a) identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and local municipalities or on any specific municipality;*

- (b) *identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;*
- (c) *specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and*
- (d) *determine procedures -*
 - (i) *for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and*
 - (ii) *to effect essential amendments to the framework*

3. PURPOSE AND OBJECTIVES OF THE IDP DISTRICT FRAMEWORK

The drafting of a new five-year Integrated Development Plan (2022-2027) necessitates the adoption of an Integrated Development Planning District Framework which guides the process of drafting, reviewing and amending the Integrated Development Plan (IDP) adopted by Council.

The objective of the District Framework is to ensure that the District and Local municipalities in its area, as well as the National and Provincial planning processes, are mutually linked to inform and complement each other, thereby culminating into a regulatory framework which seeks to direct efficient, effective and economically driven planning initiatives and innovations in response to the prevailing socio-economic realities through accurate, credible and sustainable resource allocation.

IDP DISTRICT FRAMEWORK vs IDP PROCESS PLAN

The IDP District Framework has a lifespan of 5 years linked to the newly elected Council's term of office. The IDP District Framework serves as a mechanism to ensure alignment and integration between the IDP of the District Municipality and those of the Local Municipalities within the Cape Winelands region. It aims to ensure that processes of the District and Local Municipalities are mutually linked and inform one another while the Process Plans of all municipalities within the region need to be informed by the IDP District Framework with particular reference to the development of IDPs and Budgets.

The IDP Process Plan is a process set out in writing to guide the planning, drafting, adoption and review of its IDP; it contains events to be undertaken in the process of

developing the actual District IDP, supporting IDP processes of the Local municipalities to ensure alignment.

The table below serves to provide a high-level distinction between the IDP District Framework, IDP Process Plan and the Time Schedule adopted in terms of Section 21 of the Municipal Finance Management Act.

IDP Framework (Five Year)	IDP Process Plan (Five Year)	Time Schedule (Annually)
<p>The District Framework in accordance with Section 27 of the MSA must be adopted by the district municipality within a prescribed period after the start of its elected term. The Framework, amongst others, obligates both the district and the local municipalities in its area on binding legislation, IDP matters which require alignment and procedures for consultation during the process of drafting their respective IDPs.</p>	<p>The IDP Process Plan in accordance with Section 28 of the MSA is a process set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Councils elected term. It contains events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.</p>	<p>In accordance with Section 21 of the MFMA the Council must adopt a time schedule outlining key deadlines for the tabling and adoption of the annual review/amendment of the IDP, any amendments to the IDP and consultative processes which form part of the annual IDP and Budget review.</p>

4. POLICY PRINCIPLES FOR INTEGRATED DEVELOPMENT PLANNING

The policy principles reflected below is incumbent upon the District and Local Municipalities of the Cape Winelands with a view to fostering a consultative and participatory approach to the planning, drafting, adoption and implementation involved in the development of IDPs.

The Framework accepts that existing, approved policy and strategies will be taken into consideration in future development planning within the Cape Winelands region.

The following policy principles will apply to ensure the above:

- Strategies arising from existing, approved development plans and policies both at district and local level that have been implemented in part and as a whole will be continued;
- The IDP process both at district and local levels will be informed by the agreed policy and principles of integrated development in the Cape Winelands region and these will be taken into consideration when IDPs have been approved and implemented at all levels;
- The IDP District Framework will serve as a tool to inform the Process Plans of both the District and Local municipalities within the region;
- Community and stakeholder involvement should be entrenched in the preparatory phase to approval and implementation of the IDPs within the region;
- All Local Municipalities within the Cape Winelands region shall inform the District Municipality on the phases undertaken throughout the drafting, review and/or amendment processes of the IDPs.
- Local municipalities shall submit the draft and approved IDPs to the District Municipality, the District shall similarly submit their tabled and adopted IDP to all the Local Municipalities within the region;
- The district municipality to facilitate community needs and priorities applicable to the district functions and provide regular feedback to LM's.
- District municipality to attend IDP engagements of LM's if and when required.
- Furthermore, it is a requirement that future budgets of both the district and the local municipalities will be guided by the IDPs in order to effectively support the integrated

development process financially. It is, however, accepted that unfunded mandates and disasters may have an effect on the allocation of funds in the budget.

5. ROLES AND RESPONSIBILITIES

DISTRICT MUNICIPALITY

The functions and powers of municipalities are clearly prescribed in Chapter 5 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998). Section 84(1)(a) of the Act states that:

"A District municipality has the following functions and powers: Integrated Development Planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality"

The role-player tasked with executing the function of creating the IDP District Framework rests with the IDP Co-ordinator of the Cape Winelands District Municipality.

Further to the above, Section 27(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), states that:

"Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local Municipalities within its area, must adopt a framework for integrated development planning in the area as a whole."

The Cape Winelands District Municipality is responsible for drafting the Framework, as mechanism to ensure alignment and integration between the IDP's of the District Municipality and Local municipalities of:

- Breede Valley Municipality;
- Drakenstein Municipality;
- Langeberg Municipality;
- Stellenbosch Municipality and
- Witzenberg Municipality.

The District Municipality is further entrusted with fulfilling a co-ordination and facilitation role in respect of ensuring alignment between District and Local planning within the region.

LOCAL MUNICIPALITIES

In respect of the legislative prescripts emanating from Chapter 5 of the Municipal Structures Act, Section 81(1) by implication involves the participation of all of the local municipalities within the Cape Winelands region in the planning, development and adoption of the IDP District Framework for the area as a whole. The role-players therefore include the IDP Manager's of all local municipalities within the Cape Winelands District.

PROVINCIAL GOVERNMENT

The role of the Western Cape Department of Local government is derived from Section 31 of the Municipal Systems Act, which in addition to monitoring and support, imply that the department may assist municipalities with facilitation, co-ordination and alignment during the planning, drafting, adoption and review of its integrated development plans. This particular function includes but is however not limited to ensuring:

- Horizontal alignment between the Metropolitan and the District Municipality;
- Vertical/sectoral alignment between provincial departmental strategic and sector plans with the IDPs of the municipalities within the Cape Winelands District and
- Facilitating dispute resolutions related to the IDP process as and when circumstances so demand.

The role-players responsible for managing this particular processes includes the Provincial IDP Co-ordinator deployed to the Cape Winelands region from the IDP Directorate of the Western Cape Department of Local Government as well as sector departments tasked with planning alignment and integration of sector plans into the IDPs.

6. ORGANISATIONAL ARRANGEMENTS, FRAMEWORK PROGRAMME AND TIMEFRAMES

The following structures will be utilized to drive the IDP processes within the Cape Winelands District to ensure continued liaison and coordination throughout the IDP process:

- District IDP Managers' Forum
- Provincial IDP Managers' Forum
- Joint District and Metro Approach task team
- Strategic Integrated Municipal Engagements
- District Co-ordinating Forum
- Municipal Managers' Forum
- District Communications' Forum
- Disaster Management Advisory Forum
- Regional Air Quality Management Committee
- Provincial IDP Indaba's, MGRO, LGMTEC and Indaba Working Group
- Provincial IDP Managers' Forum and Public Participation and Communications Forum/

Key activities and responsibilities to be undertaken throughout the 5 -year IDP Cycle (2022-2027) of the IDP, Budget and Performance Management is to be summarised in the process plans of the municipalities within the district.

To effect ***continued liaison and coordination*** the following *modus operandi* will apply:–

- Meetings of the IDP coordinators/managers of the district and local municipalities to discuss and coordinate IDP related issues as these occur. These meetings will also give the IDP coordinator of the CW District Municipality the opportunity to monitor progress and/or problems at local level and to make provision for assistance/support in time. Meetings will take place at least quarterly and/or as circumstances so demand.

- Workshops presented under the auspices of the CWDM to discuss problems/issues of regional interest with all interested parties and to determine IDP strategies in this regard will only be arranged when a specific matter requiring consultation has been identified.
- Policy and other serious issues that cannot be dealt with by the IDP coordinators/managers alone, will be referred to the District ~~Coordinated~~ Co-ordinating Forum (DCF).
- Delegated councillors of local municipalities serving in the CWDM Council must also regularly report to their councils on matters of local interest.

Information obtained through any public participation process which may impact on the IDP of another municipality (local or district), or which have to be included in the relevant municipality's IDP, must be relayed to the designated official responsible for IDP of the relevant municipality as soon as possible.

Feedback to the public must be regarded equally important as participation, and must be undertaken in a structured way both at district and local level as determined in each municipality's Process Plan, but with a minimum requirement of feedback twice a year.

Mechanisms for participation

The following mechanisms for participation will be utilized:

District IDP Managers' Forum, District Public Participation Forum and District Communication Forum

This Forums will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into above mentioned forums and ensure their continued participation throughout the process.

Media

Local newspapers and the CWDM's internal and external newsletters will be used to inform the community of the progress of the IDP.

Social media

The District's website and facebook will also be utilised to communicate and inform the community. All relevant documents will be placed on the website for communities and service providers to download.

Radio Slots

The community radio stations will be utilised to make public announcements where necessary. Radio slots will also be used for public participation sessions when we need to adhere to Covid-19 regulations.

Assistance by the Cape Winelands District Municipality

In the event that do not have sufficient capacity and expertise to undertake the IDP process, including the co-planning, co-budgeting and co-implementation processes on their own, the District Municipality will assist local municipalities as follows:

- Assistance to build capacity locally, on request for example by means of training;
- Assistance with facilitation of workshops;
- Providing information/data gathered at district level that is relevant to local IDP processes, in particular with regard to binding legislation, and information already gathered in rural areas.

7. MATTERS, MECHANISMS AND PROCEDURES FOR ALIGNMENT AND CONSULTATION**HORIZONTAL AND VERTICAL ALIGNMENT**

Horizontal and vertical alignment within an IDP must be achieved by way of:

- Framework/Process Plan: The main responsibility of horizontal alignment lies with the Cape Winelands District Municipality. Legislation requires of District Municipalities to prepare and adopt an IDP District Framework which indicates how the District and Local Municipalities will

align their IDPs. The Framework Plan provides the linkages 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 IDP process within the district and the various Local Municipalities can be maintained.

- Sector Department alignment: This is essential to ensure that the District and Local Municipalities' priorities are reflected in the different departments' project prioritisation process and in turn, that the department's projects are reflected in the IDP. Regular and strategic meetings with the Sector Departments would be required during the course of the IDP Review.
- Horizontal alignment will focus on addressing issues at both District and Local municipal level, while Vertical alignment will focus on issues that affect the municipalities from National and Provincial departments, and other organisations. Planning therefore needs to be informed by all stakeholders in order to effectively and efficiently allocate resources.
- Mechanisms have been put in place to assist in ensuring alignment of matters between the District and Local municipalities in Cape Winelands. This will be done by way of scheduled District IDP Managers' Fora, followed by the District Public Participation and Communication Fora. Proper and effective communication between the different spheres of government is therefore crucial in order to achieve successful alignment of matters.

Alignment with Sector Departments will take place through:

- The existing National, Provincial and municipal transversal planning interface structures or as initiated by Provincial and National Government in consultation with Local Government.
- Provincial IDP Engagements
- District and local based IGR forums
- Western Cape District Integrated Forum

The following alignment activities are envisaged between the CWDM and the five local municipalities on the one hand and between local government levels and role-players at national, provincial and corporate service-delivery levels on the other hand:–

PHASE	TIME	ALIGNMENT ACTIVITY	SPHERE	RESPONSIBILITY	STRUCTURES
Analysis	Sept- October	Information on new priorities to CWDM	Local	Local IDP coordinators	Community issues brought to Municipality's attention through ward committee /public meetings/ stakeholders meetings
Strategies	October - Nov	Joint decision-making on localised guidelines. District-level strategic workshops.	Local, CWDM and other spheres	CWDM IDP Coordinator	Issues are being discussed. Find possible solutions through internal IDP and Budget meetings.
Project plan	Nov - Dec	Technical planning input	Local, CWDM and other spheres	Technical functionaries	Details of the possible solutions are discussed to determine what is needed(budget, timing, how long, when, by who)
Integration	Dec - Feb	Facilitation of non-line function programmes	CWDM and other spheres	CWDM and functionaries from other spheres	Identified projects are integrated

					and budgeted for through internal meetings.
Approval	March - May	Submission of draft IDP	Local, CWDM and other spheres	IDP Coordinators	Draft Plan is tabled at Council and discussed at Ward committee/ public meetings/ stakeholder meetings
Approval	March - May	Comment on draft IDP	Local, CWDM and other spheres	IDP Forums Other role-players	Public comment before final approval by Council in May.

Some of the above-mentioned still requires final clarification of functions. **Joint strategic workshops** on 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 workshops will also consider the following aspects:

- Regional economic development;
- Human development in the region;
- The Spatial Development Framework for the region;
- 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.

Facilitation process in regional context:

These refer to aspects which are not necessarily municipal line functions. They should nevertheless be included in IDPs on the express understanding that the relevant local municipality or district municipality, as overall representative, will relay such matters to the

various sector role-players at provincial and national levels and will act as facilitator(s) in the promotion processes.

The following steps will be used to encourage the facilitation process (with continued emphasis on the importance of feedback):–

- CWDM acts as facilitator/convenor to promote matters that may represent a district-wide problem or have a district-wide impact, while each local municipality is individually responsible for matters that are relevant locally.
- Representatives/specialists of each issue that come to the fore are identified in the various towns (each town need not be represented). Advertisements inviting experts to participate can be published in the local papers.
- The group that is identified forms a special study group for example to address problems in education etc.
- CWDM or the local municipality concerned assists the study group with arrangement of meetings and other supporting actions in performing their task.
- When the study group makes a recommendation, district-wide actions are further facilitated with the support of CWDM, and local actions with the support of the relevant local municipality. The relevant local municipality or CWDM together with the study group negotiate with other spheres of government to ensure the implementation of the components.
- A dynamic checklist is formalised with the aid of the study group to monitor that the crosscutting dimensions mentioned above are incorporated in all strategies and projects.
- Joint strategic workshop(s) is/are presented by CWDM for the proactive identification and definition of crosscutting dimensions and actions that may arise from non-municipal line functions and for the coordination and implementation of actions.

Binding plans, planning requirements and policy on national, provincial and local levels

To ensure that both the district and local municipalities are aware of all relevant binding national and provincial legislation, policy, programmes, strategies and available funds and that these are considered in the various IDP processes, the Framework contains the following information:–

Policy Frameworks

The following policy frameworks must be taken into considering throughout the planning, development, adoption, implementation and Performance Management processes of the municipal IDPs within the Cape Winelands region. In addition, policy directives across the spheres of government also need to be taken into account, namely the State of the Nation Address, State of the Province Address and the State of the District Address.

- Sustainable Development Goals
- National Development Plan
- Medium Term Strategic Framework
- Provincial Strategic Plan
- National Spatial Development Plan (NSDP)
- Provincial Spatial Development Framework
- One Plan outcomes.

Sector Plans

- 4.2.1 Water Services Development Plans
- 4.2.2 Integrated Waste Management Plan
- 4.2.3 Integrated Transport Plans
- 4.2.4 Land Development Objectives

- 4.2.5 Housing Strategy (Plan)
- 4.2.6 Local Economic Development Strategies
- 4.2.7 Integrated Infrastructure Planning
- 4.2.8 Integrated Energy Planning
- 4.2.9 Spatial Development Framework
- 4.2.10 Environmental Implementation Management Plans

Policy

- Public Sector Procurement Reform in SA
- Integrated Pollution and Waste Management for SA
- Land Reform Strategies
- Rural Development Framework
- Draft White Paper on Spatial Planning and Land Use Management, 2001
- Urbanisation Policy
- Farm Worker Housing and Fringe Policy
- Bio-regional Planning Policy and Guide
- Guidelines for Subdivision of Agricultural Land

Planning tools

- Key Performance Areas and targets;
- IDP District Framework;
- Joint District and Metro Approach planning initiatives and
- Public Participation programmes.

All municipalities must locally take into account the following:

- IDP: Cape Winelands District Municipality
- IDPs of all five Local municipalities within the region
- Existing approved Spatial Development Frameworks (SDFs) and/or structure plans (link to SPLUMA)
- Existing approved Water Services Plans
- Existing approved Disaster Management Plans
- HIV/AIDS Strategies

- One Plan outcomes

Components for inclusion in integrated development plans

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

- Socio-economic analysis of municipal area:
(Ward-based profiling within the municipal area)
- Clear development vision

Vision, Objectives and Strategies

- 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)

Targeted basic *services and infrastructure* investment

- Basic service provision that address 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

Community involvement in planning and delivery

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

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.

Alignment with national/provincial programmes

- IDP addresses national & provincial strategies (economic, social and environmental)
- District and Local IDP have shared strategic priorities
- Sharing of resources between spheres of government in the IDP
- One Plan strategic framework outcomes

1. Strategic issues: Improve LED plans to enable critical trade off decisions to be made and ensure implementation	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
2. Implementation issues: Ensure local implementation capacity, & identify actions to reach commitment between the national, provincial and local sphere on the priority actions	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)

8. PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK

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 or approximate structure together with the IDP coordinator/manager concerned as the responsible monitoring agent. The monitoring agent is responsible for reporting on progress/problems upward to the Council and executive committee concerned and downward to departmental heads, officials and functionaries. The DCF 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 coordinator of the CWDM monitors the processes at local municipalities by way of regular liaison and enquiries.

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

- The District IDP Managers' Forum meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the District 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 District Framework must include:–

- The wording of the proposed amendment;
- Motivation for the amendment;

- Expected implications of the amendment.

CWDM's IDP coordinator deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comment is invited.

The role players entrusted with the preparation of the District Framework continues with the mandate to consider proposals for the amendment of the Framework, to define proposals for amendment and ensure approval by the municipal Council.

Any amendments to the District Framework must be considered by the DCF before approval.

9. CONCLUSION

In conclusion, the Cape Winelands District Section 27 Framework Plan must be used as the tool for the district to ensure that interrelated parallel planning processes within the district are used to obtain maximum advantage for the district as a whole, thus leading to credible and sustainable integrated development planning and development within the District and meeting the socio-economic challenges through risk mitigation, accurate and concise budgeting and performance monitoring alignment towards a predetermined outcome which seeks to overcome the triple challenges of poverty, inequality and unemployment.

ANNEXURE “A”

Framework for contextualising and applying the NSDP at district level

a. Developing a shared analysis

The objective is for various state and non-state stakeholders to better understand an areas growth and development potential with the aim of fostering greater growth and development. Understanding and area implies more than gathering data is the case with most planning initiatives currently. Generating appropriate and relevant data is important, but of crucial importance is to develop, analyse and interpret socio economic data with the necessary rigour and insight. This entails a comprehensive and incisive analysis of current and future trends with respect to poverty, inequality, economic development and ecological sustainability in **spatial terms**, the forces and factors driving these trends and the strategic implications thereof. Failure to understand issues of development and inequality in spatial terms means that policy and planning decisions will be made in an empirical and analytical vacuum. The district has a pivotal role to play in getting various stakeholders to develop a shared understanding of the essential characteristics, trends and dynamics of the district space economy.

Insightful and rigorous analysis supports proper planning and effective decision making in number of ways. These include:

- Identifying the determinants of poverty and social exclusion and how poverty, inequality and exclusion are reproduced;
- Identifying the special and long-term, hard to replicate unique characteristics that comprise the area’s competitive and comparative advantages.
- The presence of or potential for the emergence of distinct industrial districts or territorial complexes;
- The boarder set of social relations binding firms and workers to each other as well as the actor-rationalities which operate within the region’s dominant institutions and their impact on the distribution of resources and opportunity and innovation.
- Use of renewable and non-renewable resources and the risks and opportunities this poses for the area’s growth and development trajectory.

b. Shared socio-economic vision or development trajectory

The shared analysis above is likely to generate varying challenges and competing demands. It provides the basis of interpreting the strategic direction, promoting policy coordination and fitting government actions into a spatial terms of reference. The District will need to develop trajectory among various stakeholders. By a shared vision and development trajectory we don't mean arriving at a short, crisp and politically correct vision statement. What is implied here is a strategic dialogue with stakeholders within and outside of government which states that given our shared understanding of the features and characteristics of the district/metro space economy, what are the longterm social and economic outcomes we would strive to achieve and how should the NSDP principles be contextualised and applied to put the area on a firm development path?

It must be remembered that districts are not neutral arbiters merely mediating the varied interests in society. Instead districts should consciously and actively seek to ensure that the development trajectory is underscored by the fundamental values of socio-material citizenship underpinning our constitution. Our government is committed to the objectives of social and economic justice and democratic nation building. Districts have to be vigilant in ensuring that the development trajectory reconciles and is underscored by our basic aspirations of accelerated and shared growth poverty reduction, sustainable resource use protection of biodiversity and social cohesion. In this regard the shared development trajectory or vision is more than a short and catchy statement, but a compelling story of the strategic outcomes to be achieved.

c. Priority interventions and Critical strategies

Translating the development trajectory into clear goals (long, medium and short-term), priority interventions for reaching the goals and backed by coherent objectives and strategies is an important part of good planning and strategy making. The shared analysis and development should inform the planning processes of spheres of government and all sectors in so far as these are in charge of implementing of financing projects at local levels.

These interventions, objectives and strategies should find concrete expression in the IDP's which should spell out the 5 year plans for achieving the developmental goals and objectives of the area.

d. Building the institutional base for multi-stakeholder co-operation and action

A central theme running through this framework is that achieving the long-term development outcomes in a district or metro depends on the mobilisation of collective action by a range of role players both inside and outside of government. A governance framework that enables the district to draw together

government and extra-government institutions into a participatory and integrated decision-making process is therefore important.

Such a governance framework must accomplish at least the following minimum requirements:

- It must enable the district/metro to identify with various agencies and spheres of government the critical or priority intergovernmental actions to achieve the development goals and outcomes;
- These intergovernmental priority actions must be integrated into the IDP of the district so that the IDP becomes the local expression of the plans of all spheres of government;
- Drawing on the Intergovernmental Relations Framework Act as a facilitative piece of legislation, appropriate intergovernmental forums will have to be established and protocols and or service level agreements hammered out to tie commitments into firm agreements;
- Proper mechanisms for monitoring and promoting accountability need to be developed;
- The IDPs incorporating the 5 year development goals and objectives should be cascaded up within government and provide government with rigorous appreciation of the development potential of each district and metro which would feed into an iterative process of review, refinement and further elaboration of the NSDP.

Implementing the framework

As already stated, the framework for contextualising and applying the NSDP must be seen as an integral part of developing more credible IDPs. As such it is part of the IDP development process and not a new process or something extraneous to the IDP development process.

ANNEXURE “B”

Principles of the National Environmental Management Act 107 of 1998

- 1) The principles set out in this section apply throughout the Republic to the actions of all organs of state that may significantly affect the environment and—
 - (a) shall apply alongside all other appropriate and relevant considerations, including the State’s responsibility to respect, protect, promote and fulfil the social and economic rights in Chapter 2 of the Constitution and in particular the basic needs of categories of persons disadvantaged by unfair discrimination;
 - (b) serve as the general framework within which environmental management and implementation plans must be formulated;
 - (c) serve as guidelines by reference to which any organ of state must exercise any function when taking any decision in terms of this Act or any statutory provision concerning the protection of the environment;
 - (d) serve as principles by reference to which a conciliator appointed under this Act must make recommendations; and
 - (e) guide the interpretation, administration and implementation of this Act, and any other law concerned with the protection or management of the environment.

- (2) Environmental management must place people and their needs at the forefront of its concern, and serve their physical, psychological, developmental, cultural and social interests equitably.

- (3) Development must be socially, environmentally and economically sustainable.

- (4) (a) Sustainable development requires the consideration of all relevant factors including the following:
 - (i) That the disturbance of ecosystems and loss of biological diversity are avoided, or, where they cannot be altogether avoided, are minimised and remedied;

 - (ii) that pollution and degradation of the environment are avoided, or, where they cannot be altogether avoided, are minimised and remedied;

 - (iii) that the disturbance of landscapes and sites that constitute the nation’s cultural heritage is avoided, or where it cannot be altogether avoided, is minimised and remedied;

 - (iv) that waste is avoided, or where it cannot be altogether avoided, minimised and re-used or recycled where possible and otherwise disposed of in a responsible manner;

 - (v) that the use and exploitation of non-renewable natural resources is responsible and equitable, and takes into account the consequences of the depletion of the resource;

 - (vi) that the development, use and exploitation of renewable resources and the ecosystems of which they are part do not exceed the level beyond which their integrity is jeopardised;

 - (vii) that a risk-averse and cautious approach is applied, which takes into account the limits of current knowledge about the consequences of decisions and actions; and

- (viii) that negative impacts on the environment and on people's environmental rights be anticipated and prevented, and where they cannot be altogether prevented, are minimised and remedied.
- (b) Environmental management must be integrated, acknowledging that all elements of the environment are linked and interrelated, and it must take into account the effects of decisions on all aspects of the environment and all people in the environment by pursuing the selection of the best practicable environmental option.
- (c) Environmental justice must be pursued so that adverse environmental impacts shall not be distributed in such a manner as to unfairly discriminate against any person, particularly vulnerable and disadvantaged persons.
- (d) Equitable access to environmental resources, benefits and services to meet basic human needs and ensure human well-being must be pursued and special measures may be taken to ensure access thereto by categories of persons disadvantaged by unfair discrimination.
- (e) Responsibility for the environmental health and safety consequences of a policy, programme, project, product, process, service or activity exists throughout its life cycle.
- (f) The participation of all interested and affected parties in environmental governance must be promoted, and all people must have the opportunity to develop the understanding, skills and capacity necessary for achieving equitable and effective participation, and participation by vulnerable and disadvantaged persons must be ensured.
- (g) Decisions must take into account the interests, needs and values of all interested and affected parties, and this includes recognising all forms of knowledge, including traditional and ordinary knowledge.
- (h) Community well-being and empowerment must be promoted through environmental education, the raising of environmental awareness, the sharing of knowledge and experience and other appropriate means.
- (i) The social, economic and environmental impacts of activities, including disadvantages and benefits, must be considered, assessed and evaluated, and decisions must be appropriate in the light of such consideration and assessment.
- (j) The right of workers to refuse work that is harmful to human health or the environment and to be informed of dangers must be respected and protected.
- (k) Decisions must be taken in an open and transparent manner, and access to information must be provided in accordance with the law.
- (l) There must be inter-governmental co-ordination and harmonisation of policies, legislation and actions relating to the environment.
- (m) Actual or potential conflicts of interest between organs of state should be resolved through conflict resolution procedures.
- (n) Global and international responsibilities relating to the environment must be discharged in the national interest.

- (o) The environment is held in public trust for the people, the beneficial use of environmental resources must serve the public interest and the environment must be protected as the people's common heritage
- (p) The costs of remedying pollution, environmental degradation and consequent adverse health effects and of preventing, controlling or minimising further pollution, environmental damage or adverse health effects must be paid for by those responsible for harming the environment.
- (q) The vital role of women and youth in environmental management and development must be recognised and their full participation therein must be promoted.
- (r) Sensitive, vulnerable, highly dynamic or stressed ecosystems, such as coastal shores, estuaries, wetlands, and similar systems require specific attention in management and planning procedures, especially where they are subject to significant human resource usage and development pressure.

**Annexure B:
REVISED SDF / IDP / BUDGET TIME SCHEDULE /
PROCESS PLAN FOR 2022/23**



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REVISED SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2022/23

(In accordance with Section 21(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and Section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Regulations made under these Acts)

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP / PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
JULY 2021								
1	Make public the projections, targets and indicators as set out in the SDBIP 2021/22 (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)					03 July 2021	Manager: IDP/PMS/PP
2	Make public the Performance Agreements 2021/22 of the Municipal Manager and Managers directly accountable to the Municipal Manager (no later than 14 days after the approval of the SDBIP)	MFMA - Section 53(3)(b):					10 July 2021	Manager: IDP/PMS/PP
3	Commence with the preparation of Roll-Over Budget for the 2021/22 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				30 July 2021		Snr Manager: Financial Management Services
4	Submit Quarterly report for period ending 30 June 2021 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					28 July 2021	Snr Manager: Financial Management Services
AUGUST 2021								
5	Place 4th Quarter Performance Report 2020/21 on website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, whichever ever occurs first)	MFMA - Section 75 (2) MSA 21 (b)					02 August 2021	Snr Manager: Financial Management Services
6	Submit 4th Quarter Performance Reports 2020/21 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MPPMR - Reg 13					02 August 2021	Snr Manager: Financial Management Services
7	Departmental SDF/IDP/Budget Work Sessions to review and provide feedback on projects, key initiatives and programmes from the 2021/22 Community IDP Needs List and identified actions emanating from the 2020/21 community engagement and sector plan analysis	Not Applicable	2 - 31 August 2021					Manager: IDP/PMS/PP together with All Departments

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
8	Executive Mayor and Mayoral Committee considers the 2021/22 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				18 August 2021			Chief Financial Officer
9	Council considers the 2021/22 Capital Roll-Over Budget (to be tabled before 25 August 2021)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				24 August 2021			Chief Financial Officer
10	Place 2021/22 Capital Roll-Over Budget on website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)				27 August 2021			Snr Manager: Financial Management Services
11	Submit Annual Financial Statements (AFS) and Annual Performance Report (APR) 2020/21 to the Auditor - General for auditing (the accounting officer of a municipality must prepare the annual financial statements of the municipality and within 2 months after the end of the financial year to which those statements relate, submit the statements to the Auditor - General for auditing)	MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2)					31 August 2021	31 August 2021	Chief Financial Officer Manager: IDP/PMS/PP
SEPTEMBER 2021									
12	District IDP Managers Forum: Process Plan/ District Framework Consultation	MSA Section 24	1 September 2021						Manager: IDP/PMS/PP
13	Provincial IDP Managers' Forum	MSA Section 24	16 September 2021						Manager: IDP/PMS/PP
14	The Committee recommendations need to specify the request for the amendment of the MSDF and the intent to not establish a Intergovernmental Steering Committee for the purpose of amending the MSDF.	MSA Regulations - Chapter 2 Section 3(1); LUPA - Section 11(a) & (b); MPBL - Chapter 2 Section 3(1)		29 September 2021					Manager: Development Planning
15	Review of Long Terms Financial Plan	MSA Section 26(a)				1 September 2021 - January 2022			Chief Financial Officer

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
OCTOBER 2021									
16	District IDP Managers Forum: Process Plan/ District Framework Consultation Session	MSA Section 24	6 October 2021						Manager: IDP/PMS/PP
17	Departmental SDF/IDP/Budget Work Sessions to review the MSDF for incorporation within the draft status quo report.	Not Applicable		01 - 15 October 2021					Manager: Development Planning together with All Departments
18	Submit Quarterly report for period ending 30 September 2021 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 28						30 October 2021	Snr Manager: Financial Management Services
19	Strategic Integrated Municipal Engagements (SIME)		30 October 2021						Manager: IDP/PMS/PP
20	The formulation of disaster strategies: Prevention and mitigation strategies, Vulnerability reduction strategies, Capacity building, Contingency building, Emergency preparedness.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2021				Manager: Fire and Disaster
21	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures.	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2021				Manager: Fire and Disaster
NOVEMBER 2021									
22	Submit 1st Quarter Performance Reports 2021/22 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						1 November 2021	Snr Manager: Financial Management Services
23	Place First Quarter Performance Report 2021/22 on website (must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)	MFMA - Sec 75(2) MSA - Sec 21(b)						2 November 2021	Snr Manager: Financial Management Services
24	District IDP Managers Forum	MSA Section 24	6 November 2021						Manager: IDP/PMS/PP
25	Submit inputs for 2021/22 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing	MFMA - Section 21 & 28				19 November 2021			All Directorates
26	The newly elected Council considers and confirm the process as adopted in August 2021 - SDF/IDP/Budget Process Plan (Time Schedule) for 2022/23 with or without amendments	MFMA - Sec 21(b) MSA - Sec 29	15 November 2021						Manager: IDP/PMS/PP and Chief Financial Officer

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
27	Identify all plans and planning requirements binding on the municipality in terms of national and provincial legislation	MSA - Sect 29(1)(c)	29 November - 3 December 2021						Manager: IDP/PMS/PP
28	Place advertisement to notify the public of the proposal to amend the MSDF. Provincial gazette, two local newspapers, website & notice boards	MSA - Sec 28(3); 29 MPBL - Chapter 2 Section 2(a)		30 November 2021					Manager: Development Planning
29	Submit the intention to amend the MSDF and the process to be followed in the amendment & confirm that the ISC process will not be undertaken.	MPBL - Chapter 2 Section 2(b)		30 November 2021					Manager: Development Planning
30	SDF Amendment/IDP/ Budget Public Participation period (the community and stakeholders will be invited to submit submissions on their development needs and ward priorities through municipal platforms)	MSA - Chapter 4 Sec 29(1)(b)(i)	29 November 2021 - 14 January 2022						Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
DECEMBER 2021									
31	District IDP Managers' Forum	MSA - Sec 24	3 December 2021						Manager: IDP/PMS/PP
32	District Public Participation Forum	MSA - Sec 24	8 December 2021						Manager: IDP/PMS/PP
33	Provincial IDP Managers' Forum	MSA - Sec 24	10 December 2021						Manager: IDP/PMS/PP
34	Capture and refine all community inputs from the needs analysis process and sector/s engagement	Not Applicable	13 December - 15 December 2021						Manager: IDP/PMS/PP & DP
35	Establishment of Project Committee & Terms of reference - MSDF	MPBL - Chapter 2 Section 4(1), (2) & Section 8(1)		15 December 2021					Manager: Development Planning
36	Submission of priority requests to sector departments and the district municipality	Not Applicable	16 December 2021						Manager: IDP/PMS/PP & DP
37	District Municipality (DM): Project alignment between the DM and Local Municipalities (LM's)	MSA - Sec 24	17 December 2021						Manager: IDP/PMS/PP
38	Design of disaster management projects:	DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2021				Manager: Fire and Disaster

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
JANUARY 2022									
39	Strategy Workshop 1: Councillors, Mayco, Municipal Manager and Directors	MSA Section 56(2)(a)(b)	20 - 21 Jan 2022						Municipal Manager
40	District IDP Managers' Forum	MSA - Sec 24	5 January 2022						Manager: IDP/PMS/PP
41	MAYCO considers and adopts 2021/22 Adjustments Budget and Draft Revised SDBIP 2021/22	MFMA - Sec 28 MBRR - Part 4				19 January 2022	19 January 2022		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
42	District Public Participation Forum	MSA - Sec 24	20 January 2022						Manager: IDP/PMS/PP
43	Provincial IDP Managers' Forum	MSA - Sec 24	21 January 2022						Manager: IDP/PMS/PP
44	Directorates complete template for 2022 - 2025 Capital and Operational Budget for Budget Prioritisation	MSA Section 26(h)				21 January 2021			Snr Manager: Financial Management Services
45	Submit Mid-year Performance Assessment Report 2021/22 to Executive Mayor	MFMA - Sec 72					25 January 2022		Manager: IDP/PMS/PP
46	Submit Mid-year Budget Assessment Report 2021/22 to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2022			Chief Financial Officer
47	Submit Mid-year Budget and Performance Report 2021/22 to Provincial Treasury, National Treasury and Department of Local Government by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2022			Manager: IDP/PMS/PP and Chief Financial Officer
48	Submit Quarterly report for period ending 31 December 2021 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						26 January 2022	Chief Financial Officer and Manager: IDP/PMS/PP
49	Submit Mid-year Budget and Performance Assessment Reports 2021/22 to Council	MFMA - Section 72(1)(b) MBRR - Reg 35				26 January 2022		26 January 2022	Snr Manager: Financial Management Services
50	Council considers the 2021/22 Adjustments Budget and Draft Revised TL SDBIP 2021/22	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 & 29				26 January 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
51	Council considers the Draft Annual Report 2020/21 before advertising it for public comment	MFMA - Sec 127						26 January 2022	Manager: IDP/PMS/PP and Chief Financial Officer
52	District Municipality submit the Draft 5th Generation IDP District Framework to Mayco and Council for approval and public participation	MFMA - Sec 127(5)(a) MSA - Sec 27 MSA - Sec 21A	13 January 2022						Manager: IDP/PMS/PP
53	Make public the Mid-Year Budget and Performance Report 2021/22 in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)						31 January 2022	Chief Financial Officer and Manager: IDP/PMS/PP
54	Place SECOND Quarter Performance Report 2021/22 on website	MFMA - Section 75 (2) MSA - Sec 21(b)				31 January 2022			Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
FEBRUARY 2022								
55	Submit the Draft Annual Report 2020/21, within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)					03 February 2022	Manager: IDP/PMS/PP
56	Place advertisement in local newspapers to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2020/21	MFMA - Sec 127(5)(a) MSA - Sec 21A					03 February 2022	Manager: IDP/PMS/PP
57	Advertise the approved Adjustments Budget 2021/22 and Revised SDBIP 2021/22 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4				03 February 2022	03 February 2022	Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
58	Table the draft Annual Report 2020/21 to the MPAC to consider and evaluates the content of the Annual Report 2020/21	MFMA 127 & 129 (1)					09 February 2022	Manager: IDP/PMS/PP
59	Public Hearing: Consultation on the draft Annual Report 2020/21 with the local community	MFMA - Sec 127(5) MFMA - Sec 127(6)					14 February 2022	Manager: IDP/PMS/PP
60	Complete tariff setting exercise for 2022/23	MFMA Section 71				15 February 2022		Snr Manager: Financial Management Services
61	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3				15 February 2022		Snr Manager: Financial Management Services
62	Feedback from officials confirming internal arrangements if the content of the Annual Report 2020/21 are credible, reliable and accurate. (Modification to the report before tabling it to Council)	MFMA Sec 121 & 122					16 February 2022	Manager: IDP/PMS/PP
63	Annual (2020/21) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					24 February 2022	Manager: IDP/PMS/PP
64	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	25 February 2022					Municipal Manager
65	LG MTEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	25 February 2022					Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
66	Compilation of the Disaster Management Plan	DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a))			28 February 2022				Manager: Fire and Disaster
67	PSC draft status quo report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to Council for adoption.	MPBL - Chapter 2 Section 7(1)(a)		28 February 2022					Manager: Development Planning with Project Steering Committee (PSC)

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
MARCH 2022									
68	District IDP Managers' Forum	MSA - Sec 24	9 March 2022						Manager: IDP/PMS/PP
69	Provincial Public Participation Forum	MSA - Sec 24	11 March 2022						Manager: IDP/PMS/PP
70	District Public Participation Forum	MSA - Sec 24	24 March 2022						Manager: IDP/PMS/PP
71	District Municipality submit Draft 5th Generation IDP to Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	24 March 2022						Manager: IDP/PMS/PP
72	District Municipality submit 5th Generation IDP District Framework and IDP Process Plan to Mayco and Council for adoption	MFMA - Sec 127(5)(a) MSA - 27 MSA - Sec 21A	24 March 2022						Manager: IDP/PMS/PP
73	Submit the Draft Process Plan for the new 5 Year IDP and Amended Time Schedule 2022/23 to Council: Consult the local community on the draft Process Plan for a period of 21 days (<i>place an advertisement in the local newspaper and municipal website</i>)	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 & 29	30 March 2022						Manager: IDP/PMS/PP
74	Council considers Oversight Report and Annual Report 2020/21 for approval	MFMA - Sec 129					30 March 2022		Manager: IDP/PMS/PP
75	Review the Municipality's performance management system (PMS) - submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)					30 March 2022		Manager: IDP/PMS/PP
76	Submission of the draft budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3				30 March 2022	30 March 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
77	Submission of the Draft 5th Generation IDP , budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	30 March 2022			30 March 2022	30 March 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
APRIL 2022									
78	Submit the budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by budget	MFMA - Sec 22(b) MBRR - Reg 20				01 April 2022			Snr Manager: Financial Management Services
79	Submit the Draft 5th Generation IDP , Draft SDBIP 2022/23 and Draft Budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 29(3)(b) MSA - Sec 32(1) MBRR - Reg 20	05 April 2022	05 April 2022		01 April 2022			Manager: IDP/PMS/PP and Manager: Spatial Planning and Snr Manager: Financial Management Services & Manager:
80	Place advertisement for the Oversight Report and the Annual Report 2020/21 to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3) MFMA - Sec 75 ©					04 April 2022		Manager: IDP/PMS/PP
81	Ensure that the Oversight Report and Annual Report 2020/21 are made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					04 April 2022		Manager: IDP/PMS/PP
82	Advertise the Draft 5th Generation IDP, Draft SDBIP 2022/23, Draft Budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	05 April 2022	05 April 2022		05 April 2022	05 April 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
83	The district municipality launch a public participation process through a series of public hearings on the IDP and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	05 - 29 April 2022						Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
84	Public Participation Process to consult the Draft 5th Generation IDP, Draft SDBIP 2022/23 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	04 - 27 April 2022	04 - 27 April 2022		04 - 27 April 2022	04 - 27 April 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
85	SDF status quo report adoption by Council	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a)		28 April 2022					Manager: Development Planning
86	Submit Quarterly report for period ending 31 March 2022 on implementation of the budget and financial state of affairs of the Municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29						28 April 2022	Snr Manager: Financial Management Services
87	Submit 3rd Quarter Performance Reports 2021/22 - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13						29 April 2022	Snr Manager: Financial Management Services
MAY 2022									
88	Place 3rd Quarter Performance Report 2021/22 on website	MFMA - Sec 75(2) MSA - Sec 21(b)						03 May 2022	Manager: IDP/PMS/PP
89	MAYCO meeting to consider the 5th Generation IDP, Draft Budget and Draft SDBIP 2022/23 (at least 30 days before the start of the budget year)	MFMA - Sec 24	11 May 2022			11 May 2022	11 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
90	SIME/ LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	31 May 2022			31 May 2022	31 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
91	District Municipality adopt the 5th Generation IDP	MFMA - Sec 24	24 May 2022						Manager: IDP/PMS/PP
92	Submit Final Process Plan to Council for adoption	MSA - Sec 28	25 May 2022						Manager: IDP/PMS/PP

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
93	Council meeting to adopt 5th Generation IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	25 May 2022			25 May 2022	25 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
94	SIME/ LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	31 May 2022			31 May 2022	31 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
JUNE 2022									
95	Place the 5th Generation IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	03 June 2022			03 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
96	Place the multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B				03 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
97	Submit the adopted 5th Generation IDP Process Plan to the MEC for Local Government and Provincial Treasury and the District Municipality	MSA - Sec 21, 21A, 28(3)	09 June 2022						Manager: IDP/PMS/PP
98	Submit a copy of the approved 5th Generation IDP and Amended SDF to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	09 June 2022						Manager: IDP/PMS/PP
99	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20				09 June 2022			Snr Manager: Financial Management Services
100	Place advertisement to notify the public of the approved 5th Generation IDP Process Plan on the website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	10 June 2022						Manager: IDP/PMS/PP
101	Give notice to the public of the adoption of the 5th Generation IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) MFMA - Sec 75(1)	10 June 2022			10 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
102	Submit to the Executive Mayor the TL SDBIP 2022/23 (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)					10 June 2022		Manager: IDP/PMS/PP
103	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)					28 June 2022		Manager: IDP/PMS/PP
JULY 2022									
104	Make public the projections, targets and indicators as set out in the TL SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3)(a) MBRR Reg 19					10 July 2022		Manager: IDP/PMS/PP
105	Make public the performance agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b)					10 July 2022		Manager: IDP/PMS/PP
106	SDF project team to draft the amendment to the MSDF and submit it to Council to approve the publication thereof for public comment and to request comment from the Provincial Minister and the District Municipality. (minor amendments)	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) & 7(1)(b)		31 July 2022					Manager: Development Planning with Project Steering Committee (PSC)