

- C.15.2 DRAFT CAPE WINELANDS DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT PROCESS PLAN, DISTRICT INTEGRATED DEVELOPMENT PLAN STRATEGIC MANAGEMENT FRAMEWORK AND DISTRICT INTEGRATED DEVELOPMENT PLAN ROAD MAP FOR PUBLIC PARTICIPATION TO REVIEW THE 2017/2018 – 2021/2022 CAPE WINELANDS DISTRICT MUNICIPALITY 4<sup>TH</sup> GENERATION INTEGRATED DEVELOPMENT PLAN (IDP), PERFORMANCE MANAGEMENT SYSTEM (PMS) AND MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) FOR THE 2018/2019, 2019/2020 AND 2020/2021 FINANCIAL YEARS**  
(2/9/R, 5/1/R & 2/10/R)
- R.15.2 KONSEP KAAPSE WYNLAND DISTRIKMUNISIPALITEIT GEÏNTEGREERDE ONTWIKKELINGSPLANPROSESPLAN, DISTRIK GEÏNTEGREERDE ONTWIKKELINGSPLAN-STRATEGIESE-BESTUURSRAAMWERK EN GEÏNTEGREERDE ONTWIKKELINGSPLANPADKAART VIR OPENBARE DEELNAME OM DIE 2017/2018 – 2021/2022 KAAPSE WYNLAND DISTRIK-MUNISIPALITEIT 4DE GENERASIE GEÏNTEGREERDE ONTWIKKELINGS-PLAN (GOP), PRESTASIEBESTUURSTELSEL (PBS) EN MEDIUMTERMYN-INKOMSTE-EN-UITGAWERAAMWERK (MTIUR) VIR DIE 2018/2019, 2019/2020 EN 2020/2021 FINANSIËLE JARE TE HERSIEN**  
(2/1/9/R, 5/1/R & 2/10/R)
- C.15.2 ISICWANGCISO SENKQUBO YOCWANGCISO OLUYILWAYO LOPHUHLISO OLUHLANGENEYO LOMASIPALA WESITHILI SASECAPE WINELANDS (CWDM), ISICWANGCISO-NKQUBO SOLAWULO LWESICWANGCISO SOPHUHLISO ESIHLANGENEYO SEQHINGA LESITHILI NESIKHOKHELO SESICWANGCISO SOPHUHLISO ESIHLANGENEYO ESILUNGISELELWE UKUTHATYÄTHWA KWENXAXHEBA LULUNTU KUHLAZIYO LWESICWANGCISO ESIHLANGENEYO SOPHUHLISO (IDP) SOMASIPALA WESITHILI SASECAPE WINELANDS (CWDM) SOWAMA- 2017/2018 - 2021/2022, INKQUBO YOLAWULO LWENDLELA YOKUSEBENZA (PMS) KUNYE NESICWANGCISO-NKQUBO SESITHUBA ESIPHAKATHI SENGENISO NENKCITHO (MTREF) ESILUNGISELELWE OWAMA-2018/2019, 2019/2020 NOWAMA-2020/2021**  
(2191R, 5111R & 2/10/R)

#### **PURPOSE OF SUBMISSION**

That Council consider to approve the draft Cape Winelands District Municipality Integrated Development Process Plan, District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for Public Participation in order to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation Integrated Development Plan (IDP), Performance Management System (PMS) and Medium Term Revenue and Expenditure Framework (MTREF) for the 2018/2019, 2019/2020 and 2020/2021 financial years.

## DOEL VAN VOORLEGGING

Dat die Raad oorweging daaraan skenk om die konsep Kaapse Wynland Distriksmunisipaliteit Geïntegreerde Ontwikkelingsplanprosesplan, Distrik Geïntegreerde Ontwikkelingsplan-Strategiese-Bestuursraamwerk en Geïntegreerde Ontwikkelingsplanpadkaart vir openbare deelname goed te keur ten einde die 2017/2018 - 2021/2022 Kaapse Wynland Distriksmunisipaliteit 4de Generasie Geïntegreerde Ontwikkelingsplan (GOP), Prestasiebestuurstelsel (PBS) en Mediumtermyn-inkomste-en-uitgaweraamwerk (MTIUR) vir die 2018/2019, 2019/2020 en 2020/2021 finansiële jare te hersien.

## INJONGO YONGENISO

Okokuba iBhunga licamngce ngokwamkela isiCwangciso seNkqubo yoCwangciso loPhuhliso oluHlangeneyo soMasipala wesiThili saseCape Winelands (CWDM), isiCwangciso-nkqubo soLawulo lwesiCwangciso soPhuhliso esiHlangeneyo seQhinga lesiThili kunye neSikhokhelo sesiCwangciso soPhuhliso esiHlangeneyo esilungiselelwe ukuThatyathwa kweNxaxheba luLuntu ukulungiselela ukuhlaziywa kwesiCwangciso soPhuhliso oluHlangeneyo loPhuhliso lwesiZukulwana sesi-4 (IDP) yoMasipala wesiThili saseCape Winelands sowama-2017/2018 - 2021/2022, iNkqubo yoLawulo lokuSebenza (PMS) kunye nesiCwangciso-nkqubo sesiThuba esiPhakathi seNgeniso neNkcitho (MTREF) elungiselelwe iminyaka-mali yowama-2018/2019, 2019/2020.

## BACKGROUND

Council must in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) adopt a process, which is set out in writing, for the planning, formulation, adoption and revision of the Integrated Development Plan (IDP).

This *procedure plan* must include:

- 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.

The annual budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA). Chapter 4 and section 21(1) of the MFMA indicates that:

The mayor of a municipality must –

- (a) coordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for–
  - (i) the preparation, tabling and approval of the annual budget;
  - (ii) the annual review of –
    - aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
    - bb) the budget related policies.
  - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
  - (iv) the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

The Section 27 Framework for Integrated Development Planning, in terms of Section 27 of the Municipal Systems Act (No 32 of 2000) was approved at the Cape Winelands District Municipality Council meeting of 27 October 2016. (Council resolution C.14.1)

#### **COMMENT**

\*\*\* Attached as Annexure "A" is a copy of the draft Cape Winelands District Municipality Integrated Development Process Plan in order to review the 2017/2018 – 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation IDP, PMS and MTREF for the 2018/2019, 2019/2020 and 2020/2021 financial years.

\*\*\* Attached as Annexure "B" is a copy of the draft District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for public participation to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation IDP, PMS and MTREF for the 2018/2019, 2019/2020 and 2020/2021 financial years.

#### **IMPLICATIONS**

#### **PERSONNEL**

None.

*Comment prepared by: Ms. K. Smit*

## FINANCIAL

R125 500 has been appropriated in respect of public participation processes in the 2017/2018 Annual Budget as displayed below:

| Unique Key     | Cost Code      | Item Description        | Amount          |
|----------------|----------------|-------------------------|-----------------|
| 20170601023348 | 11512222630000 | Events (Transport)      | R25 000         |
| 20170601023347 | 11512223080000 | Hire Charges<br>(Venue) | R500            |
| 20170601023346 | 11512200320000 | Catering Services       | R100 000        |
| <b>Total</b>   |                |                         | <b>R125 500</b> |

*Comment prepared by: Ms. F.A. du Raan-Groenewald*

## LEGAL

The legal framework for integrated development planning is contained in Chapter 5 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and is adequately addressed under BACKGROUND above.

The public participation process is prescribed in section 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

*Comment prepared by: Ms. W.M. Neethling*

## RECOMMENDATION BY ACTING MUNICIPAL MANAGER:

That the Executive Mayor together with the Mayoral Committee consider to recommend to Council to approve the draft Cape Winelands District Municipality Integrated Development Process Plan, District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for Public Participation in order to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation Integrated Development Plan (IDP), Performance Management System (PMS) and Medium Term Revenue and Expenditure Framework (MTREF) for the 2018/2019, 2019/2020 and 2020/2021 financial years.

**AANBEVELING DEUR WAARNEMENDE MUNISIPALE BESTUURDER:**

Dat die Uitvoerende Burgemeester saam met die Burgemeesterskomitee oorweging daaraan skenk om by die Raad aan te beveel om die konsep Kaapse Wynland Distriksmunisipaliteit Geïntegreerde Ontwikkelingsplanprosesplan, Distrik Geïntegreerde Ontwikkelingsplan-Strategiese-Bestuursraamwerk en Distrik Geïntegreerde Ontwikkelingsplanpadkaart vir openbare deelname goedkeur ten einde die 2017/2018 - 2021/2022 Kaapse Wynland Distriksmunisipaliteit 4de Generasie Geïntegreerde Ontwikkelingsplan (GOP), Prestasiebestuurstelsel (PBS) en Mediumtermyn-inkomste-en-uitgaweraamwerk (MTIUR) vir die 2018/2019, 2019/2020 en 2020/2021 finansiële jare te hersien.

**INGCEBISO EVELA UMLAWULI KAMASIPALA OBAMBELELYO:**

Okokuba uSodolophu kunye neKomiti kaSodolophu bacamngce ukucebisa iBhunga okokuba lamkele isiCwangciso seNkqubo yoCwangciso loPhuhliso oluHlangeneyo soMasipala wesiThili saseCape Winelands (CWDM), isiCwangciso-nkqubo soLawulo lwesiCwangciso soPhuhliso esiHlangeneyo seQhinga lesiThili kunye neSikhokhelo sesiCwangciso soPhuhliso esiHlangeneyo esilungiselelwe ukuThatyathwa kweNxaxheba luLuntu kuhlaziyo 'we-IDP yeCWDM, i-PMS yowama-2017/2018 - 2021/2022 neMTREF elungiselelwe owama-2018/2019, 2019/2020 kunye nowama-2020/2021.

**MAYORAL COMMITTEE: 8 AUGUST 2017: ITEM MC.8.1.2**

**RESOLVED:**

That it be recommended to Council to approve the draft Cape Winelands District Municipality Integrated Development Process Plan, District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for Public Participation in order to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation Integrated Development Plan (IDP), Performance Management System (PMS) and Medium Term Revenue and Expenditure Framework (MTREF) for the 2018/2019, 2019/2020 and 2020/2021 financial years, attached as Annexures "A" and "B" to the agenda item.

**BURGEMEESTERSKOMITEE: 8 AUGUSTUS 2017: ITEM BK.8.1.2**

**BESLUIT:**

Dat dit by die Raad aanbeveel word om die konsep Kaapse Wynland Distriksmunisipaliteit Geïntegreerde Ontwikkelingsplanprosesplan, Distrik Geïntegreerde Ontwikkelingsplan-Strategiese-Bestuursraamwerk en Distrik Geïntegreerde Ontwikkelingsplanpadkaart vir openbare deelname goed te keur ten einde die 2017/2018 - 2021/2022 Kaapse Wynland Distriksmunisipaliteit 4<sup>de</sup>

Generasie Geïntegreerde Ontwikkelingsplan (GOP), Prestasiebestuurstelsel (PBS) en Mediumtermyn-inkomste-en-uitgaweraamwerk (MTIUR) vir die 2018/2019, 2019/2020 en 2020/2021 finansiële jare te hersien, aangeheg as Bylae "A" en "B" tot die agenda-item.

**IKOMITI KASODOLOPHU: UMHLA WESI-8 KUAGASTI 2017: UMBA MC.8.1.2**

**KUGQITYWE:**

Okokuba kundululwe kwiBhunga okokuba lamkele isiCwangciso esiyilwayo seNkqubo yoCwangciso loPhuhliso oluHlangeneyo soMasipala wesiThili saseCape Winelands (CWDM), isiCwangciso-nkqubo soLawulo lwesiCwangciso soPhuhliso esiHlangeneyo seQhinga lesiThili kunye neSikhokhelo sesiCwangciso soPhuhliso esiHlangeneyo esilungiselelwe ukuThatyathwa kweNxaxheba luLuntu ukulungiselela ukuhlaziywa kwesiCwangciso soPhuhliso oluHlangeneyo loPhuhliso lwesiZukulwana sesi-4 (IDP) yoMasipala wesiThili saseCape Winelands sowama-2017/2018 - 2021/2022, iNkqubo yoLawulo lokuSebenza (PMS) kunye nesiCwangciso-nkqubo sesiThuba esiPhakathi seNgeniso neNkcitho (MTREF) elungiselelwe iminyaka-mali yowama-2018/2019, 2019/2020 kunye nowama-2020/2021, encanyatheliswe njengeZihlomelo "A" kunye no-"B" kumba we-ajenda.

**RECOMMENDATION BY MAYORAL COMMITTEE:**

That Council consider to approve the draft Cape Winelands District Municipality Integrated Development Process Plan, District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for Public Participation in order to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation Integrated Development Plan (IDP), Performance Management System (PMS) and Medium Term Revenue and Expenditure Framework (MTREF) for the 2018/2019, 2019/2020 and 2020/2021 financial years, attached as Annexures "A" and "B" to the agenda item.

**AANBEVELING VAN BURGEMEESTERSKOMITEE:**

Dat die Raad oorweging daaraan skenk om die konsep Kaapse Wynland Distriksmunisipaliteit Geïntegreerde Ontwikkelingsplanprosesplan, Distrik Geïntegreerde Ontwikkelingsplan-Strategiese-Bestuursraamwerk en Distrik Geïntegreerde Ontwikkelingsplanpadkaart vir openbare deelname goed te keur ten einde die 2017/2018 - 2021/2022 Kaapse Wynland Distriksmunisipaliteit 4<sup>de</sup> Generasie Geïntegreerde Ontwikkelingsplan (GOP), Prestasiebestuurstelsel (PBS) en Mediumtermyn-inkomste-en-uitgaweraamwerk (MTIUR) vir die 2018/2019, 2019/2020 en 2020/2021 finansiële jare te hersien, aangeheg as Bylae "A" en "B" tot die agenda-item.

**INGCEBISO EYENZIWA YIKOMITI KASODOLOPHU:**

Yeyokokuba iBhunga licamngce ngokwamkela isiCwangciso seNkqubo yoCwangciso loPhuhliso oluHlangeneyo soMasipala wesiThili saseCape Winelands, isiCwangciso-nkqubo soLawulo lwesiCwangciso soPhuhliso esiHlangeneyo seQhinga lesiThili kunye neSikhokhelo sesiCwangciso soPhuhliso esiHlangeneyo esilungiselelwe ukuThatyathwa kweNxaxheba luLuntu ukulungiselela ukuhlaziywa kwesiCwangciso soPhuhliso oluHlangeneyo loPhuhliso lwesiZukulwana sesi-4 (IDP) yoMasipala wesiThili saseCape Winelands sowama-2017/2018 - 2021/2022, iNkqubo yoLawulo lokuSebenza (PMS) kunye nesiCwangciso-nkqubo sesiThuba esiPhakathi seNgeniso neNkcitho (MTREF) elungiselelwe iminyaka-mali yowama-2018/2019, 2019/2020 kunye nowama-2020/2021, encanyatheliswe njengeZihlomo "A" kunye no-"B" kumba we-ajenda.

**COUNCIL MEETING: 24 AUGUST 2017: ITEM C.15.2**

(Cllr. S.C. Rens joined the meeting at 10:40)

**RESOLVED:** (Unanimously, 34 Councillors)

That the draft Cape Winelands District Municipality Integrated Development Process Plan, District Integrated Development Plan Strategic Management Framework and District Integrated Development Plan Road Map for Public Participation in order to review the 2017/2018 - 2021/2022 Cape Winelands District Municipality 4<sup>th</sup> Generation Integrated Development Plan (IDP), Performance Management System (PMS) and Medium Term Revenue and Expenditure Framework (MTREF) for the 2018/2019, 2019/2020 and 2020/2021 financial years, attached as Annexures "A" and "B" to the agenda item, be approved.

**RAADSVERGADERING: 24 AUGUSTUS 2017: ITEM R.15.2**

(Rdl. S.C. Rens sluit om 10:40 by die vergadering aan)

**BESLUIT:** (Eenparig, 34 Raadslede)

Dat die konsep Kaapse Wynland Distriksmunisipaliteit Geïntegreerde Ontwikkelingsplanprosesplan, Distrik Geïntegreerde Ontwikkelingsplan-Strategiese-Bestuursraamwerk en Distrik Geïntegreerde Ontwikkelingsplan-padkaart vir openbare deelname goedgekeur word ten einde die 2017/2018 - 2021/2022 Kaapse Wynland Distriksmunisipaliteit 4<sup>de</sup> Generasie Geïntegreerde Ontwikkelingsplan (GOP), Prestasiebestuurstelsel (PBS) en Mediumtermyn-inkomste-en-uitgaweraamwerk (MTIUR) vir die 2018/2019, 2019/2020 en 2020/2021 finansiële jare te hersien, aangeheg as Bylae "A" en "B" tot die agenda-item.

**INTLANGANISO YEBHUNGA: UMHLA WAMA-24 KUAGASTI 2017: UMBA C.15.2**

(UCeba S.C. Rens ufike entlanganisweni ngentsimbi ye-10:40)

**KUGQITYWE:** (Ngamxhelo-mnye, OoCeba abangama-34)

Okokuba isiCwangciso esiyilwayo seNkqubo yoCwangciso loPhuhliso oluHlangeneyo soMasipala wesiThili saseCape Winelands, isiCwangciso-nkqubo soLawulo lwesiCwangciso soPhuhliso esiHlangeneyo seQhinga lesiThili kunye neSikhokhelo sesiCwangciso soPhuhliso esiHlangeneyo esilungiselelwe ukuThatyathwa kweNxaxheba luLuntu ukulungiselela ukuhlaziywa kwesiCwangciso soPhuhliso oluHlangeneyo loPhuhliso lwesiZukulwana sesi-4 (IDP) yoMasipala wesiThili saseCape Winelands sowama-2017/2018 - 2021/2022, iNkqubo yoLawulo lokuSebenza (PMS) kunye nesiCwangciso-nkqubo sesiThuba esiPhakathi seNgeniso neNkcitho (MTREF) elungiselelwe iminyaka-mali yowama-2018/2019, 2019/2020 kunye nowama-2020/2021, esincanyatheliswe njengeZihlomelo "A" kunye no-"B" kumba we-ajenda, masamkelwe.

- C.15.3 REVISION OF BUDGET ESTIMATES: 2017/2018 ADJUSTMENTS BUDGET TO AUTHORISE THE SPENDING OF FUNDS THAT WERE UNSPENT AT THE END OF THE 2016/2017 FINANCIAL YEAR (5/1/1/9 & 5/1/1/10)**
- R15.3 HERSIENING VAN BEGROTINGSBERAMINGS: 2017/2018 AANPASSINGS-BEGROTING OM DIE BESTEDING VAN FONDSE WAT AAN DIE EINDE VAN DIE 2016/2017- FINANSIËLE JAAR ONBESTEE WAS, GOED TE KEUR (5/1/1/9 & 5/1/1/10)**
- C.15.3 UHLAZIYO LOQIKELELO LOHLAHLA -MALI: ULUNGELELWANISO LOHLAHLA-LWABIWO MALI LUKA2017/2018 UKUNIKA IGUNYA LOKUSETYENZISWA KWEZIMALI EZINGASETYENZISWANGA EKUPHELENI KONYAKA-MALI KA-2016/2017 (5/1/1/9 & 5/1/1/10)**

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**PURPOSE OF SUBMISSION**

That Council consider to approve the revision of budget estimates – an Adjustments Budget for the 2017/2018 financial year as prescribed in terms of section 28(2)(e) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA).



**DRAFT CAPE WINELANDS DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT  
PROCESS PLAN, DISTRICT INTEGRATED DEVELOPMENT PLAN STRATEGIC  
MANAGEMENT FRAMEWORK AND DISTRICT INTEGRATED DEVELOPMENT PLAN  
ROAD MAP FOR PUBLIC PARTICIPATION TO REVIEW THE 2017/2018 – 2021/2022  
CAPE WINELANDS DISTRICT MUNICIPALITY 4TH GENERATION INTEGRATED  
DEVELOPMENT PLAN (IDP), PERFORMANCE MANAGEMENT SYSTEM (PMS) AND  
MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) FOR THE  
2018/2019, 2019/2020 AND 2020/2021 FINANCIAL YEARS**

**(2/19/R, 5/1/R & 2/10/R)**

- ANNEXURE A:** - DRAFT CAPE WINELANDS DISTRICT MUNICIPALITY  
INTEGRATED DEVELOPMENT PROCESS PLAN
- ANNEXURE B:** - DRAFT DISTRICT INTEGRATED DEVELOPMENT PLAN  
STRATEGIC MANAGEMENT FRAMEWORK
- DISTRICT INTEGRATED DEVELOPMENT PLAN ROAD MAP

# **ANNEXURE A**

**DRAFT CAPE WINELANDS DISTRICT  
MUNICIPALITY INTEGRATED  
DEVELOPMENT PROCESS PLAN**



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

**SECTION ONE: INTRODUCTION & BACKGROUND**

**1.0 INTRODUCTION**

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

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

**2.0 LEGAL CONTEXT**

**2.1 THE INTEGRATED DEVELOPMENT PLAN**

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

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

- a) *Links integrates and coordinates plans and takes into account proposals for the development of the municipality;*
- b) *Aligns the resources and capacity of the municipality with the implementation of the plan;*



- ii. *The annual review of-*
  - aa) *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
  - bb) *The budget related policies.*
- iii. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
- iv. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

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

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

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

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

#### **4.1 ASSESSMENT ISSUES**

- o The Analysis Report on the 2017/18 Revised IDP submitted (LGMTECH).
- o Shortcomings and weaknesses identified through self-assessment.

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

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

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

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

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

- o Macro-structure aligned to 4<sup>th</sup> Generation IDP (more focused Institutional Plan); o Financial forecasting and Sustainability (Improved Financial Plan);
- o Renewed emphasis on IGR Coordination and Support;

## SECTION TWO: ORGANISATIONAL ARRANGEMENTS

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### 6.0 IDP/BUDGET STEERING COMMITTEE

#### 6.1 INSTITUTIONAL ARRANGEMENTS

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

Institutional Arrangements:

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

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

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

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

#### 6.3 THE IDP DEPARTMENT AND RESPONSIBILITIES

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

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;



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

| MONTH | ACTIVITIES  |   |  |   |  |
|-------|---|---|--|---|--|
|       | IDP   | PMS   | BUDGET   | Budget Review Activities  |  |
| JULY  | <ul style="list-style-type: none"> <li>IDP Process Plan Drafted (year 1)</li> <li>Time schedule (annually)</li> </ul> | <ul style="list-style-type: none"> <li>Signing of new performance contracts for Section 57 Managers and submission to MAYCO (Section 69 of the MFMA and Section 57 of the MSA).</li> <li>Final S57 Managers' Performance Assessments</li> </ul> | <p><b>Mayor and Council / Entity Board</b></p> <ul style="list-style-type: none"> <li>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA Sec53</li> <li>Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</li> </ul> | <p><b>Administration - Municipality and Entity</b></p> <ul style="list-style-type: none"> <li>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA Sec68, 77</li> <li>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA Sec76-81</li> </ul> | <ul style="list-style-type: none"> <li>Approve and announce new budget schedule and set up committees and forums</li> <li>Consultation on performance and changing needs.</li> </ul> |



| ACTIVITIES |  |   |   |   |  |
|------------|--|---|---|---|--|
| MONTH      | IDP  | PMS   | BUDGET  | Budget Review Activities  |  |
| SEPTEMBER  | <ul style="list-style-type: none"> <li>Integration of information from adopted Sector Plans into the IDP document.</li> <li>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</li> </ul>        | <ul style="list-style-type: none"> <li>Auditor General audit of performance measures</li> </ul>                         | <p>Mayor and Council / Entity Board</p> <ul style="list-style-type: none"> <li>Council through the IDP process reviews strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans</li> </ul> | <p>Administration - Municipality and Entity</p> <ul style="list-style-type: none"> <li>Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</li> <li>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans</li> </ul> | <ul style="list-style-type: none"> <li>Update priorities and policies.</li> <li>Determine revenue projections and policies.</li> </ul> |
| OCTOBER    | <ul style="list-style-type: none"> <li>Integration of information from adopted Sector Plans into the IDP Review document.</li> <li>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</li> </ul> | <ul style="list-style-type: none"> <li>Sect 57 Managers quarterly assessments (for first quarter of 2017/18)</li> </ul> | <ul style="list-style-type: none"> <li>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA Sec35, 36, 42; MTBPS</li> </ul>   | <ul style="list-style-type: none"> <li>Determine revenue projections and policies.</li> <li>Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</li> <li>Draft initial allocations to functions, input to Draft initial IDP.</li> </ul>   |  |



Annexure "A"

DRAFT PROCESS PLAN FOR THE REVIEW THE CWDM 4<sup>TH</sup> GENERATION IDP

|                        |  |   |  |  |   |
|------------------------|--|---|--|--|---|
| <p><b>FEBRUARY</b></p> | <ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPAs, KPI's and targets.</li> <li>Identification of priority IDP projects.</li> </ul> | <ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for second quarter of 2017/18) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the second quarter of 2017/18) MIFMA Sec166 &amp; MPPR Reg. 14(3)(a)</li> </ul> | <ul style="list-style-type: none"> <li>Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MIFMA Sec87(2)</li> </ul> | <ul style="list-style-type: none"> <li>Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent midyear review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</li> <li>Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MIFMA Sec37(2)</li> </ul> | <ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>Executive adopts budget and plans and changes to IDP.</li> </ul> |
|------------------------|--|---|--|--|---|





Annexure "A"


DRAFT PROCESS PLAN FOR THE REVIEW THE CWDM 4<sup>TH</sup> GENERATION IDP

|  |   |  |   |   |
|--|---|--|---|---|
| <p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>Incorporation of DORA information into the IDP document.</li> <li>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</li> <li>Identify departmental allocations from Municipality's Own Funds.</li> <li>Workshops with Portfolio Councilors to identify projects to which Own Funds will be allocated to.</li> <li>Preparation of Capital Investment Plan.</li> <li>Preparation of Financial Plan.</li> <li>Public participation process launched through series of public hearings on the IDP and Budget.</li> <li>Conclusion of Sector Plans initiated for the 2016/17 financial year and integration into the IDP</li> </ul> | <ul style="list-style-type: none"> <li>Refinement of Municipal Objectives, KPA's, KPI's and targets and inclusion into 2017/18 IDP S57 Managers' Quarterly Performance Assessments</li> <li>Publicise Annual Report [Due by 7 April MFMA Sec 129(3)]</li> <li>Submit Annual Report to Provincial Legislature/MEC Local Government [Due by 7 April MFMA Sec 132(2)]</li> </ul> | <ul style="list-style-type: none"> <li>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc MFMA Sec 21</li> <li>Public hearings on the budget and council debate. Council consider views of the local community, NI, PT, other prov. and nat. organs of state and municipalities. Mayor to respond to submissions during consultation and table amendments for council consideration. Council to approve IDP and budget and plans at least 30 days before start of budget year.</li> </ul> | <ul style="list-style-type: none"> <li>Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</li> </ul> | <ul style="list-style-type: none"> <li>Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc.</li> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> </ul> |
|--|---|--|---|---|



Annexure "A"

DRAFT PROCESS PLAN FOR THE REVIEW THE CWDM 4<sup>TH</sup> GENERATION IDP

|   |  |  |  |   |  |
|---|--|--|--|---|--|
|  | <ul style="list-style-type: none"> <li>1<sup>st</sup> Draft CWDM SDF</li> <li>Submit first draft to Council for approval to be published for comment.</li> </ul> | <ul style="list-style-type: none"> <li>Community input into organisation KPIs and targets</li> <li>Budget for expenses of audit committee</li> </ul> | <ul style="list-style-type: none"> <li>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year</li> <li>MFMA Sec16, 24, 26, 53</li> <li>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with Sec57(2) of the MSA.</li> <li>The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</li> <li>MFMA Sec53; MSA Sec38-45, 57(2)</li> <li>MEMA Sec59, 79, 82; MSA Sec59-65</li> </ul> | <ul style="list-style-type: none"> <li>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by Sec57(1)(b) of the MSA.</li> <li>MFMA Sec69; MSA Sec57</li> <li>Accounting officers of municipality and entities publishes adopted budget and plans</li> <li>MFMA Sec75, 87</li> </ul> | <ul style="list-style-type: none"> <li>Publish budget and plans.</li> <li>Finalise performance contracts and delegation</li> </ul> |
|---|--|--|--|---|--|

**d) Information sheets**

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

**e) The DM's Website**

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

**f) IDP/Budget Hearing**

The Cape Winelands District Municipality will be hosting an IDP/Budget Hearing to publicise the draft IDP and Budget during April or May 2018. The venue for the hearing will be publicised through the media and offices of the Cape Winelands District Municipality.

**12.0 PROCEDURES/PROCESS FOR PARTICIPATION****12.1 Council Approval**

The draft 4<sup>th</sup> Generation IDP will be tabled at MAYCO during March 2018 (review), this document will go to council during March 2018 (review). Council will then adopt the IDP and Budget by the end of May 2018.

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

Two kinds of alignment are required, namely:-

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

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

- |             |   |  |
|-------------|---|--|
| □ Functions | – | Planning   |
|             | – | Collection of taxes/income and allocation/distribution |

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

In each of the above-mentioned spheres it is important that the district and local municipalities together find clarity on the way in which they will tackle the challenges of development at regional level and which strategies or development approach they will follow. Each individual municipality must also be sure about its own resources and capacity to deliver within the developmental approach. These aspects will be addressed at the joint strategic workshops.

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

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

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

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

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

- CWDM's IDP Coordinator amends the Framework and submits it to the various Councils for final approval to the District Coordinating Forum.

- Sharing of resources between spheres of government in the IDP

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

**IDP FRAMEWORK GUIDELINE:****APPLICABLE LEGISLATION & POLICIES FOR CAI DISTRICT MUNICIPALITY IN INTEGRATED DEVEL****1. LEGISLATION**

| <b>LEGISLATION</b>   | <b>RESPONSIBLE DEPARTMENT</b>                   | <b>SUBJECT MATTER</b>  | <b>RESPONSIBILITIES</b> |
|--|---|--|-------------------------|
| <b>Development Facilitation Act, 1995 (Act No. 67 of 1995)</b>   | Department of Rural Development and Land Reform | <b>Land Development Objectives</b><br>Spatial development<br>Spatial integration<br>Sustainable development<br>Bulk infrastructure planning<br>Settlement density<br>Land use control<br>Development strategies<br>Administrative structures<br>Housing delivery | Municipalities          |
| <b>Less Formal Township Establishment Act (Act 113 of 1991)</b>  | Department of Rural Development and Land Reform | Shortened procedures for designation, provision and development of land and establishment of townships, less formal forms of residential settlement, regulating use of land by tribal communities for communal forms of residential settlement                   | Municipalities          |
| <b>Removal of Restrictive Conditions Act (Act No 84 of 1967)</b> | Department of Rural Development and Land Reform | To alter, suspend or remove certain restrictions and obligations in respect of land in the province  | Municipalities          |

|   |  |   |  |  |
|---|--|---|--|--|
| <b>National Environmental Management Act (Act No. 107 of 1998)</b>                  | Department of Environmental Affairs and Tourism                      | <b>Environmental Mgt Plans</b><br>Environmental principles<br>Environmental implementation and management plans   | Certain national departments and each province | Relevant department in the province            |
| <b>Environmental Conservation Act</b>   | Department of Environmental Affairs and Tourism                      | Provides for the effective protection and controlled utilization of the environment and for matters incidental thereto  | Minister/<br>Administrator/ local authority    | Minister/<br>Administrator/<br>local authority |
| <b>Municipal Structures Act, 1998 (Act No. 117 of 1998)</b>                         | Department of Cooperative Governance and Traditional Affairs (COGTA) | Municipal establishment and determination of powers and functions of Municipalities   | Municipalities                                 | N/A  |
| <b>Public Finance Management Act (Act No. 1 of 1999) &amp; Treasury Regulations</b> | National Treasury  | <b>economic, efficient &amp; effective manages of public finances</b> transferred from National or Province to Municipalities through sound accounting and internal control systems | Municipalities                                 | National & Provincial Treasury                 |
| <b>Municipal Finance Management Act (Act No. 56 of 2003)</b>                        | National Treasury  | <b>economic, efficient &amp; effective management of municipal finances</b> through sound accounting and internal control systems   | Municipalities                                 | National & Provincial Treasury                 |



|   |   |  |                |   |
|---|---|--|----------------|---|
| <b>Labour Tenants Act, Act 3 of 1996.</b> | Department of Rural Development and Land Reform | Provides for the security of tenure of labour tenants and those persons occupying or using land as a result of their association with labour tenants, to provide for the acquisition of land and rights in land by labour tenants. The date for lodgement of claims in terms of this act has passed. Some 2600 claims have been received by the Provincial Land Reform Office. | Municipalities | Department of Rural Development and Land Reform |
|---|---|--|----------------|---|

# **ANNEXURE B**

**DRAFT DISTRICT INTEGRATED  
DEVELOPMENT PLAN STRATEGIC  
MANAGEMENT FRAMEWORK**

**DISTRICT INTEGRATED DEVELOPMENT  
PLAN ROAD MAP FOR PUBLIC  
PARTICIPATION**

**DISTRICT INTEGRATED DEVELOPMENT PLAN STRATEGIC MANAGEMENT FRAMEWORK 2017/18 – 2021/2022**  
**Annexure "B"**

| <b>ACTIVITIES</b> |  |   |   |   |  |
|-------------------|--|---|---|---|--|
| <b>MONTH</b>      | <b>IDP</b>   | <b>PMS</b>  | <b>BUDGET</b>   | <b>Budget Review Activities</b>   |  |
| <b>JULY</b>       | <ul style="list-style-type: none"> <li>▪ IDP Process Plan Drafted (year 1)</li> <li>▪ Time schedule (annually)</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Signing of new performance contracts for Section 57 Managers and submission to MAYCO (Section 69 of the MFMA and Section 57 of the MSA).</li> <li>▪ Final Managers' Performance Assessments S57</li> </ul>   | <p style="text-align: center;"><b>Mayor and Council / Entity Board</b></p> <ul style="list-style-type: none"> <li>▪ Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MIFMA Sec53</li> <li>▪ Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MIFMA Sec68, 77</li> <li>▪ Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA Sec76-81</li> </ul> | <ul style="list-style-type: none"> <li>▪ Approve and announce new budget schedule and set up committees and forums.</li> <li>▪ Consultation on performance and changing needs.</li> </ul>  |
| <b>AUGUST</b>     | <ul style="list-style-type: none"> <li>▪ IDP Process Plan tabled at MAYCO and Council for approval.</li> <li>▪ IDP preparation process initiated.</li> <li>▪ Review of comments received on the 2017/18-2021/22 IDP document.</li> <li>▪ Self-assessment to identify gaps in the IDP process.</li> <li>▪ Integration of information from adopted Sector Plans into the IDP document.</li> <li>▪ Provincial IDP JPI</li> <li>▪ Initiation of new sector plans into the IDP.</li> <li>▪ Start review and updating of the IDP Vision, Mission and Objectives.</li> <li>▪ Elements of the strategic elements of the IDP in light of the new focus of Council.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Quarterly Project Implementation Report (for last quarter of 2015/16) MPPR Reg. 14</li> <li>▪ Quarterly Audit Committee meeting (for the last quarter of 2016/17) MFMA Sec166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Compile annual report for 2016/16 (MFMA Sec121)</li> <li>▪ Submission of 2016/17 Draft Annual Report to Auditor General</li> </ul> | <ul style="list-style-type: none"> <li>▪ Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year.</li> <li>▪ MFMA Sec21,22, 23; MSA Sec34, Ch 4 as amended</li> <li>▪ Mayor establishes committees and consultation forums for the budget process</li> </ul> | <ul style="list-style-type: none"> <li>▪ Accounting Officer to submit AFS to Auditor General [Due by 31 August, MIFMA Sec128(1)(e)]</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Consultation on performance and changing needs.</li> <li>▪ Review performance and financial position.</li> <li>▪ Review external mechanisms.</li> <li>▪ Start Planning for next three years.</li> </ul> |

| ACTIVITIES |  | BUDGET   |  |   |   |
|------------|--|--|--|---|---|
| MONTH      | IDP  | PMS  | Mayor and Council / Entity Board   |   |   |
| JANUARY    | <ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects.</li> </ul> | <ul style="list-style-type: none"> <li>Mayor tables annual report for 2016/17</li> <li>MFMA Sec127(2)</li> <li>Make public annual report and invite community inputs into report (MFMA Sec127 &amp; MSA Sec21a)</li> <li>Section 57 Managers' quarterly assessments (for second quarter of 2017/18)</li> </ul> | <ul style="list-style-type: none"> <li>Entity board of directors must approve and submit proposed budget and plans for next three year budgets to parent municipality at least 150 days before the start of the budget year MFMA Sec87(1)</li> </ul> | <ul style="list-style-type: none"> <li>Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by January) MFMA Sec36</li> </ul>   | <ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> </ul>  |
| FEBRUARY   | <ul style="list-style-type: none"> <li>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects.</li> </ul> | <ul style="list-style-type: none"> <li>Quarterly Project Implementation Report (for second quarter of 2017/18) MPPR Reg. 14</li> <li>Quarterly Audit Committee meeting (for the second quarter of 2017/18) MFMA Sec166 &amp; MPPR Reg. 14(3)(a)</li> </ul>   | <ul style="list-style-type: none"> <li>Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA Sec87(2)</li> </ul>  | <ul style="list-style-type: none"> <li>Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent midyear review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</li> <li>Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA Sec37(2)</li> </ul> | <ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>Executive adopts budget and plans and changes to IDP.</li> </ul> |

| ACTIVITIES |   | BUDGET  |  |   |   |
|------------|---|---|--|---|---|
| MONTH      | IDP   | PMS   | Mayor and Council / Entity Board   |   |   |
| MAY        | <ul style="list-style-type: none"> <li>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</li> <li>IDP/Budget Steering Committee meeting to consider the amendments to the IDP.</li> <li>MAYCO recommends adoption of the IDP to Council.</li> <li>Adoption of the IDP by Council.</li> </ul> | <ul style="list-style-type: none"> <li>Quarterly Implementation Report (for third quarter of 2016/17) MPPR Reg. 14</li> <li>Quarterly Committee meeting (for third quarter of 2017/18 MFMA Sec166 &amp; MPPR Reg. 14(3)(a))</li> <li>Annual review of organisational KPIs (MPPR Reg 11)</li> <li>Review organisational performance targets (MPPR Reg 11)</li> </ul> | <p>Administration - Municipality and Entity</p> <ul style="list-style-type: none"> <li>Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</li> </ul>   | <p>Budget Activities</p> <ul style="list-style-type: none"> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</li> </ul>   |   |
| JUNE       | <ul style="list-style-type: none"> <li>1<sup>st</sup> Draft CWDM SDF</li> <li>Submit first draft to Council for approval to be published for comment.</li> </ul>  | <ul style="list-style-type: none"> <li>Community Input into organisation and targets</li> <li>Budget for expenses of audit committee</li> </ul>   | <p>Mayor and Council / Entity Board</p> <ul style="list-style-type: none"> <li>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year MFMA Sec16, 24, 26, 53</li> <li>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA.</li> <li>The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</li> <li>MFMA Sec53; MSA Sec38-45, 57(2)</li> <li>MFMA Sec59, 79, 82; MSA Sec59-65</li> </ul> | <p>Administration - Municipality and Entity</p> <ul style="list-style-type: none"> <li>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by Sec57(1)(b) of the MSA.</li> <li>MFMA Sec69; MSA Sec57</li> <li>Accounting officers of municipality and entities publishes adopted budget and plans</li> <li>MFMA Sec75, 87</li> </ul> | <p>Budget Activities</p> <ul style="list-style-type: none"> <li>Publish budget and plans.</li> <li>Finalise performance contracts and delegation</li> </ul> |

| <b>CWDM IDP/BUDGET Road Map for Public Participation<br/>during 2017/18</b>             |                          |                   |                 |
|---|--------------------------|-------------------|-----------------|
| ANNEXURE "B"  |                          |                   |                 |
| <b>MUNICIPALITY</b>   | <b>VENUE</b>             | <b>START DATE</b> | <b>END DATE</b> |
| <b>PUBLIC PARTICIPATION</b>   |                          |                   |                 |
| Stellenbosch  | To be confirmed          | Sept 2017         | Oct 2017        |
| Drakenstein   | To be confirmed          | Sept 2017         | Oct 2017        |
| Witzenberg  | To be confirmed          | Sept 2017         | Oct 2017        |
| Breede Valley   | To be confirmed          | Sept 2017         | Oct 2017        |
| Langeberg   | To be confirmed          | Sept 2017         | Oct 2017        |
| <b>DISTRICT CONSULTATION MEETINGS</b>   |                          |                   |                 |
| CWDM Consultation Meeting   | To be confirmed          | Oct 2017          | Nov 2017        |
| CWDM IDP/Budget Hearing   | To be confirmed          | April 2018        | May 2018        |
| <b>BUDGET PROCESS</b>   |                          |                   |                 |
| Financial analysis  | CWDM Office Stellenbosch | Sept 2017         | Dec 2017        |
| Programmes, Projects & Preliminary Capital Budget                                       | CWDM Office Stellenbosch | Sept 2017         | Dec 2017        |
| Priorities and Outputs  | CWDM Office Stellenbosch | Sept 2017         | Dec 2017        |
| Operating Budget  | CWDM Office Stellenbosch | Sept 2017         | Dec 2017        |
| Final Approval of IDP, PMS and Annual Budget  | CWDM Office Stellenbosch | May 2018          | May 2018        |
| <b>DISTRICT ENGAGEMENTS WITH PGWC ON THE ROLL OUT OF THE WESTERN CAPE DELIVERY PLAN</b> |                          |                   |                 |
| Joint planning process with PGWC  | Aug 2017 – April 2018    |                   |                 |
| IDP INDABA 1  |                          |                   |                 |
| IDP INDABA 2  |                          |                   |                 |
| LGMTEC 1  |                          |                   |                 |
| LGMTEC 2  |                          |                   |                 |
| LGMTEC 3  |                          |                   |                 |