

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

# DRAFT 2020 – 2021 - 3RD REVIEW IDP AND BUDGET PROCESS PLAN

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# IDP & BUDGET PROCESS PLAN

## SECTION ONE: INTRODUCTION & BACKGROUND

### 1.1. INTRODUCTION

The Integrated Development Plan (IDP), as the key tool for the Municipality to tackle its developmental role, represents a continuous cycle of development, planning, implementation and review. Implementation started after the adoption of the 1st - Generation IDP in 2006. Currently the municipality operates in the 2nd - Generation IDP. The IDP is the strategic plan with a cycle period of five years. During its five-year life cycle the IDP is reviewed and updated annually.

The Annual Budget, in turn, provides the Medium Term Revenue & Expenditure Framework (MTREF) which sets out the financial path for the ensuing three years.

These two documents, i.e. the IDP and the Budget – along with the Performance Management System (PMS) – provide a means to assess the progress and achievements with regard to the strategic objectives of the Municipality, thus informing its financial and institutional planning.

With the input of the Provincial authority, local municipalities are continuously in the process of reviewing, improving and updating its IDP, as well as ensuring alignment with the MTREF.

This IDP and Budget Process Plan seek to address, *inter alia*, the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Updating of the 5-year Financial Plan; and
- Preparation and finalization of the annual Budget in terms of the relevant legislation.

## 1.2. LEGISLATIVE FRAMEWORK

### 1.2.1. PROCESS PLAN

In order to ensure minimum quality standards of the IDP and Budget process – and a proper coordination between and within spheres of government – the preparation of the IDP and Budget Process Plan has been regulated by both the Municipal Systems Act and the MFMA.

In terms of Section 28 of the MSA, Council must adopt an IDP and Budget Process Plan. And Section 29 of the MSA specifies that such a Process Plan must include:

- Programs that set out timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation with:
  - Local communities, both in terms of needs and priorities as well as consultation during development;
  - Organs of state, traditional authorities, and other role-players in the drafting process; and
- Binding plans and planning requirements, i.e. policy and legislation.

In terms of Section 21 of the MFMA, the Executive Mayor must co-ordinate the process for the adoption of the annual Budget and the review of the IDP and related policies so that he/she can ensure mutual consistency and credibility.

The second part of the afore-mentioned Section of the MFMA stipulates that a Process Plan with timeframes must be tabled to Council for consideration at least 10 months prior to implementation of the annual Budget.

National Treasury has provided further guidance by the issuing of MFMA Circular 10. That circular provides specific guidance with regard to six distinct steps in compilation of the IDP and Budget.

The table below highlights the six steps, with a succinct description of each step:

| Steps | | Process |
|---|---|---|
| **1** | **Planning** | Schedule key dates, establish consultation forums, review previous processes |
| **2** | **Strategizing** | Review the IDP, set service delivery objectives for next 3 years, consult on tariffs, indigents, credit control, free basic services etc., and consider local-, provincial- and national issues, the previous year's performance and current economic and demographic trends etc. |
| **3** | **Preparing** | Prepare the Budget, revenue and expenditure projections; draft Budget policies; consult and consider local-, provincial- and national priorities |
| **4** | **Tabling** | Table the draft IDP, the draft Budget and Budget-related policies before council; consult and consider local-, provincial- and national inputs or responses |
| **5** | **Approving** | Council approves the IDP, the Budget and related policies |

| | | |
|---|---|---|
| **6** | **Finalizing** | Publish the IDP, Budget and approve the SDBIP and performance targets |

Local municipalities are required by the Municipal System Act (Act 32 of 2000) to consult and report back to communities on their planned activities as well as their performances so that communities can be afforded an opportunity to voice their opinions on the day-to-day functioning of the Municipality.

**Development of an IDP Framework Plan**

In terms of Section 27 of the MSA, the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its jurisdiction area. In doing so, proper consultation, coordination and alignment of the IDP review process of the district municipality and various local municipalities can be maintained.

## 1.2.2. OTHER LEGISLATIVE IMPERATIVES

In an effort to comply with the current legislative framework, the host of binding legislation to be taken into consideration in the formulation of the IDP & Budget Process Plan is listed hereinunder:

- The Constitution of the Republic of South Africa, (Act 108 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998)
- Public Finance Management Act (Act 2 of 1999)
- Promotion of Access to Information Act (Act 2 of 2000).
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Inter-governmental Relations Framework Act, (Act 13 of 2005)
- Division of Revenue Act (Act 1 of 2007)
- Development Facilitation Act, (Act 67 of 1995)
- Communal Land Rights Act, (Act 11 of 2004)
- National Land Transport Transitional Act, 1999
- Housing Act, (Act 107 of 1997)
- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- Environmental Conversation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)

- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- National Forest Act (1998)

**Provincial Policies**

- Western Cape Growth and Development Strategy
- Western Cape Spatial Development Framework

**National Policies**

- Reconstruction and Development Program (RDP), 1994
- Growth, Employment And Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

| **Abbreviations :** |
|---|
| **IDP** **-** Integrated Development Plan |
| **MFMA** - Municipal Finance Management Act, no 56 of 2003 |
| **MSA** - Local Government Municipal Systems Act, no 32 of 2000 |
| **MTBPS** - National Treasury, Medium Term Budget and Policy Statement |
| **NT** - National Treasury |
| **PT** - Provincial Treasury |
| **SDBIP** - Service Delivery Budget Implementation Plan |

## SECTION TWO: ORGANIZATIONAL ARRANGEMENTS

### 2.1 IDP / BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process, the Mayor must establish an IDP & Budget Steering Committee. This committee must at least consist of the persons mentioned in Section 4 of the Budget and Reporting Regulations.

Section 4 of the Local Government: Budget and Reporting Regulations states the following:

***Budget Steering Committee***

*4. (1) The mayor of a municipality must establish a Budget Steering Committee to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Act.*

*(2) The Steering Committee must consist of at least the following persons:*

*(a) the councillor responsible for financial matters;*

*(b) the municipal manager;*

*(c) the chief financial officer;*

*(d) the senior managers responsible for at least the three largest votes in the municipality;*

*(e) the manager responsible for Budgeting;*

*(f) the manager responsible for planning; and*

*(g) any technical experts on infrastructure.*

This IDP / Budget Steering Committee will act as a support structure to the Executive Mayor in providing a platform for him/her to provide political guidance and to monitor progress made in the IDP and Budget process. This Steering Committee must be reconstituted each year.

### 2.1.1. Composition

In order to comply with the legislative requirements, the Mayoral Committee has constituted the Witzenberg IDP/Budget Steering Committee structure as follows (inclusive political representation):

| | |
|---|---|
| Vacant | |
| Vacant | |
| Vacant | |
| Vacant | |
| Vacant | |
| Vacant | |
| Vacant | |
| Vacant | |

### 2.1.2. Terms of Reference for the IDP / Budget Steering Committee

The Terms of Reference for the IDP / Budget Steering Committee are as follows:

- To provide terms of reference for the various planning activities
- To commission research studies
- Considers and comments on:
  - ➲ Inputs from sub-committee/s, study teams and consultants
  - ➲ Inputs from provincial sector departments and support providers
- To process, summarize and document the outputs
- Makes content recommendations, and
- Prepares, facilitates and minutes all meetings

## 2.2 IDP REPRESENTATIVE FORUM

### 2.2.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) is constituted as part of the preparation phase of the IDP, and will continue its functions throughout the annual IDP Review process. The composition of the IDP Representative Forum is as follows:

- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers
- Municipal Manager and Senior Managers
- Stakeholder representatives of organised groups

The ward structure for Witzenberg is shown in the table below:

| Ward | Status | Towns or Areas |
|---|---|---|
| 1 | Functional | N'duli |
| 2 | Functional | Wolseley farms (toward Botha and Breë Valley) |
| 3 | Functional | Ceres West |
| 4 | Functional | PA Hamlet (including Kliprug, and a portion of Bella Vista) |
| 5 | Functional | Ceres East |
| 6 | Functional | Bella Vista (including some farms in Warm Bokkeveld) |
| 7 | Functional | Wolseley (including Montana, Pine Valley, and section of Chris Hani |
| 8 | Functional | Koue Bokkeveld farms (up until Op-Die-Berg) |
| 9 | Functional | Op-Die-Berg (including farms from Op-Die-Berg toward Citrusdal) |
| 10 | Functional | Agter Witzenberg rural (including Phase 3 & Phase 4 in PA Hamlet) |
| 11 | Functional | Tulbagh (including Chris Hani, Witzenville and surrounding farms) |
| 12 | Functional | Warm Bokkeveld rural |

### 2.2.2 Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Represents the interest of the municipality's constituency in the IDP process;
- Provides an organisational mechanism for discussion, negotiation and decision-making between all the stakeholders in municipal government;
- Ensures communication between all the stakeholder representatives in municipal government;
- Monitors the performance of the planning and implementation process;
- Forms a structured link between the Municipality and representatives of the public;
- Participates in decision-making within the Representative Forums;
- Analyzes and discusses issues being developed;
- Ensures that priority issues of their constituents are considered;
- Ensures that annual business plans and SDBIP are developed, based on the IDP priorities and municipal Key Performance Indicators;
- Participates in the designing of IDP project proposals; and
- Discusses and comments on the final IDP product.

Witzenberg has not as yet formally constituted an IDP Representative Forum. Council has resolved that until such time as an IDP Representative Forum is created, the current Ward Committee structures should perform the role and function assigned to the Rep Forum. This Process Plan takes cognizance thereof, and all engagements indicated in this plan as devolving upon the IDP Representative Forum will be channeled to, and administered by, the Ward Committee structures.

## SECTION THREE: ROLE-PLAYERS

### 3.1 ROLE-PLAYERS

The following role-players have been identified:

### 3.1.1. External Role-players

The external role-players identified are:

- Provincial Government Departments, specifically through the LGMTEC engagements and IGR structures;
- National government, specifically DPLG and National Treasury via guidelines issued;
- Representative Forums / Civil Society; and
- The Cape Winelands District Municipality.

### 3.1.2. Internal Role-players

The main internal role-players, apart from all officials in the Municipalities, are identified as:

- Council
- IDP / Budget Steering Committee; and
- Manager responsible for IDP.

### 3.1.3 ROLES AND RESPONSIBILITIES

The responsibility of the other spheres of government is to:

- Ensure vertical alignment of the IDP and Budget with Provincial and National sector plans.
- Monitor development and review of IDP and Budget process.
- Ensure responsiveness of the IDP and Budget.
- Contribute relevant information of Provincial Sector Departments, and to
- Contribute sector expertise and technical know-how.

The responsibility of the IDP Representative Forum is to:

- Ensure that community needs and priorities are communicated
- Ensure responsiveness of the IDP and Budget
- Ensure communication lines with represented organizations, and to
- Ensure information flow.

The responsibilities of Council are to:

- Decide on and adopt the IDP & Budget Process Plan; and to
- Decide on and adopt the IDP and Budget documents.

The responsibilities of the IDP / Budget Steering Committee are to:

- Identify additional role-players to serve on the IDP Representative Forum;
- Ensure that all relevant role-players are involved;
- Ensure that the review process is undertaken in accordance with agreed timeframes;
- Ensure that the process is focused on priority issues;
- Ensure that it is strategic and implementation-orientated; and to
- Ensure that sector requirements are adhered to.

The responsibilities of the IDP Manager, with regard to this process, are to:

- Ensure that the Process Plan is finalised and presented to the IDP / Budget Steering Committee;
- Adjust the IDP according to the proposals of the MEC;
- Ensure the continuous participation of role-players;
- Monitor and record the participation of role-players;
- Ensure that appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Co-ordinate inputs received such as comments and enquiries;
- Ensure responses to comments and enquiries;
- Ensure alignment of the IDP with the District Municipality's framework;
- Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and to
- Ensure the timeous submission of IDP documents to the relevant authorities.

## SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

### 4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

The four major functions in the public participation process are:

- Needs orientation;
- Appropriateness of solutions;
- Community ownership; and
- Empowerment.

Similar to the preparation of the IDP, the public participation process in the annual drafting of the IDP review and Budget must be institutionalized. This is done in order to ensure that all residents and stakeholders have a fair and equal right to participate in matters of governance.

### 4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will apply:

#### 4.2.1 IDP Representative Forum (RF)

This forum represents all stakeholders and is as inclusive as possible. Efforts will be made to bring additional organizations into the RF and ensure their continued participation throughout the process.

Until such time though that Witzenberg has established an IDP Representative Forum, the Ward Committee structure will be utilized to fulfill the RF's role.

#### 4.2.2 Media

A vigorous communication and information-sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website & Intranet;
- Notices at all Municipal Offices,
- Municipal Accounts;
- Loud-hailing the day before local Imbizo's (Meetings); and
- Advertisements in local news papers.

### 4.2.3 Information sheets

Information sheets will be prepared in English, Afrikaans and Xhosa, and will be distributed via the Ward Committee structure and/or Representative Forum. Information sheets will also be displayed on the Municipal Notice Boards, Municipal Website, in local media, and included in monthly municipal accounts.

### 4.2.4 Sector engagements

Dates, time and venues will be communicated in writing to each stakeholder at least seven days prior to the meetings. It is the responsibility of stakeholders to notify the Municipality of any changes in representatives, or contact details.

### 4.2.5 Local Imbizo's (Meetings)

All venues will be selected in a manner that ensures and enhances easy access for all community members to attend. Meetings should be either ward-based or per town / neighborhood, considering the size and distance.

Times chosen for the meetings should ensure maximum attendance by all the households. Venues will be prepared half an hour before starting time to allow community members to be properly seated before commencement of the session.

The communication medium will be the predominant language of the community, with arrangements for translation / interpretation, as the need may be.

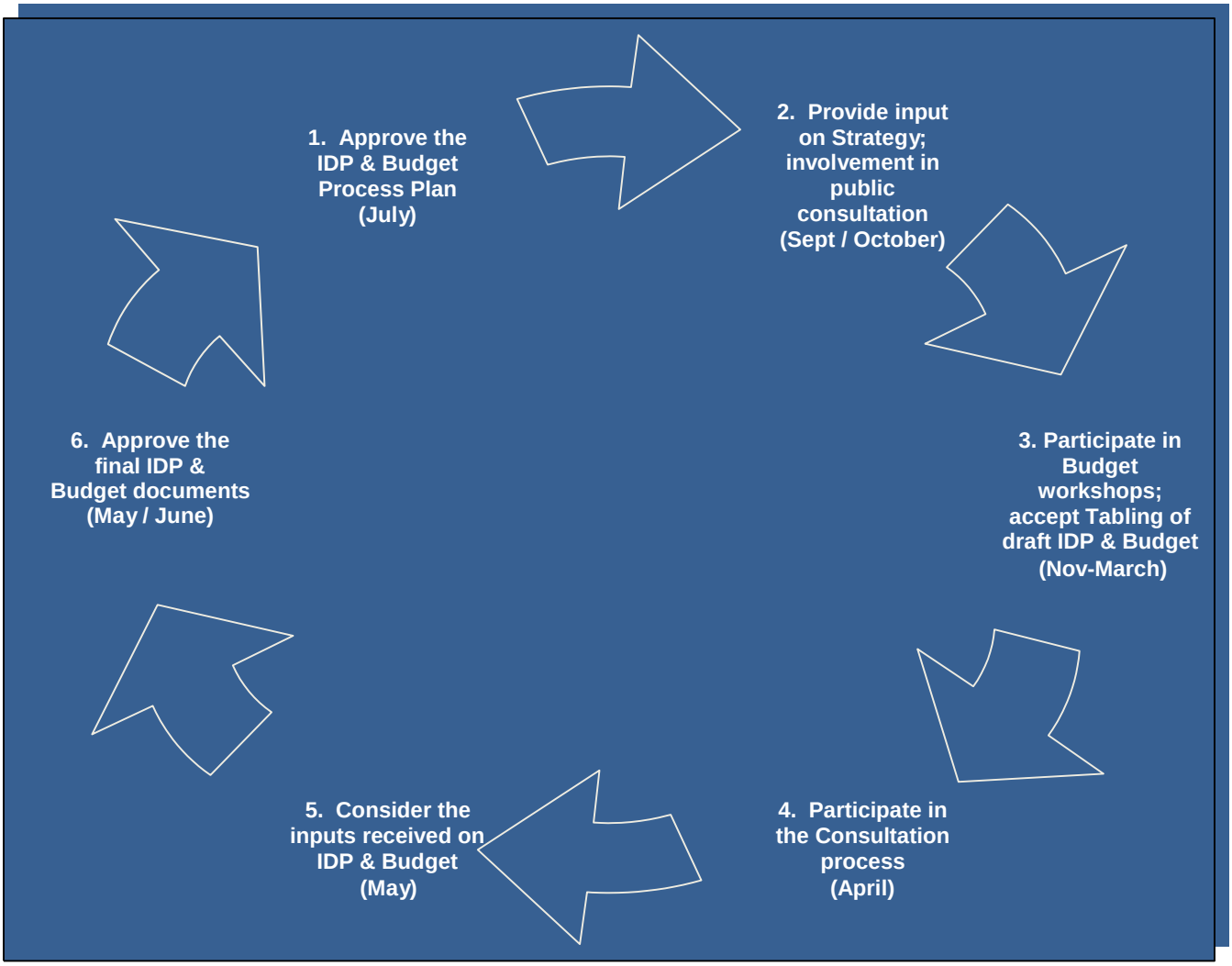
## 4.3 PROCEDURES / PROCESSES FOR PARTICIPATION

### 4.3.1 IDP Representative Forum

The IDP Representative Forum (when formally constituted and functional) will meet as indicated in the Process Plan.

### 4.3.2 Council Approval

The involvement of Council in the IDP and Budget compilation process is best illustrated in the process flow diagram below:




### 4.3.3 Newspapers

An outcome report will be submitted to the local newspaper on the completion of the adopted IDP and Budget documents, as well as an information spreadsheet on the key elements of the Final IDP and Budget.

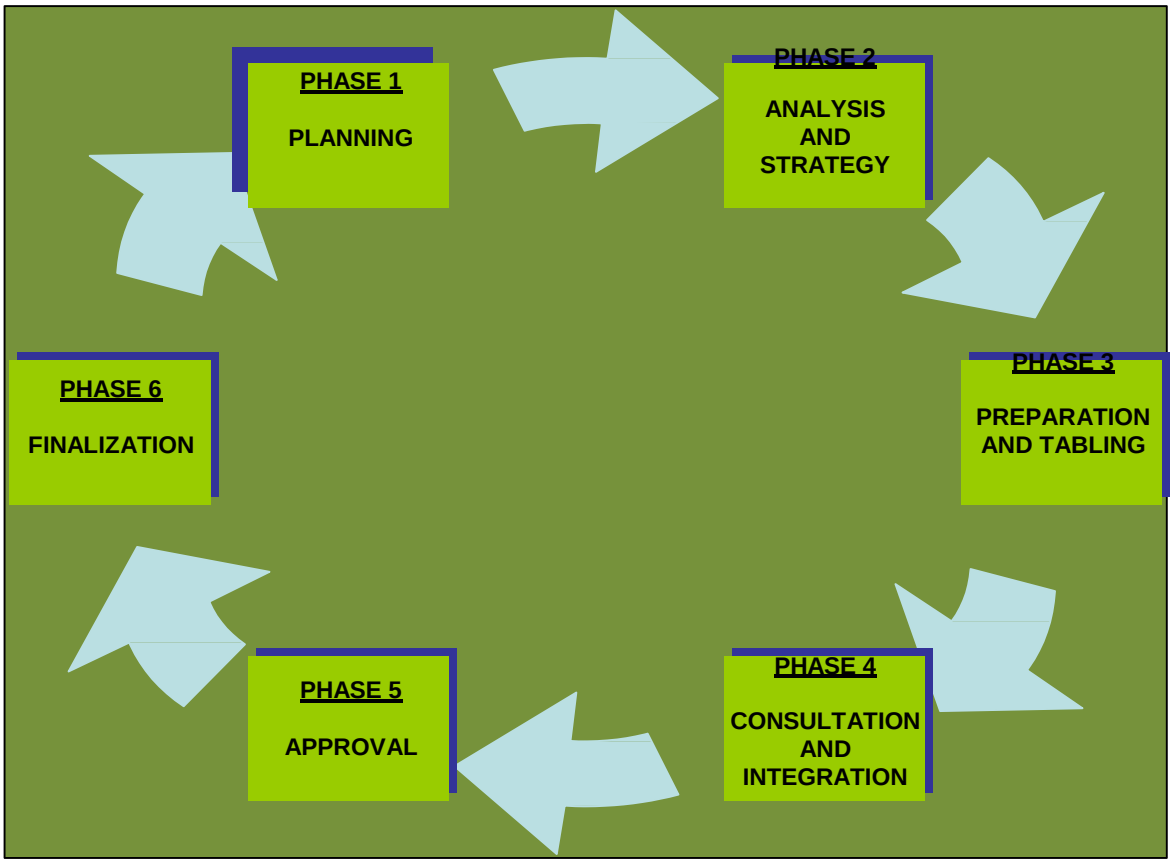
### 4.3.4 Information Sheets

At the completion of each phase an information sheet will be prepared in the three dominant languages, namely English, Afrikaans and Xhosa, providing an executive summary of the outcomes of the particular phase.

## SECTION FIVE: ACTION PROGRAM

### 5.1 PHASES OF THE IDP AND BUDGET PROCESS

The IDP and Budget process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and the Performance Management System. The six distinct phases in the IDP and Budget process are indicated in the diagram below:




### PHASE 1 - PLANNING

During this phase the Process Plan is divided into activities, and for each activity a timeframe is allocated as well as a linkage to the responsible person for each activity.

The Process Plan is compiled via a process of consultation with all the role-players.

## PHASE 2 – ANALYSIS AND STRATEGY

Phase 2 comprises two stages, namely the Analysis and the Strategy formulation stages. For successful forward planning it is imperative to understand precisely what the current situation is as well as the historical trends. Therefore, both external and internal influences must be taken into account. And since all strategies and interventions are to be ward-based, all analyses, as far as possible, should speak to wards.

A proper analysis includes consultation with the whole spectrum of stakeholders, including the general public, as well as a thorough institutional assessment. It is important that all the stakeholders must have a common understanding of the gaps as well as the available resources – i.e. human, financial, property, plant and equipment.

Once the current resources and needs assessment has been completed, then only the formulation of a credible strategy to cover those gaps is possible.

## PHASE 3 – PREPARATION AND TABLING

There are four distinct processes dealt with almost simultaneously in this phase, namely

- Preparation of draft Capital program (Next 3 years)
- Preparation of draft Operational Budget (Next 3 years)
- Preparation of draft Adjustment Budget, if necessary, and the
- Updating of the IDP.

And then the tabling of the following drafts is to be made, namely:

- ➲ Annual Report;
- ➲ Adjustment Budget;
- ➲ IDP; and
- ➲ Annual Budget.

## PHASE 4 – CONSULTATION AND INTEGRATION

Consultation is done with three different types of stakeholders, namely: Government through LGMTEC's; structured civil society through IDP Representative Forum and/or Ward Committee structures, and with the community through Imbizo's/meetings in the different wards, neighborhoods or towns. All inputs, comments and objections received throughout this phase are considered, and recommendations are prepared. Thereafter the IDP and Budget is tabled to Council for consideration.

## PHASE 5 – APPROVAL

Once the IDP and Budget documents are tabled, Council considers it for approval. Approval must take place before the start of the new financial year.

## PHASE 6 – FINALIZATION

Once the IDP and Budget have been approved, the final documents are published. The Service Delivery and Budget Implementation Plan (SDBIP) is then developed. The performance agreements are also drafted, based on the approved documents.

## 5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

| 5.2.1 PHASE 1 - PLANNING | Start 01/07/2019 | Finish 30/08/2019 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| Compile the IDP & Budget draft Process Plan with time schedule | 01/07/2019 | 15/07/2019 | Manager: IDP |
| Senior Management to discuss the Draft Process Plan | 15/07/2019 | 19/07/2019 | Municipal Manager |
| | | | |
| MAYCO meeting to consider the Process Plan | 22/07/2019 | 26/08/2019 | Municipal Manager |
| Draft Process Plan to be tabled to Council | 26/07/2019 | 31/07/2019 | Executive Mayor |
| **NATIONAL WOMEN'S DAY** | 09/08/2019 | | |
| Process Plan to be tabled to Council for adoption (At least 10 months before the Budget year) | 19/08/2019 | 30/08/2019 | Executive Mayor |
| **Other activities during this phase** | | | |
| Witzenberg Municipality Inter-Governmental Relations Forum | 01/08/2019 | 30/08/2019 | Dir. Community Development/ Manager IDP |
| Preparation of reports:<br>➲ 4th Quarter SDBIP report<br>➲ June Section 71 Report / Grant Report | | | <br>Man: Performance<br>CFO |
| Compilation of:<br>➲ Roll over Adjustment Budget (Capital only)<br>➲ Annual Financial Statements<br>➲ Draft Annual Report information | | | <br>Manager: Budget<br>Manager: Budget<br>CFO |
| Provincial Integrated Development Plan Managers Forum | 02/09/2019 | 30/09/2019 | Department of Local Government |

| 5.2.2 PHASE 2 – ANALYSIS AND STRATEGY | Start 02/09/2019 | Finish 29/11/2019 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| **Stage 1(a): ANALYSIS** | **02/09/2019** | **01/10/2019** | |
| **Performance Analysis** | | | |
| Assess the municipal performance (Strengths & Weaknesses) | 02/09/2019 | 20/09/2019 | Manager: Performance |
| Review the Performance Management System | 02/09/2019 | 20/09/2019 | Manager: Performance |
| Review the annual performance against SDBIP's | 02/09/2019 | 20/09/2019 | Manager: Performance |
| **Financial Analysis** | 02/09/2019 | 20/09/2019 | |
| Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year) | 02/09/2019 | 20/09/2019 | CFO |
| Review Budget-related policies and set policy priorities for next 3 years | 02/09/2019 | 20/09/2019 | CFO |
| Determine the funding/revenue potentially available for next 3 years | 02/09/2019 | 20/09/2019 | Manager: Income |
| Determine the likely financial outlook and identify changes to fiscal strategies | 02/09/2019 | 20/09/2019 | Manager: Budget |
| Refine funding policies; review tariff structures | 02/09/2019 | 20/09/2019 | CFO |
| **Situational Analysis** | 02/09/2019 | 20/09/2019 | |
| Review current realities and examine changing conditions and information within each directorate:<br>➲ Spatial<br>➲ Legislative<br>➲ Institutional | 02/09/2019 | 20/09/2019 | SNR MANAGEMENT |
| Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions | 02/09/2019 | 20/09/2019 | Manager: IDP |
| Review Organogram to assess institutional capacity | 02/09/2019 | 20/09/2019 | Manager: HR |
| **Closing of Analysis** | | | |
| Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations) | 02/09/2019 | 20/09/2019 | Manager: IDP |
| | | | |
| Strategic session with Mayco & Council on finalization of Analysis Phase | 23/09/2019 | 04/10/2019 | Snr Management |

| 5.2.2 PHASE 2 – ANALYSIS AND STRATEGY | Start 02/09/2019 | Finish 11/11/2019 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| **Stage 1(b): CONSULTATION** | **01/10/2019** | **31/10/2019** | |
| Publish Public Consultation timetable | 13/09/2019 | 27/09/2019 | Manager: IDP |
| Mail invitations to Sector representatives / IDP Representative Forum (RF) | 16/09/2019 | 28/09/2019 | Manager: IDP |
| Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process | 13/09/2019 | 27/09/2019 | Public Part. Officer<br>Manager: IDP |
| Appoint service provider – for Review process of SDF | 02/09/2019 | 28/09/2019 | Manager: Town Planning |
| Notice of the proposal to compile an SDF must be published in two of the official languages of the Province, most spoken in the area, in two newspapers circulating in the area.<br>The notices must indicate:<br>a) The Municipal intention to compile an SDF<br>b) The process to be followed for the compilation of the SDF | 02/09/2019 | 27/09/2019 | Manager: Town Planning |
| The Municipality must inform the Provincial Minister in writing of the intention to compile the SDF, indicate whether or not the ISC process will be undertaken and the process to be followed in the compilation | 02/09/2019 | 27/09/2019 | Manager: Town Planning |
| The Municipality must establish a project committee.<br>The project committee should consist of:<br>• the Municipal Manager (or a municipal employee designated by the Municipal Manager)<br>• Municipal employees appointed by the Municipal Manager from at least the following municipal departments – IDP, Spatial Planning, Engineering, LED and Housing | 02/09/2019 | 27/09/2019 | Manager: Town Planning |
| **HERITAGE DAY** | 24/09/2019 | | |
| If the Municipality has decided not to establish an ISC, then the project committee must draft a status quo report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to the Council for adoption. | October 2019 / or as part of the IDP analysis phase | | Manager: Town Planning |
| Once the status quo report has been adopted, the first draft of the municipal SDF should be prepared by the project committee and submitted to Council for approval for it to be published for public comment. Once approval is granted, the draft SDF must be submitted to the Provincial Minister for written comment. | 27/09/2019 | 31/10/2019 | Manager: Town Planning |
| The Council must give notice of the draft SDF in the Gazette and the media | 27/09/2019 | 31/10/2019 | Manager: Town Planning |

| | | | |
|---|---|---|---|
| The Council must invite the public to submit written representations on the draft SDF to the Council within 60 days after the publication of the notice. In addition, any organs of state or other role players must be identified and consulted on the proposed SDF. All representations received must be considered. | 27/09/2019 | 31/10/2019 | Manager: Town Planning |
| The Provincial Minister must submit written comment to the Municipality within 60 days (The period can be extended if the municipality agrees)<br>The municipality may not adopt its SDF, until comment has been received from the Provincial Minister or 60 days have passed. | 27/09/2019 | 31/10/2019 | Manager: Town Planning |
| Finalize consultation presentations<br>(Presentation based on outcome of analysis & linked to ward-based planning priorities) | 23/09/2019 | 27/09/2019 | Snr Management |
| Community Imbizo's / Jamboree Meetings: | | | |
| Prince Alfred's Hamlet | 07/10/2019 | 07/10/2019 | Exec. Mayor |
| N'duli | 08/10/2019 | 08/10/2019 | Exec. Mayor |
| Wolseley | 09/10/2019 | 09/10/2019 | Exec. Mayor |
| Bella Vista | 10/10/2019 | 10/10/2019 | Exec. Mayor |
| Ceres | 14/10/2019 | 14/10/2019 | Exec. Mayor |
| Op Die Berg | 15/10/2019 | 15/10/2019 | Exec. Mayor |
| Tulbagh | 16/10/2019 | 16/10/2019 | Exec. Mayor |
| Forum & sector meetings: Business & Agriculture | 15/10/2019 | 15/10/2019 | Exec. Mayor |
| Meetings with Ward Committees | 17/10/2019 | 17/10/2019 | Exec. Mayor |
| IGR engagement to obtain sector Budget commitments | 14/10/2019 | 25/10/2019 | Manager: IDP |
| INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments | | To be announced | Municipal Manager |
| **Stage 2: STRATEGY** | **01/10/2019** | **31/10/2019** | |
| Revise and update the Financial Plan | 01/10/2019 | 31/10/2019 | CFO |
| 2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives | 04/11/2019 | 15/11/2019 | Municipal Manager |
| Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF | 15/11/2019 | 22/11/2019 | Municipal Manager |
| **Other activities during this phase** | | | |
| Preparation of reports:<br>➲ August Section 71 Report / Grant Report<br>➲ September Section 71 Report / Grant Report<br>➲ Witzenberg Municipality Inter-Governmental Relations Forum | 18/11/2019 | 29/11/2019 | CFO<br>CFO<br>Man: Performance<br>Dir. Community Development/ Manager: IDP |
| Provincial Integrated Development Plan Managers Forum | 02/12/2019 | 16/12/2019 | Department of Local Government |

| 5.2.3 PHASE 3 – PREPARATION AND TABLING | Start 25/11/2019 | Finish 28/02/2020 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| **Stage 1: CAPITAL PROJECTS AND PROGRAMS** | **04/11/2019** | **29/11/2019** | |
| Departments provide details of all newly identified projects. | | 25/11/2019 | All Managers |
| Development of Ward/Area-based Project Plans | 01/11/2019 | 15/11/2019 | Manager: IDP; Manager: Budget |
| Dept Finance provide working papers for capital project prioritization | 01/11/2019 | 15/11/2019 | Manager: Budget |
| Management workshop to prioritize Capital Programs and Projects for next 3 years | 25/11/2019 | 29/11/2019 | Snr Management |
| | | | |
| Workshop with Council to finalize draft capital program | 25/11/2019 | 29/11/2019 | Municipal Manager |
| **Stage 2(a): ADJUSTMENT BUDGET** | **02/12/2019** | **28/02/2020** | |
| Dept Finance provide working papers for adjustment Budget | 02/12/2019 | 13/12/2019 | Manager: Budget |
| Departments provide responses to Adjustment Budget | 16/12/2019 | 13/01/2020 | All Managers |
| Dept Finance to consolidate all information received | 13/01/2020 | 20/01/2020 | Manager: Budget |
| | | | |
| Workshop with MAYCO to finalize draft Adjustment Budget | 20/01/2020 | 27/01/2020 | CFO |
| Tabling of Adjustment Budget | 27/01/2020 | 31/01/2020 | Exec. Mayor |
| **Stage 2(b): OPERATIONAL BUDGET** | **02/12/2019** | **28/02/2020** | |
| Dept Finance provide working papers for Operational Budget | 02/12/2019 | 13/12/2019 | Manager: Budget |
| Departments provide inputs on Operational Budget | 16/12/2019 | 13/01/2020 | All Managers |
| Dept Finance to consolidate all information received | 13/01/2020 | 20/01/2020 | Manager: Budget |
| | | | |
| 1st Workshop with MAYCO to finalize Operational Budget & Capital program | 10/02/2020 | 17/02/2020 | CFO |
| 2nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed | 17/02/2020 | 28/02/2020 | CFO |

| | | | |
|---|---|---|---|
| The project committee must consider the input received from the public and the Provincial Minister, make any amendments that are required and prepare the final draft of the municipal SDF for the adoption of Council | 06/01/2020 | 31/01/2020 | Manager: Town Planning |
| Once adopted by the Council, a notice of this adoption must appear in the media and the Provincial Gazette, within 14 days of the date of adoption. | 06/02/2020 | 28/02/2020 | Manager: Town Planning |

| **5.2.3 PHASE 3 – PREPARATION AND TABLING** | **Start 02/11/2019** | **Finish 31/03/2020** | **Responsibility** |
|---|---|---|---|
| **Activities** | | | |
| **Stage 3: UPDATING OF IDP** | **06/01/2020** | **28/02/2020** | |
| Update of IDP with most recent information | 06/01/2020 | 31/01/2020 | Manager: IDP |
| IDP Office to provide draft IDP document for scrutiny by departments | 31/01/2020 | 10/02/2020 | Manager: IDP |
| Departments provide inputs on draft IDP | 10/02/2020 | 21/02/2020 | All Managers |
| IDP Office to consolidate all information received and to compile the draft IDP | 24/02/2020 | 06/03/2020 | Manager: IDP |
| | | | |
| Workshop with Mayco on draft IDP, Operational Budget & Capital program | 06/03/2020 | 16/03/2020 | Exec. Mayor |
| Workshop with Council on IDP, Operational Budget & Capital program | 16/03/2020 | 23/03/2020 | Exec. Mayor |
| Tabling of Draft IDP & Budget | 23/03/2020 | 31/03/2020 | Exec. Mayor |
| **Other activities during this phase** | | | |
| Review Auditor- General's report | | | CFO |
| Witzenberg Municipality Inter-Governmental Relations Forum | 16/03/2020 | 31/03/2020 | Dir. Community Development/ Manager: IDP |
| Once adopted, the Municipal Manager must submit a copy of the SDF as adopted by the Council to the MEC for Local Government, within 10 days of the adoption. This submission must include:<br>a) a summary of the public participation process<br>b) a statement that the process set out in Section 29(1) of the MSA has been complied with<br>c) c) a copy of the relevant Districts Framework for Integrated Development Planning (See Section 27 of the MSA) | 01/02/2020 | 28/02/2020 | Manager: Town Planning |

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|---|---|---|---|
| The Municipal Manager must also within 10 days of the adoption of the SDF, submit:<br>a) a written notice of the decision to adopt or amend a municipal spatial development framework,<br>b) the adopted or amended SDF<br>c) a report setting out the response of the municipality to the comments of the ISC or the Provincial Minister<br>to the Provincial Minister. | 01/02/2020 | 28/02/2020 | Manager: Town Planning |
| Preparation/submission of reports:<br>➲ October Section 71 Report / Grant Report<br>➲ November Section 71 Report / Grant Report<br>➲ Compilation of draft Annual Report<br>➲ December Section 71 Report / Grant Report<br>➲ 2nd Quarter SDBIP Report<br>➲ Half year performance assessment<br>➲ MinMay Tech/JPI's and MGRO | | | CFO<br>CFO<br>Mun. Manager<br>CFO<br>Man: Performance<br>CFO<br>Mun. Manager<br>Mun. Manager<br>CFO<br>CFO<br><br>Dept Local Government |
| Provincial Integrated Development Plan Managers Forum | 02/03/2020 | 31/03/2020 | Department of Local Government |

| 5.2.4 PHASE 4 – CONSULTATION & INTEGRATION | Start 01/04/2020 | Finish 15/05/2020 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| **INTER-GOVERNMENTAL ENGAGEMENTS** | | | |
| Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions | 01/04/2020 | 10/04/2020 | Manager: IDP |
| Council calls for inputs from sectors and community with closing date of 30 April 2019 | 10/04/2020 | 30/04/2020 | Manager: IDP |
| LGMTEC engagement | | To be announced | Prov. Government |
| Update information obtained during LGMTEC's | 01/04/2020 | 30/04/2020 | Manager: IDP |
| District municipality engagement with B-municipalities | | To be announced | Municipal Manager |
| **PUBLIC CONSULTATION** | | | |
| Publish Public Engagement timetable in the media, and distribute internally | 27/03/2020 | 10/04/2020 | Manager: IDP |

| | | | |
|---|---|---|---|
| Mail invitations to Sector representatives / IDP Representative Forum | 30/03/2020 | 10/04/2020 | Manager: IDP |
| Community Imbizo's / Meetings: | | | |
| Prince Alfred's Hamlet | 14/04/2020 | 14/04/2020 | Exec. Mayor |
| N'dul | 15/04/2020 | 15/04/2020 | Exec. Mayor |
| Wolseley | 16/04/2020 | 16/04/2020 | Exec. Mayor |
| Bella Vista | 20/04/2020 | 20/04/2020 | Exec. Mayor |
| Ceres | 21/04/2020 | 21/04/2020 | Exec. Mayor |
| Op Die Berg | 22/04/2020 | 22/04/2020 | Exec. Mayor |
| Tulbagh | 23/04/2020 | 23/04/2020 | Exec. Mayor |
| Forum & sector meetings: Business & Agriculture | 21/04/2020 | 21/04/2020 | Exec. Mayor |
| Meetings with Ward Committees | 17/04/2020 | 17/04/2020 | Exec. Mayor |
| IGR engagement to obtain sector Budget commitments | 06/04/2020 | 17/04/2020 | Manager: IDP |

| **5.2.4 PHASE 4 – CONSULTATION & INTEGRATION** | **Start 01/04/2020** | **Finish 17/05/2020** | **Responsibility** |
|---|---|---|---|
| **Activities** | | | |
| **INTEGRATION** | | | |
| Dept Finance to consolidate all information, comments and objections received on Budget | 01/04/2020 | 30/04/2020 | Manager: Budget |
| Screen and refine all Project Proposals | 01/04/2020 | 30/04/2020 | Manager: Projects |
| Refine the Spatial Development Framework | 01/04/2020 | 30/04/2020 | Snr Town Planner |
| Compile all Business Plans | 01/04/2020 | 30/04/2020 | All departments |
| Populate the SDBIP templates | 01/04/2020 | 30/04/2020 | All departments |
| Management considers submissions made by community, National and Provincial Treasury | 01/05/2020 | 15/05/2020 | Manager: Budget |
| Prepare a summary of the revised IDP | 01/05/2020 | 15/05/2020 | Manager: IDP |
| MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget | 11/05/2020 | 18/05/2020 | Municipal Manager |
| **Other activities during this phase** | | | |

| | | | |
|---|---|---|---|
| Within 30 days from the date of receipt of the adopted SDF , the MEC for Local Government must determine if:<br><br>a) the drafting process and content of the SDF complies with the MSA<br>b) whether the SDF is in line with any development plans and strategies of other affected municipalities or organs of state<br>c) the public participation process outlined in Section 29 of the MSA has been complied with | 01/02/2020 | 29/02/2020 | Manager: Town Planning |
| ~~Witzenberg Municipality Inter-Governmental Relations Forum~~ | ~~08/04/2020~~ | ~~18/04/2020~~ | ~~Dir. Community Development~~ |
| Preparation of reports:<br>➲ 3rd Quarter SDBIP Report<br><br>➲ March Section 71 Report / Grant Report | | | Man: Performance<br>CFO<br>CFO |
| Should the adopted SDF not comply with the above, the MEC for Local Government should request the relevant municipal council to amend the SDF | | | |
| The Municipal Council must consider the MEC's request to amend the SDF , and within 30 days of receiving the MEC's request, the Council must consider:<br>i) If it agrees with the proposals to adjust the SDF in accordance with the MEC's request.<br>ii) Object to the MEC's request and furnish the MEC with reasons in writing why it disagrees | | | |
| If the Municipality objects to the MEC's request, the MEC may refer the municipality's objection to an ad hoc committee (see Section 33 of the MSA). The MEC must refer -an objection to the ad hoc committee within 21 days of -receiving the objection. | | | |

| **5.2.5 PHASE 5 – APPROVAL** | **Start 20/05/2020** | **Finish 31/05/2020** | **Responsibility** |
|---|---|---|---|
| **Activities** | | | |
| Council workshop on draft Reviewed IDP and Annual Budget | 18/05/2020 | 25/05/2020 | Municipal Manager |
| Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year) | 25/05/2020 | 29/05/2020 | Municipal Manager |

| 5.2.6 PHASE 6 – FINALIZATION | Start 02/06/2020 | Finish 30/06/2020 | Responsibility |
|---|---|---|---|
| **Activities** | | | |
| Management workshop to finalize the SDBIP's | 01/06/2020 | 12/06/2020 | Manager: Budget |
| Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website | 01/06/2020 | 12/06/2020 | Manager: IDP |
| Publish the 2019/2020 tariffs for public comment | 01/06/2020 | 12/06/2020 | Manager: Budget |
| Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption) | 01/06/2020 | 12/06/2020 | Manager: IDP |
| Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) | 01/06/2020 | 12/06/2020 | Manager: IDP |
| Publish a summary of the IDP and Budget in newspaper | 01/06/2020 | 12/06/2020 | Manager: IDP |
| Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget) | 01/06/2020 | 12/06/2020 | Municipal Manager |
| Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget) | 01/06/2020 | 12/06/2020 | Municipal Manager |
| Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan) | 01/06/2020 | 12/06/2020 | Municipal Manager |
| Submit the approved Budget to the National Treasury and the Provincial Treasury | 01/06/2020 | 12/06/2020 | CFO |
| Preparation of reports:<br>➲ May Section 71 Report<br>➲ Grant Reports | <br>01/06/2020<br>01/06/2020 | <br>12/06/2020<br>12/06/2020 | <br>CFO<br>CFO |
| Provincial Integrated Development Plan Managers Forum | 01/06/2020 | 30/06/2020 | Department of Local Government |
| The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget) | 15/06/2020 | 30/06/2020 | Exec. Mayor |
| Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP) | 15/06/2020 | 30/06/2020 | CFO |
| Publish the performance agreements and service delivery agreements on the municipal website | 22/06/2020 | 30/06/2020 | Municipal Manager |
| Submit copies of the performance agreements to Council and the MEC for Local Government | 22/06/2020 | 30/06/2020 | Municipal Manager |

## 6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation w i t h the Framework that governs both the District and all local municipalities.