

# **5<sup>TH</sup> GENERATION PROCESS PLAN**

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

## **SWELLENDAM INTEGRATED DEVELOPMENT PLAN**

for

**1 July 2022 - 30 June 2027**





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## ACRONYMS

MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MFMA	Municipal Finance Management Act 56 of 2003
MPR	Municipal Performance Regulations, directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009
SPLUMA	Spatial Planning and Land Use Planning Act 2013
WCLUPA	Western Cape Land Use Planning Act 2014
MSDF	Municipal Spatial Development Framework
BYLAW	Land Use Planning Bylaw, 2017



# 1. INTRODUCTION

Swellendam Municipality develop the next five-year Integrated Development Process (hereafter refer to as the IDP) for the period **01 July 2022 to 30 June 2027**

## 1.1 Integrated Development Planning

*Integrated development planning is the key tool for local government to cope with its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is now seen as a function of municipal management, as part of an integrated system of planning and delivery. The IDP process is meant to arrive at decisions on issues such as municipal budget priorities, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner.*

*The integrated development planning process has to provide a forum for identifying, discussing and resolving the real issues in a municipality (which may be over-arching issues for the whole municipality, as well as issues of specific communities or stakeholder groups) to a level of detail which is required for realistic costing and which helps manage the implementation process without much delay.*

## The IDP is the 5-year strategic plan of a Municipality

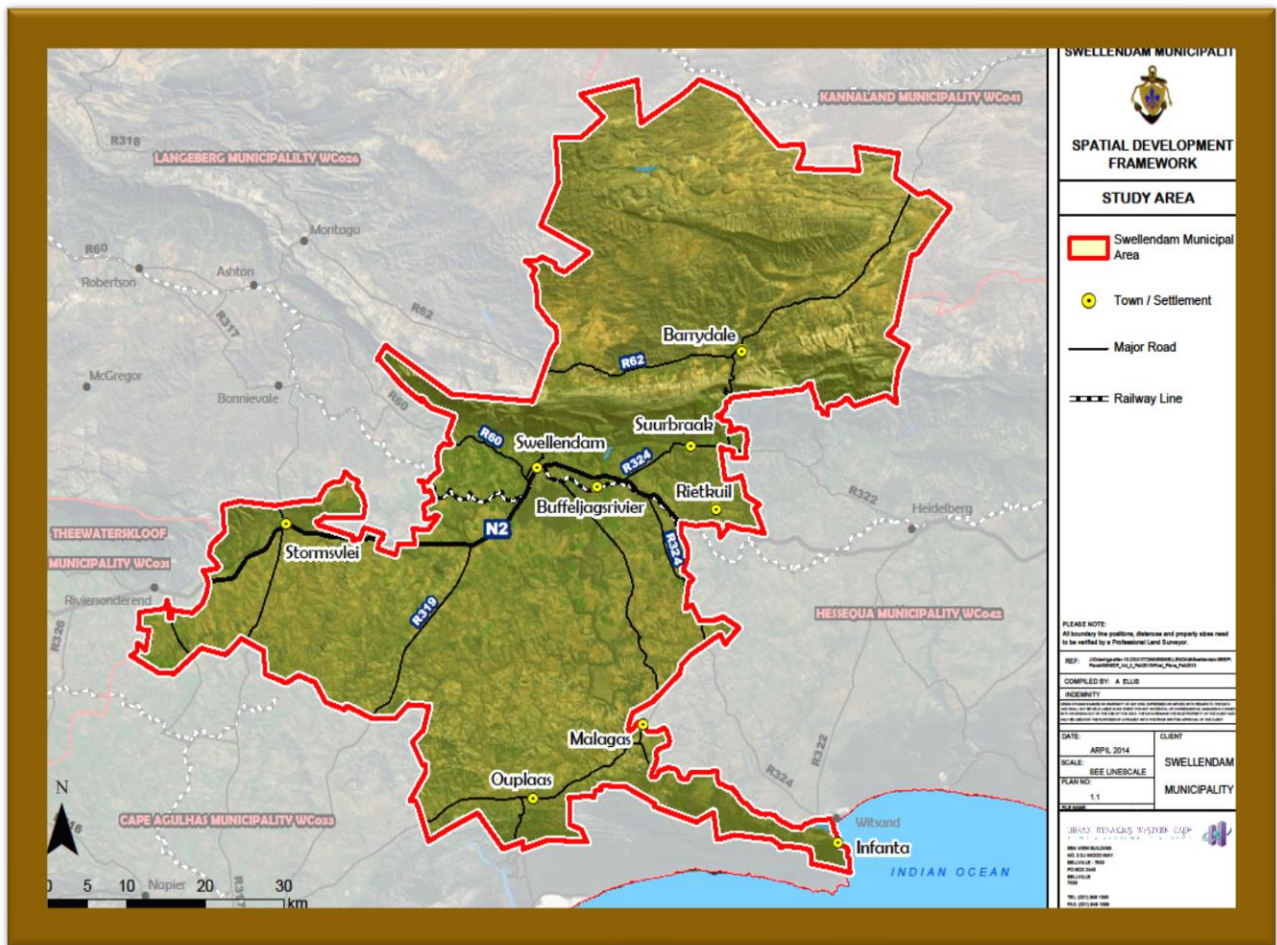
### The Integrated Development Plan –

1. is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
2. is initially drafted and thereafter reviewed annually in consultation with the local community as well as interested organs of state and other role players;
3. guides and informs all planning and development, and all decisions with regard to planning, management and development;
4. forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
5. seeks to promote integration and coordination of actions across sectors and spheres of government.

The Municipal Council must in terms of Section 25(1) of the Municipal Systems Act 32 of 2000 (MSA) adopt an IDP within one year after the municipal election, and this IDP remains in force for the council's elected term, Section 25(2) in terms of subsection (1). The IDP is reviewed annually to ensure on-going alignment to changing circumstances. Swellendam Municipality will review and amend core components of its IDP, reviewing the Spatial Development Framework during the term of office in accordance with the prescribed process.

## 1.2 Geographical Area of the IDP

The IDP will be applicable to the Swellendam Municipal Area as follow:



**Swellendam Municipal Area**

Swellendam Municipality has been demarcated into 6 wards for the 2021 Local Municipal Elections in accordance with the Local Government Municipal Demarcation Act, No 27 of 1998. The wards are constituted as follows:

WARD	AREA
1	Swellendam Town and surrounding Farm Areas
2	Barrydale and surrounding Farm Areas
3	Suurbrak, Buffeljagsrivier, Infanta, Malgas and surrounding Farms
4	Swellendam Town and Railton
5	Swellendam, Railton
6	Swellendam, Railton

Swellendam Municipality covers an area of approximately 3840 km<sup>2</sup>. The area is linked with other urban and rural areas mainly through the N2 National Road. The area is also served with the main railway line which links Cape Town with the Garden Route. The R324 links Swellendam with Barrydale through the well-known Tradouw Pass. The R62, a road which has now also become a well-known tourist route, links Barrydale with Montagu and Oudtshoorn. The R60 links Swellendam with towns like Ashton, Montagu and Robertson and forms an important link between the N1 and N2 tourism routes. Swellendam is well known for its location at the foot of the Langeberg mountain range. Important rivers traversing the study area include the Breede River, Buffeljagsrivier, Koorlands Riversonderend River and Tradouwhoek River.

### 1.3 Process Plan

#### Compiled in terms of Sections 28 and 29 of the Municipal Systems Act, No 32 of 2000

The 5<sup>th</sup> Generation IDP Process will be a four-year term, 01 July 2022 – June 2027, which is also the year following the next municipal election. The Process Plan set out the process that will be followed in drafting the 5<sup>th</sup> Generation IDP as well as subsequent annual reviews / amendments.

The 2021 Local Government Elections took place on 30,31 October and 01 November 2021.

The current Council will be expected to continue reviewing the IDP and ensuring that it is adopted within the legislated timeframe. "Section 25 (3) of the MSA does allow the municipal council to adopt the IDP of the preceding council. However, should the incoming councils be unhappy with the process set out by the current council, in this case, municipal councils are advised to consider the existing adopted IDP Process and resolve to initiate or not to initiate an amendment procedure as guided by the MSA and the Municipal Performance and Planning Regulations (2001)."

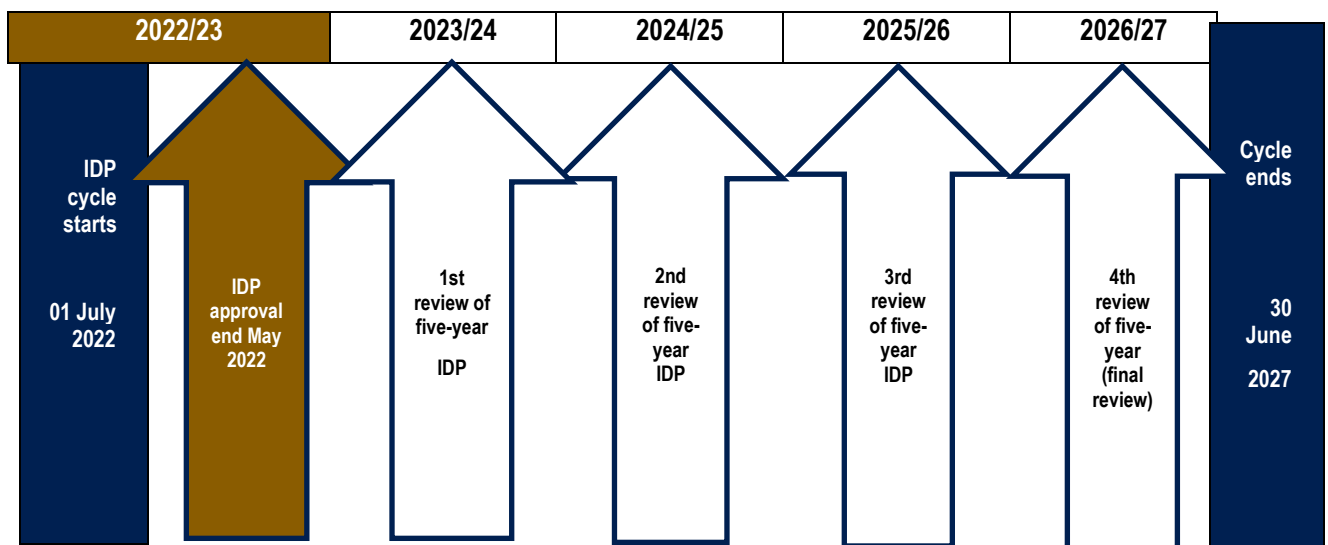
#### Section 29(b) of the MSA requires the newly elected council, in the process followed, to –

1. Consult the local community on its development needs and priorities;
2. Allow the local community to participate in the drafting of the IDP; and
3. Consult organs of state and other role players on the drafting of the IDP;

#### The process covers the following areas:

1. The scope of application of the IDP and an explanation of the IDP Cycle;
2. The applicable legislative framework;
3. A stakeholder analysis which identifies public participation platforms;
4. Alignment of the IDP to other plans;
5. Roles and responsibilities;
6. The annual revision;
7. A detailed programme and time schedule which demonstrates the integration of the budget;

### 1.4 Five-year cycle of the 5<sup>th</sup> Generation IDP



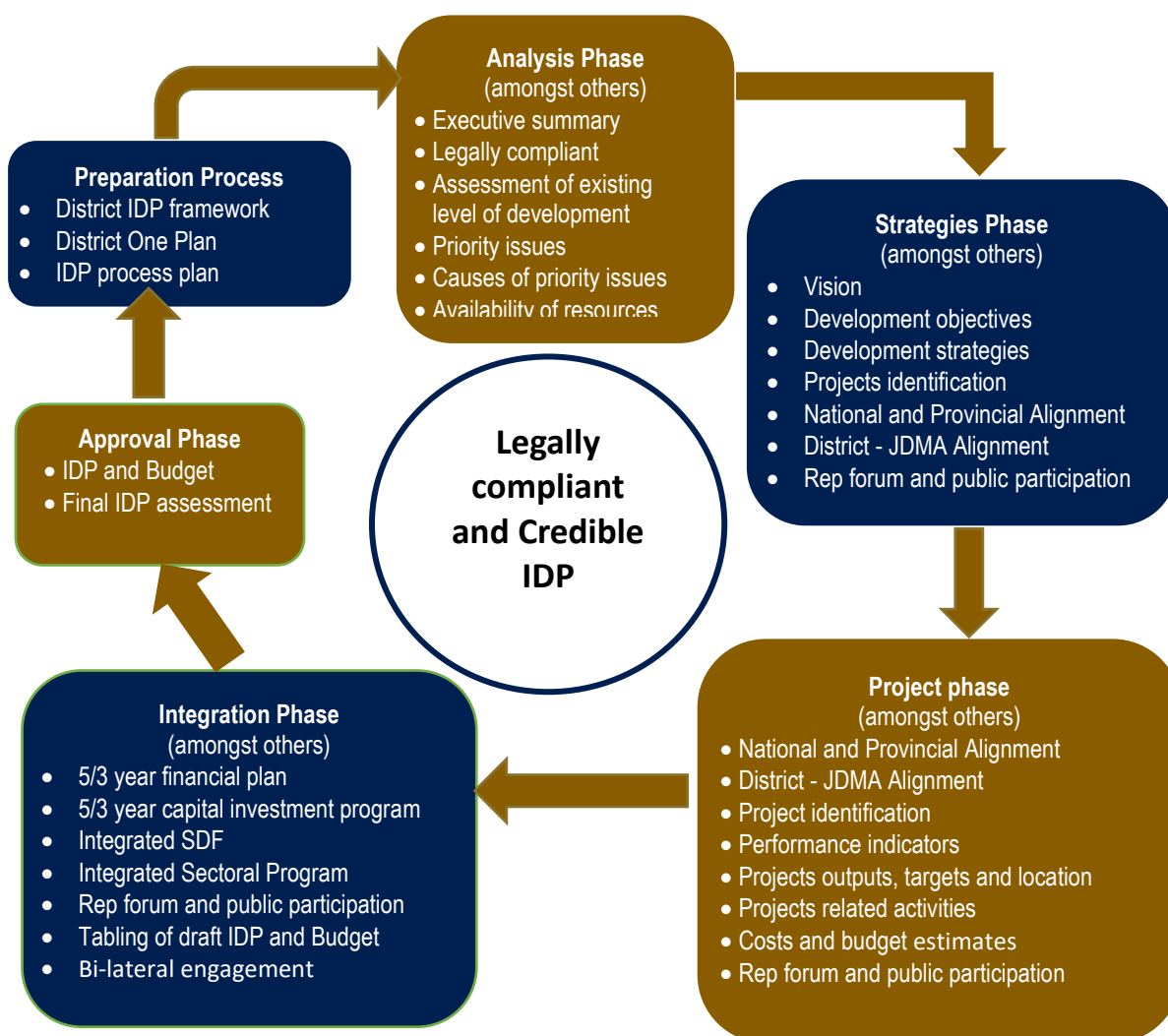
## 1.5 Phases of the annual process

The IDP process normally goes through an annual reviewed IDP cycle which forms the basis of the municipal budgeting and performance management process.

### The key 5-year IDP development process as follow:

1. The District IDP Framework (in case of category C municipalities) and One Plan;
2. The Process Plan (applies to all categories of municipalities) and annual Time Schedules;
3. The 5-year IDP document, Annual Reviews/Amendment;
4. The adoption of the draft IDP document for public consultation;
5. The adoption of the final IDP document;
6. The submission of the IDP to the MEC for local government and publication, implementation and review of the IDP.

The annual phases apply to the development and revision of the IDP and are as follows:





## 2. LEGAL REQUIREMENTS RELEVANT TO THE IDP / BUDGET PROCESS

### 2.1 Municipal Systems Act, Section 21A (1) - Documents to be made public

All documents that must be **made public** by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -

- (a) by displaying the documents at the municipal offices and libraries;
- (b) by displaying the documents on the municipality's official website, **and**
- (c) by notifying the local community, in accordance with **section 21**, of the place, including the website address, where detailed particulars concerning the documents can be obtained.

### 2.2 Municipal Systems Act, Section 21(1) - Communications to local community

When anything must be notified by a municipality through the media to the local community in terms of this Act or any other applicable legislation, it must be done -

- (a) in the local newspaper or newspapers of its area;
- (b) in a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record

### 2.3 Municipal Systems Act, Section 25(1) - Adoption of IDP's

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

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

### 2.4 Municipal Systems Act, Section 28 - Adoption of process

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

### 2.5 Municipal Systems Act, Section 34 - Annual review and amendment of IDP

A municipal council-

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

### 2.6 Municipal Planning and Performance Management Regulations, 2001, Regulation 3 – Process for amending IDP's

- (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
- (2) Any proposal for amending a municipality's IDP must be-
  - (a) accompanied by a memorandum setting out the reasons for the proposal; and
  - (b) aligned with the framework adopted in terms of section 27 of the Act.

- (3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.
- (4) No amendment to a municipality's IDP may be adopted by the municipal council unless-
  - (a) all the members of the council have been given reasonable notice;
  - (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
  - (c) [district municipality]; and
  - (d) the municipality, if it is a local municipality, has complied with sub regulation (6).
- (5) [district municipality]
- (6) A local municipality that considers an amendment to its IDP must -
  - (a) consult the district municipality in whose area it falls on the proposed amendment; and
  - (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

### 3. ANNUAL IDP REVIEW / AMENDMENT

#### 3.1 Purpose of a review

**The IDP has to be reviewed annually in order to:**

1. ensure its relevance as the municipality's strategic plan;
2. inform other components of the municipal business process including institutional and financial planning and budgeting; and
3. inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP. The annual review must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter.

**The purpose of the annual review is therefore to –**

1. reflect and report on progress made with respect to the strategy in the 5-year IDP;
2. make adjustments /amendments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
3. determine annual targets and activities for the next financial year in line with the 5-year strategy; and
4. inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

##### **3.1.1 Note: The review is not....**

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

#### 3.2 Purpose of an IDP Amendment

**The annual review of the IDP can result in an amendment under the following circumstances:**

1. To cater for changes in strategy, policy or where unforeseen circumstances have meant that the IDP needs material change.
2. To cater for significant unexpected changes within the municipality that require a reorganisation of the municipal priorities and budgets.

The process for amending a municipal IDP should occur in accordance with a prescribed process as laid out in section 3 of the Municipal Planning and Performance Management Regulations (2001).

## 4. PREPARATION FOR THE PROCESS

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

1. Organisational arrangements are established and the membership of committees and forums is clarified.
2. Roles and responsibilities are clarified and internal human resources allocated accordingly.
3. The legal requirements, principles and functions of community and stakeholder participation during the IDP process are clarified.
4. Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government are looked at.
5. An example of a table of contents for the IDP is provided.
6. Legislation and policy requirements that have to be considered in the course of the IDP process are provided. The list contains documents, guidelines, plans and strategies from the provincial and national sphere of government.

Swellendam Municipality review or amend the Municipal Spatial Development Framework (SDF) in conjunction within the 5-year IDP, in terms of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) ('SPLUMA'), the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) ('LUPA') and the Municipal Land Use Planning Bylaw.

### **Section 12(5) and (6) of SPLUMA states that:**

- (a) 12(5) A municipal spatial development framework must assist in integrating, coordinating, aligning and expressing development policies and plans emanating from the various sectors of the spheres of government as they apply within the municipal area.
- (b) 12(6) Spatial development frameworks must outline specific arrangements for prioritising, mobilising, sequencing and implementing public and private infrastructural and land development investment in the priority spatial structuring areas identified in spatial development frameworks.

The Land Use Planning By-law prescribes procedures to be followed to amend the municipal spatial development framework.

### **Section 3(1) stipulates that Council must –**

- (a) Establish an intergovernmental steering committee to compile or amend its municipal spatial development framework; or
- (b) Refer its draft municipal spatial development framework or draft amendment of its municipal Spatial framework to the Provincial Minister for comment.

### **Section 3(2) stipulates that the Municipality must –**

- (a) Publish a notice in two of the official languages of the province, most spoken in the area and in two newspapers circulating in the area concerned of-
  - (i) The intention to compile or amend the municipal spatial development framework; and
  - (ii) The process to be followed, in accordance with section 28(3) and 29 of Municipal Systems Act;
- (b) Inform the Provincial Minister in writing of –
  - (i) The intention to compile or amend the municipal spatial development framework
  - (ii) Its decision in terms of subsection (1)(a) or (b); and
  - (iii) The process to be followed to compile or amend the municipal spatial development framework, including the process contemplated in subsection (2)(a)(ii).
- (c) Register relevant stakeholders, who must be invited to comment on the draft municipal spatial development framework or draft amendment of the municipal spatial development framework as part of the process contemplated in subsection (2)(a)(ii).

## 5. INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

### 5.1 Organisational arrangements

The municipality to establish organisational strategic platforms to –

1. institutionalise the participation process;
2. strategic management outputs; and
3. give affected parties access to contribute to the decision-making process.

### 5.2 Structured community participation

1. The Municipality to establish IDP structured public consultation platforms and processes.
2. The involvement and inputs of the community and stakeholders

#### 5.2.1 Ward committees Structure

The role of the Ward Committees with respect to the IDP is to –

1. Election of ward committee members for a 5-year period
2. Assist the ward councillor in identifying challenges and needs of residents.
3. Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
4. Advise and make recommendations to the ward councillor on matters and policy affecting the ward.
5. Disseminate information in the ward.
6. Ensure constructive and harmonious interaction between the Municipality and community.
7. Interact with other forums and organisations on matters affecting the ward.
8. Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward.
9. Monitor the implementation process concerning its area.

The chairperson of the Ward Committee (1-6) is the Ward Councillor of that particular ward.

#### 5.2.2 Swellendam Municipal Sector Groups

The below sector groups across the Swellendam Area are involve in the access to contribute to the decision-making process.

1. NGO Sector / Departmental/Non- Departmental Groups
2. Tourism Association
3. Infanta / Malgas Rate Payers Association
4. Small Scale Farmer Group
5. SMME / Industrial Business Group
6. Sports and Culture Group
7. Environmental Group

#### 5.2.3 Swellendam Municipal Advisory Forum

The Swellendam Municipal Advisory Forum (SMAF) functions as the IDP Representative Forum and comprises of two members from each ward committee (12 members) as well as any other role players or stakeholders the Executive Mayor wishes to co-opt onto the Forum for one or more meetings or for a specific purpose.

The sole purpose of the SMAF will be to advise the Executive Mayor on matters relating to the IDP. It will not have any decision-making powers.

## 6. ROLES AND RESPONSIBILITIES

This section deals with:

1. The roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.
2. The further specification of roles within the Municipality and the responsibilities related to that role in detail.

### 6.1 Roles and responsibilities within Government

Role Player	Roles and Responsibilities
<b>Local Municipality</b>	<ol style="list-style-type: none"> <li>1. Prepare and adopt the IDP Process Plan.</li> <li>2. Undertake the overall management and co-ordination of the IDP process which includes ensuring that:               <ul style="list-style-type: none"> <li>- all relevant role-players are appropriately involved;</li> <li>- appropriate mechanisms and procedures for community participation are applied;</li> <li>- events are undertaken in accordance with the approved time schedule;</li> <li>- the IDP relates to the real burning issues in the municipality; and</li> <li>- the sector planning requirements are satisfied.</li> </ul> </li> <li>3. Prepare and adopt the IDP.</li> <li>4. Adjust the IDP in accordance with the MEC's proposal.</li> <li>5. Ensure that the annual business plans, budget and performance management system is linked to and based on the IDP.</li> </ol>
<b>District Municipality</b>	<ol style="list-style-type: none"> <li>1. Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA) and One Plan.</li> <li>2. Fulfil a coordination and facilitation role by -               <ul style="list-style-type: none"> <li>- ensuring alignment of the IDP's of the municipalities in the district council area;</li> <li>- ensuring alignment between the district and local planning;</li> <li>- facilitation of alignment of IDP's with other spheres of government and sector departments; and</li> <li>- preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.</li> </ul> </li> </ol>
<b>Provincial Government</b>	<ol style="list-style-type: none"> <li>1. Ensure horizontal alignment of the IDP's of the district municipalities within the province.</li> <li>2. Ensure vertical/sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level by               <ul style="list-style-type: none"> <li>- guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and</li> <li>- guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's.</li> </ul> </li> <li>3. Efficient financial management of provincial IDP grants.</li> <li>4. Monitor the progress of the IDP processes.</li> <li>5. Facilitate resolution of disputes related to IDP.</li> <li>6. Assist municipalities in the IDP drafting process where required.</li> <li>7. Organise IDP-related training where required.</li> <li>8. Co-ordinate and manage the MEC's assessment of IDP's.</li> </ol>

<b>Role Player</b>	<b>Roles and Responsibilities</b>
<b>Executive Mayor (together with the Mayoral Committee) (process "owner", accountable)</b>	<ol style="list-style-type: none"> <li>1. Decide on planning process: nominate persons in charge</li> <li>2. Monitor planning process</li> <li>3. Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved)</li> </ol>
<b>Proportional councillors, ward councillors, ward committee members</b>	<ol style="list-style-type: none"> <li>1. Link integrated development planning process to their constituencies/wards</li> <li>2. Organise public participation</li> </ol>
<b>Municipal Manager and Management Team (Responsible)</b>	<ol style="list-style-type: none"> <li>1. Provide technical/sector expertise and information</li> <li>2. Provide inputs related to the various planning steps</li> <li>3. Summarise / digest / process inputs from the participation process</li> <li>4. Discuss / comment on inputs from specialists</li> </ol>
<b>IDP Management Office (Process facilitator)</b>	Day-to-day management of the drafting process on behalf of the Municipal Manager (to ensure a properly managed and organised planning process)
<b>Municipal Sector Groups</b>	Represent interests and contributing knowledge and inputs.
<b>Citizens</b>	Represent interests and contributing knowledge and inputs.

## 7. IDP PROCESS PLATFORMS/METHODS OF COMMUNICATION

Section 21 of the MSA requires that municipalities must ensure that the local community participates in the affairs (including the IDP and budget process) of the municipality and prescribes certain methodologies to be utilised. The declaration of a national disaster and the escalation of measures to combat the Covid-19 epidemic in March 2020, necessitated changes to the IDP process, specifically in relation to the standard public participation processes that could not be followed as usual. The Western Cape Department of Local Government issued Circular C4 in March 2020, outlined alternative public participation processes that can be followed in the event that physical meetings cannot be scheduled.

The following platforms/methods can be used to communicate at any point in time during the consultation process:

<b>Municipal Offices</b>	<b>Municipal Media Platforms</b>	<b>Other Platforms</b>
<u>Municipal Offices:</u> - Swellendam - Buffeljagsrivier - Suurbrak - Barrydale <u>Thusong Centre</u> <u>Libraries:</u> - Swellendam - Buffeljagsrivier - Suurbrak - Barrydale <u>Mayoral Office</u> <u>Speakers Office</u> - Wards 1-6	- Municipal Newsletter - Municipal website ( <a href="http://www.swellendam.gov.za">www.swellendam.gov.za</a> ) - Via Email - Face book Notices - Create links - Video Recording - WhatsApp Groups - Load haling - Posters / Flyers	<u>Newsletters</u> - Swellendam Bulletin - SwellenGram - BarryGram  <u>Posters / Flyers</u> - Spaza Shops - Taxi's - Clinics - Labour Office - Spar - Checkers - Barrydale OK - Malgas Klipwerf Shop - Sector Groups



## 8. INTER-GOVERNMENTAL ALIGNMENT

Efficient performance of government, integration and alignment across all spheres of government at different stages during the process. The alignment process is co-ordinated by the Overberg District Municipality. Alignment meetings take place on district level, but with the involvement of all local municipalities. The IDP should align with the below National, Provincial Government and the District Municipality policy and legislation imperatives:

1. Sustainable development goals,
2. National Development Plan (NDP),
3. Integrated Urban Development Framework (IUDF),
4. Spatial Planning Land Use Management Act (SPLUMA),
5. Provincial strategic goals,
6. District strategic goals and IDP Framework
7. District Development Model (DDM) and One Plan.

### 8.1 New intergovernmental approaches in the Overberg District

#### 8.1.1 District Development Model (DDM): One Plan

Reference is made to Circulars 11 of 2020 and 1 of 2021. The District Development Model (DDM) is an operational model for improving cooperative governance aimed at building a capable, ethical and developmental state. The DDM is an intergovernmental approach for more effective joint planning, budgeting and implementation over multi-year planning and electoral cycles. This joint work is expressed through the formulation and implementation of a "One Plan" which is a long-term strategic framework guiding investment, service delivery and development. It is a strategic intergovernmental framework not belonging to any particular sphere or department. It is in the form of an intergovernmental and social compact that sets the broad direction, targets and synergies to inform all planning.

The One plan has a long term 25-30 years District/ Metro focus whereas the IDP has a 5-year local municipal focus. The IDP should reflect on the One Plan and contribute towards its implementation to ensure intergovernmental alignment.

The table below outlines a comparative analysis of the IDPs and One Plans:

ONE PLAN (LONG TERM - 30 YEARS)	IDP (MEDIUM TERM - 5 YEARS)
Long-term vision of the district area of impact and common understanding of goals and objectives amongst stakeholders in the district area.	Determine how the long-term vision, goals and objectives contribute towards addressing challenges at a local level by directing actions and interventions towards the vision.
Long term vision expressed in policy and long-range plans across all spheres of government: NDP, PGDS, NSDF, PSDF, DSDf, etc.	Implementation of short to medium term service delivery programmes and projects informed by the MTSF, municipal SDFs, sectoral/master plans and long-term financial strategies.
Determines government-wide key development strategies and priorities to be addressed.	Address municipal strategies, Council development priorities/ objectives and community needs.
Conceptualisation of the desired future and results (Outcomes and impact) to be achieved by the district area in the long term.	Plans implemented by municipalities and departments respond directly to the desired outcomes and impact.
Spatially referenced plans and budgets at district and metro level with emphasis on long-term catalytic programmes and interventions to unlock development potential.	Focus on implementation of immediate service delivery interventions and priority projects in the One Plan.

## 8.1.2 The Joint District Metro Approach (JDMA)

The Municipal Interface Team (MIT) was constituted in the Overberg and consists of representatives from all municipalities, National and Provincial government departments, other stakeholders and are functioning effectively. Regular meetings are taking place to ensure that projects maintain their momentum and implementation are monitored.

The emphasis of the engagement is to provide linkages between transversal themes and what will be needed to unlock growth potential, i.e. what would be required to move beyond integrated planning and budgeting towards targeted interventions that improves overall quality of life.

The Interface Team has convened and has been preparing progress reports and presentations to be tabled to the DCF T and DCF in the Overberg - upon request and in agreement with the District Leadership.

JDMA Interface Team		District Coordinating Forum – Technical (DCF Tech)	District Coordinating Forum (DCF)
Lead	Assigned DLG Senior Manager	District Municipal Manager	District Executive Mayor
Membership	A representative from each National and Provincial Department & the District and Local Municipalities	The JDMA Lead to present project status supported by the Interface Team – upon request of the DM: MM	The JDMA Lead to present project status supported by the Interface Team – upon request by the Mayor
Purpose	<ol style="list-style-type: none"> <li>1. Equipped with a mandate from the Municipal Manager (Municipality) to partake in the Interface Team</li> <li>2. Assist to identify JDMA catalytic projects for the Overberg</li> <li>3. Package the Overberg: Single Support Plan (One Plan)</li> <li>4. Drive project implementation</li> <li>5. Prepare status reports</li> <li>6. Unblock challenges</li> <li>7. Present status and progress back to their respective Departments/Municipalities</li> <li>8. Present to the DCF T &amp; DCF</li> </ol>	<ol style="list-style-type: none"> <li>1. Present project status and progress</li> <li>2. Highlight challenges experienced where support/intervention from the Municipal Managers may be required</li> <li>3. Present new proposed projects for consideration</li> <li>4. Refer the report to the DCF for further consideration</li> </ol>	<ol style="list-style-type: none"> <li>1. Present project status and progress</li> <li>2. Highlight challenges experienced where support/intervention from the Mayors may be required</li> <li>3. Present new proposed projects for consideration and support</li> </ol>

## 9. IDP CONTENT

### 9.1 Legally required content of a five-year IDP

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

An integrated development plan must reflect-

- (a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;



- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.

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

- (1) A municipality's integrated development plan must at least identify-
  - (a) the institutional framework, which must include an organogram, required for-
    - (i) the implementation of the integrated development plan; and
    - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
  - (b) any investment initiatives in the municipality;
  - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
  - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
  - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
  - (a) have attached to it maps, statistics and other appropriate documents; or
  - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (3) A financial plan reflected in a municipality's integrated development plan must at least-
  - (a) include the budget projection required by section 26(h) of the Act;
  - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
  - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
    - (i) Revenue raising strategies;
    - (ii) asset management strategies;
    - (iii) financial management strategies;
    - (iv) capital financing strategies;
    - (v) operational financing strategies; and
    - (vi) strategies that would enhance cost-effectiveness.
- (4) A spatial development framework reflected in a municipality's integrated development plan must-
  - (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
  - (b) set out objectives that reflect the desired spatial form of the municipality;
  - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
    - (i) indicate desired patterns of land use within the municipality;
    - (ii) address the spatial reconstruction of the municipality; and
    - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
  - (d) set out basic guidelines for a land use management system in the municipality;
  - (e) set out a capital investment framework for the municipality's development programs;
  - (f) contain a strategic assessment of the environmental impact of the spatial development framework;
  - (g) identify programs and projects for the development of land within the municipality;
  - (h) be aligned with the spatial development frameworks reflected in the integrated development

- plans of neighbouring municipalities; and
- (i) provide a visual representation of the desired spatial form of the municipality, which representation -
- (i) must indicate where public and private land development and infrastructure investment should take place;
- (ii) must indicate desired or undesired utilisation of space in a particular area;
- (iii) may delineate the urban edge;
- (iv) must identify areas where strategic intervention is required; and
- (v) must indicate areas where priority spending is required.

## 9.2 Suggested table of contents

The form and content of a five-year IDP are largely subject to the discretion of a Municipality. The following table of contents serves only as a guide:

1. Foreword by the Executive Mayor
2. Foreword by the Municipal Manager
3. Introduction and Background
  - Context
  - Integrated development planning
  - Legal status of the IDP
  - 5th Generation IDP's
  - Relationship between the IDP, budget, performance management and risk management
  - The IDP and area plans
4. The planning processes
  - Roles and responsibilities
  - Five-year cycle of the IDP
  - First year process followed
5. Good Governance and Administration
  - Section 53 role clarification
  - The council and council committees
  - The administration
6. Public Participation
7. Spatial Development Framework
8. Disaster Management
9. Intergovernmental policy alignment
  - National
  - Provincial
  - District Municipality
10. Sector plan alignment
11. Status Quo information
  - Current reality
  - Opportunities
  - Intergovernmental initiatives
  - Challenges
12. Strategy
  - The Municipality's vision and mission
  - Leadership philosophy and values
  - The Municipality's five-year strategy and action plan
  - Economic Recovery Plan/Strategy
13. Performance Management and Service Delivery & Budget Implementation
  - Strategic performance per strategic objective
  - Rationalisation of planning and reporting requirements for the financial year: Addendum 2 to MFMA circular no. 88
  - Service Delivery and Budget Implementation Plan (SDBIP)
14. Expenditure frameworks: all spheres of government
  - Provincial spending in the municipal area
  - Allocations in terms of the Division of Revenue Bill (DORA)
  - Allocations in terms of Provincial Gazette Extraordinary

- Capital budget per department
- Capital budget per IDP strategic outcome
- Operating budget per IDP strategic outcome

## 10. TIME SCHEDULE FOR 2022/23 IDP AND BUDGET

In terms of Sections 21(1)(b) and 53(1)(b) of the Municipal Finance Management Act (Act 56 of 2003), (MFMA) read together with Sections 28 and 34 of the Local Government Municipal Systems Act (Act 32 of 2000), council has to approve IDP Process Plan Time Schedules during the five-year cycle of the 5<sup>th</sup> Generation IDP.

### 10.1 Five-Year cycle of the 5<sup>th</sup> Generation IDP

2022/2023	2023/24	2024/25	2025/26	2026/27
2022-27 IDP	1st Review	2nd Review	3rd Review	4th Review

### 10.2 Time Schedule for 2022/23 IDP/SDF/SDBIP and Budget (5-Year IDP)

The below 2022/2023 IDP /SDF / SDBIP and Budget Process Plan Time Schedule. The Western Cape Department of Local Government issued Circular C4 in March 2020, recommended that alternative public participation processes/platforms can be followed in the event that physical meetings cannot be held due to COVID-19 challenges.

**Note: This are preliminary scheduled dates and subject to change due to COVID-19 Regulations.**



# **Annexure A**

**2022/23 IDP/SDF/SDBIP and Budget Time Schedule**



## 2022/23 IDP/SDF/SDBIP and Budget Time Schedule for (5-Year IDP)

Section 21 of the MSA requires that municipalities must ensure that the local community participates in the affairs (including the IDP and budget process) of the municipality and prescribes certain methodologies to be utilised. The declaration of a national disaster and the escalation of measures to combat the Covid-19 epidemic in March 2020, necessitated changes to the IDP process, specifically in relation to the standard public participation processes that could not be followed as usual. We are still in the midst of the pandemic and will not be able to revert to our standard public participation process. The Western Cape Department of Local Government issued Circular C4 in March 2020, outlined alternative public participation processes that can be followed in the event that physical meetings cannot be scheduled.

It must be noted that all meetings / workshops referred to in this schedule may take place physically or virtual public meetings via video conferencing where possible. The municipality will post pre-recording presentations per ward on various digital platforms and members of the public will be directed to submit their inputs after the virtual public meeting via email or telephonic for those who cannot write or read. The public notices should instruct how to access the electronic platforms and specify the time and date per ward.

Month	Activities				Legislative Framework
	IDP	SDF	Budget	PMS	
July 2021	<ul style="list-style-type: none"> <li>Preparation of the 5-Year IDP Process Plan and Time Schedule for the 2022/23 financial year</li> <li>Also, to prescribe certain methodologies to be utilised in light of any unusual circumstances, specifically in relation to the standard public participation processes.</li> <li>Engagement with SDF, Budget- and PMS for alignment purposes and SDF participatory processes and mechanisms</li> <li>Review stakeholder participatory fora and mechanisms to best ensure adherence to lockdown protocols</li> <li>District IDP Managers &amp; DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules</li> <li>District IDP, Public Participation &amp; DLG pre-planning engagement to ensure alignment, continuity and integration of S21 time schedules</li> <li>District Communicators Forum – Communication activities and alternative public consultation methods in light of any unusual circumstances.</li> <li>Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment; ensure alignment of Time Schedule activities; and share alternative methods of IDP and Budget consultation processes</li> </ul>	<ul style="list-style-type: none"> <li>Initiate SDF review process. Compile programme in coordination with IDP manager.</li> </ul>	<ul style="list-style-type: none"> <li>Approve and announce new budget schedule and set up committees and forums</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Table to Council a Quarter 4 report on the Budget and Annual Financial Statements (AFS)</li> </ul>	<ul style="list-style-type: none"> <li>Roll-out of the SDBIP</li> <li>Submission of Q4 SDBIP Reports (for last quarter of the previous financial year) MPPR Reg. 14</li> </ul>	Structures Act, 1998 Part 4 & S83, 88 Systems Act, 2000 S17, 34, 76-81, 105 MFMA, 2003 S21, 53, 68, 71, 77

<p><b>August 2021</b></p>	<ul style="list-style-type: none"> <li>Self-assessment to identify gaps in the IDP process</li> <li>Incorporation of a Council approved roll-over Adjustments Budget</li> <li>Tabling of 2022-2027 IDP Process Plan and 2022/2023 IDP/Budget/SDF/PMS Time Schedule to Council for adoption</li> <li>Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>Provincial Public Participation Forum – discussions on ward committee elections for the 5<sup>th</sup> Generation period: processes, policies, engagements, challenges, support required, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Tabling of the 2022-2027 IDP Process Plan and 2022-2023 IDP/SDF, Budget, PMS Time Schedule to Council for adoption</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>Planning for next three years</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Submit Roll-over Budget to Council</li> <li>Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)</li> </ul>	<ul style="list-style-type: none"> <li>Submission of Q4 SDBIP Reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>Compile an Annual Performance Reports prepared in terms of Section 46 of MSA 2000</li> <li>Submission of Draft Annual Report and Section 46 Report to AG</li> <li>Quarterly Audit Committee meeting in August (for the last quarter of the financial year) MFMA Section 166 &amp; MPPR Reg. 14(3) (a)</li> <li>Tabling of Draft Annual Report to Audit- &amp; Performance Audit Comm</li> </ul>	<p>Structures Act, 1998 Part 4 &amp; S83 Systems Act, 2000 S17, 34, 36, 46, 105 MFMA, 2003 S21, 71, 126, 166 Performance Report: MSA Section 46 (1) annual financial statements MSA Section 126(1)(a)</p> <p>SDF:BY-LAW Section 3(1) SDF: BY-LAW Section 3(2)(b)</p>
<p><b>September 2021</b></p>	<ul style="list-style-type: none"> <li>Submit the 2022/2027 IDP Process Plan and 2022/2023 IDP/Budget/SDF/PMS Time Schedule to the District, Department Local Government Provincial-National Treasury.</li> <li>Advertise the 2022-2027 IDP Process Plan and IDP/Budget/SDF/PMS Time Schedule for public inputs and in order to meet AG audit requirements</li> <li>District IDP Managers engagement to ensure integrated development planning for the district as a whole</li> <li>Drafting of the 2017-2022 Wards / Sector Group Priorities that forms part of the newly elected councillors' workshop (handover report). The needs per ward, what was done, by when and the priorities that remains.</li> </ul>	<ul style="list-style-type: none"> <li>Submit intention to review the SDF to the Provincial Ministers Office</li> <li>Advertise the 2022-2027 IDP Process Plan and 2022-2023 IDP/Budget/SDF/PMS Time Schedule for public information and in order to meet AG audit requirements</li> </ul>	<ul style="list-style-type: none"> <li>Submit the 2022-2023 IDP/Budget/SDF/PMS Time Schedule to the District, Department Local Government Provincial-National Treasury.</li> <li>Advertise the 2022-2023 IDP/Budget/SDF/PMS Time Schedule for public information and in order to meet AG audit requirements</li> <li>Consider finance policies, priorities and objectives</li> <li>Submission of draft budget templates and discussions</li> <li>Provide budget framework.</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Audit of AFS by A-G</li> </ul>	<p>Auditor-General audit of performance measures</p>	<p>Structures Act, 1998 Part 4 Systems Act, 2000 S17, 31, 34, 105 MFMA, 2003 S71 MSA Section 29(1)(b): Section 28(3) and 29 of the Municipal Systems Act</p> <p>SDF: BY-LAW Section 3(2)(a)</p> <p>SDF: Relevant Bylaw on Municipal Planning Chapter 2, Section 4(1) and (2)</p> <p>SDF: MSA Section 56 (2)</p> <p>SDF: SPLUMA – Section 20(3)</p>
<p><b>October 2021</b></p>	<ul style="list-style-type: none"> <li>Internal Departmental Budget Sessions</li> <li>District Framework alignment</li> </ul>	<p>Internal discussions in terms of public participation processes and review / amendment process.</p>	<ul style="list-style-type: none"> <li>Determine revenue projections and policies</li> </ul>	<ul style="list-style-type: none"> <li>Compilation of Q1 Performance Report</li> </ul>	<p>Structures Act, 1998 Part 4 &amp; S83 Systems Act, 2000, S17, 34 MFMA, 2003</p>



			<ul style="list-style-type: none"> <li>Engagement with sector departments, share and evaluate plans, national policies, MTBPS</li> <li>Draft initial allocations to functions</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Table to Council a Q1 report on the Budget and AFS</li> <li>Audit of AFS by AG</li> </ul>	<ul style="list-style-type: none"> <li>Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report</li> <li>Sec 57 Managers quarterly informal assessments (for first quarter)</li> <li>Internal Audit, audit Q1 performance</li> <li>Make public Q1 report</li> </ul>	S35, 36, 42, 52, 71 MTBPS
<b>November 2021</b>	<ul style="list-style-type: none"> <li>Local election</li> <li>2 Day Workshop with new Councillors and Management</li> <li>Inauguration of the newly elected Council. Resolves to follow the section 25(1) option and the newly elected council to affirms the approval of the 2022/2027 IDP Process Plan and 2022/2023 Time Schedule.</li> <li>Place public notice on final process plan and IDP/Budget time schedule</li> </ul> <p><b>Approval</b></p> <ul style="list-style-type: none"> <li>Submission of final process plan &amp; time schedule to ODM, the Provincial Government and National Government</li> <li>Provincial Public Participation Forum - report on ward committee functionality, processes, policies, engagements, challenges, support required, etc</li> <li>Establishment of Ward Committees in process</li> </ul>	Internal discussions in terms of public participation processes and review / amendment process.	<ul style="list-style-type: none"> <li>Consolidation of budgets and plans</li> <li>Audit of AFS by AG</li> <li>Mayco determines strategic choices for next three years</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Determine revenue projections and policies</li> </ul>	Previous financial year Final S57 Managers Performance Assessments	Structures Act, 1998 Part 4 & S83 Systems Act, 2000 S17, 34, 105 MFMA, 2003 S71, 166 Section 7(1)(a) of the Swellendam Land Use Planning By-Law.
<b>December 2021</b>	<ul style="list-style-type: none"> <li>The establishment of Ward Committee and Swellendam Municipal Advisory Forum in process</li> <li>Provincial Public Participation Forum - report on ward committee functionality, processes, policies, engagements, challenges, support required, etc.</li> <li>Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>	Draft SDF review report	<ul style="list-style-type: none"> <li>New 3year Budget preparation: <ul style="list-style-type: none"> <li>- MSCOA compliant budget preparation documents (MTREF)</li> <li>- Capital / Operational / Policies / Tariffs</li> </ul> </li> <li>Submit Section 71 monthly reports to the Mayor</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Audit- &amp; Performance Audit Committee meeting (for the first quarter of the current financial year)</li> <li>MFMA Section 166 &amp; MPPR Reg. 14(3)(a)</li> </ul>	Systems Act, 2000 S31, 34, 71, 105
<b>January 2022</b>	<ul style="list-style-type: none"> <li>Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>District Public Participation / Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>		<ul style="list-style-type: none"> <li>Submit Section 71 monthly reports to Mayor</li> <li>Table to Council a Q2 report on the Budget and AFS</li> <li>Submit mid-year report to Council</li> <li>Publish mid-year report on website</li> <li>Review budget related policies</li> </ul>	<ul style="list-style-type: none"> <li>Finalise Annual Report and oversight report for the financial year (MFMA Section 121) Mayor tables draft Annual Report for financial year - MFMA Section 127(2)</li> <li>Council Adopts draft Annual Report for the year ending June</li> </ul>	Structures Act, 1998 S83 Systems Act, 2000 S34 MFMA, 2003 S21, 36, 52, 71, 72, 75

				<ul style="list-style-type: none"> <li>• Compilation of Q2 Reports</li> <li>• Q2 Reports tabled to Council MPPR Reg. 14</li> <li>• Municipal Manager submits Mid-year Budget and Performance Report to the Mayor and Council (in terms of Section 72 MFMA)</li> <li>• Table Revised SDBIP (if necessary)</li> <li>• Internal Audit, audit Q2 performance.</li> <li>• Make public Q2 report</li> </ul>	
<b>February 2022</b>	<p>1<sup>st</sup> Phase of IDP Public Engagement <b>via Video Recordings</b>: The recordings to reach the following wards and sector groups</p> <ul style="list-style-type: none"> <li>- Ward 1, Swellendam Town and Farms</li> <li>- Ward 2, Barrydale</li> <li>- Ward 3, Malagas</li> <li>- Ward 3, Buffeljagsrivier</li> <li>- Ward 3, Suurbrak</li> <li>- Ward 4, Swellendam Town / Rondonkskrik- Railton</li> <li>- Ward 5, Railton-Swellendam</li> <li>- Ward 6, Railton- Swellendam</li> </ul> <ul style="list-style-type: none"> <li>• Local Sector Engagements: Sector Inputs <ul style="list-style-type: none"> <li>- NGO's (Schools/ Health/ Churches/ ECD's/ Security and Safety)</li> <li>- Small Scale Farmers</li> <li>- Business Sector: Agriculture / Industrial – Commercial / Tourism Related Services</li> <li>- Sport &amp; Culture</li> <li>- Swellendam Environmental Forum</li> <li>- District Social Development Forum</li> <li>- District Community Safety Forum</li> <li>- District Local Economic Development and Tourism Forum</li> <li>- Swellendam Municipal Advisory Forum (SMAF)- Wards 1-6 / Sector Groups</li> </ul> </li> <li>• Senior Management and Council Strategic sessions</li> <li>• Proposed National and Provincial allocations to municipality incorporated into Draft 5th Generation IDP</li> <li>• Project alignment between Provincial, District and Local municipalities</li> <li>• Conclusion of Sector Plans for inclusion in the Draft 5th Generation IDP</li> </ul>	SDF public participation period	<ul style="list-style-type: none"> <li>• Finalise budgets and plans for the next three years</li> <li>• Submit Section 71 monthly reports to Mayor</li> <li>• Table to Council Adjustments Budget MTREF</li> <li>• Determine tariffs</li> </ul>	<ul style="list-style-type: none"> <li>• Make public Annual Report and invite community inputs into report (MFMA Section 127 &amp; MSA Section 21a)</li> <li>• Submit Annual Report to AG, Provincial Treasury &amp; CoGTA (MFMA Section 127)</li> <li>• Make public the Midyear report</li> <li>• Prepare Draft SDBIP</li> <li>• Quarterly Audit Committee meeting (for the second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>• Draft SDBIPs for financial year developed and for incorporation into Draft IDP of next financial year</li> <li>• Refinement of KPI's and targets for inclusion in Draft IDP Review</li> </ul>	<p>MSA Section 21a and MFMA Section 75</p> <p>Structures Act, 1998 Part 4 &amp; S83, 88 Systems Act, 2000 17, 31, 34, 105 MFMA, 2003 S21, 28, 71, 87, 127, 166</p> <p>SPLUMA – Section 20(3) LUPA – Section 13</p>

	<ul style="list-style-type: none"> <li>Provincial Public Participation Forum - report on the status of the newly elected ward committee functionality, processes, policies, engagements, challenges, support required, etc.</li> <li>Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of the Draft 5th Generation IDP</li> <li>Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba</li> </ul>				
<b>March 2022</b>	<ul style="list-style-type: none"> <li>Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> <li>Budget Steering Committee – to assess progress in terms of identified programmes, strategies, goals, objectives and KPIs- Draft 2022/2023 Budget</li> <li>Tabling / Adoption of the Draft 2022-2027 IDP</li> </ul>	Tabling / Adoption of the Draft SDF Review	<ul style="list-style-type: none"> <li>Submit Section 71 monthly reports to Mayor</li> <li>Mayco adopts budget and plans and review changes to IDP</li> <li>Mayor tables budget, resolutions, 90 days before the start of the financial year</li> </ul>	<ul style="list-style-type: none"> <li>Council to consider and adopt an oversight report [Due by 31 March MFMA Section 129(1)]</li> <li>Set performance objectives for revenue for each budget vote (MFMA Sect 17)</li> </ul>	Structures Act, 1998 Part 4 Systems Act, 2000 S17, 34 & as amended MFMA, 2003 S16, 22, 37, 42, 71, 129
<b>April 2022</b>	<ul style="list-style-type: none"> <li>Submit the Draft 2022-2027 IDP to the District, Department Local Government and Provincial-National Treasury.</li> <li>Publicise the Draft 5th Generation IDP for public comment</li> </ul> <p><b>2<sup>nd</sup> Public IDP / Budget Feedback Meetings:</b> The following physical meetings at:</p> <ul style="list-style-type: none"> <li>- Ward 1, Swellendam Town and Farms</li> <li>- Ward 2, Barrydale</li> <li>- Ward 3, Malagas</li> <li>- Ward 3, Buffeljagsrivier</li> <li>- Ward 3, Suurbrak</li> <li>- Ward 4, Swellendam Town and Rondonkrik-Railton</li> <li>- Ward 5, Railton-Swellendam</li> <li>- Ward 6, Railton- Swellendam</li> </ul> <ul style="list-style-type: none"> <li>Local Sector Engagements: Sector Inputs <ul style="list-style-type: none"> <li>- NGO's (Schools/ Health/ Churches/ ECD's/ Security and Safety)</li> <li>- Small Scale Farmers</li> <li>- Business Sector: Agriculture / Industrial – Commercial / Tourism Related Services</li> <li>- Sport &amp; Culture</li> <li>- Swellendam Environmental Forum</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>SF public participation will be part of the IDP/Budget public meetings</li> <li>SF public participation closes</li> </ul>	<ul style="list-style-type: none"> <li>Submit Draft Budget to PT</li> <li>Publicise Draft Budget for public comment</li> <li>Public participation period</li> <li>Consider written representations in respect of Draft Budget</li> <li>Consider LGMTEC recommendations on Draft Budget for inclusion in Final</li> <li>Submit Section 71 monthly reports to Mayor</li> <li>Table to Council a Q3 report on the Budget and AFS</li> </ul>	<ul style="list-style-type: none"> <li>Q3 Reports tabled to Council MPPR Reg. 14</li> <li>Sect 57 Managers' informal quarterly assessments</li> <li>Review annual organisational performance targets (MPPR Regulation 11)</li> <li>Internal Audit, audit Q3 performance</li> <li>Make public Q3 report</li> </ul>	Structures Act, 1998 Part 4 & S83, 88 Systems Act, 2000 S17, 31, 34, 105 MFMA, 2003 S22, 23, 52, 71

	<ul style="list-style-type: none"> <li>- District Social Development Forum</li> <li>- District Community Safety Forum</li> <li>- District Local Economic Development and Tourism Forum</li> <li>- Swellendam Municipal Advisory Forum (SMAF)- Wards 1-6 / Sector Groups</li> </ul> <ul style="list-style-type: none"> <li>• Consider written representations in respect of Draft IDP</li> <li>• Provincial Public Participation Forum - report on ward committee functionality, processes, policies, engagements, challenges, support required, etc.</li> <li>• Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>• District IDP Managers engagement to ensure integrated development planning for the district as a whole and discuss final 4<sup>th</sup> IDP reviews across region</li> <li>• District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>				
<b>May 2022</b>	<ul style="list-style-type: none"> <li>• LG MTEC - consider recommendations on the Draft 5<sup>th</sup> Generation IDP</li> <li>• Tabling / Adoption of the Final 2022-2027 IDP by Council</li> <li>• Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>• District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>	<ul style="list-style-type: none"> <li>• Present proposed SDF review to Council.</li> <li>• Adoption SDF Review by Council</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Section 71 monthly reports to Mayor</li> <li>• Adoption of Final Budget by Council</li> </ul>	<ul style="list-style-type: none"> <li>• Community input into organisation KPIs and targets</li> <li>• Budget for expenses of audit committee</li> </ul>	Systems Act, 2000, S17, 34 MFMA, 2003, S16, 26, 53, 71 MSA Regulations Chapter 2 Section 3(2)
<b>June 2022</b>	<ul style="list-style-type: none"> <li>• Submit the Final 2022-2027 DP to the District, Department Local Government and Provincial-National Treasury.</li> <li>• Publicise Final 2022-2027 IDP</li> <li>• Provincial Public Participation Forum - report on ward committee functionality, processes, policies, engagements, challenges, support required, etc.</li> <li>• Provincial/Districts IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>• District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>	<ul style="list-style-type: none"> <li>• Publicise SDF Review in local media as part of IDP.</li> <li>• Submit a copy of the Final Reviewed SDF to the District, Department Local Government Provincial-National Treasury.</li> </ul>	<ul style="list-style-type: none"> <li>• Publicise Budget in local media</li> <li>• Submit a copy of the Final 2022-2023 Budget to the District, Department Local Government Provincial-National Treasury.</li> <li>• Submit Section 71 monthly reports to Mayor</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of SDBIP by Mayor</li> <li>• Signing of Performance Agreements of section 57 employees 14 days after the approval of the final SDBIP</li> <li>• Give notice to the public of the signed Section 57 employees agreements</li> <li>• Submitted all SDBIP and Performance Agreements to National and Provincial spheres of government</li> </ul>	Structures Act, 1998 Part 4 Systems Act, 2000 S17, 21, 31, 34, 38-45 MFMA, 2003 S71 SDBIP: MSA Section 38 SDBIP": MSA 42- Publish the section 57 agreements SPLUMA Section 20(1) MSA Section 32 (1)

(Subject to change)



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## **SWELLEN DAM MUNICIPALITY**

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## **EXTRACT COUNCIL MINUTES: 02 DECEMBER 2021**

### **UNANIMOUSLY RESOLVED**

**Item A167/02/12/2021**

1. that the amended 2022-2027 IDP Process Plan be approved by Council.
2. that the amended 2022-2023 Time Schedule (Annexure A) of key deadlines in terms of section 21(1)(b) of the Municipal Finance Management Act No 56 of 2003 be approved by Council.

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**Item number A167.** 02.12.2021

### **DEVELOPMENT OF THE 5TH GENERATION IDP PROCESS PLAN AND TIME SCHEDULES**

Report of the IDP Administrator: Ms. D Jonas

<b>Department</b>	Municipal Manager
<b>Section</b>	Integrated Development Planning
<b>File number</b>	12/2/3/33

#### **PURPOSE OF THE REPORT**

The purpose of the report is for the newly elected Council to confirm the amendments and approval of the previous 5<sup>th</sup> Generation IDP Process Plan for 2022-2027 and 2021-2022 Time Schedule.

The report is also submitted to remind Council that the first round of engagements was not concluded as a result of the recess the previous Council resolved to take in October 2021.

#### **BACKGROUND AND DISCUSSION**

The newly elected Council is requested to condone not hosting the first phase of public participation. The lack of time relates to the number of factors that must be taken into account. Ward Committee elections must to be held. An induction and training programme for ward committee members must be held. A draft budget must be compiled by end of November 2021 and it is unlikely that budget meetings, project identification, etc. is able to take place in the remaining time.

In addition, the Auditor General is currently on site and the audit is scheduled to end by the end of November 2021.

Annexure A: 2022/23 IDP/SDF/SDBIP and Budget Time Schedule, reflects engagements for the period of February to April 2022 for continued public engagement for the IDP/ Budget process.

The Municipal Systems Act (MSA) prescribes and requires the following regarding the IDP process:

#### **Section 25 of the MSA**

In terms of Section 25(1) of the Municipal Systems Act 32 of 2000 (MSA) each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality (Integrated Development Plan).

In terms of Section 25(2) an integrated development plan (IDP) adopted by a municipal council in terms of subsection (1) remains in force until an IDP is adopted by the next elected council.

In terms of Section 25 (3) (a) a newly elected municipal council may adopt the integrated development plan (IDP) of its predecessor, but the required process outlined in section 29 must be followed.

### **Section 28 of the MSA**

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

### **Section 29 of the MSA**

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

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

### **Public Participation Process**

In terms of Section 25(1) of the Municipal Systems Act 32 of 2000 (MSA) each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality (Integrated Development Plan).

The new incoming Council ensures that a compliant 5-year strategic plan / budget will be in place from 1 July 2022.

### **COVID-19 Pandemic**

The COVID-19 pandemic has officially been declared a national state of disaster by the President of South Africa in March 2020. The Swellendam Joint Operational Committee, chaired by the Municipal Manager and comprising of the senior management team of the Municipality as well as representatives from key sector departments, gives weekly guidance and support to the area depending on the COVID-19 Regulations. The pandemic continues to impact on community participation and ward establishment processes.

### **Methods of participation**

The Western Cape Department of Local Government issued Circular C4 in March 2020, which outlines alternative public participation processes that can be followed in the event that in person meetings cannot be scheduled. It must be noted that all meetings/workshops referred to in this schedule may take place physically (restricted number of attendees) or remotely via video conferencing where possible and members of the public will be directed to submit their inputs after the virtual public meetings via email or telephonically for those who cannot write or read. The public notices will explain how to access the electronic platforms and specify the time and date per ward.

Council to take note that the establishment of Ward committees and the Swellendam Municipal Advisory Forum is in process.

### **2022/23 IDP/SDF/SDBIP and Budget Time Schedule**

Annexure A provides the time schedule of activities in terms of the legal requirements with regards to the IDP/SDF/Budget and SDBIP processes.

**Documentation is attached on page 108 to 131 of the Annexures.**

### **LEGAL IMPLICATIONS**

- Municipal Systems Act 32 of 2000
- Local Government Municipal Systems Act – Chapter 5
- Municipal Finance Management Act 56 of 2003
- Municipal Property Rates Act 6 of 2004
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
- Municipal Budget and Reporting Regulations, 2009

### **FINANCIAL IMPLICATIONS**

None

### **PERSONNEL IMPLICATIONS**

None



## **COMMUNICATION IMPLICATIONS**

None

## **COMMENT FROM DEPARTMENTS**

### **Director: Corporate Services**

None

### **Director: Community Services**

None

### **Director: Financial Services**

None

### **Director: Infrastructure Services**

None

## **Comment from Municipal Manager**

The recommendation is supported.

## **RECOMMENDED**

1. that the amended 2022-2027 IDP Process Plan be approved by Council.
2. that the amended 2022-2023 Time Schedule (Annexure A) of key deadlines in terms of section 21(1)(b) of the Municipal Finance Management Act No 56 of 2003 be approved by Council.