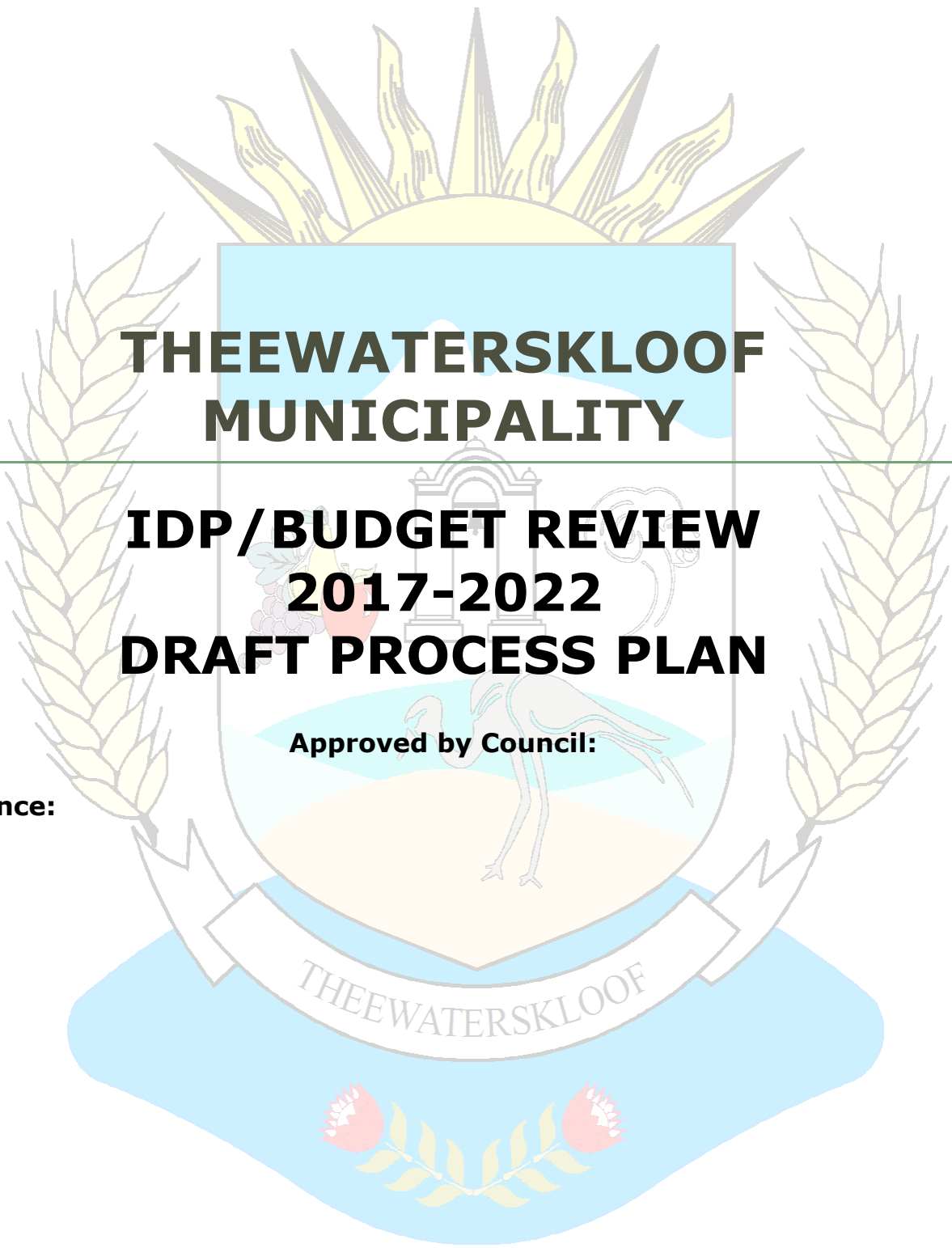


The coat of arms of Theewaterskloof Municipality is centered on the page. It features a shield with a blue upper section and a yellow lower section. A white banner at the bottom of the shield contains the text 'THEEWATERSKLOOF'. The shield is flanked by two golden wheat stalks. Above the shield is a golden sun with rays. Below the shield is a blue base with two red flowers and green leaves.

THEEWATERSKLOOF MUNICIPALITY

IDP/BUDGET REVIEW 2017-2022 DRAFT PROCESS PLAN

Approved by Council:

Reference:



Integrated Development Plan (IDP) Process Plan

Compiled in terms of **Sections 27, 28 and 29 of the Local Government: Municipal Systems Act, No 32 of 2000** (framework for integrated planning, adoption of process and process to be followed) including a time schedule in terms of **Section 21 of the Local Government: Municipal Finance Management Act, No 56 of 2003** (budget preparation process)

Adopted by the Municipal Council on_ August 2017

The **IDP** is a municipality's **principal strategic plan** that deals with the following:

- The most critical development needs of the municipal area (**external focus**), as well as
- The most critical governance needs of the municipality as an organisation (**internal focus**).

The IDP:-

1. *Is within a prescribed period after the start of a Council term, adopted as a single, inclusive and strategic plan for the development of the municipality and remains in place for the duration of the council's elected term (a period of five years);*
2. *Is 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 by balancing the economic, ecological and social pillars for sustainability (without compromising the institutional capacity required in its implementation), and coordinating actions across sectors and spheres of government.*

Table of Content

CONTENTS	PAGE NR
1. INTRODUCTION	4
1.1 Scope of Application of the IDP	4
1.2 Five year cycle of the IDP	5
1.3 Phases of the Annual Process	6
2 LEGISLATIVE FRAMEWORK	7
3 PROCESS PREPARATION	7
4 ORGANISATIONAL ARRANGEMENTS	8
4.2 Activities and outputs	8
4.3 Structured participation	8
4.4 Ward Committees	8
4.5 Town Advisory Committee	9
5 ROLES AND RESPONSIBILITIES	9-11
5.1 Proposed distribution of roles and responsibilities between the municipality and external role-players	9-10
5.2 Proposed distribution of roles and responsibilities within the Municipality	10-11
6. INTERGOVERNMENTAL ALIGNMENT	11
7. IDP CONTENT	11
7.1 Legally required content of a five year IDP	11-12
8. ANNUAL REVISIONS OF THE FIVE YEAR IDP (ANNUAL PLANS)	12
8.1 Legal requirements	12
8.2 Purpose of a review (Annual Plan)	13
8.3 What the review is not	13
9. IDP SOURCE DOCUMENTS	13

ANNEXURE A: IDP and Budget Time Schedule 2017/18

1. INTRODUCTION

The Integrated Development Plan (IDP) is a product of the Integrated Development Planning Process. The IDP is a strategic planning instrument which guides and informs all planning, budgeting, management and decision making in the Municipality. Integrated Development Planning is a very interactive and participatory process which requires the involvement of a number of stakeholders.

The IDP process provides forums where underlying issues within the Municipality are identified, and discussed in such detail that it allows for realistic costing.

The Process Plan fulfils the role of a business plan or an operational framework for the IDP/ and Budget process. The process plan outlines the manner in which the IDP/Budget process will be undertaken to such extent that it indicates what has to happen when, the responsible person, where it will happen and who the stakeholders will be.

The IDP process and the Budget process are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the tabled budget are mutually consistent and credible (MFMA 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001).

Once the IDP review process has been completed, the next phase is to translate the strategies into measurable departmental responsibilities. This in turn is called the Service Delivery Budget Implementation Plan (SDBIP). The purpose of the SDBIP is to serve as a monitoring tool, measuring how well the projects identified in the IDP are developed and delivered on. Similarly, the municipalities Performance Management System must be established in line with the priorities, objectives, indicators, and targets contained in its IDP.

1.1 Scope of Application

The IDP will be applicable to the Theewaterskloof Municipal Area which includes the following towns and settlements: Riviersonderend, Greyton, Genadendal, Caledon, Villiersdorp, Botrivier, Grabouw as well as an extensive rural area.

The municipal area is approximately 3231 square kilometres and the most populous within the Overberg District.

TWK MUNICIPAL MAP

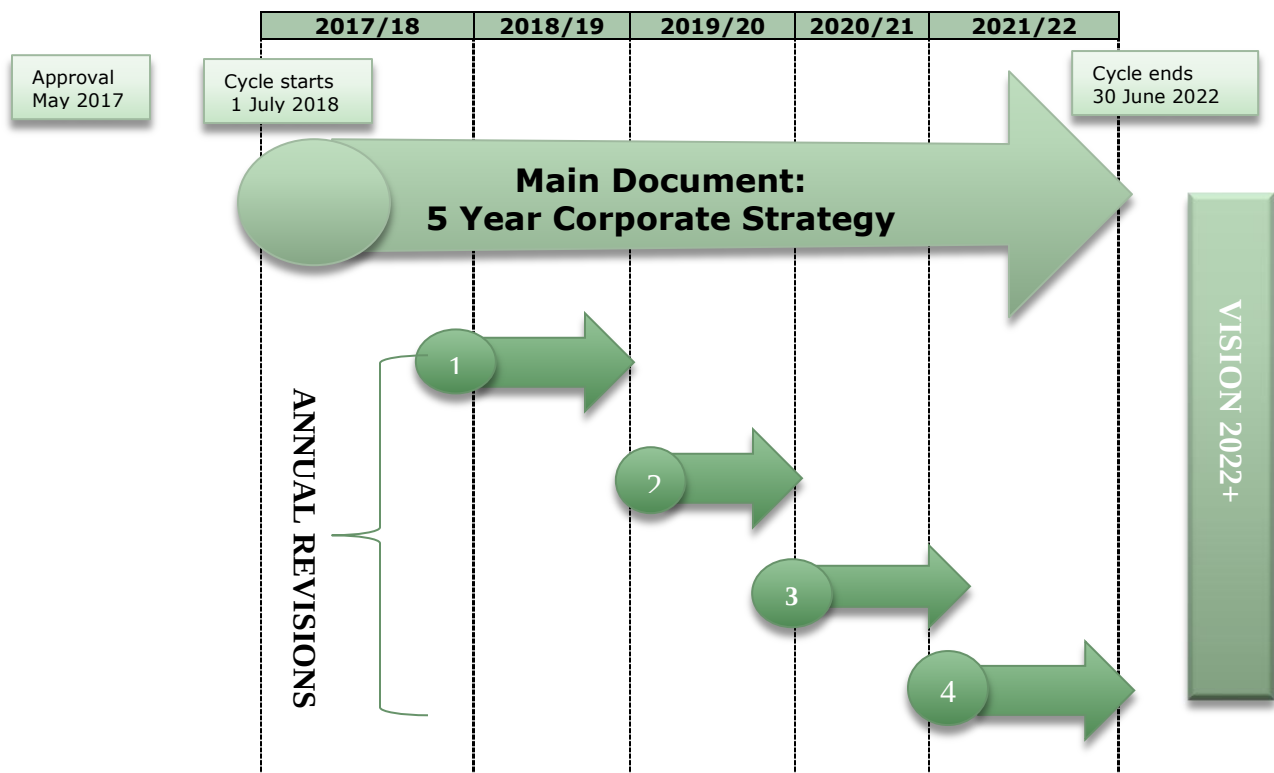


Theewaterskloof Municipality has been demarcated into 14 wards for the 2016 Municipal Elections in accordance with the Local Government Municipal Demarcation Act, Act 27 of 1998. The wards are constituted as follows:

Ward Dermacation

WARD	TOWN / AREA
1	RIVIERSONDEREND
2	GREYTON
	GENADENDAL
3	CALEDON (Tesselaarsdal & Myddelton)
4	CALEDON
5&6	VILLIERSDORP
7	BOTRIVIER
9	Vyeboom (Villiersdorp)
8; 10-14	GRABOUW

1.2 FIVE YEAR CYCLE OF THE IDP



1.3 PHASES OF THE ANNUAL PROCESS

The IDP process normally follows through the following phases during the course of the year:

PHASE	TASK	MECHANISMS
ANALYSIS	1. External Analysis	
	- Spatial - Social - Economic - Environmental - Sector needs and issues	- Scan sector plans - Surveys if necessary - Spatial Development Framework (SDF) - Stakeholders discussions
	Compilation of Area based or Ward Plans	
	- Ward profiles - Identification of any services backlogs - Priority issues	- Ward committee meetings /Ward meetings and workshops - TAF Meetings - Inputs by sector departments
	Internal Analysis	
	- Critical issues or challenges - Minimum service levels	- In- house exercise by the Municipal Manager; All Directors and line managers
	- Institutional	- In -house exercise by Director Corporate Services
	- Financial	- In-house exercise by Director Finance (CFO)
	- Performance	- Performance Assessments - Annual Customer satisfaction survey
	Intergovernmental Alignment	
	- Alignment with National and Provincial Policies	- Desk top study
	- Obtain inputs from National and Provincial Government - and other major service providers	- District level meeting(s) facilitated by the Overberg District Municipality
STRATEGY	Council and Management discuss strategic issues such as vision and mission, future directions, strategic outcomes and outputs, as well as measures and targets for each strategic output.	- Strategic workshops - Stakeholder workshops - IDP and Budget Steering Committee - In-house exercise by Management
PROGRAMMES, PROJECTS AND PRELIMINARY CAPITAL BUDGET	- Review programmes and projects and provide for priorities and outputs desired for next 3 years with updated cost estimates - Finalise strategic priorities and preliminary budget allocations	- In- house exercise by MM, CFO, all other Directors and line Managers - Municipal Council
OPERATING BUDGET	- Prepare a draft operating budget	- In-house exercise by the MM, CFO, all other Directors and line managers
APPROVAL OF DRAFT IDP AND DRAFT ANNUAL BUDGET	- Finalise and approve draft IDP and draft annual budget	- In-house preparation of the relevant documentation and submission to Mayoral Committee and Council

PHASE	TASK	MECHANISMS
CONSULTATION AND REFINEMENT	- Make public the draft IDP and draft annual budget for comments and submissions - Submit the draft annual budget to Provincial and National Treasury, prescribed national or provincial organs of state and to other municipalities affected by the budget - Consult the Overberg District Municipality on the draft IDP - Consult the local community and other stakeholders for input	- In-house exercise by Manager Budget and Manager IDP - Public Meetings & workshops - TAF Meetings
FINAL APPROVAL	- Council approved the final IDP and final annual budget	- In-house preparation of the relevant documentation and submission to Council.

2. LEGISLATIVE FRAMEWORK

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of Government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000. The Act specifies the following regarding the process:

Section 28:

- Each Municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.
- The Municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1):

The process must:

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures 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.

3. PROCESS PREPARATION

The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management, confident about the task ahead.

The Process should ensure that-

- Organisational arrangements are established and the membership of committees and forums is clarified.
- Roles and responsibilities are clarified and internal human resources allocated accordingly.

- The legal requirements, principles and functions of community and stakeholder participation during the IDP process: Who has to be involved, consulted and informed in which stage of the process by which means?
- Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government are looked at. Such alignment is co-ordinated on district level.
- Legislation and policy requirements in drafting and approving the Process Plan and IDP are adhered to

This preparation task for IDP is a task of municipal management. The preparation process should contribute to the institutional preparedness of the municipality for the IDP process. Nobody else, therefore, can make the management decisions involved in it.

4. ORGANISATIONAL ARRANGEMENTS

4.1 Activities and Outputs

The municipality needs to establish a set of organisational arrangements to -

- ❖ institutionalise the participation process;
- ❖ effectively manage outputs; and
- ❖ give affected parties access to contribute to the decision-making process.

The Municipality should consider existing arrangements, use and adapt them if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements/structures.

4.2 Structured participation

The IDP process and the participation of the community in this process have to be structured. Theewaterskloof Municipality covers a geographical area of approximately 3231 square kilometres and has a population of ±108 790. It is not possible to allow for direct participation of people in an unstructured way. The directive from national government on how community participation should be structured is the ward committee system. Most of the IDP liaison with communities will be done through ward committee meetings and ward meetings.

Although ward committees provide for representation of communities on a geographical basis, there are also a number of sector interests not covered by ward committees that play a major role within the municipal area, such as education, business and agriculture. Liaison with and involvement of such sector groups is therefore also crucial in order to get a full picture of the current reality in our area. Liaison with sector groups will be done mainly through the Town Advisory Forum (TAF) and stakeholder workshops.

4.3 Ward Committees

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

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

The chairperson of the Ward Committee is the Ward Councillor of that particular ward.

4.4 Town Advisory Forums

In towns such as Grabouw, Villiersdorp and Caledon where there is more than one ward committee within the town, **Town Advisory Forums** have been established. **The Town Advisory Forum** comprises of Ward Councillors, PR Councillors, Ward committee members and the Town manager of the respective town. The functions of the **Town Advisory Forum** is to advice and make recommendation to council on behalf of the community within their respective Wards on matters pertaining to their IDP's, Budgets, Service Delivery and Developmental Projects within the Town.

5. ROLES AND RESPONSIBILITIES

It is one of the pre-requisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. This section will highlight:

- The roles which the municipality will play in the IDP process, and;
- The roles which external role players are expected to play.

9.1 PROPOSED DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

Role Player	Roles and Responsibilities
Theewaterskloof Local Municipality	▪ Prepare and adopt the IDP Process Plan. ▪ Undertake the overall management and coordination of the IDP process which includes ensuring that: ○ All relevant role players are appropriately involved; ○ Appropriate mechanisms and procedures for community participation are applied; ▪ Events are undertaken in accordance with the time schedule; ▪ The IDP relates to the real burning issues in the municipality; and ▪ The sector planning requirements are satisfied. ▪ Prepare and adopt the IDP. ▪ Adjust the IDP in accordance with the MEC's proposals/recommendations. ▪ Ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP. ▪ Facilitate/Communicate how core needs (Provincial Functions) appearing in the IDP to Provincial Departments.
Local communities and Stakeholders (Ward Committees)	▪ Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the ward committees to: ○ Analyse issues, determine priorities and provide input; ○ Keep their constituencies informed on IDP activities and their outcomes; ○ Discuss and comment on the draft IDP; ○ Check that annual business plans and budget are based on and linked to the IDP; and ○ Monitor performance on the implementation of the IDP.
Overberg District Municipality	▪ Some roles and responsibilities as municipal governments of 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) ▪ Fulfil a coordination and facilitation role by: ○ Ensuring alignment of the IDP's of the municipalities in the district council area; ○ Ensuring alignment between the district and local planning; ○ Facilitation of alignment of IDP's with other spheres of government and sector departments; and ○ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.
Provincial Government (Dept of Local Government and Housing)	▪ Ensure horizontal alignment of the IDP's of the District ▪ Municipalities within the province. ▪ Ensure vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at local/district level by: ○ Guiding the provincial sector departments participation in and their required contribution to the municipal IDP process and; ○ Guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's. ▪ Efficient financial management of Provincial IDP grants.

	▪ Monitor the progress of the IDP processes. ▪ Facilitate resolution of disputes related to IDP. ▪ Assist municipalities in the IDP drafting process where required. ▪ Coordinate and manage the MEC's assessment of IDP's.
Sector Departments	▪ Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner. ▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects. ▪ Engage in a process of alignment with District Municipalities. ▪ Participate in the provincial management system of coordination.

9.2 PROPOSED ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

Role Player	Roles and Responsibilities
Theewaterskloof Municipal Council	▪ Consider and approve the IDP. ▪ Consider and approve the budget. ▪ Approve the IDP/Budget Timetable and Process Plan
Executive Mayor and Mayoral Committee	▪ Consider the IDP & Budget Timetable & Process Plan and submit to Council for approval. ▪ The overall management, coordination and monitoring of the IDP process. ▪ Assign and delegate responsibilities in this regard to the Municipal Manager ▪ Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting of the IDP. ▪ Submit the draft IDP to council for adoption. ▪ Submit final IDP and Budget to council for adoption. ▪ Provide Political guidance in IDP and Budget. ▪ Co-ordinate Plans and Timetables for the Budget. ▪ Close oversight on Budget Preparation Process.
Speaker	▪ Overall Monitoring of the public participation process.
Ward Councillors	▪ Form a link between the Municipality and the residents. ▪ Link the IDP process to their Wards. ▪ Assist in organising public consultation and participation. ▪ Monitor the implementation of the IDP with respect to their particular wards.
Municipal Manager/IDP Manager	▪ Prepare the IDP process plan. ▪ Undertake the day to day management and coordination of the IDP process. ▪ Ensure that all relevant stakeholders are appropriately involved and timeously informed. ▪ Responsible for the day to day management of the drafting process. ▪ Ensure that the IDP process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements. ▪ Respond to comments on the draft IDP. ▪ Ensure proper IDP documentation. ▪ Adjust the IDP in accordance with the MEC's comments. ▪ Ensure that the content of the IDP satisfy the legal requirements.
Directors and officials	▪ Provide relevant technical, sector and financial information for analysis for determining priority issues. ▪ Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. ▪ Provide departmental, operation and capital budgetary information. ▪ Responsible for the preparation of project proposals, the integration of projects and sector programmes.
IDP/Budget Steering committee (Management Team)	▪ Committee comprises of Municipal Manager, senior management, middle management, IDP manager and Speaker and will be responsible for ensuring that the final product is of high quality and complies with legislation. ▪ Responsible in ensuring that the IDP and budget process is related and complies with the MFMA.
Town Advisory Forum (TAF)	▪ Comprises of all ward committees within a Town and includes the Ward councillors, PR Councillors, Ward committee members and the Town Manager of the respective Town. Representatives of the Corporate Departments may be co-opted to advice and guide. ▪ The Town Manager will serve as the facilitator. ▪ The responsibility of the TAF is to advise and make recommendations to council on behalf of the community within their respective wards on matters pertaining to

the IDP and Budget, services delivery and developmental projects within the Town.

- Discuss and comment on concept IDP.
- Ensure that priority projects within the IDP are considered in the budget.
- Monitor implementation of the IDP.
- To resolve conflicting priorities amongst wards in the best interest of the affected town.

6. INTERGOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism this can best be achieved.

Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes, particularly with respect to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

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.

7. IDP CONTENT

7.1 Legally required content of a five(5) 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 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-
- (i) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (ii) set out objectives that reflect the desired spatial form of the municipality;
 - (iii) 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;
 - (iv) set out basic guidelines for a land use management system in the municipality;
 - (v) set out a capital investment framework for the municipality's development programs;
 - (vi) contain a strategic assessment of the environmental impact of the spatial development framework;
 - (vii) identify programs and projects for the development of land within the municipality;
 - (viii) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
 - (ix) 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.

8. ANNUAL REVISIONS OF THE FIVE YEAR IDP (ANNUAL PLANS)

8.1 Legal Requirements

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

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.

8.2 Purpose of Review

The IDP has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- inform other components of the municipal business process including institutional and financial planning and budgeting; and
- 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 -

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

8.3 What the review is not

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

9. IDP SOURCE DOCUMENTS

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

Acts

Constitution of South Africa (1996)
Municipal Structures Act (117 of 1998)
Municipal Systems Act (32 of 2000)
Disaster Management Act (57 of 2002)
Municipal Finance Management Act (56 of 2003)
Spatial Planning and Land Use Management Act (16 of 2013)

Regulations

Municipal Planning and Performance Management Regulations (Aug 2001)
Municipal Budget and Reporting Regulations (April 2009)
Regulations in terms of the Spatial Planning and Land Use Management Act (March 2015)

National policy

National Development Plan (2012)
Medium-Term Strategic Framework: 2014 – 2019
Back to Basics Approach - September 2014

Provincial policy

Western Cape's Provincial Strategic Plan: 2014-2019
Western Cape Provincial Spatial Development Framework - March 2014

ANNEXURE A

**THEEWATERSKLOOF MUNICIPALITY
2017-2018
DRAFT IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
JULY 2016						
1	IDP/Budget 2017/18	Prepare Municipal Process Plan	Draft Process Plan	MSA s28	Manager: IDP/PMS	8 July 2016
2	IDP/Budget 2017/18	Finalise District IDP Framework	Final IDP Framework	MSA s27	Manager: IDP/PMS	11 July 2016
3	Annual Report 2015/16	Annual Report inputs Corporate Directors and Town Managers to submit 2015/2016 Annual Report input.	Draft corporate AR	n/a	Corporate Directors	15 July 2016
4	Reporting Budget	– Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		19 July 2016
5	IDP/Budget 2017/18	Table Draft Process Plan	Approved Draft Process Plan	MSA s28		28 July 2016
6	Reporting SDBIP 2015/16	– Council Meeting to approve the 4th Quarter (2015/2016 final) TL SDBIP report	Reporting	MSA s46;s47;s48		28 July 2016
AUGUST 2016						
7	IDP/Budget 2017/18	Advertise Advertise Draft IDP/Budget Timeframe for public input (21 Days)	Public notification of process	MSA s28 (2) & (3); s19;s 21; s21 (A) (B)	Manager: IDP	02-23 August 2016
8	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA Section 71	Manager: Budget	23 Aug 2016
9	IDP/Budget 2017/18	Council Meeting: Final IDP Process Plan Council Approval of 2017/18 IDP/Budget time schedule	Approved IDP/Budget time Schedule	MSA s28		24 August 2016
10	IDP/Budget 2017/18	Submission of Final IDP Process Plan Submit 2017/2018 IDP/Budget Process Plan to Department Local Government & District Municipality	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53	Manager: IDP	25 Aug 2016
11	Annual Report 2015/16	AR & FS to AG - Submit 2015/2016 Draft Annual Report and Financial statements to Auditor General. - Compile and submit Municipal Audit file to the Auditor General	Draft AR, AFS	MSA Section 126(1)(a)	Manager: Budget and Manager IDP	29 Aug 2016
12	Performance & Audit Committee	Performance and Audit Committee Meeting - Internal Audit 4th quarterly report on IA activities. 4th & Final 2015/2016 PMS (Ignite) Report - ICT Quarterly Report - Risk Management Meeting Minutes - Section 32 Committee Minutes 2015/2016 Financial Statements 2015/2016 Auditor Generals audit Planning	Reporting/ Oversight	MFMA s166	Internal Audit	29 Aug 2016
13	IDP/Budget 2017/18	Public Notification Notification of approved 2017/18 IDP/Budget Time schedule Advertise council approved IDP/Budget process plan:2017/2022 for public notification	Transparency/ communication	(MSA s28 (2); s17, s18; s20 MSA s28 (3)	Manager: IDP	30 Aug 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
SEPTEMBER 2016						
14	IDP/Budget 2017/18	Ward Committees • Establishment of 14 Ward Committees	Ward Committees	MSA s73	Council Support	1 Sept – 10 Nov 2016
15	Alignment	Provincial IDP Managers Forum	Local/Provincial alignment		DPLG/IDP Managers	1-2 September 2016
16	IDP/Budget 2017/18	Public Participation • Identification of municipal needs as well as needs falling within functional mandate of other organs of state for submission to them • Public Meetings in each ward	Public Participation /Input/ involvement Information on context, causes, dynamics of priority issues and problems	MSA 29 (1) (b)		1 Sept – 19 Oct 2016
17	Risk Management Committee	• Committee Meeting Discuss possible risks identified during strategic session		MFMA S62 (1, C, i)		05 Sept 2016
18	Reporting–SDBIP 2015/16	Submit 4th quarter Departmental SDBIP (2015/16) report to Portfolio Committees	Reporting	MSA s46;s47;s48		6;7 & 19 Sept 2016
19	IDP/Budget 2017/18	Collating Information • Desktop exercise	Centralised Information	n/a	IDP/PMS Office	5-16 Sept 2016
20	Reporting–Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	19 Sept 2016
21	IDP/Budget 2017/18	Internal Analysis -critical issues/challenges w.r.t every service -minimum service levels -institutional -financial -performance External Analysis - Data collation and analysis	Draft Situational Analysis	n/a	IDP/PMS Office	19 Sept – 14 Oct 2016
22	Strategizing	Council Strategic Session - Hand over to new Council - Internal Analysis of each directorate	Strategic intent	n/a	Council Support & Budget Office	20-23 Sept 2016
23	IDP/Budget 2017/18	1st IDP/Budget Steering Committee • Discuss and Agree on Outcomes of Strategic Workshop for finalisation to Council. • Discuss draft internal analysis report	IDP/PMS Process Guidelines	MFMA s53	IDP/PMS & Budget Office	27 Sept 2016
OCTOBER 2016						
24	Reporting: Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	18 Oct 2016
25	IDP/Budget 2017/18	Draft Budget Submissions Submission of HR Proposals to HR	Draft HR budget	n/a		19 Oct 2016
26	Reporting–SDBIP 2016/17	Council Meeting to approve the 1st quarter (2016/2017) TL SDBIP report	Reporting	MSA s46;s47;s48	IDP/PMS Office	27 October 2016
27	Alignment	IDP Indaba 1(JPI) Strategic intent Provincial strategic guidance on policy and programmes Key sector departments APP deliverables	Sector Alignment	n/a	IDP/PMS Office	October 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
28	IDP/Budget 2017/18	2ndIDP/Budget Steering Committee - Discussion (Guidelines) on process to follow wrt Council IDP Workshop - Review sector plans, financial position, and other relevant data to identify critical institutional priorities for discussion at Council Strategy Workshop	IDP/Budget council workshop guidelines Assessment of existing level of development	MFMA s53	IDP Office Budget Office	30 October 2016
NOVEMBER 2016						
29	Strategizing	Council IDP Workshop - Reconcile different views and opinions of the political structures and administration and define the mission, vision and strategic objectives of Council for the term of the IDP after consideration of financial assessment, strategic risks, community needs and other relevant information. - Agreed upon Vision, Mission, strategic Objectives and PDO's.	Long term vision Mid-term objectives Strategies developed Identified projects	MSA s56.(2)	Council Support & Budget Office	9 Nov 2016
30	Reporting: SDBIP 2016/17	Submit 1st quarter Departmental SDBIP report to Portfolio Committees	Reporting	MSA s46;s47;s48		01;02 & 22 Nov 2016
31	IDP/Budget 2017/18	Public Meetings IDP Public Meetings-Present Draft Ward IDP and receive input from Public	Public Participation/Input/ involvement	(MSA s28 (2); s17, s18; s20		7-29 Nov 2016
32	Risk Management Committee	Committee Meeting • Review Risk Management Policy & related documentation & recommend to Council • Discuss ratings of risks identified during Strategic session Discuss alignment of Budget i.t.o high level risks		MFMA S62 (1, C, i)		23 Nov 2016
33	IDP/Budget 2017/18	New Budget Preparations: MTREF and Revenue Projections BTO Office to send out MSCOA compliant budget preparation documents to Directorates for completion (MTREF) - Capital - Operational - Policies - Tariffs	Budget Guidelines	MFMA 21		10 Nov 2016
34	IDP/Budget 2017/18	3rd IDP/Budget Steering Committee • Budget workshop discussion (guideline) • BTO office to send out current year adjustment budget preparation documents to Directorates for completion	Budget guidelines	MFMA s53	Budget Office	14 Nov 2016
35	IDP/Budget 2017/18	Draft Budget submissions Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	n/a	Budget Office	25 Nov 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
36	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	22 Nov 2016
37	Alignment	District IDP Managers Forum & District IDP Rep/PP Com forum	Activity alignment	n/a	District IDP Managers	Nov 2016
38	Performance & Audit Committee	Performance and Audit Committee Meeting 1st Quarter PMS (Ignite) report. - Internal Audit 1st quarterly report on IA activities. - ICT Quarterly Report - Risk Management Meeting Minutes - Section 32 Committee Minutes - AG's reports (financial and PDO) discussion. - Financial Services 1st Quarter Section 71 Report	Reporting	MFMA s166	Internal Audit	25 Nov 2016
39	Annual Report 2015/16	Audit Report Receive audit report on annual financial statements from the Auditor General	Audited AFS	MFMA s126(3)	AG	30 Nov 2016
DECEMBER 2016						
40	Alignment	Provincial IDP Managers Forum			DPLG/IDP Managers	1-2 Dec 2016
41	IDP/Budget 2017/18	Budget Alignments Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	Budget Alignments	MFMA Guidelines	Budget Office	15 Dec 2016
42	IDP/Budget 2017/18	Draft Budget CFO undertakes Corporate Assessment and compilation of Draft budget.	Draft Budget	MFMA s21	Budget Office	21 Dec 2016
43	IDP/Budget 2017/18	Adjustment Budget Directorates to submit completed current year adjustments to BTO	Adjustment Budget	MFMA 28	All Directorates	
44	SDBIP 2016/17	SDBIP Amendments Directorates to submit current year SDBIP amendments to Development Services (IDP/PMS Unit)	SDBIP Amendments		All Directorates	30 Dec 2016
JANUARY 2017						
45	IDP/Budget 2017/18	Draft Budget Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21	Budget Office	09-13 Jan 2017
46	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	16 Jan 2017
47	Performance & Audit Committee	Performance & Audit Committee Meeting - Annual report discussion before Council approval. - Risk Management Report	Reporting	MFMA s166	Internal Audit	20 Jan 2017

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
48	Annual Report 2015/16	Table Draft AR & AFS Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s121	IDP/Budget	24 Jan 2017
49	Reporting-Budget/SDBIP 2016/17	Council Meeting: Submit Section 72 monthly (midyear budget and Performance) reports to Mayor of municipality and provincial treasury	Reporting	MFMA s72	IDP/Budget	24 Jan 2017
50	Annual Report 2015/16	Advertise draft AR & AFS for public input and place on municipal website	Transparency/Public involvement	MFMA s22	IDP/Budget Office	25 Jan 2017 – 22 Feb 2017
51	Annual Report 2015/16	Advertise Oversight Committee Schedule inviting the Public to make presentations of the AR and AFS	Transparency/Public involvement	MFMA s129	IDP/PMS Office	25 January 2017
52	Advertise Section 72 Report	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)	IDP/PMS Office	25 Jan 2017
FEBRUARY 2017						
53	IDP/Budget 2017/18	Ward/TAF Meetings Ward Committee together with Town Manager Drafts Ward IDP Re-prioritisation of Ward IDP taking into consideration public input	Public Participation/Input/involvement	(MSA s28 (2); s17, s18; s20)	IDP Office & Council Support	13-22 February 2017
54	Annual Report 2015/16	Portfolio Committee Meeting Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a	IDP/PMS Office	01;02 & 13 Feb 2017
55	Reporting – SDBIP 2016/17	Submit 2nd quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48	IDP/PMS Office	01;02 & 13 Feb 2017
56	Annual Report 2015/16	1st Oversight Committee Meeting- Oversight Committee pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report (10h00)	Oversight	MFMA s129	IDP/PMS Office	07 Feb 2017
57	Section 72 Report	Report to Ward Committees/TAF on Mid-year Performance Report	Transparency		IDP/PMS& Council Support	13-22 February 2017
58	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	14 Feb 2017
59	IDP/Budget 2016/17	Council Budget Workshop Draft Budget Workshop with Council	Participation/agreement on priorities	n/a	Budget & IDP/PMS Office	15 Feb 2017
60	Alignment	IDP Indaba 2/ LGMTEC 2 Implementation focus Intergovernmental agreements	Sector Alignment	n/a	IDP/PMS & Budget Office	February 2017
61	Adjustments Budget	Adjustment Budget submitted to council for approval	Approved adjustments budget	MFMA s28	Budget Office	23 Feb 2017
62	Risk Management Committee	Committee Meeting - Discuss outcome of Risk Register review performed during January & February - Discuss possible new risks identified for incorporation into risk register		MFMA S62 (1, C, i)		22 Feb 2017

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
63	IDP/Budget 2017/18	Budget Alignment Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years	Sector Alignment	MFMA s21		Feb 2017
MARCH 2017						
64	Annual Report 2015/16	2nd Oversight Committee Meeting Public hearings – The local community and any organ of state will be allowed to make representations on the annual report and AFS (10h00)	Transparency/public input	MFMA s129	IDP/PMS	02 March 2017
65	Audit & Performance Committee	Audit and Performance Committee Meeting 2nd Quarter PMS (Ignite) report. - Internal Audit 2nd quarterly report on IA activities. - ICT Quarterly report - Risk Management Meeting Minutes - Section 32 Committee Minutes - Financial Services 2nd Quarter Section 71 report (Mid-year Report) [Chairperson drafting half yearly reports during March]	reporting	MFMA s166	Internal Audit	03 March 2017
66	Annual Report 2015/16	3rd Oversight Committee Meeting Preparation of the draft oversight report, taking into consideration the views and inputs of the public, representatives of the Auditor General, organ of states, Councils audit committee and Councillors (14h00)	Draft Oversight report	MFMA s129	IDP/PMS Office	09 March 2017
67	Reporting – SDBIP 2016/17	2nd Quarter SDBIP Report to Ward Committees (For notification)	Reporting		IDP/PMS Office	13-22 March 2017
68	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	13 March 2017
69	IDP/Budget 2017/18	4th IDP/Budget Steering Committee Guidelines (discussion) of budget public meetings	Guidelines	MFMA s53	IDP & Budget Office	15 March 2017
70	Annual Report 2015/16	Oversight & Annual Report Adoption of Oversight report on AR & AFS by council	Approved AR & Oversight report	MFMA s129	IDP/PMS Office	23 March 2017
71	Annual Report 2015/16	Advertise approved Annual report- Place on Municipal Website	Transparency	MFMA s127;s132, s75	IDP/PMS Office	23 March 2017
72	Annual Report 2015/16	Submission of Oversight & Annual Report to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132	IDP/PMS Office	23 March 2017
73	IDP/Budget 2017/18	Council Meeting Tabling of Draft IDP and Budget (Incl Top Layer SDBIP)	Draft IDP/Budget & SDBIP		IDP & Budget Office	29 March 2017

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
74	IDP/Budget 2017/18	Submissions Submit the draft budget(including SDBIP), IDP to the Dept. Local Government, Provincial Treasury, National Treasury and other affected organs of state	Submission	MFMA s22	IDP & Budget Office	30 March 2017
75	IDP/Budget 2017/18	Capital and Operating Draft Budgets, IDP/SDBIP forwarded to National and the Provincial Treasury, District Municipality and any prescribed Organs of State to other municipalities affected by the budget and IDP	Compliance	MFMA s22, MSA s32	IDP & Budget Office	31 March 2017
APRIL 2017						
76	IDP/Budget 2017/18	Public Meetings Present Draft IDP and Budget to community	Transparency	(MSA s28 (2); s17, s18; s20	Town Managers & IDP Office	3-20 April 2017
77	Alignment	District IDP Managers Forum &/PP Com Forum	Alignment		District IDP Managers	April 2017
78	IDP/Budget 2017/18	Discussions with Role player Forums on the 17/18 Draft Municipal Budget	Transparency/Public involvement	MFMA s22, MSA s32		April 2017
79	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		18 April 2017
80	IDP/Budget 2017/18	Advertise draft IDP and Budget (Operating/Capital & Tariffs) including SDBIP for public input	Transparency/Public involvement	MFMA s22, MSA s32	IDP & Budget Office	30 March – 24 April 2017
81	IDP/Budget 2017/18	Closing Date for public comments on draft IDP and Budget	Public input	n/a	IDP & Budget Office	24 April 2017
82	IDP/budget Assessment	Provincial / Local Interface: Municipal Budget Visits 2016 / 2017- LGMTEC 3. Consider comments made by National Treasury, Provincial Treasury, Other organs of state and the community regarding draft IDP and Budget	Assessments	MSA s 31		April 2017
MAY 2017						
83	IDP/Budget 2017/18	Council Meeting & Workshop Tabling of community feedback on Draft IDP	Council Input on Draft IDP		IDP& Budget Office	09 May 2017
84	Reporting – SDBIP	Submit 3rd Quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48	IDP/PMS Office	02;03 & 15 May 2017
85	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	16 May 2017
86	Risk Management Committee	Committee Meeting - Identify organisational risks to be discussed during the September strategic session - Discuss possible risks ito Annual Financial Statements		MFMA S62 (1, C, i)		23 May 2017
87	Performance & Audit Committee	Road Trip - Visiting Capital and other Projects	Oversight	MSA s46;s47;s48	Internal Audit	19 May 2017
88	IDP/Budget 2017/18	Council Meeting Approval of Final IDP and Budget	Approved IDP/Budget	MFMA s24; MSA s25	IDP& Budget Office	25 May 2017

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
89	Reporting – SDBIP 2016/17	Council Meeting to approve 3rd Quarter TL SDBIP report	Reporting	MSA s46;s47;s48		25 May 2017
90	IDP/Budget 2017/18	Submit a copy of the IDP to the MEC Local Government as well as Provincial Treasury (within 10 days of the adoption of the plan)	IDP Submission	MSA s32(1)(a)	IDP& Budget Office	26 May 2017
91	IDP/Budget 2017/18	Place the IDP, Budget, SDBIP & all budget-related policies on the website(within 5 days of the adoption of the plan)		MFMA s75(1); MSA 21A(1)(b); MFMA s75(2)	IDP& Budget Office	30 May 2017
92	IDP/Budget 2017/18	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	Public Notice	MSA s25(4)(a); MSA s21A(1)(a) and (c)	IDP Office	30 May 2017
JUNE 2017						
93	IDP/Budget 2017/18	Provincial IDP Managers Forum			Manager: IDP/PMS	1-2 June 2017
94	IDP/Budget 2017/18	Public Notice Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Public Notice	BRR 2009,Reg18; MSA s21A	BTO	07 June 2017
95	IDP/Budget 2017/18	Budget Submission Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	PT submission	MFMA s24(3); BRR 2009, Reg20	BTO	07 June 2017
96	IDP/Budget 2017/18	IDP Summary Publicise a summary of the IDP (within 14 days of the adoption of the plan)	IDP Summary	MSA s25(4)(b)	IDP Office	08 June 2017
97	SDBIP Drafting 2016/17	Draft Service delivery and Budget Implementation Plan must be submitted to the Mayor by the Municipal Manager within 14 days of approval of the IDP and Budget.	Draft SDBIP for approval	MFMA s 69 (3)	Manager: IDP/PMS	08 June 2017
98	Performance Agreements: S57	Performance Agreements 2017/18: Draft 2017/18 Performance Agreements of MM and Directors must be submitted to the Mayor by the Municipal Manager within 14 days of approval of the IDP and Budget	Draft Performance Agreements	MFMA s53 (iii) MFMA s 69 (3)	MM's Office	08 June 2017
99	Performance & Audit Committee	Performance and Audit Committee Meeting • 3rd Quarter PMS (Ignite) report. • Internal Audit 3rd Quarterly report on IA activities. • Risk Management Report • Internal Audit Work Plan consideration • ICT Quarterly Report • Risk Management Minutes • Section 32 Committee Minutes • Financial Services 3rd Quarter Section 71 Report	Reporting	MFMA s166	Internal Audit	09 June 2017
No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe

100	Annual Report 2015/16	Annual Report Guidelines Forwards guidelines to all Corporate Directorates on the submission of the Annual Report info	Guidelines	n/a	Manager: IDP/PMS	12 June 2017
101	Reporting – SDBIP	3rd Quarter SDBIP Report to Ward Committees (For notification)	Reporting		IDP/PMS Office	19-27 June 2017
102	SDBIP 2016/17: Approval	Mayor Approves the Service Delivery and Budget implementation plan within 28 days of the approval of the IDP and Budget. Submit to the MEC of Local Government and makes it public within 14 days of approval.	Approved SDBIP	MFMA s53, 53, 75, 87 MSA s38-45, 57 (2)	Manager: IDP/PMS	21 June 2017
103	Performance Agreements & Service Delivery agreements	Website Placement Place the performance agreements and all service delivery agreements on the website	Transparency/communication	MFMA s75(1), BRR Reg19	Manager: IDP/PMS	24 June 2017
104	Reporting: Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Budget Office	20 June 2016
105	SDBIP 2016/17: Advertise	Notification of the approved SDBIP and place on municipal website	Transparency/communication	MSA s44	Manager: IDP/PMS	18 June 2016
106	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	BTO	20 June 2017

Note:

01 July – 31 August: Compilation of Financial Statements

01 September – 30 November: Audit