



Western Cape  
Government

Cultural Affairs and Sport



**ENHANCING COOPERATIVE GOVERNANCE**  
TOWARDS A SOCIALLY INCLUSIVE, CREATIVE  
AND ACTIVE WESTERN CAPE

## What is the DCAS vision?

A socially inclusive, creative and active Western Cape.

## How does DCAS aim to achieve this?

We encourage excellence and inclusiveness in sport and culture through effective, efficient and sustainable use of our resources, and through creative partnerships with others. In moving to excellence we will create the conditions for access and mass participation, talent identification and skills development.

## What values underpin the way DCAS works?

- Competence;
- Accountability;
- Integrity;
- Responsiveness; and
- Care.

## Legislation guiding the Department's intergovernmental relations

- Constitution of the Republic of South Africa, 1996.
- Constitution of the Western Cape, 1997.
- Intergovernmental Relations Framework Act, 2005.
- Public Finance Management Act, 1999.
- Division of Revenue Act, 2013.
- National Archives and Records Service of South Africa Act, 1996.
- National Arts Council Act, 1997.
- National Heritage Resources Act, 1999.
- Pan South African Language Board Act, 1995.
- South African Geographical Names Council Act, 1998.
- World Heritage Convention Act, 1999.
- National Sport and Recreation Act, 1998.
- Western Cape Provincial Languages Act, 1998.
- Western Cape Cultural Commissions and Cultural Councils Act, 1998.
- Western Cape Heritage Resource Management Regulations, 2002.
- Western Cape Heritage Resource Management Regulations, 2003.
- Provincial Archives and Records Service of the Western Cape Act, 2005.
- Museums Ordinance, 1975.
- Provincial Library Service Ordinance, 1981.

## Policy mandates guiding the Department's intergovernmental relations

- National White Paper on Arts, Culture and Heritage, 1996.
- National Language Policy Framework, 2003.
- National Records Management Policy, 2007.
- National Sport and Recreation Plan, 2012.
- National White Paper on Sport and Recreation, 2012.
- Policy Framework for the Government-wide Monitoring and Evaluation Policy System, 2007.
- Guidelines for National and Provincial Departments for the Preparation of an M&E Framework.
- Expanded Public Works Programme.
- Western Cape Language Policy, 2001.
- Funding Policy for Arts and Culture, 2009.
- Sport and Recreation Funding Guidelines, 2012.
- Draft Policy for the Naming and Renaming of Geographical Features, 2007.
- Province-wide Monitoring and Evaluation System, 2009.
- Draft Western Cape Museum Policy, 2012.

## Strategies guiding the Department's intergovernmental relations

- Provincial Gender Development Strategy, 2008.
- Conditional Grant: Libraries Recapitalisation Programme for the enhancement of community library services.
- Terms of Reference: School Sport Joint Provincial Task Team, 2012.
- Guidelines for the Establishment of Code Committees to Support School Sport, 2013.
- School Sport Guideline, 2013.
- Genre Development Strategy, 2008.
- Cultural Forum Strategy.

## DCAS PROGRAMMES AND PROJECTS IN MUNICIPALITIES

Directorate	Programmes	DCAS role and responsibilities	Municipality's role and responsibilities	Impact in municipality
<b>Library and Archive Services</b>	<ol style="list-style-type: none"> <li>1. Municipal Replacement Fund</li> <li>2. Conditional Grant funding</li> <li>3. Wheelie Wagons</li> <li>4. Conditional Grant subsidised library project</li> <li>5. Broadband ICT [information and communication technology] roll out</li> </ol>	<ol style="list-style-type: none"> <li>1. Build and maintain libraries</li> <li>2. Transfer and monitoring of funding</li> <li>3. Provide Wheelie Wagons and library material</li> <li>4. Transfer funding for projects, professional advisory support and library material</li> <li>5. Cabling, equipment, security system installation, data usage</li> </ol>	<ol style="list-style-type: none"> <li>1. Business plans and budget management</li> <li>2. Provide venue and staff for Wheelie Wagons</li> <li>3. Provide property for building project as well staff for new libraries</li> <li>4. Electrical points, furniture, secure venue</li> </ol>	<ol style="list-style-type: none"> <li>1. Address the unfunded mandate of library services rendered by local authorities</li> <li>2. Address staffing and upgrading needs</li> <li>3. Access to library services in the deep rural areas</li> <li>4. New and upgraded libraries</li> <li>5. Fast internet access to communities which have not previously had access</li> </ol>
	<ol style="list-style-type: none"> <li>1. Annual records management inspection</li> <li>2. Records management courses</li> <li>3. Development of records management systems</li> </ol>	<ol style="list-style-type: none"> <li>1. Promote role of Archives in municipal records development</li> <li>2. Inspect and provide training and support for records management</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify needs and request assistance to develop records management system</li> <li>2. Nominate officials to attend courses</li> </ol>	<ol style="list-style-type: none"> <li>1. Efficient records management systems in place according to the prescripts of the relevant Act</li> </ol>
<b>Museums and Heritage Services</b>	<ol style="list-style-type: none"> <li>1. Support and maintain provincial and local aided museums</li> <li>2. Appoint and capacitate museum governing bodies</li> <li>3. Collaborate with affiliated museums to coordinate activities for days of national significance</li> <li>4. School educational programmes</li> <li>5. Review compliance of affiliated museums with South African Museums Association practices</li> <li>6. Instal travelling exhibitions at affiliated museums</li> </ol>	<ol style="list-style-type: none"> <li>1. Establish, upgrade and maintain museum infrastructure of provincial museums</li> <li>2. Facilitate access to museum facilities and programmes</li> <li>3. Conduct collections care and management to applicable standards</li> <li>4. Transform museums and exhibitions</li> <li>5. Provide education programmes aligned with curriculum</li> <li>6. Ensure service excellence at affiliated museums</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure representation on museums board</li> <li>2. Inform local heritage and tourism plan and local economic development strategy</li> </ol>	<ol style="list-style-type: none"> <li>1. Development of local heritage and tourism strategy</li> <li>2. Contribution to local economy</li> <li>3. Conservation of local history</li> <li>4. Celebration of national public holidays</li> </ol>

Directorate	Programmes	DCAS role and responsibilities	Municipality's role and responsibilities	Impact in municipality
	<p>1. Provide support to Heritage Western Cape which is responsible for:</p> <ul style="list-style-type: none"> <li>• Policy development – delegation of function to local authorities within the legislative framework</li> <li>• Determining competence of local authority to manage heritage resources within municipal jurisdiction</li> <li>• Monitoring implementation of municipal functions</li> <li>• Assisting local authorities to manage heritage resources in municipal jurisdictions</li> <li>• Ensuring legal compliance through stakeholder engagements</li> </ul>	<ol style="list-style-type: none"> <li>1. Protect heritage resources in the Western Cape through the formal protection measures set out in the National Heritage Resources Act, 1999</li> <li>2. Apply the general protection measures set out in the Act</li> <li>3. Promulgate regulations on heritage resource management in the Western Cape</li> <li>4. Clarify legal procedures and policy for Heritage Western Cape staff and heritage inspectors to act when there are transgressions of the law</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure competence to manage heritage resources</li> <li>2. Apply to provincial heritage resources authority (Heritage Western Cape) for competency assessment</li> <li>3. Compile and submit heritage resources inventory to heritage resources authority</li> <li>4. Investigate the designation of heritage and resources areas in town and regional planning</li> </ol>	<ol style="list-style-type: none"> <li>1. Promoting cooperative governance for heritage resources management at provincial and local level</li> <li>2. Empowering and encouraging communities and civil society to nurture and conserve their heritage resource for the future</li> </ol>
<b>Arts, Culture and Language Services</b>	<ol style="list-style-type: none"> <li>1. Cape Winelands Drama Festival</li> <li>2. Eden Drama Festival</li> <li>3. Music Development Programme – De Doorns</li> <li>4. Initiation Programme</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide the financial and human capital to ensure the development, promotion and preservation of the drama and music disciplines in municipalities</li> <li>2. Develop an Initiation Framework</li> <li>3. Provide financial and human capital to implement the activities linked to the Initiation Programme</li> <li>4. Render support to initiation structures within municipalities</li> </ol>	<ol style="list-style-type: none"> <li>1. Hosting, financial and logistical support for the adjudication of festivals and events</li> <li>2. Securing venues for initiation programme stakeholder meetings and logistical support</li> </ol>	<ol style="list-style-type: none"> <li>1. Skills development training in preparation for professional training</li> <li>2. Through partnerships with professional drama NGOs, ensuring the transfer of professional expertise so that the standard of amateur/ community theatre in rural communities improves</li> <li>3. Development of theatre skills to facilitate the emergence of professional local productions</li> <li>4. Establishment of arts and culture infrastructure in the Breede Valley area</li> <li>5. Development of musical talent</li> <li>6. Supporting safe and hygienic initiation practices in urban and rural communities. Skills transferred to participants to mitigate the risk of initiation-related injuries and fatalities</li> </ol>
	<ol style="list-style-type: none"> <li>1. Implementation of the Western Cape Language Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Hold Provincial Language Forum meetings with language practitioners every two months</li> <li>2. Develop terminology that is later verified and standardised</li> <li>3. Coordinate terminology workshops, language seminars and training</li> </ol>	<ol style="list-style-type: none"> <li>1. Determine the language usage and preferences of local communities within the provincial language policy framework</li> <li>2. Develop, publicise and implement language policies in consultation with local communities</li> <li>3. Support impartial municipal service delivery by promoting equal access to speakers of the three official languages</li> <li>4. Represent municipalities on the Provincial Language Forum</li> </ol>	<ol style="list-style-type: none"> <li>1. Improved communication in all three official languages of the Western Cape</li> <li>2. Standardised terminology in the three official languages to enhance the quality of municipal documents and other official communication</li> </ol>

Directorate	Programmes	DCAS role and responsibilities	Municipality's role and responsibilities	Impact in municipality
<b>Sport Promotion</b>	<ol style="list-style-type: none"> <li>1. Sport facilities</li> <li>2. Funding to sport federations and sport councils</li> </ol>	<ol style="list-style-type: none"> <li>1. Upgrade and maintain sport facilities</li> <li>2. Support, monitoring and evaluation</li> <li>3. Support to major events</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify sport sites</li> <li>2. Develop business plans</li> <li>3. Submit plans to DCAS for consideration</li> <li>4. Access to facilities for all sport codes</li> <li>5. Collaboration with DCAS, sport councils and sport federations</li> </ol>	<ol style="list-style-type: none"> <li>1. Enhanced access to sport activities for all residents</li> <li>2. Enhanced access to sport activities in communities.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Turf Grass Management Course</li> </ol>	<ol style="list-style-type: none"> <li>1. Organise turf management courses to ensure municipalities conform to norms and standards for facility maintenance as per SRSA [Sport and Recreation South Africa] National Sport and Recreation Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure that sport officials involved with sport facility maintenance attend courses to ensure proper maintenance and sustainability</li> </ol>	<ol style="list-style-type: none"> <li>1. Adequately maintained sport facilities</li> </ol>
	<ol style="list-style-type: none"> <li>2. MIG (Municipal Infrastructure Grant)</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure that MIG project applications from municipalities are in line with SRSA norms and standards in respect of sport facility development</li> <li>2. Endorse projects</li> </ol>	<ol style="list-style-type: none"> <li>1. Access to sport facilities, implementation of sport facility projects as per SRSA's norms and standards for sport facilities development</li> <li>2. Consultation with beneficiaries and stakeholders to ensure projects are sustainable</li> </ol>	<ol style="list-style-type: none"> <li>1. Sport facility development</li> </ol>
	<ol style="list-style-type: none"> <li>3. Facilitating access to Lotto [National Lottery Distribution Trust Fund] funding</li> </ol>	<ol style="list-style-type: none"> <li>1. Endorse Lotto applications for sport development from municipalities</li> </ol>	<ol style="list-style-type: none"> <li>1. Project implementation, reporting and monitoring</li> </ol>	<ol style="list-style-type: none"> <li>1. Sport development and promotion</li> </ol>
	<ol style="list-style-type: none"> <li>4. Club Development</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement the Club Development Programme in conjunction with sport federations, sport councils and municipalities</li> </ol>	<ol style="list-style-type: none"> <li>1. Assist sport codes to develop schedules for facility usage in consultation with community clubs</li> </ol>	<ol style="list-style-type: none"> <li>1. Improved economic and tourism value</li> </ol>
<b>Sport Development</b>	<ol style="list-style-type: none"> <li>1. Mass participation; Opportunity and access; Development and growth (MOD) Programme</li> </ol>	<ol style="list-style-type: none"> <li>1. Seek opportunities for collaboration with municipalities to host holiday programmes in order to enhance school learners' access to the MOD Programme</li> </ol>	<ol style="list-style-type: none"> <li>1. Collaborate with DCAS on sport development programmes</li> </ol>	<ol style="list-style-type: none"> <li>1. Youth development</li> <li>2. Enhanced access to MOD centres during school holidays</li> </ol>

## What are some of the ways that intergovernmental relations can be strengthened?

1. Working together to identify areas of potential collaboration.
2. Utilising intergovernmental relations structures to initiate and strengthen collaboration between DCAS and municipalities.
3. Developing formal agreements for DCAS to assist municipalities to develop their local arts and culture sectors.
4. Ensuring arts and culture needs are reflected in municipal integrated development plans (IDPs).
5. Defining the collaborative role that DCAS can play to assist municipalities with heritage conservation and museums management.
6. Incorporating arts, culture and sport into municipal local economic development (LED) strategies.
7. Preparing business plans and budgets for sport infrastructure and submitting these to DCAS for its consideration.
8. Finding out more about the Municipal Replacement Funding/ Conditional Grant by attending the Library Service seminar on this topic.

### Enquiries

Liezl Jansen  
[Liezl.Jansen@westerncape.gov.za](mailto:Liezl.Jansen@westerncape.gov.za)  
Or  
Armien White  
[Armien.White@westerncape.gov.za](mailto:Armien.White@westerncape.gov.za)  
021 483 9669

Stakeholder Management Unit  
Department of Cultural Affairs and Sport  
1st Floor, Protea Assurance Building, Greenmarket Square  
Cape Town  
8001

Department of Cultural Affairs and Sport  
Private Bag X9067, Cape Town, 8000  
Email: [Dcas.Com@westerncape.gov.za](mailto:Dcas.Com@westerncape.gov.za)

[www.westerncape.gov.za/cas](http://www.westerncape.gov.za/cas)



**Western Cape  
Government**

Cultural Affairs and Sport