

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr A Komani

Committee Members :

**Ald M Sapepa, Cllrs R Nutt,
H Morgan & N Nqinata**

**PORTEFEULJEKOMITEE :
BESTUURSDIENSTE**

Voorsitter :

Rdl A Komani

Komiteelede :

**Rdh M Sapepa, Rdle R Nutt,
H Morgan & N Nqinata**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

BESTUURSDIENSTE PORTEFEULJEKOMITEE

17 August 2021

I N D E X

ITEM

**PAGE
NUMBER**

APPLICATIONS FOR LEAVE OF ABSENCE

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
CHAIRPERSON**

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| 1. | DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING
AND BUDGET PREPARATION FOR 2022/2027 | 1 |
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**AGENDA of the
Portfolio Committee : Management Services
17 August 2021
(Also the agenda for the Mayoral Committee Meeting : 24 August 2021)**

**1.
DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING AND
BUDGET PREPARATION FOR 2022/2027**

2/12/1

RG Louw

26 July 2021

Senior Manager: Strategic Services

(028) 313 8071

1. Executive Summary

The purpose of this report is for Council to note the draft Process Plan for integrated development planning (IDP) and Budget preparation for 2022/2027.

2. Service Delivery and Budget Implementation Plan - IGNITE

*Management Services
Strategic Services*

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Sections 28 and 29 of the Local Government: Municipal Systems Act, 2000 (32 of 2000) [Systems Act]

6. Background

The Integrated Development Plan (IDP) has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government election, the new council has to decide on the future of the IDP.

The draft document details the process for the development of the next five-year Integrated Development Plan (hereafter referred to as the IDP) for the Overstrand Municipality, covering the period 1 July 2022 – 30 June 2027.

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

**AGENDA of the
Portfolio Committee : Management Services
17 August 2021
(Also the agenda for the Mayoral Committee Meeting : 24 August 2021)**

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.*

Way forward

To follow due process the current Council is requested to note the draft Process Plan for it to be advertised for public comment, where after the new incoming Council will approve the final Process Plan.

On 20 July 2021 Justice Moseneke submitted a report to the Electoral Commission of South Africa (IEC) with the recommendation that the planned 27 October 2021 local government elections be postponed until February 2022 for elections to be regarded as free and fair due to the threat posed by Covid-19 and the current restrictions on political activity. The IEC is reviewing

**AGENDA of the
Portfolio Committee : Management Services
17 August 2021
(Also the agenda for the Mayoral Committee Meeting : 24 August 2021)**

the report and should their final decision impact this draft process plan, a revised item will serve before Council.

7. Financial Implications

Provision was made on the operating budget to cover the costs associated with compilation of the document. The document was compiled in-house by our own staff.

8. Staff Implications

Internal Staff

9. Comments from other Departments, Divisions and Administrations

The inputs from the Budget Office and relevant Directors were solicited to compile the draft Process Plan.

10. Annexures

Annexure A: Draft Process Plan for Integrated Development Planning and Budget preparation for 2022/2027

RECOMMENDATION TO THE COUNCIL:

1. that the draft Process Plan for Integrated Development Planning and Budget preparation for 2022/2027 **be noted**;
2. that the draft Process Plan be advertised for public comment; and
3. that the final Process Plan be tabled to the new incoming Council for approval.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

2 SEPTEMBER 2021

**AGENDA of the
Portfolio Committee : Management Services
17 August 2021
(Also the agenda for the Mayoral Committee Meeting : 24 August 2021)**

**1.
DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING AND
BUDGET PREPARATION FOR 2022/2027**

2/12/1

RG Louw

26 July 2021

Senior Manager: Strategic Services

(028) 313 8071

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
17 AUGUST 2021, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

RECOMMENDATION:

that the item **be withdrawn**, because of the following reason:

- The current item does not make provision for a Council recommendation to approve the IDP/Budget time schedule for the 2022/23 financial year, which is a legal requirement in terms of section 21 (1) of the MFMA.

(A revised item that includes the recommendation for the IDP/Budget time schedule approval by Council will be submitted to the Mayoral Committee for Council approval on 24 August 2021. The revised item will also address 2 scenarios on the upcoming local government elections and how it could impact the compilation of the next 5-year IDP.)

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

2 SEPTEMBER 2021



DRAFT PROCESS PLAN

OVERSTRAND INTEGRATED DEVELOPMENT PLANNING AND BUDGET PREPARATION

for the period

1 July 2022 – 30 June 2027

(New 5-year IDP cycle)

26 JULY 2021

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

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1. INTRODUCTION

This document details the process for the development of the next five-year Integrated Development Plan (hereafter referred to as the IDP) for the Overstrand Municipality, covering the period **1 July 2022 – 30 June 2027**.

The Integrated Development Plan (IDP) is a municipality's principal strategic plan that deals with the **most critical development needs of the municipal area** (external focus) as well as the most **critical governance needs** of the organisation (internal focus). It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area. It should take into account the existing conditions and problems and resources available for development. The projects within the IDP are linked to the municipality's budget.

The IDP is the 5-year strategic plan for the development of the Municipality.

The Integrated Development Plan (IDP) –

- 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);
- is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions with regard to planning, management and development in a municipal area;
- forms the framework and basis for the municipality's medium-term expenditure framework, annual budgets and performance management system; and
- seeks to promote integration by balancing the economic, ecological, and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

2. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and timelines on which the municipality will embark to compile its integrated development plan for the five-year cycle (2022/23 - 2026/27) and the budget for the 2022/23 financial year and the two outer years.

The process plan is a “timetable” of activities and events that the Municipality will undertake in the process of developing, reviewing and or amending the IDP.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality’s annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality’s ability and capacity to spend and deliver services in accordance with its approved budget.

2.1 SCOPE OF APPLICATION OF THE IDP

The IDP will be applicable to the Overstrand Municipal Area which comprises a geographical area of approximately 1708 km², with an estimated population of 104 748 people (*Provincial Treasury, Overstrand Socio-economic profile 2020*) and covers the areas of Hangklip/Kleinmond, Greater Hermanus, Stanford and Greater Gansbaai.

The municipal area has a coastline of approximately 230 km, stretching from Rooi Els in the west to Quinn Point in the east.



Figure 1: Overstrand Municipality area map

Ward Delimitation

As of October 2021, Overstrand Municipality will be demarcated into **14 wards**:



Figure 2: Overstrand Municipality wards, October 2021

3. LEGAL REQUIREMENTS FOR IDP COMPILATION

The IDP process is regulated by the Municipal Systems Act, (Act 32 of 2000) (MSA) read together with the Municipal Planning and Performance Regulations, Regulation 796 of 2001 and the Budget by the Municipal Finance Management Act (Act 56 of 2003) (MFMA) read together with the Municipal Budget and Reporting regulations.

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

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.

CORE COMPONENTS OF THE IDP

Section 26 of the MSA

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-
- (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."

4. THE 5-YEAR IDP CYCLE

The IDP has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government election, the new council has to decide on the future of the IDP.

A new municipal council can opt to adopt the IDP, in part or in whole, of the preceding council. This, however, still requires the municipality to follow the required process outlined in Section 29 of the Municipal Systems Act.

The approved 5-year IDP is reviewed annually (i.e., four times) during its 5-year life cycle.

The period for this 5-year IDP cycle is 1 July 2022 – 30 June 2027 as depicted below.

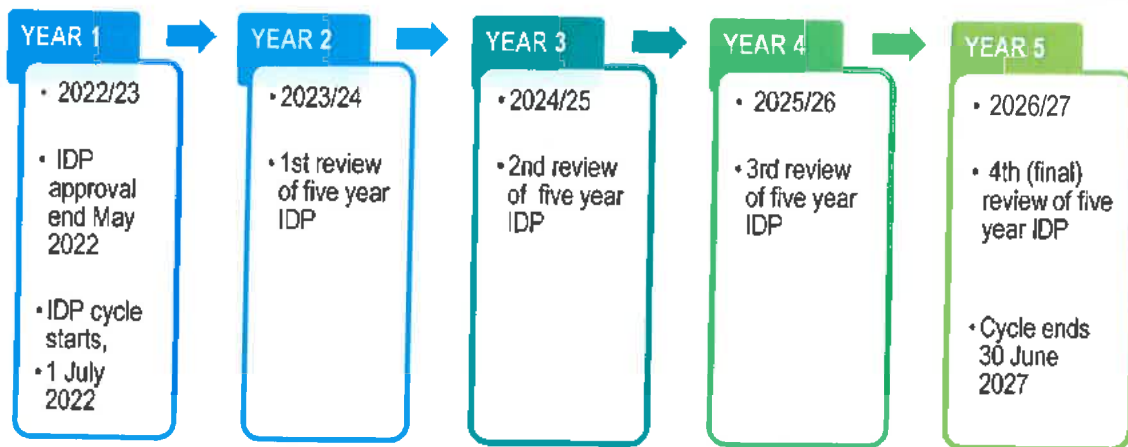


Figure 3: Five-year IDP Development and Review Cycle, 2022/2027

5. THE 5-YEAR IDP DEVELOPMENT PROCESS

The 5-year IDP development process involves the following key steps, summarised in figure 4: the development of a district framework (in case of category C municipalities), the development of process plans (applies to all categories of municipalities), drafting of the IDP document, adoption of the draft document for public consultation, adoption of the final IDP document, submission of the IDP to the MEC for local government and publication, implementation and review of the IDP.

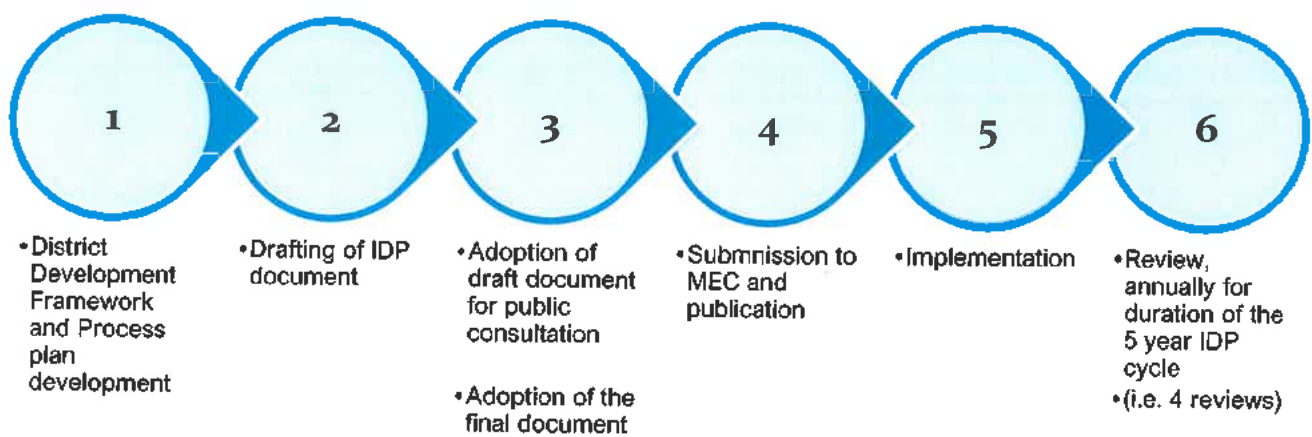


Figure 4: Key Steps in the development of the IDP

6. PHASES OF THE IDP PROCESS TO PRODUCE AN IDP

The IDP document is crafted through the IDP process that typically comprises 5 phases as illustrated below:

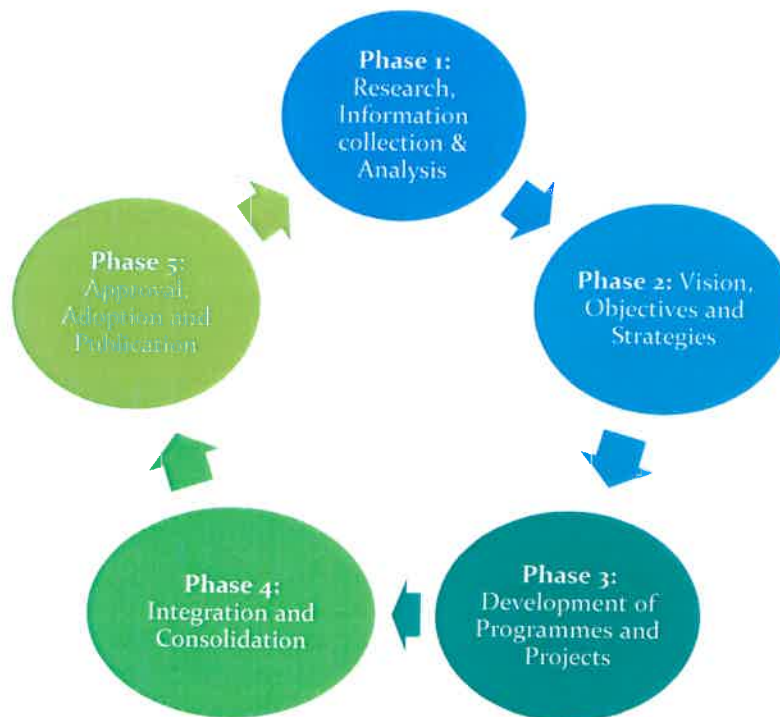


Figure 5: Phases of drafting an IDP

PHASE 1: INFORMATION COLLECTION AND ANALYSIS

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems.

The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first with the available funding. Prioritisation assists the municipality in allocating the scarce resources to those issues highlighted as more important and /or urgent.

Information on availability of resources and areas of potential and opportunities are also collected during this phase.

At the end of this phase, the municipality will be able to provide:

- An assessment of the existing level of development in the municipal area
- Details on priority issues and problems and their causes
- Information on available resources and areas of potential and opportunities.

PHASE 2: VISION, MISSION, STRATEGIC OBJECTIVES AND STRATEGIES

During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Mayoral Committee and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes and outputs as well as measures and targets for each strategic output.

PHASE 3: PROJECTS, PROGRAMMES AND CAPITAL BUDGET

During this phase the municipality works on the design and content of projects/programmes identified during Phase 2.

Clear details for each project have to be worked out and budget provision needs to be made for the next 3 years with updated cost estimates.

During this phase, the municipality should also strive to get the input of other spheres of government, state entities, as well as key private sector players, on what their development programmes, projects or intentions are, within the municipality.

PHASE 4: INTEGRATION

Once all projects have been identified, the municipality has to check again that they contribute to meeting the strategic objectives outlined in Phase 2. These projects will provide an overall picture of the development plans.

All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management.

These strategies should be integrated with the overall IDP.

PHASE 5: APPROVAL

Finalisation and approval of a draft IDP and draft annual budget by end March annually. Annually in April make public the draft IDP and draft budget for comments and submissions. Consultation with communities and stakeholders and then final approval by Council by end May annually.

7. ALIGNMENT WITH GOVERNMENT POLICIES AND DIRECTIVES

The IDP should be aligned with and respond to key International, National and Provincial policy and legislation imperatives such as the Sustainable development goals, National Development Plan (NDP), Integrated Urban Development Framework (IUDF), Spatial Planning Land Use Management Act (SPLUMA), Provincial strategic goals, the District Development Model (DDM) and One Plan.

The DDM and One Plan are new intergovernmental planning instruments introduced by National Government since 2019 as a government approach to improve integrated planning and delivery across the three spheres of government with district and metro spaces as focal points of government and private sector investment. The envisaged integrated planning and delivery in the district and metro spaces will be enabled by joint planning, budgeting and implementation process. In the Western Cape, national government's DDM is implemented through the joint District and Metro Approach (JDMA).

The DDM is anchored on the development of the One Plan. The One plan is an intergovernmental plan that outlines a common vision and desired future outcomes in each district and metro space. It sets out a long-term strategic framework (25-30 years) to guide investment and delivery in each of the 52 district and metropolitan spaces in the country. Furthermore, the One Plan is formulated jointly by all three spheres of government through a series of collaborative intergovernmental planning sessions (*Department Cooperative Governance, Revised IDP Guidelines for Municipalities, 2020*).

RELATIONSHIP BETWEEN THE IDP AND ONE PLAN

The One Plan recognize the existing planning instruments at local, provincial and national levels of government. The One Plan was not introduced to replace the IDP or any other existing prescribed development, departmental strategic and annual performance plans that each sphere, department and state entity is responsible for or required to develop. The One Plan is rather informed by these plans and once in place, it will guide the review of these plans and budgets (*Department Cooperative Governance, Revised IDP Guidelines for Municipalities, 2020*).

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.

Table 1 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, i.e. 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.

Table 1: Comparative analysis of the IDP's and One Plans

The One Plan is expected to strengthen and enhance the IDPs and other plans of municipalities and provide greater certainty and direction for the IDPs. During the development of the One Plans, the IDPs will inform the One Plans. However, once the One Plans are approved, IDPs are to be directed by the priorities and commitments outlined in the One Plans. In this regard, IDPs are the vehicle through which implementation of the One Plans happen at local government level. This relationship is outlined in figure 6 below. (*Department Cooperative Governance, Revised IDP Guidelines for Municipalities, 2020*)

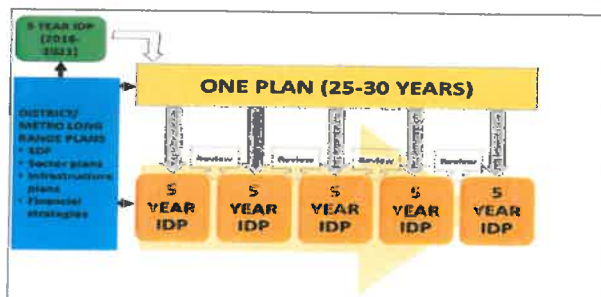


Figure 6: Relationship between the IDP and One Plan

It is envisaged that the One Plan will be reviewed every 5 years in line with the local government electoral cycle and the development of the 5-year IDPs.

8. STRUCTURES OF PUBLIC PARTICIPATION IN THE IDP PROCESS

The IDP process and the participation of the community in this process have to be **structured**. The Overstrand Municipality has two distinct structures through which formalised public participation with its communities takes place i.e.

- The Ward Committee system as well as
- The Overstrand Municipal Advisory Forum (OMAF).

8.1 WARD COMMITTEES

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

- Preparation, implementation and review of the IDP,
- Establishment, implementation and review of a Performance Management System (PMS); and
- Preparation of the budget.

The functions of ward committees are specified in the Ward Committee Rules for Overstrand Municipality.

8.2 OVERSTRAND MUNICIPAL ADVISORY FORUM (OMAF)

The OMAF has been established in order to engage with the draft IDP. By engaging this forum it is considered to be another step in ensuring that the IDP is comprehensive, transparent and inclusive.

The OMAF consist of:

- The Mayor as chairperson
- All Councillors
- The Municipal Manager
- The Senior Managers
- Representatives of various municipal departments
- Ward Committee members

- Representatives from the Overberg District Municipality
- Representatives from National and provincial sector departments
- Local sector representatives; Organised Business, registered NGO'S with an Overstrand-wide interest.

OMAF is a body representing civic society and interest groups serving the entire Overstrand. As a consultative forum, the public may attend OMAF and pose questions, but "voting" rights are reserved for elected representatives.

Bodies representing civic societies and interest groups serving the entire Overstrand must apply for membership of OMAF on the prescribed form. Such application shall be dealt with by the Executive Mayor.

The draft, reviewed or amended Integrated Development Plan (IDP) as well as the budget of the municipality must be discussed at a meeting of OMAF.

OMAF will be the official body with which the Municipality will liaise regarding matters affecting the entire Overstrand area.

9. MEDIUMS/ METHODS OF COMMUNICATION WITH STAKEHOLDERS ON THE IDP/BUDGET PROCESSES

Depending on whether the public is to be consulted, informed, or involved, various forms of participation can be used during the IDP/Budget processes.

The following mediums/methods can be used to communicate with stakeholders at any point in time during the process:

- | | |
|---|--|
| ○ Ward Committee meetings | ○ Newspaper/ Municipal Publications |
| ○ Public ward meetings | ○ Social media |
| ○ Overstrand Municipal Advisory Forum (OMAF) meetings | ○ SMS |
| ○ Road shows and meetings | ○ Loud Hailing |
| ○ Radio Talk Shows and Announcements | ○ IDP online survey for the 5-year IDP |

- Municipal website
- Virtual platforms considering the COVID-19 pandemic.

10. ROLES AND RESPONSIBILITIES

It is one of the pre-requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities.

10.1 WITHIN THE MUNICIPALITY

Table 2: Role players responsibility within the Municipality

Role Player	Roles and Responsibilities
Municipal Council	<ul style="list-style-type: none"> ▪ Consider and approve the IDP. ▪ Consider and approve the Budget.
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> ▪ Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP. ▪ 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. ▪ Submit the draft IDP to the Council for adoption.
Ward Councillors	<ul style="list-style-type: none"> ▪ Form a link between the municipal government and the residents. ▪ Link the IDP process to their constituencies and/or wards. ▪ Assist in organising public consultation and participation (with particular reference to the functioning of ward committees). ▪ Monitor the implementation of the IDP with respect to their particular wards.
Municipal Manager and/or Snr. Manager : Strategic Services	<ul style="list-style-type: none"> ▪ Prepare the IDP Process Plan and annual IDP/Budget time schedule. ▪ Undertake the day to day management and co-ordination of the IDP process. ▪ Ensure that all relevant actors are appropriately involved and timeously informed. ▪ 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.

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ Ensure proper IDP documentation. ▪ Adjust the IDP in accordance with the proposals of the Provincial Minister of Local Government.
Directors and Managers	<ul style="list-style-type: none"> ▪ 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 operational and capital budgetary information. ▪ Responsible for the preparation of project proposals, the integration of projects and sector programmes.

10.2 BETWEEN MUNICIPALITY AND EXTERNAL ROLE-PLAYERS

Table 3: Responsibilities between the Municipality and external role players

Role Player	Roles and Responsibilities
Overstrand Municipality	<ul style="list-style-type: none"> • Prepare and adopt the IDP Process Plan and annual IDP/Budget time schedule. • Undertake the overall management and co-ordination of the IDP process which includes ensuring that: <ul style="list-style-type: none"> - all relevant role-players are appropriately involved; - appropriate mechanisms and procedures for community participation are applied; - events are undertaken in accordance with the approved 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.
Local residents, communities and stakeholders	<p>Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the Ward Committees or OMAF to</p> <ul style="list-style-type: none"> ▪ analyse issues, determine priorities, and provide input; ▪ keep their constituencies informed on IDP activities and their outcomes; and ▪ discuss and comment on the draft IDP.

Role Player	Roles and Responsibilities
Overberg District Municipality	<ul style="list-style-type: none"> • 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). • Fulfills a coordination and facilitation role by - <ul style="list-style-type: none"> - 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.
National and provincial sector departments	<ul style="list-style-type: none"> • Many government services are delivered by provincial and national government departments at local level, for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs. • Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;

11. ANNUAL REVIEW / AMENDMENT OF THE 5-YEAR IDP

11.1 LEGAL REQUIREMENTS

Section 34 of the Municipal Systems Act refers to annual review and amendment of the IDP.

A municipal council-

- (a) **must review** its integrated development
 - (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;*
- (b) **may amend** its integrated development plan in accordance with a prescribed process.

11.2 PURPOSE OF ANNUAL IDP REVIEW

The approved 5-year IDP is reviewed annually (i.e., four times) during its 5-year life cycle (Refer to Figure 3 illustrated in this document).

The purpose of the annual review is to -

- reflect and report on progress made with respect to the strategy in the 5-year IDP;
- reflect on changing circumstances in the municipality that may impact the 5-year strategy;
- 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.

11.3 WHAT THE IDP REVIEW IS NOT?

The annual review of the IDP is not intended to rewrite/replace the approved 5-year IDP, but rather focused on the bullet points cited in 11.2 above.

The annual review should not be a major one, but just an update of relevant information.

11.4 PURPOSE OF AN IDP AMENDMENT

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

- To cater for changes in strategy, policy or where unforeseen circumstances have meant that the IDP needs material change.
- 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).

12. TIME SCHEDULE FOR 2022/23 IDP AND BUDGET

The time frames for the 2022/23 IDP and Budget processes are detailed below.

► OVERSTRAND MUNICIPALITY, TIME FRAMES FOR 2022/23 IDP AND BUDGET

DRAFT TIME SCHEDULE FOR THE 2022/23 IDP AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY
(NEW 5-YEAR IDP CYCLE FOR 2022/23- 2026/27)

Note: This draft proposed timelines are subject to the final decision by the Electoral Commission of South Africa (IEC) on the possible postponement of the 27 October 2021 Local Government elections to February 2022.

Draft – 26 July 2021

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
JUNE - DECEMBER 2021				
PREPARATION PHASE				
District IDP Managers Forum (activity alignment) (Coordinated by ODM- IDP Manager)	Strategic Office			TBC
Table draft process plan & time schedule for Council notification	Strategic Office			25-August-21
Advertise draft process plan & time schedule for 2022/23 IDP & Budget for public comment	Strategic Office			2-Sept-21
Conduct IDP online survey – solicit public inputs for the 5-year IDP	Strategic Office/ Service provider			1 Nov 21- Jan-22
Selection of new ward committees	Director Community Services			15-18-Nov-21
Strategic Office submits previous IDP wish lists to Snr Managers of the respective administrations for information and facilitation of ward committee needs identification for the new IDP process to be held on 22-25-Nov-21	Strategic Services			
Induction of new ward committees (Directorate Community Services) & ward committees meet to identify needs for the new IDP process	Director Community Services/ Strategic Office			01-November-21
				22-25-Nov-21

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
Snr Managers for the respective administrations submit the lists of the ward committees IDP needs identification of 22-25 November to Strategic Office for consolidation	Snr Managers for the respective administrations			26-Nov-21
Table in Council the Final IDP Process Plan (new 5-year IDP cycle) and time schedule for 2022/23 for approval	Strategic Office / Budget Office			24-Nov-21
Place public notice on final process plan and IDP/Budget time schedule approval	Strategic Office			2-Dec-21
Submission of process plan & time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			3-Dec-21
ANALYSIS, STRATEGY AND PROJECT PHASES				
Budget Office to submit Current 3-year capital budget and 2 years future planning to Strategic Office	Budget Office			31-July-21
Review status of Budget Portal functionality and MTRF budget information and scoping of new budget methodology (IDP, Projects Segmentation & Revised Project Codes)	Samras//Budget Office			30 Sept-21
District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement	ODM IDP Manager/ B-mun IDP Managers / Strategic Office			(TBC)
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			4-8-Oct-21
Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue, Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			4-8-Oct-21

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2020/21	Close off 2021/22	2022/23 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Senior Managers for the respective administrations receive directive from Budget Steering Committee (BSC) on draft ward requests (After BSC meeting)	TMT/Budget Office			
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and prioritised wish list	Snr Managers of the respective administrations			13-Oct-21 (TBC)
Budget Office issue directive together with the current approved three-year capital budget and 2 years future planning to directors and project managers to review existing projects on the two outer years and prioritise projects for the third outer year (2024/2025) as well as the 2 years future planning projects for a 5-year horizon.	Budget Office			
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			20-Oct-21 20-Oct-21
Snr Managers for the respective administrations receive consolidated IDP wish list from Strategic Office for Ward Committees to review, prioritise and finalise (including the Current 3-year capital budget from Budget Office)	Strategic Office/ Budget Office			2-Dec-21
Ward committees meet to finalise needs on the IDP wish list and identify draft ward requests	Snr Managers for the respective administrations			6-9-Dec-21
Snr Managers of the respective administrations submit draft Ward projects to the Budget Office and draft prioritised IDP wish list to the Strategic Office	Snr Managers for the respective administrations			13-Dec-21
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 5-year IDP)	Strategic Office/ EMT			13-14-Dec-21
Mayoral directional IDP/Budget Speech	Executive Mayor			24-Jan-22
Public ward feedback meetings-				
Ward committees obtain public input for final Ward requests (ward specific projects) and final prioritised IDP ward wish list for the 2022/23 financial year	Ward Committees/ Snr Managers for the respective administrations			24-27-Jan-22

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2020/21	Close off 2021/22	2022/23
		FINANCIAL YEAR	FINANCIAL YEAR	BUDGET TIME FRAME
Snr Managers of the respective administrations submit final Ward projects to the Budget Office and final prioritised IDP wish list to the Strategic Office	Snr Managers for the respective administrations			
Strategic office distributes final prioritised ward wish list to Directorates for their response by 7-Feb-2022	Strategic Office			31-Jan-22
INTEGRATION PHASE				
Directors submit draft 3-year MTRF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2024/2025) as well as the 2 years future planning projects for 5-year horizon.	Directors			01-Nov-21
Final review of Budget Portal for readiness	Samras /Budget Office			01-5-Nov-21
Budget office issue directive to budget holders regarding the compilation of the 2022/23 – 2024/25 OPEX Budget	Budget Office			01-5-Nov-21
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			5-Nov-21
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			
Workshop on Tariffs and Tariff Related Policies	Budget Office			8-12-Nov-21
Bytes Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects	Bytes/Strategic Office/Budget Office			8-12-Nov-21
Additional Training if required for all Budget Holders on the new Bytes Budget Portal for OPEX and CAPEX Budgets (Project Based Approach) (Depending on System Functionality)	All Budget Holders/Budget Office			15-19-Nov-21
Capturing of Opex & Capex budgets on the Budget Portal (Depending on System Functionality)	All budget Holders			Nov-21 (TBC)
Directors to submit New Post requests to HR & Salary Office	Directors			Nov-21 (TBC)
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			22-Nov-21

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL	FINANCIAL	TIME FRAME
		YEAR	YEAR	
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			30-Nov-21
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government (DLG) coordinate			(TBC)
District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement	ODM IDP Manager/ B-mun IDP Managers/ Strategic Office			(TBC)
Budget Office to distribute Year-to-Date Opex & Capex performance for 2021-2022 for Mid-Year review proposals	Budget Office		01-Dec-21	
Provincial IDP Managers Forum (Subject COVID-19 pandemic)	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			Dec-21 (TBC)
Closing of the Opex budgets on the Budget Portal (Depending on System Functionality)	Budget Office			Dec-21 (TBC)
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			Dec-21 (TBC)
Salary Office to submit draft three-year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			03-Dec-21
Asset Management to submit draft three-year depreciation budget (Asset register 2021) to Budget Office	Asset Management			03-Dec-21
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			03-Dec-21
Cash management to submit draft three-year Interest & Redemption (Loan register 2021) to Budget Office	Cash Management			03-Dec-21

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			03-Dec-21
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			03-Dec-21
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			Dec-21 (TBC)
Directors return Mid-Year review requests to Budget Office	Directors		03-Dec-21	
Budget Steering Committee Meeting - Mid Year Review (2021/2022 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2022-2023 to 2024-2025 & finalisation of new posts	Budget Steering Committee		06-15-Dec-21	06-15-Dec-21
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office			
Budget Office distributes the status on the Draft Capex & Opex budget for 2022-2023 to 2024-2025	Budget Office		22-Dec-21	22-Dec-21
Compilation of Mid-Year Review Report (2021/22)	Budget Office/ Strategic Office		10-14 Jan-22	09-13 Jan-23
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Budget Office			17-Jan-22
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		25-Jan-22	25-Jan-23
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		27-Jan-22	26-Jan-23

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2021/2022 Budget)	Budget Steering Committee		01-04-Feb-22	
Review Budget Related Policies	Budget Committee/Councillors/Directors/Managers			
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section Asset Management Costing Section Cash Management Fleet Management Accounting Services			07-11-Feb-22
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			07-Feb-22
Budget Office distributes Draft Capex & Opex budget for 2022-2023 to 2024-2025 for BSC meeting	Budget Office			07-Feb-22
Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			18-Feb-22
Compile Adjustment Budget (2021/2022 Budget): NT Reports and working papers (B-Schedule)	Budget Office			21-25 Feb-22
Final Review of 2021/2022 Adjustment Budget documents	Budget Office		1-11-Feb-22	
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Budget Office		14-15-Feb-22	
District IDP Managers engagement to discuss alignment of Draft IDP's (Coordinated by ODM- IDP Manager)	Strategic Office/ MM/ Directors			Feb-22 Dept. LG (TBC)
	Strategic Office			Feb-22 ODM (TBC)

► OVERSTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-22
Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) for 2022/23	Strategic Office/ Directorates			Dept. LG (TBC)
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			18-Feb-22
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			25-Feb-22
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			25-Feb-22
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			25-Feb-22
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			25-Feb-22
Update & Balance 3yr Budget Info for Opex & Capex	Budget Office			25-Feb-22
Review Draft I/E and Capital Budget status	Budget Office			21-25 Feb-22
Compile Draft Cash Flow	Budget Office			21-25 Feb-22
Managers to submit Final Policies to CFO	Managers			21-25 Feb-22
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			28-Feb-22
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			28 Feb -22
	OMAF - Ward			28 Feb -22
Overstrand Municipal Advisory Forum (OMAF) Meeting - 2022/23 IDP focus areas & preliminary budget proposals for 2022/23	Com/Mayor/Councillors/ Directors /Managers			3-11-Mar-22
Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			01-04 Mar-22

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Provincial IDP Managers Forum (Subject to the National State of Disaster on COVID-19)	Local/ Provincial alignment- 4 th Quarter Provincial engagement - Strategic Office			
Finalise the draft 5-year IDP for 2022/23 – 2026/27	Strategic Office			Mar-22 (TBC)
Finalise draft reviewed Water Services Development Plan (WSDP) for 2021/22	Engineering Planning			1-26 Mar-22
Update & Balance Financial System with 3yr Budget Info	Budget Office			1-23 Mar-21
Finalisation of Draft Opex & Capex Budgets working papers and updating and balancing of A Schedule	Budget Office			01-23 Mar-22
Budget Office send financial information to Strategic Office for Draft IDP review & draft SDBIP	Budget Office			01-23 Mar-22
Budget Office compile Draft Budget Report, Schedules & Agenda Item	Budget Office			25-Mar-22
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			21-25 Mar-22
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			24&25 Mar-22
	Budget Office			25-28 Mar-22
Prepare advertisements for Draft IDP review and Draft Budgets for comments	Budget Office / Strategic Office			28 -29 Mar-21
Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT	Budget Office			29 Mar-22
Draft IDP, draft reviewed WSDP, draft Budget and draft SDBIP tabled in Council	Budget Office / Strategic Office / Engineering Planning			
Submit Draft IDP/Draft Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office			30-Mar-22
				31-Mar-21

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			31-Mar-21
Place Draft Budget, Draft IDP, Draft reviewed WSDP and Draft SDBIP on website	Budget Office / Strategic Office / Engineering Planning			31-Mar-22
Advertise Draft IDP, Draft reviewed WSDP and Draft Budget for public comment	Budget Office / Strategic Office / Engineering Planning			1-Apr-22
APRIL – MAY 2022				
CONSULTATION & APPROVAL PHASE				
Public comment period	Community			1-30 Apr-22
Public Participation on draft IDP & Draft Budget	Community/ Councilors/ Top Management/ Area Managers			April 2022
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April/ Mid-May -22 (TBC)
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			30-Apr-22
District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement	ODM IDP Manager/ B-mun IDP Managers/ Strategic Office			Apr-22 (ODM to confirm)
Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-22
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			02-6 May-22

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2022/23 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			18-May -22
Approval of Final IDP, Final reviewed WSDP and Final Budget by Council	Budget Office / Strategic Office / Engineering Planning			25- May-22 (TBC)
IMPLEMENTATION PHASE				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1st Quarter Provincial engagement – Strategic Office			
Place Final IDP, Final reviewed WSDP and Final Budget documents on the website	Strategic Office/ Budget Office			June-22 (TBC) 1- June-22
Place notice of Final IDP & Final reviewed WSDP in the media	Strategic Office / Engineering Planning			
Advertise Final Budget and Tariffs in the media	Budget Office			2-June-22 2-June-22
Submission of Final Budget and data strings and Final IDP to National and Provincial Treasury	Budget Office / Strategic Office			10 June-22
Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager			8-June-22
Review Capital & Operational Budget on Financial System after ceding	Budget Office			June-22
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue Manager:			June-22
Publish a summary of Budget in Bulletin	Communications			15-June-22
Approval of Final SDBIP by Executive Mayor	Executive Mayor			22-June-22
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			28-June-22

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2022/23 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	BUDGET TIME FRAME
Compile Electronic Internal Budget Book	Budget Office			20-30 June-22
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			30-June-22
Submit Budget Locking Certificate to National Treasury	Budget Office			15-July-22
REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 21- Jul 22	Aug 22- Jul 23
Quarterly reporting by Mayor to Council	Mayor		Oct 21, Jan 22, Apr 22, Jul 22	Oct 22, Jan 23, Apr 23, Jul 23
Table adjustments Budget	Budget Office		23-Feb-22	24-Feb-23
Finalise Roll over Projects (Final Amounts)	Budget Office		Jul-21	Jul-22
Table Adjustments Budget for approval of Roll over projects	Budget Office		Aug-22 (TBC)	Aug-23 (TBC)
Table in Council Draft unaudited Annual Report / AFS	Budget Office / Strategic Office	24-Aug-21	25-Aug-22	31- Aug-23
Submission of annual financial statements to AG	Accounting Services	31-Aug-21	31-Aug-22	31-Aug-23
Finalise the draft unaudited annual report for submission to AG	Strategic Office	30-Aug-21	31-Aug-22	31 Aug-23
Submit Adjustments Budget (Overspending), if necessary	Budget Office	23-Jan-21	24-Jan-22	25-Jan-23
Submit Draft audited Annual Report to Council	Strategic Office	22-Jan-21	20-Jan-22	26-Jan-23
Finalise Annual Report Comments for Approval	Strategic Office	Feb-March-21	Feb-March-22	Feb-March-23
Approval of Annual Report	Strategic Office	25-Mar-21	31-Mar-22	30-Mar-23

NOTES:

Capex- Capital budget

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2022/23 IDP AND BUDGET

Opex- Operating budget

TBC- Date to be confirmed

In this time schedule the IDP may also be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

***** This are preliminary scheduled dates and subject to change.**