

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr F Africa

Committee Members :

**Cllrs A Komani, C Resandt,
Ald T Nqinata & Cllr T Gwele**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

3 June 2022

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**AGENDA of the
Portfolio Committee : Management Services
3 June 2022
(Also the agenda for the Mayoral Committee Meeting : 27 June 2022)**

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

2/12/1

RG Louw

Senior Manager: Strategic Services

16 May 2022

(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 25, 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. On 25 November 2021 the newly elected Council resolved that the current 5-year IDP process, remain in place until the adoption of a new process plan in August 2022. Considering the aforementioned, the 2022/23 financial year is the 1st year of the newly elected Councils' 5-year term.

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Discussion

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

Section 25 of the MSA

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

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

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

Section 28 of the MSA

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

Section 29 of the MSA

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

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for—*
 - (i) *the local community to be consulted on its development needs and priorities;*

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- (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 Council is requested to note the draft Process Plan in order for it to be advertised for public comment, where after Council will approve the final Process Plan in August 2022.

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 Council for approval in August 2022.

**AGENDA of the
Portfolio Committee : Management Services
3 June 2022
(Also the agenda for the Mayoral Committee Meeting : 27 June 2022)**

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

8 JULY 2022

**AGENDA of the
Portfolio Committee : Management Services
3 June 2022
(Also the agenda for the Mayoral Committee Meeting : 27 June 2022)**

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

2/12/1

RG Louw

Senior Manager: Strategic Services

16 May 2022

(028) 313 8071

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
3 JUNE 2022, WHICH COMMITTEE RECOMMENDED AS FOLLOWS:**

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 Council for approval in August 2022.

RESPONSIBLE OFFICIAL :

RG LOUW

TARGET DATE FOR IMPLEMENTATION :

8 JULY 2022



DRAFT PROCESS PLAN

OVERSTRAND INTEGRATED DEVELOPMENT PLANNING AND BUDGET PREPARATION

for the period

1 July 2022 – 30 June 2027

(New 5-year IDP cycle)

2 JUNE 2022

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

Including a time schedule in terms of Section 21 of the Municipal Finance Management Act
No 56 of 2003

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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 2023/24 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 110 856 people (*Provincial Treasury, Overstrand Socio-economic profile 2021*) 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 Rooiels in the west to Quinn Point in the east.

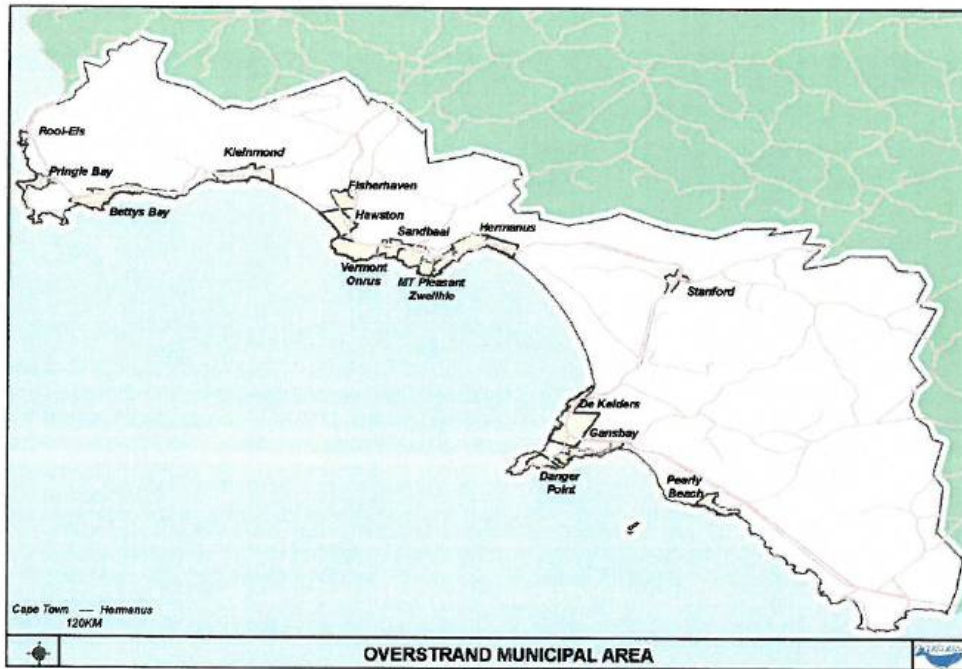


Figure 1: Overstrand Municipality area map

Ward Delimitation

Overstrand Municipality is demarcated into **14 wards**:

OVERSTRAND WARDS

Overstrand Municipality is located in the Overberg District, Western Cape.

Overstrand's wards are as follows:

1. Stanford, Thembelihle
2. Gansbaai North-East, Masakhane
3. Hermanus
4. Mount Pleasant, Westcliff, Hemel-en-Aarde Valley
5. Zwelihle South
6. Zwelihle North
7. Sandbaai, Hemel-en-Aarde Estate
8. Fishershaven, Hawston
9. Kleinmond, Mountain View, Palmiet, Beverly Hills, Ext 6, Proteadorp
10. Pringle Bay, Overhills, Rooiels, Mooiuitsig, Betty's Bay
11. Baardskeerdersbos, Eluxolweni, Pearly Beach, Buffeljagsbaai, Franskraal
12. Zwelihle North West
13. Onrus, Vermont
14. Blompark, De Kelders, Gansbaai South-West, Van Dyksbaai



Figure 2: Overstrand Municipality wards, as from 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."

Municipal Finance Management Act (MFMA)

The Annual Budget and the IDP are inextricably linked to one another and formalised through the promulgation of the Municipal Finance Management Act (2003).

Chapter 4 and Section 21(1) of the MFMA indicates that:

The mayor of a municipality must-

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for –

- I. *The preparation, tabling and approval of the annual budget;*
- II. *The annual review of*
 - (aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - (bb) The budget related policies.*
- III. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
- IV. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)*

4. DISTINTION BETWEEN PROCESS PLAN AND TIME SCHEDULE

Process Plan (developed once at start of 5-year IDP cycle)	Time Schedule (developed annually)
The IDP Process Plan in accordance with Section 28 of the MSA is a process set out in writing to guide the planning, drafting, adoption and review of its initial 5-year IDP after the start of Councils elected term. It contains events to be undertaken in the process of developing the actual IDP and supporting IDP processes of the Local municipalities to ensure alignment.	In accordance with Section 21 of the MFMA the Council must annually by end of August adopt a time schedule outlining key deadlines for the tabling and adoption of the annual review and or amendment of the IDP, any amendments to the IDP and consultative processes which form part of the annual IDP and Budget review.

Table 1: Distinction between process plans and time schedule

5. 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. In November 2021 the newly elected Overstrand Council resolved to adopt the IDP of its predecessor with amendments in May 2022.

The approved 5-year IDP is reviewed annually (i.e., four times) during its 5-year life cycle and may also be amended if circumstances so require.

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

** Note as per Figure 3 below 2022/23 is the 1st year of the newly elected Councils five-year term.*

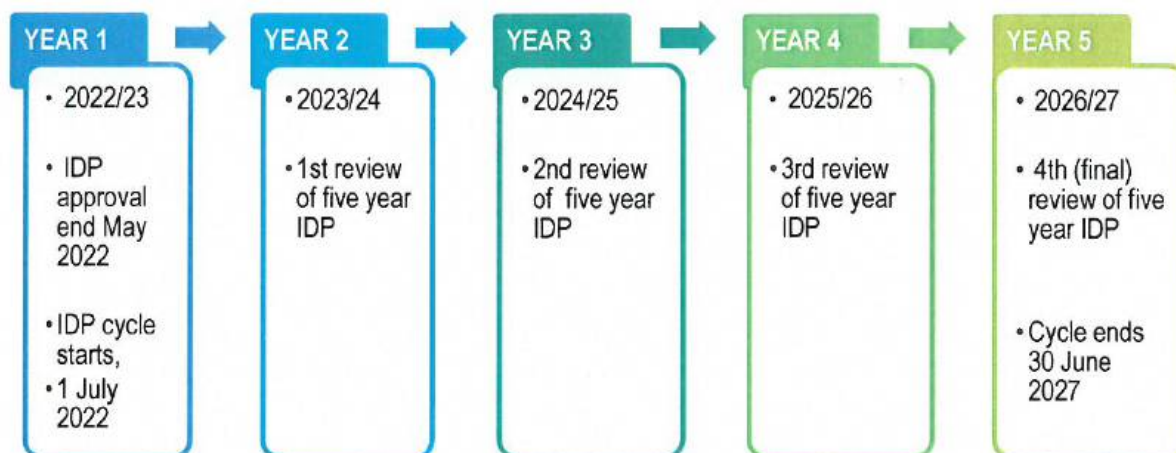


Figure 3: Five-year IDP Development and Review Cycle, 2022/2027

6. 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.

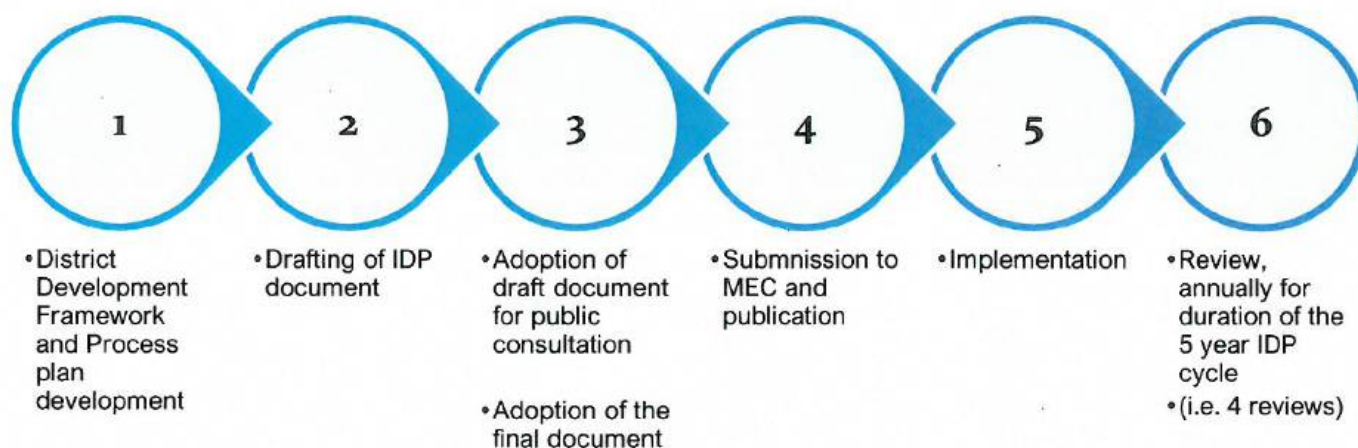


Figure 4: Key Steps in the development of the IDP

7. 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:

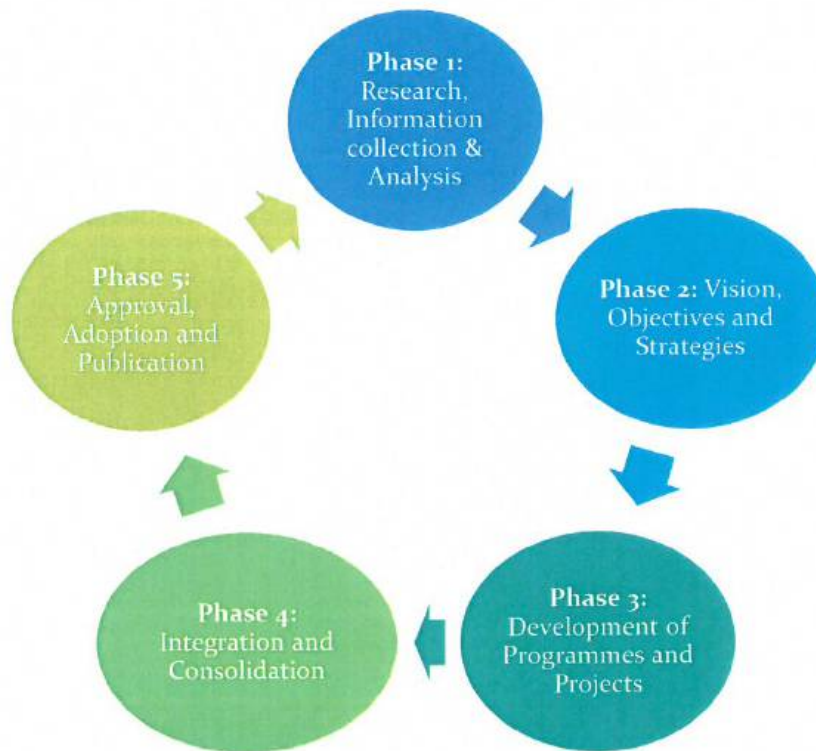


Figure 5: Phases of drafting an IDP

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.

8. 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 2 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 2: 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*)

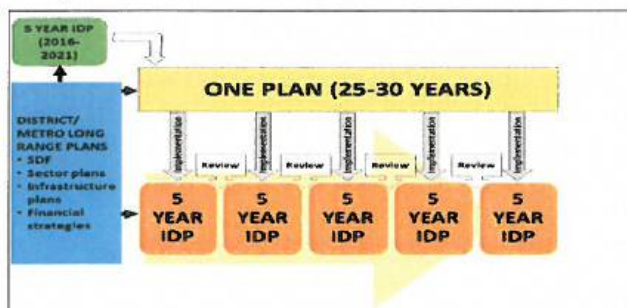


Figure 6: Relationship between the IDP and One Plan

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.

9. 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.

10. 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 IDP |
| ○ Municipal website | ○ Virtual platforms considering the COVID-19 pandemic. |

11. 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.

11.1 WITHIN THE MUNICIPALITY

Table 3: 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 and 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. Coordinate the responses to comments on the draft IDP. Ensure proper IDP documentation. Adjust the IDP in accordance with the proposals of the Provincial Minister of Local Government.

Role Player	Roles and Responsibilities
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.

11.2 BETWEEN MUNICIPALITY AND EXTERNAL ROLE-PLAYERS

Table 4: 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 and 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. • Adjust the IDP in accordance with the MEC of Local Government's proposal. • Ensure that the annual business plans, budget and performance management system are linked to and based on 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, provincial and national role-players and other subject matter specialists.
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;

12. ANNUAL REVIEW AND OR AMENDMENT OF THE 5-YEAR IDP

12.1 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.

12.2 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.

12.3 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 12.2 above.

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

12.4 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).

13. TIME SCHEDULE FOR 2023/24 IDP AND BUDGET

The time frames for the 2023/24 IDP and Budget processes are detailed below.

Annexure A

TIME SCHEDULE FOR THE 2023/24 IDP REVIEW AND *AMENDMENT AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

(1ST REVIEW AND PROPOSED AMENDMENT OF CURRENT 5 YEAR IDP - 2022/2027)

* In May 2022 the newly elected Council adopted the 5-year IDP of its predecessor with amendments in terms of Section 25 (3) of the MSA. Council intends to amend the IDP in 2023/24 in accordance with the prescribed process.

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NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24
			BUDGET TIME FRAME
JUNE- OCTOBER 2022			
PREPARATION PHASE			
1.	District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP & Budget Time Schedules	Strategic Office	ODM TBC
2.	Budget Office provide key budget timelines to Strategic Office for inclusion in the IDP & Budget time schedule for 2023/24	Budget Office	16-May-22
3.	Submit draft process plan and time schedule to the Management Services Portfolio Committee of June 2022	Strategic Office/ Budget Office	16-May-22
4.	Table in Council a draft process plan and IDP & Budget time schedule of key deadlines for 2023/24 (Every year- at least 10 months before the start of the budget year) for notification	Strategic Office/ Budget Office	29-June-22
5.	Advertise the draft process plan for public comment (includes the draft IDP & Budget time schedule for 2023/24)	Strategic Office	7-July-22

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

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
6.	Submit to Council the final process plan and final IDP & Budget time schedule of key deadlines for 2023/24 (Every year- at least 10 months before the start of the budget year) for approval	Strategic Office	31-Aug-22	
7.	Place public notice on the final process plan and IDP & Budget time schedule approval	Strategic Office	8-Sept-22	
8.	Submission of the approved process plan and time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office	5-Sept-22	
9.	Provincial IDP Managers Forum	Local/ Provincial alignment- 2 nd Quarter Provincial engagement – Strategic Office	Sept-22 (TBC)	
ANALYS, STRATEGY AND PROJECTS PHASES				
10.	Budget Office to submit Current 3-year capital budget and 2 years future planning to Strategic Office	Budget Office	01-Aug-22	
11.	Snr Managers for the respective administrations receive previous reviewed prioritised Wish list from Strategic Office for information purposes to the Ward Committees (including the Current 3-year capital budget from Budget Office)	Strategic Office/ Budget Office	5-12 Aug-22 (TBC)	
12.	Conduct IDP online survey -Solicit public inputs for the IDP	Strategic Office/ ICT/ Communication Department	Sept/Oct-22	
13.	Ward committees meet to identify new IDP wish list/ priorities (Sept ward committee cycle)	Snr Managers for the respective administrations		
14.	Snr Managers for the respective administrations submit draft new wish list to Strategic Office	Snr Managers for the respective administrations	Sept-22 (TBC)	
15.	Strategic office distributes draft new wish lists to Directorates for their		Sept-22 (TBC)	

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2023/24 IDP AND BUDGET

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24
			BUDGET
			TIME FRAME
	response by 30 Sept	Strategic Office	Sept-22 (TBC)
16.	Strategic Office distribute directorates responses on draft new ward needs to Snr Managers of the respective administrations for sharing at the October Public ward feedback meetings	Strategic Office/ Snr Managers for the respective administrations	6-Oct-22 (TBC)
17.	Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office	3-7-Oct-22
18.	Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital	Budget Steering Committee	3-7-Oct-22
19.	Budget Office distributes 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 (2023/2024) as well as the 2 years future planning projects for a 5-year horizon.	Budget Office	17-Oct-22
20.	Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue	17-Oct-22
21.	Public ward feedback meetings- Ward committees share draft new IDP ward needs with the community for input	Ward Committees/ Snr Managers for the respective administrations	Oct-22 (TBC)
22.	Mayoral Strategic session with Management and Councillors (Determine strategic direction for the IDP amendment – Vision, Mission and Strategic objectives)	Strategic Office	24-31-Oct-22 (TBC)
23.	Snr Managers for the respective administrations submit draft new ward prioritised wish list to the Strategic Office	Snr Managers for the respective administrations	31-Oct-22 (TBC)
24.	District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	Oct-22 (TBC)
25.	District Sector-focused engagements (relevant sectors to be identified following needs identified at local municipal IDP public engagements)	Coordinated by ODM IDP Office	Oct-22 (TBC)

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
INTEGRATION PHASE				
26.	Directors submit draft 3-year MTRF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2025/2026) as well as the 2 years future planning projects for 5-year horizon	Directors	1-Nov-22	
27.	Budget Office issue Opex directive to budget holders and 3yr (2023/24 – 2025/26) template for the compilation of the OPEX Budget	Budget Office	4-Nov-22	
28.	Directors to submit Tariff proposals to Snr Manager Revenue	Directors	4-Nov-22	
29.	Directorates identify programmes/projects for the 5-year IDP based on the strategic goals set in the Mayoral strategic session of Oct 2022	Directors	11-Nov-22	
30.	Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)		7-11-Nov-22	
31.	Workshop on Tariffs and Tariff Related Policies	Budget Office	7-11-Nov-22	
32.	Strategic Office consolidate feedback from Directors on projects/actions for new IDP strategy	Strategic Office	14-18-Nov-22	
33.	Solvem/SAMRAS Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects and create draft budget	Solvem/Samras/Strategic Office/Budget Office	14-18-Nov-22	
34.	Budget holders to submit draft 3-year Opex template to Budget Office	All budget Holders	18-Nov-22	
35.	Directors to submit New Post requests to HR & Salary Office	Directors	18-Nov-22	
36.	Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers	18-Nov-22	
37.	HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR	30-Nov-22	
38.	Convene OMAF- Solicit stakeholders' inputs on the draft new IDP strategy	OMAF - Ward Com/Mayor/	Nov-22 (TBC)	

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2023/24 IDP AND BUDGET

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24
			BUDGET TIME FRAME
	(1 st round consultation)	Councillors/ Directors /Managers	
39.	District IDP Managers Forum (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Strategic Office	Nov-22 (TBC)
40.	Snr Managers of the respective administrations submit final new prioritised wish list to Strategic Office	Snr Managers of the respective administrations	28-Nov-22 (TBC)
41.	Budget Office to distribute Year-to-Date Opex & Capex performance for 2022/23 for Mid-Year review proposals	Budget Office	01-Dec-22
42.	Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office	Dec-2022 (TBC)
43.	Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue	02-Dec-22
44.	Salary Office to submit draft three-year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section	02-Dec-22
45.	Asset Management to submit draft three-year depreciation budget (Asset register 2023) to Budget Office	Asset Management	02-Dec-22
46.	Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section	02-Dec-22
47.	Cash management to submit draft three-year Interest & Redemption (Loan register 2023) to Budget Office	Cash Management	02-Dec-22
48.	Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management	02-Dec-22
49.	Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services	02-Dec-22

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

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
50.	Directors return Mid-Year review requests to Budget Office	Directors	6-Dec-22	
51.	Budget Steering Committee Meeting - Mid Year Review (2022/2023 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2023-2024 to 2025-2026 & finalisation of new posts	Budget Steering Committee	12-15-Dec-22	
52.	Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office	19-23-Dec-22	
53.	Budget Office distributes the status on the Draft Capex & Opex budget for 2023-2024 to 2025-2026	Budget Office	19-23-Dec-22	
54.	Compilation of Mid-Year Review Report (2022/23)	Budget Office/ Strategic Office	Jan-23	
55.	Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Budget Office	Jan-23	
56.	Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office	24-Jan-23	
57.	Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office	25-Jan-23	
58.	Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2022/2023 Budget)	Budget Steering Committee	31 Jan-03-Feb-23	
59.	Review Budget Related Policies	Budget Committee/ Councillors/ Directors/Managers	6-10-Feb-23	

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2023/24 IDP AND BUDGET

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
60.	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		
61.	Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue	6-Feb-23	
62.	Budget Office distributes Draft Capex & Opex budget for 2023-2024 to 2025-2026 for BSC meeting	Budget Office	6-Feb-23	
63.	Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee	08-Feb-23	
64.	Compile Adjustment Budget (2022/2023 Budget): NT Reports and working papers (B-Schedule)	Budget Office	06-10 Feb-23	
65.	Final Review of 2022/2023 Adjustment Budget documents	Budget Office	01-17-Feb-23	
66.	Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors	16-17-Feb-23	
67.	District IDP Managers engagement to discuss alignment of Draft IDP's (Coordinated by ODM- IDP Manager)	Strategic Office	Feb-23	
68.	Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors	Dept. LG (TBC)	
69.	Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) (2023/24)	Strategic Office/ Directorates	Feb-23	
			Dept. LG (TBC)	
			17-Feb-23	

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

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24
			BUDGET
			TIME FRAME
70.	Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee	20-24 Feb-23
71.	Update & Balance 3yr Budget Info for Opex & Capex	Budget Office	20-24 Feb-23
72.	Review Draft I/E and Capital Budget status	Budget Office	20-24 Feb-23
73.	Compile Draft Cash Flow	Budget Office	20-24 Feb-23
74.	Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers	28-Feb-23
75.	Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers	28-Feb-23
76.	Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers	28-Feb-23
77.	Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue	28-Feb-23
78.	Managers to submit Final Policies to CFO	Managers	28-Feb-23
79.	Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue	28-Feb-23
80.	Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders	28-Feb-23
81.	Overstrand Municipal Advisory Forum (OMAF) Meeting - 2 nd round consultation on draft new IDP Strategy & preliminary budget proposals for 2023/24	OMAF - Ward Com/Mayor/ Councillors/ Directors /Managers	March/April-23
82.	Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee	01-03- Mar-23

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2023/24 IDP AND BUDGET

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24
			BUDGET TIME FRAME
83.	Provincial IDP Managers Forum	Local/ Provincial alignment- 4 th Quarter Provincial engagement – Strategic Office	2-3-Mar-23
84.	Finalise the draft IDP Review and proposed amendment for 2023/24	Strategic Office	2-24 Mar-23
85.	Finalisation of Draft Opex & Capex Budgets working papers and capturing budget on the financial system and updating and balancing of A Schedule	Budget Office	01-24 Mar-23
86.	Budget Office send financial information to Strategic Office for Draft IDP review and proposed amendment and draft SDBIP	Budget Office	27-Mar-23
87.	Budget Office compile Draft Budget Report, Schedules & Agenda item	Budget Office	21-23 Mar-23
88.	Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office	24 & 25 Mar-23
89.	Printing & Binding of Draft Budget Report & Electronic Files	Budget Office	24-28 Mar-23
90.	Prepare advertisements for Draft IDP review and proposed amendment and Draft Budgets for comments	Budget Office / Strategic Office	28 -29 Mar-23
91.	Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT at the Council meeting	Budget Office	29- Mar-23
92.	Draft IDP review and proposed amendment, draft Budget and draft SDBIP to be tabled in Council	Budget Office / Strategic Office	29- Mar-23
93.	Submit Draft IDP review and proposed amendment and Draft Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office	30-Mar-23
94.	Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office	30-Mar-23
95.	Place Draft Budget, Draft IDP review and proposed amendment and Draft SDBIP on website	Budget Office / Strategic Office	31-Mar-23

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

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
96.	Advertise Draft IDP review and proposed amendment, Draft SDBIP & Draft Budget for public comment	Budget Office / Strategic Office	31-Mar-23	
97.	Obtain Overberg District Municipality (ODM) comments on the draft IDP amendment (if necessary)	Strategic Office	31-Mar-23	
APRIL - MAY 2023				
CONSULTATION AND APPROVAL PHASE				
98.	Public comment period	Community	3-28 Apr-23	
99.	Public Participation on draft IDP review and proposed amendment & Draft Budget	Community/ Councillors/ Top Management/ Area Managers	April 2023	
100.	Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions	30-Apr-23	
101.	District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	Apr-23	(ODM to confirm)
102.	Managers to submit Demand Management Plans to SCM	Budget Holders	30-Apr-23	
103.	Strategic Integrated Municipal Engagement (SIME) (Assessment of the draft IDP and draft Budget by Province)	Western Cape Department of Local Government coordinate	end April/ Mid-May -23 (TBC)	
104.	Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office	02-5 May-23	
105.	Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee	02-5 May-23	
106.	Budget Office updates final changes on financial system	Budget Office	08-12 May -23	
107.	Budget Office compile Final Budget Report and Schedules	Budget Office	15-24 May-23	
108.	Budget Office does Final Review of Budget Report & Schedules	Budget Office	15 -24 May-23	

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
109.	Printing, Binding and Electronic Media of Final Budget Report	Budget Office	24-25 May-23	
110.	Distribution of Final Budget Report and submit report to Council Support Services	Budget Office	24-May-23	
111.	Approval of Final IDP review and amendment and Final Budget by Council	Budget Office / Strategic Office	31 - May-23 (TBC)	
IMPLEMENTATION PHASE				
112.	Provincial IDP Managers Forum	Local/ Provincial alignment- 1 st Quarter Provincial engagement – Strategic Office	1-2-June-23	
113.	Place Final IDP review and amendment and Final Budget documents on the website	Strategic Office/ Budget Office / Town	1- June-23	
114.	Place notice of Final IDP in the media	Strategic Office	7-June-23	
115.	Advertise Final Budget and Tariffs in the media	Budget Office	7-June-23	
116.	Submission of Final Budget and data strings and Final IDP to National and Provincial Treasury	Budget Office / Strategic Office	12 June-23	
117.	Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager	14-June-23	
118.	Review Capital & Operational Budget on Financial System after ceding	Budget Office	June-23	
119.	Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue	June-23	
120.	Publish a summary of Budget in Bulletin	Manager: Communications	15-June-23	
121.	Approval of Final SDBIP by Executive Mayor	Executive Mayor	22-June-22	
122.	Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM	28-June-22	

NO	TASK/ ACTIVITY	RESPONSIBILITY	2023/24 BUDGET	
			TIME FRAME	
123.	Compile Electronic Internal Budget Book	Budget Office	19-30 June-23	
124.	Place Internal Budget Book on Intranet and inform budget holders	Budget Office	30-June-23	
125.	Submit Budget Locking Certificate to National Treasury	Budget Office	Jul-23	
REPORTING & REVIEW				
126.	Monthly Budget Statement to Municipal Manager and Mayor	Budget Office	Aug 23- Jul 24	
127.	Quarterly reporting by Mayor to Council	Mayor	Oct 23, Jan 24, Apr 24, Jul 24	
128.	Table adjustments Budget	Budget Office	23-Feb-24	
129.	Finalise Roll over Projects (Final Amounts)	Budget Office	Jul-23	
130.	Table Adjustments Budget for approval of Roll over projects	Budget Office	Aug-24 (TBC)	
131.	Table in Council Draft unaudited Annual Report / AFS	Budget Office / Strategic Office		
132.	Submission of annual financial statements to AG	Accounting Services	31-Aug-24	
133.	Finalise the draft unaudited annual report for submission to AG	Strategic Office	31 Aug-23	
134.	Submit Adjustments Budget (Overspending), if necessary	Budget Office	25-Jan-25	
135.	Submit Draft audited Annual Report to Council	Strategic Office	19-Jan-22	
136.	Finalise Annual Report Comments for Approval	Strategic Office	Feb-March	
137.	Approval of Annual Report	Strategic Office	30-Mar-22	

NOTES:

Capex- Capital 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.**