

District Framework Plan for 2019-2020 IDP Review

	WC:044
GEORGE THE CITY FOR ALL REASONS	This municipality is situated in a district, which is informally known as the Garden Route, with its hubs, nestled among the slopes of the majestic Outeniqua Mountains and flanked by the Indian Ocean to the south. It is situated on the major transport routes between Cape Town in the south and Port Elizabeth in the east.
V	WC:041
KANNALAND	Kannaland municipality is renowned for its cheese factories and the production of world famous dairy and wine products.
	WC:043
MOSSELBAAI Explore Endless Horizons!	Its main economic activity is agriculture (Aloes, cattle, dairy, ostriches, sheep, timber, vegetable and wines), fishing light industry, petrochemicals and tourism.
	WC:047
Bitou	This municipality is situated along the Garden Route. Plettenberg Bay is rife with a number of invertebrates such as anemones, nudibranchs and sponges. Bitou has over four different kinds of reefs and is particularly famous for being the best night-time diving spot.
*	WC:042
HESSEQUA Local Municipality	This municipality is nestled in the shadow of the shadows of the Langeberg Mountains and in the embrace of the warm Idian Ocean, stretching from the Breede River in the west to the Gourits River in the east.
	WC:048
KNYSNA Municipality Munisipaliteit uMasipala	This municipality is one of the smallest municipalities of the seven that makes up the district, accounting for only 5% of its geographical area, main economic sectors; wholesales and retail trade, catering and accomodation, finance, insurance, real estate and business.
OUDTSHOORN	WC:045
Munisipaliteit • Umasipala • Municipality 150 VISION 2030 A TOWN TO WORK, LEARN, PLAY AND PROSPER	The greater Oudtshoorn area is nestled at the foot of the Swartberg Mountains in the little Karoo region. It is defined as the semi-desert area with a unique and sensitive natural environment. It was once the indigenous home of the Khoi-san people and the rock paintings on the walls of the caves in the surroundings area sends a message that survival in this area requires respect for the natural environment.

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1. INTRODUCTION

According to the Municipal Structures Act Amendment Act, a district municipality is responsible for integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality. The Municipal Structures Act further states that this framework binds both the district municipality and the local municipalities in the area of the district municipality. This district Integrated Development Planning (IDP) Framework must at least:

- identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities;
- identify all matters that must be included in the district IDP and local IDPs and that require alignment;
- specify the principles to be applied and the approach to be adopted in respect of those matters; and;
- to determine procedures for consultation between the district and local municipalities in the process of drafting their respective IDPs as well as procedures to effect changes to the framework.

The Framework for integrated development planning is the mechanism to ensure alignment and integration between the IDPs of the Garden Route District Municipality and local municipalities of George, Mossel Bay, Oudtshoorn, Kannaland, Hessequa, Knysna and Bitou.

According to Section 27(1) of the Municipal Systems Act, No 32 of 2000, "Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole".

The function of the framework is to ensure that the processes of district IDP and local IDPs are mutually linked and can inform one another. The Garden Route District Municipality is responsible for drafting this framework.

On 28 May 2017 Garden Route District Municipality adopted a five [5] year Integrated Development Plan (IDP) for the municipality. The IDP was developed in accordance with the requirements as set out in the Municipal Systems Act (32 of 2000), the Municipal Finance Management Act (56 of 2003) and Local Government: Municipal Planning and Performance Management Regulations (2001 and 2006).

The Garden Route District Municipality's vision for the 5 year IDP term is:

"The leading, enabling and inclusive district, characterized by equitable sustainable development, high quality of life and equal opportunities for all"

The way in which the IDP process will be undertaken during the 2018–2019 financial year will be outlined in the IDP Process Plans which all municipalities must prepare. These Process Plans need to comply with this Framework Plan to ensure alignment and co-ordination between district and local municipalities as stipulated in the Municipal Systems Act no 32 of 2000.

To be able to monitor the implementation of the IDP, it is critical to have a performance management system. Hence the IDP, Budget and PMS processes are linked.

2. BACKGROUND

- Framework is a mechanism to ensure alignment and integration between IDPs of the district and its LMs
- To ensure that processes of district and LMs are mutually linked and can inform one another
- Municipality's process plans need to comply with the district IDP framework
- Process plan is an organized activity plan that outline the process of developing the IDP and Budget
- IDP & Budget are 2 distinct but integrally linked processes, must be mutually consistent and credible
- Districts are responsible for drafting the IDP Framework

2.2 Legal context

According to Section 153 of The Constitution of the Republic of South Africa, 1996, a municipality must-

- a) Structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community; and
- b) Participate in national and provincial development programmes.

This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

According to Section 27(2) of the Municipal Systems Act, No 32 of 2000 the Framework binds both the district municipality and the local municipalities. The Act states that the framework must at least cover the following issues:

- a) Identify plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;
- b) Identify matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
- c) Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and
- d) Determine procedures:
 - For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and
 - ii) To effect essential amendments to the framework.

The Municipal Finance Management Act, No 56 of 2003 (MFMA) is very clear in respect to time-frames for the IDP and the budget. Sections 21 and 24 of the MFMA requires that the budget and IDP schedule (or the IDP Process Plan) be adopted by

Council by the end of August of each financial year, the draft Budget and IDP is tabled before the council in March, and the final Budget and IDP to be adopted by council in May.

2.3 What elements does IDP Review process comprise?

Aside from the statutory imperative, it is necessary to review the IDPs in order to:

- Ensure the IDP's relevance as the municipality's strategic plan
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting
- Inform the cyclical inter-governmental planning and budget processes

In the IDP review cycle changes to the IDP may be required from these main sources:

- Comments from the MEC (Province);
- Incorporation of the most recent descriptive data
- Incorporate other spheres of government's plans and programmes
- Refinement of the objectives and strategies
- Refinement of programs and projects
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

Improvements to the IDP process and content may be considered from the previous year's Provincial Assessment report. These can be regarded as inputs into the IDP development process.

The main output is a 5 year strategic document. This strategic document is likely to comprise a number of components, including:

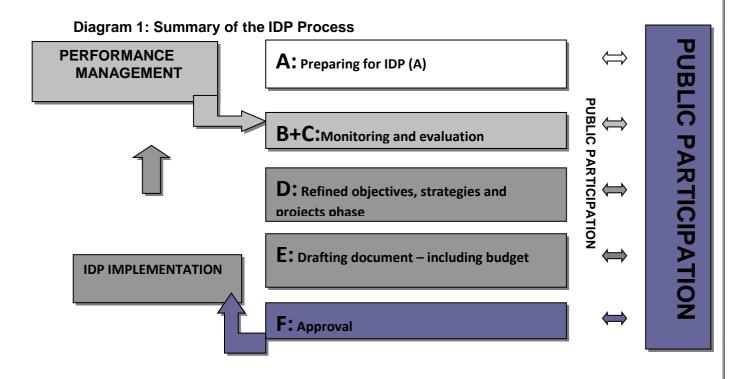
- Institutional Plan
- Financial Plan
- Spatial Development Framework,
- Performance Management Framework
- Various Sector Plans,
- List of programs and projects,
- Service Delivery and Budget Implementation Plan.

2.4 How is the IDP Review Process undertaken (process)?

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the initial IDP.

Through the year of implementation, performance is monitored, new information becomes available and major unexpected events may occur. Some of this information is used to make immediate changes to planning and implementation. Relevant inputs are then integrated into the annual review of the IDP.

After adoption of the IDP, implementation as well as situational changes will continue to occur; this is again monitored throughout the year and evaluated for consideration during the IDP process.



Each of these steps is reflected in Annexure A which outlines the time frames and activities within which these steps should take place.

3. ORGANISATIONAL ARRANGEMENTS

Seven structures will guide the IDP and Budget Review Process within the Eden area:

- IDP/Budget/PMS Representative Forums
- IDP/Budget/PMS Steering Committees
- District IDP Managers Forum
- District Coordinating Forum (DCF)
- Municipal Managers Forum (MMF)
- Budget Steering Committees

3.1 IDP/Budget/PMS Representative Forums

The IDP/PMS/Budget Representative Forums, formed as part of the IDP process, should continue to function throughout the IDP development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

The Representative Forums are comprised of Councillors, Heads of Departments and relevant staff members, representatives from sector departments, parastatal bodies, NGOs, business fraternity, traditional leaders, and other interested organized bodies.

3.2 IDP/BUDGET/PMS Steering Committees

The IDP Steering Committees, formed as part of the IDP process, should continue to function throughout the IDP development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

These committees will monitor progress of the IDP development. Of critical importance is that they will be the structure that "puts it all together". This is important because there are a number of sub-activities that form part of the IDP development, each of which will require a specific focus. The danger is that these activities can become un-coordinated which will result in unnecessary duplication.

3.3 Municipal Managers Forums (MMF)

Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underline the relations between the spheres of government. The technical IGR forums were established in terms of section 27 of the IGR Framework Act No. 13 of 2005 and are chaired by municipal managers of the district and local municipalities. It comprises district and local municipality's municipal managers and the district managers of sector departments within Eden area.

Amongst its roles, the technical IGR has a responsibility of ensuring:

- Coherent planning and development in the district;
- Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the municipalities in the district and
- Any matter of strategic importance which affects the interests of the municipalities in the district.

3.4 District Coordinating Forum (DCF)

In the development of the IDPs, Mayors and Municipal Managers of all municipalities within the EDM meet quarterly to ensure co-ordination and alignment between local and district municipalities' IDPs. Government Department representatives will form part of the DCF meetings to ensure that there is an alignment between the District IDP and the Provincial policies and budgets.

3.5 District IDP Managers Forum

This is a technical team that will ensure district-wide IDP and PMS co-ordination and integration. It is comprised of the District and Local Municipalities IDP and PMS Managers, IDP and PMS; District Coordination officials from the Western Cape, DLG, Office of the Premier and Provincial Planning Treasury.

3.6 Budget Steering Committee (BSC)

The Budget steering committees have a responsibility of recommending the budget document as well as any other budget related issues such as changes in internally funded projects, before the approval by council.

These committees are chaired by the Mayors or their delegated representatives, with chairpersons of the standing committees and all section 56 employees serving as members.

4. MECHANISMS FOR PUBLIC PARTICIPATION

One of the main features of the integrated development planning is the involvement of community and stakeholder organizations in the process of developing the IDPs. Participation of affected and interested parties is very important to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The District Municipality will, at the start of the IDP review process, place a blanket notice on the local newspapers inviting interested parties to participate in the representative forums of all municipalities within the Garden Route District.

Municipalities are required to develop a strategy for public participation which outlines when, how and on what issues they are going to engage communities in during the IDP process.

Community Based Planning will form an integral part of the IDP process and as such the structures and venues utilized for this purpose will be utilized for reporting back to the community.

The district will also use the following participation mechanisms:

• IDP/BUDGET/PMS REPRESENTATIVE FORUM:

The Forum will represent all stakeholders and will be as inclusive as possible. Additional organizations will be encouraged to participate in the Forum throughout the process.

· MEDIA:

Amongst other means,

- The local press will be used to inform the community of the progress with respect to the 2019/2020 IDP Review.
- Radio broadcasts covering the area of the municipality
- Municipal notice boards, including libraries, satellite offices, municipal websites, etc.

• IZIMBIZO AND FORUMS:

These will be more broad based and will target members of the community at a greater scale in local municipalities

5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP planning process is a local process, which requires the input and support from other spheres of government at different stages. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government.

It is important to note that the planning processes need to be coordinated and addressed jointly.

The District Municipality must ensure that alignment between local municipalities takes place, and DLG should play a coordinating role in ensuring that all other spheres and especially sector departments understand the need for alignment and their role within the local IDP process.

The district will develop a district-wide year planner that outlines all the IDP activities that will take place in each local municipality and district. The year planner will be informed by the district and all local municipalities' IDP Process Plans.

5.1 Sector plans

Municipalities have identified and developed a number of strategies and plans as reflected in their various IDPs. New sector plans may be developed and/or existing ones reviewed during the IDP process.

Following is the list of sectors that the district has developed:

LIST OF SECTOR PLANS AND STRATEGIES
Name
District Spatial Development Framework
Film Development Strategy
Integrated Transport Development Plan
Integrated Environmental Management Plan
Air Quality Management Plan
Climate Change Strategy
Integrated Waste Management Plan
Disaster Management Plan
Fire Risk Management Plan
Health Care Waste Management Plan
Environmental Pollution Control Plan
Community Safety Plan
Employee Wellness Strategy
Occupational Wellness Strategy
Employment Equity Plan
Communications Strategy
Risk Management Master Plan
Integrated transport plan
Business Continuity Plan
Labour Relations Strategy
Public Participation and Petitions Strategy
Revenue Enhancement Strategy
Supply Chain Management Strategy
Asset Management Strategy
Performance Management Framework
Geographic Information System (GIS) Strategy
Human Resources Development Strategy
IT Master Plan

5.2 Alignment between the District and Local Municipalities

Alignment is the instrument that synthesizes and integrates the top-down and the bottom-up planning process between different spheres of government. Not only is alignment between the District and the Local Municipalities important, but also between the Local Municipalities within the jurisdiction of the District Municipality. The alignment procedures and mechanisms should be incorporated in the process plans of the Municipalities, while the responsibility for alignment rests with the District Municipalities.

The IDP Manager for the District will be responsible for ensuring smooth coordination of local municipal IDP reviews and their alignment with the district IDP compilation through the use of workshops and bilateral discussions with affected sector departments or municipalities. This will also be achieved through the District IDP Managers Forum. The Inter-Governmental Forum will also be used to ensure that beneficial alignment of programmes and projects occur.

6. BINDING PLANS AND LEGISLATION

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000, and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development and review of IDPs. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).
- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case the district is required to have some of the below sector plans, while the rest is in place already.

These are highlighted in the table below:

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a district/local	Water Services Development Plan	Department of Water	Water Services Act, No 30 of 2004
plan	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Integrated Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa, 2000
	Spatial planning requirements	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
	Disaster Management Plan		Constitution of the Republic of South Africa, 1996
Requirement for sector planning to be incorporated	Housing strategy	Department of Human Settlements	Housing Act, No 107 of 1997
into IDP	Integrated Environment Plan	Department of Environmental Affairs	National Environmental Laws Amendment Act, No 14 of 2009
	Local Economic Development Strategy	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Integrated Planning Act of 1997
	Spatial framework	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Development Facilitation Act (DFA) Principles was repealed many years ago	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995

Category of	Sector	National	Legislation/policy
requirement	requirement	department	
	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDB/Budget link	Department of Finance	Municipal Finance Management Act, No 56 of 2003
	Developmental local government	Department of Provincial and Local Government	White Paper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	Local Agenda 21
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millenium Development Goals

In terms of provincial legislation, the Provincial Spatial Development Plan and the Provincial Growth and Development Strategy should be used as guiding policy documents and therefore need to be considered during the IDP process.

Each local municipality and the district municipality must include all the planning documents that have been approved by Council or other strategies that might be relevant to the IDP process, as accompanying documents to the IDP

6.1 Other plans to be considered

In terms of Section 153 of the Constitution municipalities must participate in national and provincial development programmes. Moreover, Section 25 of the MSA states that an IDP adopted by the Municipality must be compatible with national and provincial development plans and planning requirements binding on the municipality.

Thus the following plans must also be considered:

- The National Development Plan
- National Spatial Development Perspective
- Medium Term Strategic Framework and the Provincial Strategic Framework
- Provincial Growth and Development Plan
- Mandate of Local Government
- Sustainable Development Goals
- Back to Basics
- National Key Performance Indicators
- Credible IDP Framework

7. ACTION PROGRAMME

The action programme is detailed in Annexure B. Each Municipality's Process Plan would need to comply with this. It should be noted, that in terms of the attached action plan, the legislative timeframes as per the Municipal Finance Management Act No 56 of 2003 and Municipal Systems Act No 32 of 2000 have been considered. Therefore, adherence to such timeframes is of utmost importance.

The action programme is aligned to the IDP Phases as follows:

DISTRICT IDP FRAMEWORK: ACTION PROGR	AMME
Phase 0: Pre-Planning Phase	
 Develop District IDP Framework with LMs District-wide consultation on IDP Framework Adopt Framework and IDP, Budget & PMS Process Plan Advertise the process calling for interested parties Resuscitate IDP and Budget Steering Committees, Rep Forum, DCF. Discuss rollovers, savings declarations and new applications Define financial position and capacity of the District Assess accuracy of staff allocation versus current budget 	July-August
Phase 1: Analysis Phase	
 Launch the IDP process Analyze the current situation on service standards/ gaps/ backlogs/ resources 	September - November
Phase 2: Strategies Phase	
 Formulate solutions to address the problems Revisit the 5 Year Strategic Plan: confirm vision, mission and values refine objectives, strategies and KPI set targets for year 1 + 2 outer years solicit inputs from Sector Implementation Plans 	December - February
Phase 3: Projects Phase	
 Transformation of strategies into concrete localized projects that will inform the budget and development of business plans 	February – March
Phase 4: Integration Phase	
 Harmonize projects in order to arrive at consolidated and integrated programs Consideration of sector plan requirements and guidelines 	March
Phase 5: Approval Phase	
- Draft IDP, Budget and initial SDBIP to be adopted	March - May

- by Council before end of March
- Submission to MEC DLG within 10 days of approval / Provincial & National Treasury
- Advertise and allow 21 days for public comment
- IDP/Budget Road-shows: April / May
- Council Open day: May
- Incorporate relevant inputs
- Adoption of final IDP, Budget and draft SDBIP before end of May
- Submission to MEC DLG/ PT and NT
- Publish IDP and Budget within 14 days

8. FUNDS AVAILABLE

The EDM has set aside an amount of R 400 000 for its internal IDP related activities.

9. MONITORING AND AMENDING

Actual practice might result in certain scenarios that were not anticipated. It is thus critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Framework Plan is recommended:

- The Municipal Manager and/or delegated official co-ordinate and monitor the whole process;
- Progress to be reported to the Executive Mayor. Any deviations from the municipalities' Process Plans that might affect district wide activities must be highlighted;
- The Executive Mayor may be advised to make amendments to the Framework Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays.

10. CONCLUSION

The district and its local municipality will be bound by this plan as outlined terms of Section 27 (2) of the Local Government Municipal Systems Act (Act 32 of 2000). All municipalities will develop and adopt process plans in line with this document. Furthermore, the provisions of this document shall be followed by all the municipalities in the compilation of their 2018/2019 Process Plans and ultimately the compilation and adoption of the 2019/2020 Integrated Development Plans.

Annexure A: District Framework Activity Plan

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ACTIVITY	BILITY	1 2	3 4	1	2 3	4	1 2	2 3	4	1 :	2 3	4	1 :	2 3	4	1 2	3	4	1 2	3	4	1 :	2 3	4	1	2 3	4	1 2	2 3	4	1 2	3	4	1	2	ľ
Consultation on IDP District Framework by District to LM's Preparation, Council Approval and advertisement of IDP Framework Plan & Process	MM																											Ŧ	П			4	1	4	4	_
Plans, Circulation of IDP schedules to all departments	IVIIVI																											┵	Ц				_	┙	┙	
Steering Committee Meeting	ММ																																			
Advertisement for stakeholder participation	ММ													Ħ			Ħ		t					Ħ		T		T	Ħ					T	T	
District Planning Coordinating Forum	ММ													Ħ			Ħ							Ħ		T		T	Ħ					T	T	
Adoption of Process Plans	Council													Ħ			Ħ			Ħ				Ħ			Ħ	T	Ħ		Ħ		\neg	T	T	
Launch of the IDP Representative Forum(Outline terms of reference and explain process)	Mayor																																1			
Data Collection, Analysis and Interpretation, Evaluate outstanding Sector Plans, Ward Based Planning	ММ																																			
Data Analysis Continues, Input by various departments and structures	ММ													П															\prod						1	-
DP LMs & District Steering Committee meeting - Presentation of Draft Situational Analysis	ММ																Ħ												\prod			\top	\top	1	1	
District Planning Coordinating Forum - Presentation of municipal situational analysis	MM												T	11					П	Ħ	1	T		П	T			T	Ħ		Ħ		\exists	T	T	
DP LMs and District Steering committee- Confirm Objectives & Strategies	ММ	$\dagger \dagger$					Ħ										H						1			l		\dagger	Ħ		H	\forall	\forall	\dagger	1	
DP/PMS/Budget Rep Forum meeting (LMs & District-wide consultation and inputs on listrict priorities)	Mayor																												Ħ						1	
Refine objectives, strategies, programmes, with key performance indicators	ММ													П																			T			
Ms & District Strategic Planning Sessions	ММ													Ħ										Ħ		T		T	Ħ					T	T	
Ms and District Steering Committee	Cllr									T	T	H		Ħ			Ħ		П			t		Ħ				\top	Ħ				_	\top	7	
nput IDP Review Projects – alignment to budgeting process	MM													Ħ										П				-	H			-	-	+	+	
Ms and District IDP Steering Committee	MM											H		+									1					+	\forall			+	-	+	+	
District Planning Coordination Forum and District -Wide Strategies Workshop	ММ																											-				-	\forall	1	†	
LMs & District IDP/Budget/Representative Forum meeting to present the draft IDP	ММ																															1				
Ms and District Council approval of the draft IDP & Budget and noting of the SDBIP	MM									T	T								T			T		Ħ				\dagger	Ħ			+	\dagger	T	T	
Insure IDP,PMS and PMS Alignment	MM																																		T	
Submit draft IDP, Budget and SDBIP to MEC - DLGTA, Provincial and National Treasury for credibility assessments	ММ																												П						T	
21 Days advertisements for public comments & IDP/Budget Road shows LMS with Ms	ММ																																			
Consider inputs from IDP credibility assessments and Roadshow comments	MM		T	H			\top		I	Ť	Ť			$\dagger \dagger$		1	H		Ħ	H		Ť	t	Ħ		T		T			П	+	\dashv	\top	7	
District Planning Coordination Forum and District	ММ	+								T		H					H			Ħ			l	H		T	H	+	П		H	\forall	\forall	+	Ħ	
Ms & District IDP Steering Committee	MM						T			T	T								Ħ	П		T		П				1	П		П	T	7	T	T	
Ms & District IDP/Budget/Representative Forum	Mayor			H						\dagger	T	П		$\dagger \dagger$		T			T	H	1	\dagger			1			\dagger	Ħ		H	\top	\top	T	T	
xecutive Mayor table Final IDP before council for approval	Mayor				T						l	H		$\dagger \dagger$		t	H						1	Ħ	1	l	H	\dagger	Ħ					\top	7	
Submit a copy of the Final IDP 10 days upon approval by Council to the MEC of DLGTA	Mayor						ŀ																												1	
Notify the Public of the approval of the Final IDP Budget by Council within 14 days upon approval	ММ																											\dagger	$\dagger \dagger$		Ħ	\dashv				

District Framework Plan for 2019 – 2020 IDP Review

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ACTIVITY	RESPON	1	2	3 4	1	2	3 4	1	2	3 4	4 1	2	3	4	1 2	3	4	1 2	2 3	4	1 :	2 3	4	1	2 3	4	1	2	3 4	4 1	2	3 4	1 1	2	3 4	1	2	3
Finalise 4 th Quarter report	MM																																		1		П	_
Prepare Performance Agreements for Section 56 Managers and MM	ММ																																					
Quarterly Review of Performance by Internal Audit,2 nd wk of each quarter	ММ																																			П	\Box	
Review of the Performance by audit Committee	MM												T			Ħ												T						\top	T	П	T	_
AG Audit /Annual review of PMS	AG/																																	\top		П	\dashv	
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Quarterly meeting of the Performance audit Committee	MM																																				T	
First Quarter Performance report finalised	MM																																				ī	
First Quarter PMS Audit Report to MM & Audit Committee	ММ																											T						\neg	\dagger		寸	_
Prepare Annual Performance Report	MM																																	\top	\top	П	T	_
Compile half yearly assessments of Municipality's against performance objectives	ММ																																					
2 nd quarter performance reports finalised	ММ																																	+	1	П		_
2 nd quarter PMS Audit Report	ММ												T											T				T						\top	T	П	T	
Undertake Mid-year Perfomance assessments against targets, indicators and Budget Implementation Plan	ММ																																					
Submit Annual Report to AG, Provincial Treasury, DLGTA	ММ																																					_
3 rd Quarter Performance Reports finalised	ММ																																	+	+	Ħ	\dashv	_
3 rd Quarter PMS Audit report	MM																																		1		T	-
Annual Review of Organisational KPIs (review of organisational KPIs affected by the IDP Review process	ММ																																					

District Framework Plan for 2019 – 2020 IDP Review

		Z Z		JULY		AUGU	ST	SEP	ТЕМЕ	BER (ОСТ	OBER		NOVE	MBE	R	DECE	MBE	R	JAN	UARY	FI	EBRU	ARY		MARG	СН		APRIL		N	IAY		JUN	E
	ACTIVITY	RESPON	1	2 3	4	2	3 4	1	2 3	3 4	1	2 3	4	1	2 3	4	1	2 3	4	1 2	3	4 1	2	3 4	4 1	2	3 4	4 1	2 :	3 4	1 2	3	4 1	1 2	3 4
	Preparation of Annual Financial Statements	CFO								Н	+																			+	÷	H	+	+	+
	Configuration of the IT Systems to accommodate Tariff increases for the year	CFO								Ħ											\Box									\Box	+	Ħ	+	\prod	\top
	Lock Budget and issue certificate of locking budget by 15 th July	CFO																														П	T	П	\Box
	Prepare and submit Yearly Budget Reports	CFO																														П	T	Ħ	\Box
	Submit Approved Consolidated AFS	CFO									T																			П		П	T		\top
	Preparation, Council Approval of Budget Time Schedule/Process Plan	CFO								П	T																			П		П	T	П	
	Prepare Monthly Financial Reports	CFO																												П		П	T	П	
	Preparing Monthly Financial reports	CFO																																	\Box
	Report on the Budget and Financial State of the District & LMs	CFO									\neg					П														\top		П	T	Ħ	П
	Prepare and submit Audit Action Plan	CFO								П																				П		П	T	\prod	
	Seek Capital Project Plans from sector departments	CFO																T												П		П	T		\Box
	Budget Steering Committee meeting to consider Draft Budget	ММ	П																											П		П	T		
	Evaluation of Budget Performance-section 72 Report	CFO	П							П																				П		П	T	П	\Box
	Submit First Quarterly returns- 30 days after the end of quarter	CFO								П																				П		П	T	П	П
	Preparing Monthly Financial reports	CFO																															T	П	\Box
	Mid Year Budget Performance Evaluation Report-section 72	CFO									一					П					П				П					\Box		П	\top	П	\top
	Annual Report must be submitted to council by 25 January and submitted to Provincial Treasury	CFO																												П		П	T		
ΈT	Budget Steering Committee meeting to ensure smooth budget preparation and adjustment budget preparation	Cllr									1																			П		П	T		
DG	Approval and submission of Adjusted Budget	CFO																														П		П	\Box
9	Check state of readiness to submit Tabled Budget	ММ	П	П					T	П			П			П												П		П		П	T	П	\Box
L B	Finalise and tabling of Draft Budget inclusive of the adjustment budget and submit to Council for approval	CFO																												П	T	П	T	П	\Box
NΑ	Publicise the Annual Report in terms of sec 127(5) of the MFMA	CFO	Ħ	\top					T		一		П			Ħ														\top	\top	П	\top	Ħ	\top
Z	Mayor consultations with community and relevant stakeholders on budget(between _30 and 90 days after	CFO	П	\top						П																						П	T	T	\top
⋖	Monthly financial reports	CFO											П																						
	MM to present SDBIP to the Executive Mayor 7days upon approval by Council	ММ								П	\top										П			t								П		П	
	Tabling of Budget for approval before the council	Mayor								П	寸		П															П				П		П	\Box
	Tabled Budget, Budget related policies, Draft SDBIP & Procurement Plans submitted to Provincial Treasury	CFO																															I		
	Tariffs advertised	CFO	$\perp \Gamma$			LΤ	ot^{-1}	[\perp	LŢ	_T		LŢ	_[LT	_[\perp	LΤ		LΤ		LT		$\perp \Box$	LT		$\perp \top$		$\perp \top$		LΤ			
	SDBIP submitted 28 days after approved of budget	CFO									T																					П	T		

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MUNICIPAL MANAGER (M. STRATU)	SIGNATURE	DATE

EXECUTIVE MAYOR (M. BOOYSEN) SIGNATURE_____ DATE____