Garden Route
DISTRICT MUNICIPALITY | UMASIPALA WESITHILI | DISTRIKSMUNISIPALITEIT

REVISED IDP PROCESS PLAN 2022-2027 and IDP BUDGET TIME SCHEDULE

Approved by Council on 24 August 2022

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VISION & MISSION

Garden Route, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Mission

The Garden Route District Municipality, as a category C local authority, strives to deliver on its mandate through:

- Unlocking resources for equitable, prosperous and sustainable development.
- Provide the platform for coordination of bulk infrastructure planning across the district.
- Provide strategic leadership towards inclusive / radical / rigourous socio-economic transformation, to address social, economic and spatial injustice.
- Redress inequalities, access to ensure inclusive services, information and opportunities for all citizens of the district.
- Initiate funding mobilisation initiatives / programmes, to ensure financial sustainability.
- Coordinate and facilitate social development initiatives.

STRATEGIC OBJECTIVES

Strategic Objective 1 *A Skilled Workforce and Communities*

Strategic Objective 2 *Bulk Infrastructure Co-ordination*

Strategic Objective 3 *Financial Viability.*

Strategic Objective 4 *Good Governance.*

Strategic Objective 5 *Growing an inclusive district economy.*

Strategic Objective 6 *Healthy and socially stable communities*

Strategic Objective 7 *Sustainable Environmental Management and Public Safety.*

VALUES

INTEGRITY• Honesty • Trust• Transparency• Ethics
CARING • Collective • Caring "ubuntu" • Health • Wellness / well-being
EXCELLENCE • Quality Standards • Discipline• Productivity
RESOURCEFUL• Creative • Progressive• Innovative• Original• Inventive "Out of the box"• First!
INSPIRED• Positive Attitude• Commitment• Joy• Happiness
RESPECT• People • Environment • Diversity • Integrate • differences

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SECTION ONE
INTRODUCTION AND BACKGROUND

1. INTRODUCTION AND BACKGROUND

The Process plan is an organized activity plan that outlines the process of development of the IDP/Budget and Performance. This process plan outlines the manner in which the 2022-2027 IDP development and Budget process will be undertaken. It has been prepared in line with the 2022-2027 District Framework Plan.

Section 153 of the Constitution of the Republic of South Africa provides that a municipality must "structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community". This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

The IDP of a municipality is developed for a five year period and is reviewed annually. Section 25 of the Municipal Systems Act, No 32 of 2000 states that: "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.

The IDP, as a municipality's strategic plan, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

This plan includes the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;

- Clear roles and responsibilities for all
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and

Mechanisms and procedures for vertical and horizontal alignment

1.1. Legal context

Section 25 (1) of the Municipal Systems Act (32 of 2000) indicates that: "Each Municipal Council must, within prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which:

1) Links, integrates and coordinates plans and takes into account proposals for the development of the community;
2) Aligns the resources and capacity of the municipality with the implementation of the plan;
3) Complies with the provisions of this Chapter (Chapter 5 MSA); and
4) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation".

In terms of Section 28 and 29 of the Municipal Systems Act (2000)

Section 28 : Adoption of process

(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: Process to be followed

(1) 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 integrated development plan; 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.

(***2) A district municipality must-***

(a) plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipalities in that area;

(b) align its integrated development plan with the framework adopted in terms of Section 27; and

(c) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the local municipalities in that area.

3) A local municipality must-

(a) align its integrated development plan with the framework adopted in terms of Section 27; and

(b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

The preparation and adoption of a Process Plan is provided for under ***Section 28 of the Municipal Systems Act, No 32 of 2000***, which states:

Each municipal council must, 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".

The ***Municipal Finance Management Act, No 56 of 2003 (MFMA)*** is very clear with respect to time-frames for the IDP and the budget.

Section (21) and (24) of the MFMA requires the budget and IDP schedule (or Process Plan) to be adopted by Council by the end of August, the draft budget and IDP to be tabled before the council in March and final budget and IDP to be adopted by council in May each year.

1.2. Distinction between Process Plan And Time Schedule

Process Plan (Five Year)	**Time Schedule (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 adopt a time schedule outlining key deadliness for the tabling and adoption of the annual review/amendment of the IDP, any amendments to the IDP and consultative processes which form part of the Annual IDP and Budget review.

SECTION TWO
ROLES AND RESPONSIBILITIES

2.1. Role and Responsibilities

Role Player	**Roles and Responsibilities**
Council	• Adoption of a District Framework and Process Plan. • Ensure the amendment of the IDP under changing circumstances.
Executive Mayor	• General management of the drafting of the IDP • Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. • Recommend the draft IDP and Budget to the Council

Municipal Manager	• Decide on planning process; • Develop and compile a draft IDP/SDF • Monitor the process of IDP/SDF Review; • Overall Management and co-ordination; • Provide the necessary resources for the compilation and implementation of the IDP/SDF.
HOD's	• Provide technical/ sector expertise • Identify strategic gaps in the existing plans, and advise accordingly • Prepare and review selected Sector Plans. • Prepare draft progress reports and proposals.
Manager: Integrated Development Planning	• Day-to-day management of the process • Assist and support the Municipal Manager in the development of the IDP • Facilitate the sitting of the IDP Steering Committee and Rep Forum • Ensure that phases of the IDP are fully implemented and reported accordingly. • Oversee the alignment of the planning process internally and with those of the local municipal areas.

2.2 Organizational Arrangements

The GDRM will employ the following structures and platforms to ensure continued liaison and coordination throughout the IDP process:

- IDP/Budget/PMS Representative Forum
- District IDP Managers FORUM
- District Coordinating Forum
- Municipal Managers Forum
- JDMA Task Team (One Plan/JDMA Implementation Plan)
- SIME
- All GRDM IGR Forums
- WC District Integrated Forum
- Provincial IDP Managers Forum
- Working Groups to implement the Growth and Development Strategy for each

strategic priority

IDP/Budget/PMS Representative Forum

The IDP/Budget/PMS Representative Forum, formed as part of the IDP development process, will 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 Forum is comprised of GRDM Councillors and Senior Management; Local Municipalities' Mayors and Senior Management; representatives from sector departments, parastatal bodies, NGOs, business fraternity, traditional leaders, and other interested organized bodies. This forum is chaired by the Executive Mayor of the District.

Technical IDP/Budget/PMS Steering Committee

The IDP/budget/PMS Steering Committee, form part of the IDP development process, will 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. This committee will monitor progress of the development of the IDP Review document. Of critical importance is that it 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.

Municipal Managers Forum (MMF)

This forum is chaired by the District Municipal Manager, all Municipal Managers within the district, meet quarterly to ensure alignment of the district plans, to ensure proper coordination and avoid duplication of planning and services. The District Municipality at the centre of this will always provide leadership in ensuring that there is no unnecessary competition and uncoordinated planning within the district.

District Coordinating Forum (DCF)

In the development of the IDP, Mayors and Municipal Managers of all municipalities falling within the Garden Route District meet quarterly to ensure co-ordination and alignment between local and district municipalities' IDPs. Provincial 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. This forum is chaired by the District Executive Mayor.

Joint District and Metro Approach Task Team (One Plan/JDMA Implementation Plan)

During Presidential Budget Speech 2019, the President directed the sixth administration to develop and implement a new integrated district based approach (DDM) to address service delivery challenges. In response, the Western Cape Premier's Coordinating Forum (PCF) endorsed the Joint District and Metro Approach (JDMA), a geographical and team based, citizen focused approach to provide government services with an outcome of improving the living conditions of citizens. To achieve the goals of developmental local government a strong working relationship between politician's administration and citizens is imperative.

Provincial IDP Managers Forum

All IDP Managers and sector departments of the province meet quarterly to share best practices and to ensure effective implementation of Integrated Development Planning in the province.

Internal structures to ensure development planning, budgeting and implementation monitoring are as follows:

- Council
- Mayco
- Section 79 Committees
    - Governance Committee;
    - Municipal Public Accounts Committee (MPAC);
    - Training and Development Committee;
    - Occupational Health & Safety
- Section 80 Committees
    - Roads & Transport Planning Services;
    - Financial Services;
    - Community Services;
    - Planning. Property Management and Development;
    - District Economic Development and Tourism;
    - Corporate Services; and
    - Strategic services

- Budget Steering Committee
- Technical IDP Budget & PMS Steering Committe

SECTION THREE

IDP PLANNING PROCESS

3.1. Legislative Overview of the IDP Planning Process

3.1.1 Chapter 5 and Section 25(1) of the Municipal Systems Act (2000)

(1) 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 which-

(a) links, integrates and co-ordinates plans and takes into account proposals for the

Development of the municipality;

(b) aligns the resources and capacity of the municipality with the implementation of the plan;

(c) forms the policy framework and general basis on which annual budgets must be based;

(d) complies with the provisions of this Chapter; and

(e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

3.1.2 Section 26 of the Municipal Systems Act (2000): Core components of Integrated Development Plan

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*

3.2 IDP Review Process

The Municipal Systems Act 32 of 2000, in Section 34 outlines legislative prescripts in respect of the annual review and amendment of integrated development plan.

A municipal council:
(a) must review its integrated development plan:
(i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
(ii) to the extent that changing circumstances so demand;
(iii) may amend its IDP in accordance with a prescribed process.

3.2.1 Purpose of a review

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as

corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The IDP has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- Inform other components of the municipal business process including institutional and financial planning and budgeting; and
- Inform the cyclical inter-governmental planning and budgeting cycle.

The annual review must inform the municipality's financial and institutional planning, and the drafting of the annual budget. It must be completed in time to properly inform the latter

3.2.3 Amendment of the IDP

In terms of Section 34(b) of the MSA, a municipal council may amend its IDP in accordance with the prescribed process. The need to amend the IDP could arise from the 2 different scenarios:

(a) The annual performance review; or

(b) Changing circumstances.

Based on the findings of the annual performance review of the IDP, the Municipality may decide to amend its IDP. The following factors within the annual performance review may be evaluated when considering to amend the IDP:

- Whether the aims and objectives of the IDP are reached by the Municipality;
- Whether the direction provided within the IDP is incorporated within the sectoral plans; and
- Whether the Municipal budget being spent is in line with the planned expenditure.

Changing circumstances can be regarded as general circumstances that are out of the control of the Municipality that have a substantive impact on the Municipality's policies and/or plans and could include:

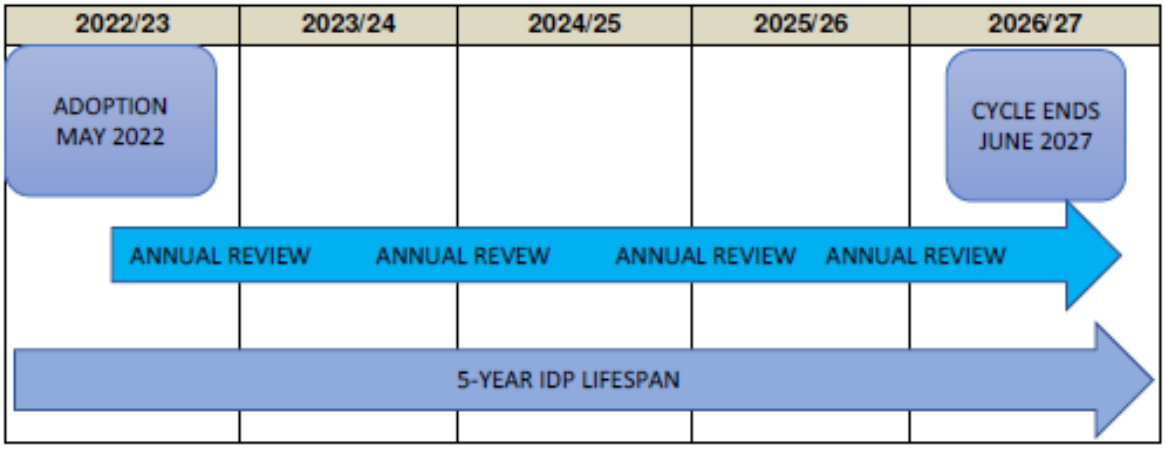
- Changes in legislation, policy, norms or standards
- Disaster (e.g. drought, pandemics, etc
- Thresholds being reached in terms of certain parameters (e.g. air quality standard, water quality standard, water supply level, etc.);

- Significant proposal for development in the municipal area that will result in significantly changed human settlement needs, socio-economic needs or altered natural environments;
- Drastic change in population growth;
- Change in political leadership resulting in the change of priorities; and
- New information that gives rise to the need for new or additional or changed policies, programmes and projects or adapted proposals.

3.3. IDP Planning Cycle for Development Of 5 Year IDP

Phase 1 : Analysis
(a) Legal Framework Analysis (b) Leadership Guidelines (c) Municipality Technical Development Analysis (d) Community and Stakeholder Development Analysis (e) Institutional Analysis (f) Economic Analysis (g) Socio-Economic Analysis (h) Spatial Analysis (i) Environmental Analysis (j) In-depth Analysis and identification of Key Development Priorities
Phase 2 : Strategies
(a) Identifying a Vision, Mission and Value System (b) Perform a Gap Analysis (c) Identify Key Performance Areas (KPA's) (d) Determine Strategies and Development Objectives (e) Link KPA's and Objectives to Sectoral Functions
Phase 3: Projects
(a) Performance Management System (b) Identify Capital Projects (c) Identify Specific Programmes (d) Compile Five Year Operational Business Plan
Phase 4: Integration
(a) Integration of Processes (b) Institutional Restructuring and Alignment

(c) Compile an Integrated Communication Plan
Phase 5: Approval (a) District Alignment (b) Public Comments (c) Provincial/National Alignment (d) Final Approval by the Municipal Council
ANNUAL IMPLEMENTATION (a) Compiling Operational Business Plans (b) Compiling Municipal Budget (c) Monitor, Evaluate and Review Reporting



3.4 Garden Route District Municipality IDP Process Time Frame

Adoption of 2022-2027 IDP

Phase	Activities	Timeframe
Initiation	Adoption of IDP Time Schedule and Revised IDP Time Schedule Adoption of District Framework and Process Plan	August 2021 January 2022 Completed by May 2022
Analysis	Community and Ward Committee meetings Stakeholder meetings	Completed by February 2022
Strategies	Strategic workshops	Completed by April 2022
Project	Municipality-wide Projects/Programmes Community Level Projects/Programmes	December – February 2022

Integration	District and B – municipalities to integrate all municipal sector plans integration	Completed by March 2022
Council consideration	District and B – Municipal Councils to consider Draft IDP	Completed by 31 March 2022
Public Participation	Communities to comment on IDPs	Completed by 30 April 2022
Council adoption	Final approval by District and B – Municipal Councils	Completed by 31 May 2022

3.5 Garden Route District Spatial Development Framework

Section 20(2) of Spatial Planning and Land Use Management (SPLUMA) Act 16 confirms that "The Municipal Spatial Development Framework must be prepared as part of a Municipality's Integrated Development Plan in accordance with the provisions of the Municipal Systems Act".

The SDF must be guided by the development principles as set out by Section 7 of SPLUMA, it must furthermore be guided by Sections 12, 20, 21 and 22 of SPLUMA

Garden Route District Municipality adopted its SDF in December 2017 and will undergo a performance review in the current financial year and be reviewed annually during the term of council.

After the performance review is completed and an amendment is required due to changing circumstances, the following phases and activities will be applicable:

SDF Review phases	Activity	Duration
Phase 1: Project initiation/Startup	• Establishment of a Project Steering Committee (PSC) • Assessment of Legislative and Policy Framework • Identification of municipal spatial issues and preliminary vision	3 weeks

Phase 2: Status Quo Analysis (Spatial Challenges & Opportunities)	• Assessment of socio-economic environment • Bio-physical & environmental analysis • Assessment of built environment characteristics • Identification of Challenges and Opportunities • Analysis and Synthesis of data	4 weeks
Phase 3: Spatial Proposals & Draft SDF	• Formulation of Strategic Framework • Formulation of Spatial Vision & Mission • Formulation of Objectives and Strategies • Identification of Spatial Proposals & Draft SDF	6 weeks
Phase 4: Implementation Plan	• Amendment and alignment with municipal plans • Implementation Framework • Integration with adjoining 7B municipality's SDFs • Capital Investment Framework	4 weeks
Phase 5: Final Reviewed SDF & Adoption	• Final Reviewed SDF • Adoption / Approval by GRDM Council • Submission to COGTA	3 weeks

Duration of phases are subject to change

SECTION FOUR

PUBLIC PARTICIPATION: IDP PROCESS

4.1. Public Participation

The Municipal Systems Act (2000), Chapter 4 encourages community participation in the affairs of the municipality. Further 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.

4.2. Mechanisms For Publlic Participation

The following mechanisms will be used for public participation within the District:

- **IDP/Budget/PMS Representative Forum**

The Forum will represent all stakeholders and will be 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 IDP Reviews
- Radio broadcasts covering the area of the municipality
- Municipal notice boards, including; libraries, satellite offices, municipal websites, etc.

- **Imbizo and Forums**

These will be broad based and will target members of the community at a greater scale in LMs.

- **The District Website, YouTube and Facebook pages**

The District's website and Facebook page will be utilised to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for communities and service providers to download.

- **District Road show**

GRDM to embark on Road shows as part of the IDP Process, to share information and to obtain community concerns.

4.3. Monitoring and Amendments

It is very critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the IDP and Budget Process Plan is recommended:

- The Municipal Manager and/or delegated official co-ordinate and monitor the IDP development process;
- Progress to be reported to the Executive Mayor, and any deviations from the Process Plan must be highlighted;
- The Executive Mayor may be advised to make amendments to the Process Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays

SECTION FIVE
MECHANISMS AND PROCEDURES FOR ALIGNMENT

5.1. 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.

Mechanisms and procedures for vertical and horizontal alignment have been discussed under Section 2- Organizational Arrangements (IDP Forum, MMF and DCF), however, 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 the WC Department of Local Government 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 and District IDP processes.

IDP Phase	Time	Alignment Activity	Roleplayers
Preparation	July-August	District Alignment Working Session	Officials from IDP, Budget and PMS from all municipalities and DLG
		MMF	District, DLG, B municipalities
		IDP & Public Participation Managers	District, DLG, B municipalities
		IDP Budget & PMS Steering Committee Meeting	District Management Team
Analysis	September - November	IDP Rep Forum Ward Committee Meetings	All municipalities Sector Departments
Strategies	October-November	Strategic Workshops	Council GRDM Administration
Projects	November-December	MMF IDP & Public Participation Meeting	DLG, District, B municipalities
		Technical IDP Budget and Performance Committee Meeting	District Management Team
Integration	December-April	IDP Rep Forum LG MTECH/TIME	District Sector Departments
Approval	March- May	SIME Council Meeting	District, DLG, Sector Departments Council

5.1.1. Role-players:

While the IDP process is a local government process, it also requires substantial input and support from other spheres of Government i.e. National and Provincial departments (as well as the private sector, parastatal bodies, NGOs, CBOs and the community at large). Accordingly, there needs to be alignment with these role-players. In principle, the roles of the various spheres of government in the IDP Review process are anticipated to be as follows:

National Linkages:

The national sphere of Government should at least provide a framework for the preparation of the Sector Plans, and where possible funding for such plans. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.

Alignment of the Joint District and Metro Approach and the Integrated Development Planning

As part of the process of strengthening sector participation in the development of the District IDPs, national and provincial sector departments will be expected to share their current and future projects and programmes for the Garden Route

Region. Further sector departments will be expected to participate in the IDPs processes of the District. The strategic planning sessions of municipalities will be utilized as one of the key platforms to enable the participation of the external stakeholders to contribute to the development of the IDPs.

Provincial Level*:*

As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sector Plans. This will contribute to the creation of a normative framework and consistency between municipalities. The development of the Sector Plans programmes needs to be coordinated, aligned and cascaded down to local level.

This can be facilitated at the provincial level through the Office of the Premier.

Western Cape Provincial Strategic Plan (2019-2024)

The PSP, a bold policy agenda and implementation plan gives expression to our strong view that progress must be built on a "whole-of-society" approach in which citizens, civil society and business actively partner with the state – encapsulated in the Western Cape Government's "Better Together" slogan.

This Provincial Strategic Plan details how, over the next five years, we will: 1) build safe and cohesive communities, 2) boost the economy and job creation, 3) empower our people, 4) promote mobility and spatial transformation, while at the same time 5) driving innovation within a culture of a truly competent state. 8

District Level:

Garden Route District identified a number of projects as part of its IDP development and review. These relate to studies that have been conducted throughout the district, strategies and implementation plans. These sector plans are coordinated by HOD's respectively, to ensure alignment with the Spatial Development Framework and the IDP timelines.

New sector plans may be developed and/or existing ones reviewed during the IDP Review process.

All Garden Route District Municipal sector plans, together with a number of policies, are accessible at Garden Route District Municipality, and can be made available to Local Municipalities on request.

5.2 Conclusion

The IDP Process Plan is a process that guides the planning, drafting, adoption and review of its IDP. It also provides a time schedule of activities and events to be undertaken in the process of developing the actual District IDP and supporting IDP processes of the LMs to ensure alignment.

5.3 IDP Budget & PMS Time Schedule

Below is a summary of key activities in terms of the IDP, Budget and Performance Management, for development of the 2023 -2024 IDP. The B Municipalities were requested to include all activities in green where possible for alignment purposes.

PREPARATION & ANALYSIS			
Activity	**Responsible Unit or Department**	**Legal reference**	**Date**
Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into	**IDP**	Circular 63 of the MFMA MFMA Section 127(5)	September 2022
Annual Report is made public and representation is invited	**IDP**	MFMA Section 127(5)	September 2022
Start setting up spreadsheets for budget submissions (Budget Office)	**Finance**	MFMA Section 21(1) (b MFMA Section 21 (1) (b	September 2022
Review the Long term Financial Plan	**Finance**	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must Include a budget projection for at least the next three years.	September 2022
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working day of the start of the month.	**Finance**	MFMA 71 (1)	September 2022
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	**Finance**	MFMA 71 (5)	September 2022
Submit monthly statement to the provincial or national organ of state or municipality on allocations received – within 10 working days of the start of the month.	**Finaance**	MFMA 71 (5)	September 2022

Submit monthly report on salaries and wages expenditure to council – within 10 working days of the start of the month.	**Finance**	MFMA 66	September 2022
Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, and financial outlook to identify need to review fiscal strategies.	**Finance**	Guidance MFMA	September 2022
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month.	**Finance**	MFMA 54 (1)	September 2022
Premier's Co-ordinating Forum – Joint consultation with Western Cape Cabinet, JDMA Processes	**HoDs, Municipal Managers and relevant Senior Management**	IGR Framework Act 13 of 2005 Western Cape Governent process	September 2022
Provincial IDP Managers Forum	**IDP**	IGR Framework Act 13 of 2005 Western Cape Governent process	1& 2 September
B Municipalities Public Participation Process	**B Municipalities and District on request**		
GDS/JDMA Garden Route Technical Steering Committee Meeting	**LED/IDP**	JDMA process	September 2022
Re adopt current SDF	**Town Planner**		September 2022
Conduct a Performance Review of projects of the Current SDF Add new information/ projects and	**Town Planner**		September 2022 – December 2022

projects not completed in the current SDF Use New/Updated Sector Plans to inform Review			
MMF& DCF	**IDP**	IGR Framework Act 13 of 2005 District Process	13 September 2022
Annual Report: Closing date for comments on Annual Report	**IDP**		October 2022
MPAC Meeting – Annual Report	**Office of the MM**		October 2022
B Municipalities Public Participation Process	**B Municipalities and district on request**		October 20222
Oudtshoorn IGR / Stakeholder Representative Forum Meeting Municipality:	**IDP**		20 October 2022
Internal analysis • critical issues / with respect to every service • minimum service levels institutional	**IDP**		October 2022
IDP Budget & PMS Steering Committee Meeting	**IDP**		October 2022
Commence with salary, vehicle and operating budget Send out capital budget spreadsheets to departments	**Finance**		October 2022
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	**Finance**		October 2022
GDS/JDMA Garden Route Technical Steering Committee Meeting	**LED/IDP**	JDMA Process	October 2022

HoD/MM engagement – Joint consultation on providing context to provincial policy priorities.	**Office of MM**		
Medium-Term Budget Policy Committee – Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	**Finance**	JDMA Process	October 2022
STRATEGIES, PROJECTS & PROGRAMME IDENTIFICATION			
Activity	**Responsible Unit or Department**	**Legal Reference**	**Date**
MMF & DCF	**IDP**	IGR Framework Act 13 of 2005 District Process	10 November 2022
Deadline for capital budget inputs from departments	**Finance**		November 2022
Joint District and Public Participation Forum	**IDP**		November 2022
IDP Budget & PMS Representative Forum	**IDP**		29 November 2022
Commence with compilation of Adjustments Budget (B Schedule and Report)	**Finance**		December 2022
Provincial IDP Managers Forum	**IDP**	IGR Framework Act 13 of 2005 Western Cape Governent process	1-2 December 2022
Final Annual Report and Oversight Report tabled to Council, submitted to PT NT, AG and made public	**IDP**		December 2022
INTEGRATION			
Activity	**Responsible Unit or Department**	**Legal Reference**	**Date**
Finalise in the prescribed formats	**Finance**	National Treasury Guidelines	January 2023

incorporating National & provincial budget allocations			
Finalise budget policies	**Finance**	National Treasury Guidelines	January 2023
Section 72 mid-year assessment report	**Finance** **PMS**	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year- (a) assess the performance of the municipality during the first half of the financial year... and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year	25 January 2023
Submit Performance Review report to Council	**Town Planner**		January 2023
Adjustments Budget	**Finance**	MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget. MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.	January 2023
Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	**Finance**	MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.	January 2023

IDP Budget & PMS Steering Committee	**IDP**	Internal Process	February 2023
Finalise the draft capital and operating budget and budget related policies	**Finance**		February 2023
Joint IDP & Public Participation Managers Fourm	**IDP**	IGR Framework Act 13 of 2005 District Process	2 February 2023
MMF & DCF	**IDP**	IGR Framework Act 13 of 2005 District Process	9 February 2023
Technical Integrated Municipal Engagements with Provincial Sector Departments	**Office of the MM**	Western Cape Government process	February 2023
Institutional Strategic Planning Session	**Office of the MM** **IDP**		February 2023
Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	**Finance**	MBRR Regulation 26	February 2023
Submit the approved adjustments budget to Provincial Treasury and National Treasury	**Finance**	MBRR Regulation 24(1)	February 2023
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year)	**Finance**	MFMA Section 37(2)	February 2023
APPROVAL			
Activity	**Responsible Unit or Department**	**Legal Reference**	**Date**
Provincial IDP Managers Forum Meeting	**IDP**	IGR Framework Act 13 of 2005 Western Cape Governent process	2-3 March 2023
Table draft IDP and budget in Council (at least 90 days before the start of the budget	**IDP** **Finance**	MFMA Section 16:	March 2023

year)			
Compile draft SDBIP and submit to council	**PMS**		March 2023
Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	**IDP** **Finance**	MFMA Section 22(a)	April 2023
Submit the draft IDP and budget to the Local Government, Provincial Treasury, NationalTreasury and other affected organs of state	**IDP** **Finance**	MFMA Section 22(b)	April 2023
Conclude process of consultation on tabled budget and IDP with community and other stakeholders and assist Mayor to revise budget following feedback, taking into account the results of the third quarter (section 52) report.	**IDP** **Finance**	MFMA 68	April 2023
IDP Budget & PMS Rep Forum	**IDP**	IGR Framework Act 13 of 2005 District Process	18 April 2022
Integrate and align to IDP documentation and draft SDBIP	**PMS**		
Consider monthly (section 71) report, review implementation of SDBIP, identify problems and amend or recommend appropriate mechanisms. Submit report to council and make public any amendment to the SDBIP – due end of the month	**Finance**	MFMA 54 (1)	April 2022
SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget	**IDP**	IGR Framework Act 13 of 2005 Western Cape Governent process	April/May 2022

Table final IDP and budget in Council (at least 30 days before the start of the budget year)	**IDP Finance**	MFMA Section 24(1):	May 2023
Preparing final IDP and Budget documentation for final approval by council, review any other comments from National, or Provincial Government or organ of state.	**IDP Finance**	MFMA 68 and MSA Guidance	May 2023
Place quarterly (section 52) report on budget implementation of the municipal website.	**Finance**	MFMA 75 (1) (k)	May 2023
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month.	**Finance**	MFMA 71 (1)	May 2023
Consider monthly (section 71 report, review implementation of SDBIP, identify problems and amend or recommend appropriate amendments.	**PMS**		
Submit report to council and make public any amendment to the SDBIP – due end of the month.	**PMS**		
Give notice to the public of the adoption of the IDP and that copies or extracts are available for public inspection at specified places (within 14 days of adoption	**IDP**	MSA Section 25(4)(a	**June 2023**
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	**Finance**	MFMA Section22(a,b)	**June 2023**

Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)	**PMS**	MFMA Section 69(3):	**June 2023**
Submit monthly report on the budget to the Mayor, Provincial Treasury and National Treasury – within 10 working days of the start of the month	**Finance**	MFMA Section 71	**June 2023**
Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan		IGR Framework Act 13 of 2005 District Process	**June 2023**
MMF & DCF		IGR Framework Act 13 of 2005 District Process	**June 2023**
Provincial IDP Managers Forum Meeting		IGR Framework Act 13 of 2005 Western Cape Governent process	**June 2023**
District IDP Budget & PMS Alignment Working Session	**PMS**	MFMA Section 53(1)(c)(ii) MFMA Section 53(3)(b): MBRR Reg 20(2)(b): MFMA Section 53(3)(a):	**July 2023**
Provincial Public Participation Mangers Forum	**IDP**		**July 2023**
External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	**Office of the MM**		
External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	**Finance**		
Submit annual financial statements and annual performance report to the Auditor- General for auditing (within two months after the end of the financial year)	**Finance**		

Council adopts IDP time schedule for next financial year	**IDP**	MFMA Section 21	**August 2023**
Unaudited Annual Report and tabled to Council	**PMS** **IDP**	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing MFMA Section 21(1)(b) Circular 63 of the MFMA	
Make public the performance agreements of Municipal Manager and Senior Managers	**PMS**	MFMA Section 53(3)(b):	**August 2023**

Dates provided in this time schedule are subject to change.