



## **DISTRICT MUNICIPALITY**

## **IDP PROCESS PLAN**

**2021/22 – 2025/26**

Adopted 28 March 2022

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## SECTION ONE

### INTRODUCTION AND BACKGROUND

#### 1.1 INTRODUCTION AND BACKGROUND

The IDP Process Plan is a process that guides the planning, drafting, adoption and review of its Integrated Development Plan (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 Local municipalities to ensure alignment.

The Process plan is an organised activity plan that outlines the process of development of the IDP/Budget and Performance. This Process Plan outlines the manner in which the 2022/23 – 2026/27 IDP development and Budget process will be undertaken. It has been prepared in line with the 2022 - 2027 District IDP Framework Plan.

Section 153 of the Constitution of the Republic of South Africa (1996) 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.

In order to ensure certain minimum quality standards of the IDP, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which is in essence the IDP process set out in writing, requires the adoption by Council. This Plan has to include the following:

- A programme specifying the time frames for the different planning stages;
- 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;

- 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.

## 1.2 LEGAL CONTEXT

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

### 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.*

### 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 Annual Budget and the IDP are inextricably linked to one another, something that has been 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).*

### **1.3 HORIZONTAL AND VERTICAL ALIGNMENT ... FRAMEWORK PLAN**

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region, and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Section 27 of the Municipal Systems Act 32 of 2000 provides further guidance on the compilation of the District Framework Plan for integrated planning. Accordingly, the section requires that a district municipality must develop and adopt a framework for integrated development planning in consultation with local municipalities under its jurisdiction intended to guide the development of the district IDP and the IDPs of local municipalities. The Act mandates that this framework must be consulted with the local municipalities within its area in order to ensure consensus and buy-in on the framework. The consultation is important as the contents of the framework will be implemented by the local municipalities.

The District Framework will serve as a coordination tool to ensure that priorities, programmes and projects of local municipalities and the district are aligned with national priorities and programmes in order to facilitate integrated development. The framework is for a five-year period, aligned to the IDP cycle and electoral mandate and can be reviewed annually. The framework should therefore provide direction to the local municipalities on development priorities through the IDP. This will ensure that the local IDPs are coordinated and aligned to maximize the limited resources and respond to the identified needs of the local communities. According to Section 27(2) of the Act, the District IDP Framework is binding on both the district and the local municipalities in the area of the district municipality. To this effect the act provides the minimum requirements of the framework plan.

#### 1.4 DISTINCTION BETWEEN PROCESS PLAN AND TIME SCHEDULE

Process Plan (five-year)	Time Schedule (annually)
<p>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.</p>	<p>In accordance with Section 21 of the MFMA the Council must adopt a time schedule outlining key deadlines 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.</p>

**SECTION TWO**

**ROLES AND RESPONSIBILITIES**

ROLE PLAYER	ROLES AND RESPONSIBILITIES
<b>Internal Stakeholders</b>	
<p>Council:</p> <ul style="list-style-type: none"> <li>• Adoption of a District Framework and Process Plan.</li> <li>• Ensure the amendment of the IDP under changing circumstances.</li> <li>• Adoption of the IDP and Budget</li> </ul> <p>Executive Mayor:</p> <ul style="list-style-type: none"> <li>• General management of the drafting of the IDP</li> <li>• Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees.</li> <li>• Recommend the draft IDP and Budget to the Council for adoption/Approval.</li> </ul> <p>Municipal Manager:</p> <ul style="list-style-type: none"> <li>• Decide on planning process;</li> <li>• Monitor the process of IDP/SDF Review;</li> <li>• Overall Management and co-ordination;</li> <li>• Provide the necessary resources for the compilation and implementation of the IDP/SDF.</li> <li>• Ensure that the Budget and SDBIP is informed by the approved IDP.</li> </ul> <p>Head of Departments:</p> <ul style="list-style-type: none"> <li>• Provide technical/ sector expertise</li> <li>• Identify strategic gaps in the existing plans, and advise accordingly</li> <li>• Prepare and review selected Sector Plans.</li> <li>• Prepare draft progress reports and proposals.</li> </ul> <p>IDP Manager</p> <ul style="list-style-type: none"> <li>• Day-to-day management of the process</li> <li>• To ensure that the Process Plan is finalised and adopted by Council;</li> <li>• To adjust the IDP according to the proposals of the MEC;</li> <li>• To ensure the continuous participation of role players;</li> <li>• To monitor the participation of role players;</li> <li>• To ensure appropriate procedures are followed;</li> <li>• To ensure documentation is prepared properly;</li> </ul>	

- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP
- To submit the reviewed IDP to the relevant authorities.

**Budget Steering Committee:**

- The IDP/Budget Steering Committee will be chaired by the Portfolio Chairperson: Financial Services;
- Secretariat will be provided by the Administration;
- Members of the IDP/Budget Steering Committee will comprise the Senior Management of the DM, the staff responsible for the preparation of the IDP and Budget (IDP, PMS and Budget and any other members as the Municipal Manager may deem fit).
- Provide terms of reference for the various planning activities associated with the IDP and Budget;
- Considers and comments on:
  - Inputs from sub-committee/s, focal groups and consultants;
  - Inputs from provincial sector departments and support providers; and
  - Public inputs.
- Processes, summarises and documents outputs;
- Makes content and technical recommendations; and
- Prepare, facilitate and documents meetings.

**External Stakeholders**

**Community, Organisations, Businesses and Sector Departments:**

- Must participate in the drafting of the IDP
- Must have an equal opportunity during the Public Participation process
- Must participate in the drafting of the budget



## SECTION THREE

### IDP PLANNING PROCESS

#### 3.1 The Integrated Development Plan

##### 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.*

### 3.1.3 Regulation 3 of the Municipal Planning and Performance Management Regulations of 2001

#### Detail of integrated development plan

*A municipality's integrated development plan must at least identify 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 programs to be implemented' within the municipality by any organ of state; and*
- (e) *the key performance indicators set by the municipality.*

*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 \*hat are not attached, provided they are open for public inspection at the Offices of the municipality in question.*

*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.*

*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.*

### **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.

The purpose of the annual review is therefore to:

- reflect and report on progress made with respect to the strategy in the 5-year IDP
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- 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.

### **3.2.2 What the review is Not**

- The Review is not a replacement of the 5-year IDP; and
- The Review is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new whims and additional demands.

### **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

This illustration represents the continuous cycle of planning, implementation and review throughout the five-year lifespan of the IDP.

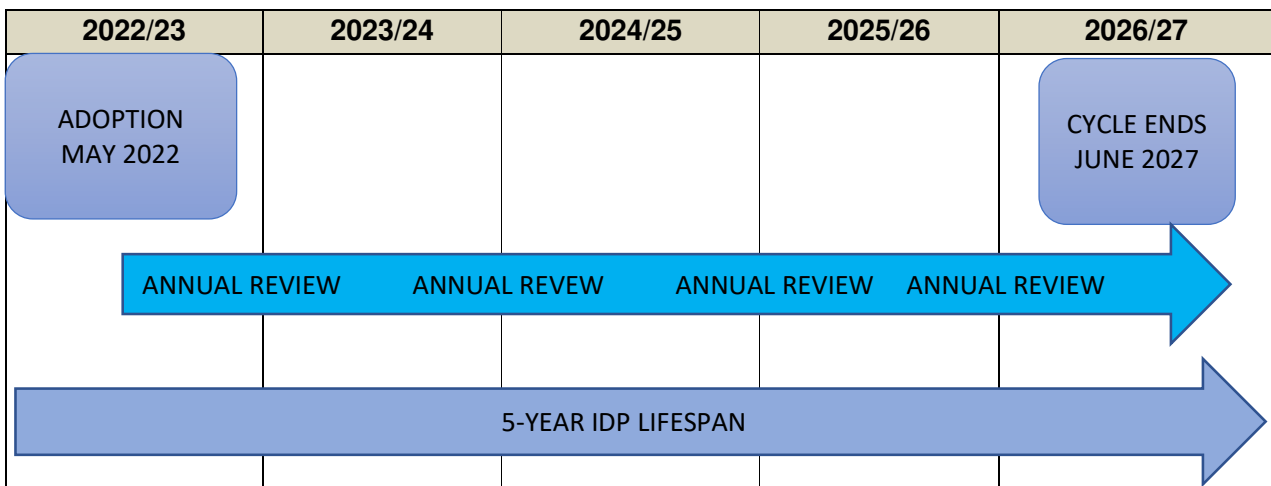
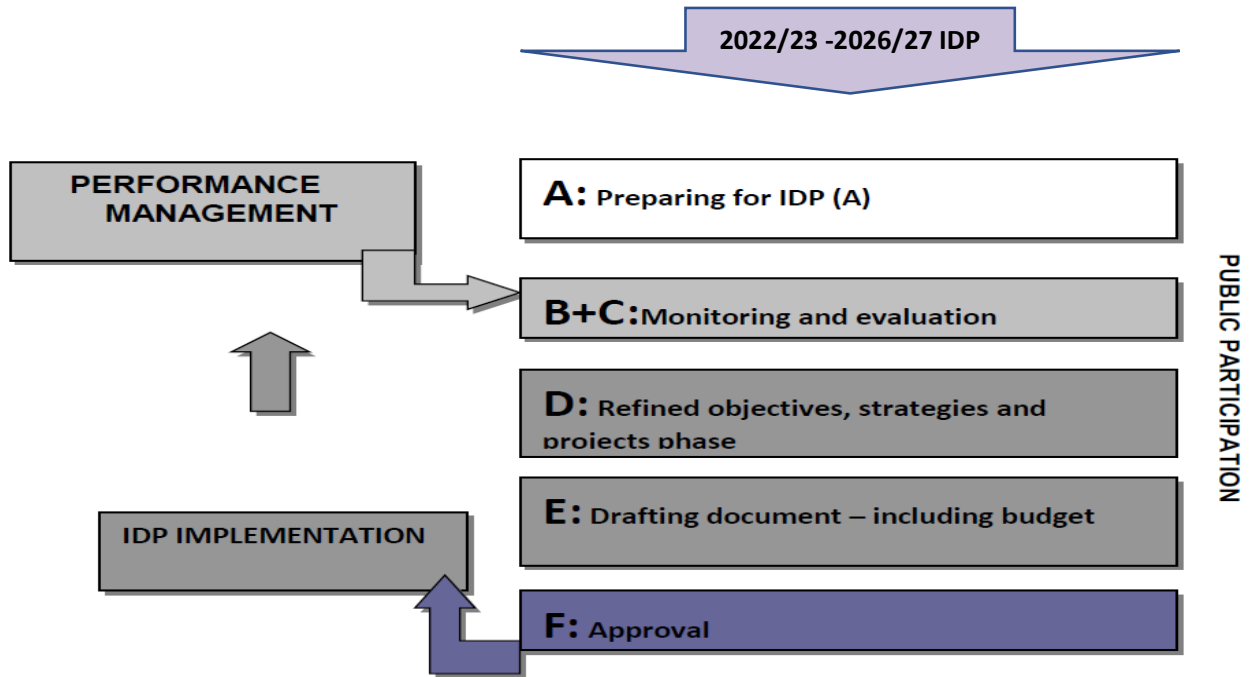


Illustration captures a summary of the IDP process.



### 3.4 PHASES OF IDP PROCESS

Phase	Activities	Timeframe
<b>Analysis</b>	Community issues brought to Municipality’s attention through ward committees, public meetings or stakeholder meetings.	<b>Feb 2022</b>
<b>Strategies</b>	Determine Vision, Mission, Strategic Objectives, outcomes, measurable outputs and targets.	<b>Jan - Feb 2022</b>
<b>Projects, Programmes</b>	Details of the possible solutions are discussed to determine what is needed (budget, timing, how long, when, by who).	<b>March – April 2022</b>
<b>Integration</b>	Screening, revision and integration of programmes, projects, sector plans, operational and business plans are integrated and budgeted for.	<b>March – April 2022</b>
<b>Approval</b>	Plan to table at Council and discuss at ward committees, public meetings or stakeholder meetings.  Finalise and approve the IDP and budget. Publicise the IDP and budget for public comment and submissions, Consultation and final approval.	<b>March – May 2022</b>  <b>Final Approval May 2022</b>

## SECTION FOUR

### PUBLIC PARTICIPATION: IDP PROCESS

Chapter 4, of the Municipal Systems Act (2000), Community Participation (ss 16-22), indicates the importance of Public Participation.

#### 4.1 FUNCTION AND CONTEXT OF PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

#### 4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilised:

- Joint Public Participation Engagements between the district and local municipalities

A district wide calendar of events will be drawn up with the local municipalities. These events, though initiated by the local municipalities, will be supported in principle and administratively by the district municipality. All inputs raised by stakeholders will be recorded and provided to the district municipality to be considered as part of the Analysis Phase of the IDP. These specific meetings will be sector based and excludes Ward-based meetings by the local municipalities.

- IDP Public Participation Forums / Stakeholder Forums

The Forum will represent all stakeholders, business and community organisation and additional organizations will be encouraged to participate in the forum throughout the process.

- Media

- 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; satellite offices, municipal websites, etc.



- The District Website and Facebook

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.

### **4.3 PROCEDURES/PROCESS FOR PARTICIPATION**

#### **Council Approval**

The Draft IDP will be presented to full Council prior to consideration by end March 2022. Council will then adopt the 5<sup>TH</sup> Generation IDP and Budget by the end of May 2022.

#### **Matters, Mechanisms and Procedures for Alignment and Consultation**

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 are 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 Western Cape 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.

Two kinds of alignment are required, namely:–

- Between Overberg District Municipality and the four Local municipalities as well as with other municipalities sharing borders with the district municipalities;
- Between the Local Government institutions and the Overberg District Municipality on the one hand, and National and Provincial spheres of Government and corporate service providers on the other.

Each municipality will need to internally ensure that IDP projects that have commenced already are aligned with new projects and that the continuation thereof is safeguarded within the new process. The Overberg District Municipality accepts responsibility for all alignment processes at Local Government level in the District.

Special attention must be given to the following overall aspects during all phases of the planning process and in all alignment actions: –

- Horizontal alignment between the IDPs of the local municipalities.
- Ensuring vertical alignment between district and local IDPs.
- Facilitation of alignment of district and local IDPs with the policies and strategies/programmes of other spheres of government and sector departments, to ensure that they qualify for allocations from departmental budgets and allocations.
- Facilitation of alignment between IDP strategies and programmes of the ODM and local municipalities on the one hand and corporate service providers on the other hand.
- The joint promotion of regional vision and cultivating an IDP focus and awareness throughout the region.
- Special attention to addressing agency services rendered by the ODM on behalf of the Provincial Authority.
- Dealing with conflict during alignment processes.
- Integration between the SPLUMA and IDP processes (The Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA))

Joint strategic sessions will also consider the following aspects:–

- Regional economic development;
- Human development in the region;
- The Spatial Development Framework for the region, keeping in mind the new SPLUMA regulations;
- The sustainable utilisation of scarce resources, with special reference to environmental viability;
- Proactive consultation and coordination between district and local municipalities on delivery programmes and projects in the district, to ensure an integrated approach throughout and the achievement of common district objectives in the process;
- Action-specific principles, e.g. bioregional planning principles, will be fundamental to all spatial planning in the district;
- Information sharing among municipalities in the region;
- Priorities identified by more than one local municipality which as such can be regarded as partial regional priorities;
- Proactive definition of components, strategies and programmes of the IDP/IDPs arising from non-municipal line functions, as well as crosscutting dimensions such as poverty, gender issues, etc. that have to be addressed;
- Coordination of actions and implementation of IDP strategies.

#### **4.4 PROCEDURES AND PRINCIPLES FOR MONITORING THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK**

##### **Procedures and Principles for Monitoring the Planning Process**

The following procedures and principles will apply to the monitoring of the planning process:–

- Each municipality is responsible for monitoring its own process and for ensuring that the agreed principles and programmes for the Framework are adhered to.
- Each municipality will use its IDP Steering Committee together with the IDP Coordinator/ Manager concerned as the responsible monitoring agent. The monitoring agent is responsible for reporting on progress/problems upward to the Council and Mayoral Committee concerned and downward to departmental heads, officials and functionaries.
- Sections 83 and 84(1)(a) of the Municipal Structures Act (2000), empower the ODM to monitor the process at district and local level.

The IDP Manager of the Overberg District Municipality monitors the processes at Local municipalities by way of regular liaison and enquiries.

##### **Amendment of Framework**

The following procedures and principles will apply to addressing any departure/ amendment to the Framework and/or the planning process as such:–

- The committee of IDP Managers meets quarterly in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the Framework and the planning process are required.
- Each municipality must notify the ODM within five (5) working days of any departure from its Action Plan that may have an impact on district-level activities and programmes.

Requests to amend the Framework must include:-

- The wording of the proposed amendment;
- Motivation for the amendment;
- Expected implications of the amendment.
- ODM's IDP Manager deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comment is invited.
- The District IDP Managers Forum responsible for the preparation of the Framework continues with the mandate to consider proposals for the amendment of the Framework, to define proposals for amendment and to approve these.
- ODM's IDP Manager amends the Framework and submits it to the various Councils for final approval to the District Coordinating Forum.

## 4.5 COMPONENTS FOR INCLUSION IN INTEGRATED DEVELOPMENT PLANS

### Clear Analysis of Municipal Reality and Clear Development Strategy

- Socio-economic analysis of municipal area: (Ward-based profiling within the municipal area)
- Clear development vision
- Clear economic development strategy (to broaden economic participation skills development and higher investment rate)
- Clear strategy for people development (skills / health / education)
- Clear actions for development of natural resource base
- Action for integrated human settlement (spatial planning logic)
- Sectoral plans in support (water, transport, energy, land reform)

### Targeted Basic Services and Infrastructure Investment

- Basic service provision that addresses national targets for basic service provision (water, sanitation, electricity, waste removal/sanitation)
- Clear medium- to long-term infrastructure provision strategy: Targeting of services and infrastructure to specific areas
- Maintenance of infrastructure is addressed, MIG and other infrastructure grants are optimally utilized

### Community Involvement in Planning and Delivery

- Municipal-wide engagement on IDP and related task teams
- Communication on IDP through council and ward structures

### Institutional Delivery Capacity within Municipality

- Clear project and service delivery plans
- Budget linked to IDP priorities and projects
- Clear performance indicators for IDP implementation: services/project.
- Internal skills, systems and implementation responsibilities.

- **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.

- **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.

### **ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES**

Every attempt has been made in this IDP Process Plan to align the processes of the IDP and Budget preparation, and the Performance Management System (PMS).

### **KEY ACTIVITIES**

Below is a summary of key activities in terms of the IDP, Budget and Performance Management, for development of the 2022/23 – 2026/27 IDP.

**KEY ACTIVITIES : CYCLE FOR DEVELOPMENT OF THE 2022/23 – 2026/2027 IDP INCLUDING THE PMS AND BUDGET LINKAGE**

In accordance with Section 28(1) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), “each municipal council, within a prescribed period after the start of its elected term, must adopted a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.”

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>August 2021</b>	<ul style="list-style-type: none"> <li>▪ Tabling of IDP/Budget Time Schedule to Council for adoption</li> <li>▪ Advertise IDP/Budget Time schedule for public information and in order to meet AG audit requirements</li> <li>▪ District IDP Managers Engagement to align Time Schedules</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF)</li> <li>▪ Engagement session on review of 2001 Municipal Planning and Performance Management Regulations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve IDP/Budget Time Schedule for 2021/2022</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</li> <li>▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Tabling of Draft Performance Report to Audit- &amp; Performance Audit Comm</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>
<b>September 2021</b>	<ul style="list-style-type: none"> <li>▪ 22 September 2021: District Public Participation &amp; Communications Forum – communication activities; upcoming Local Government Elections</li> <li>▪ Cape Agulhas Municipality: Public Participation Engagements: 1- 30 September 2021</li> </ul>		<ul style="list-style-type: none"> <li>▪ Auditor-General audit of performance measures</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> </ul>
<b>October 2021</b>	<ul style="list-style-type: none"> <li>▪ Preparation in respect of planned Local Government Elections</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ Provide an update of the Draft MSDF and request that the Council gives permission for the MSDF to be advertised for 60 days between early January 2022 to early March 2022 and to authorize the budgetary allocation for the advertising process.</li> <li>▪ Continue with the finalization of the Draft ODM SDF.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compilation of Q1 Performance Report</li> <li>▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report</li> <li>▪ Sec 57 Managers quarterly informal assessments (for first quarter)</li> <li>▪ Internal Audit, audit Q1 performance</li> <li>▪ Make public Q1 report</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 25(3), 34</li> <li>▪ MFMA, 2003 S35, 36, 42, 52</li> <li>▪ MTBPS</li> </ul>

<p><b>November 2021</b></p>	<ul style="list-style-type: none"> <li>▪ 1 November 2021 Local Government Elections</li> <li>▪ Local Municipal Councils constituted: 11 November 2021 Swellendam 17 November 2021 Overstrand 22 November 2021 Cape Agulhas 22 November 2021 Theewaterskloof</li> <li>▪ Provincial CommTech Forum</li> <li>▪ Overstrand new Ward Committee elections and inductions</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ ODM to have advertisement and Gazette Notice prepared, and funding and process confirmed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco determines strategic choices for next three years</li> <li>▪ Request input for budget related policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarterly Audit- &amp; Performance Audit Committee Meeting (for first quarter of current financial year) MFMA section 166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Previous financial year Final S57 Managers Performance Assessments</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 105</li> <li>▪ MFMA, 2003 S71, 166</li> </ul>
<p><b>December 2021</b></p>	<ul style="list-style-type: none"> <li>▪ 1 December 2021: District Public Participation &amp; Communications Forum</li> <li>▪ Overberg DM Council constituted: 6 December 2021</li> <li>▪ Provincial engagement with Districts: discussion on District IDP/One Plan</li> <li>▪ Provincial Public Participation Forum</li> </ul>	<ul style="list-style-type: none"> <li>▪ Request input from Municipal Departments for the capital and operating budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise 2019/2020 Annual Report (MFMA section 121)</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S31, 34, 105</li> </ul>
<p><b>January 2022</b></p>	<ul style="list-style-type: none"> <li>▪ 31 January 2022: Tabling of Revised IDP/Budget Time Schedule to Council for adoption</li> <li>▪ Overstrand Ward Committee meetings – review IDP ward priorities</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ The Draft SDF must be submitted to the Provincial Minister for written comment.</li> <li>▪ The Council must give notice of the proposed MSDF in the Provincial Gazette and local media.</li> <li>▪ The Council must invite the public to submit written representations on the Draft SDF to Council within 60 days after the publication of the Notice. All representations received must be considered. In addition, any organs of state or other role-players must be identified and consulted on the proposed MSDF.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare detailed draft budgets and plans for the next three years</li> <li>▪ Table Mid-Year review to Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayor tables Draft Annual Report for financial year - MFMA section 127(2)</li> <li>▪ Council adopts Draft Annual Report for year ending June</li> <li>▪ Compilation of Q2 Reports</li> <li>▪ Q2 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA)</li> <li>▪ Internal Audit, audit Q2 performance</li> <li>▪ Make public Q2 report</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 S83</li> <li>▪ Systems Act, 2000 S34</li> <li>▪ MFMA, 2003 S21, 36, 52, 72, 75</li> </ul>

<p><b>February 2022</b></p>	<ul style="list-style-type: none"> <li>▪ Consider impact of mid-year Budget and Performance Report in Draft IDP</li> <li>▪ 8 February 2022: District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of Draft IDPs – and District IDP Framework- and Process Plan discussions</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) – alignment and standardisation of processes</li> <li>▪ 17 February 2022 Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba</li> <li>▪ Swellendam Public engagements Wards 1-6 in February: 14; 15; 16; 17; 21 &amp; 22<sup>nd</sup></li> <li>▪ Swellendam Local Sector Engagements: Sector inputs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise draft budget-related policies</li> <li>▪ Finalise draft budgets and plans for the next three years</li> <li>▪ Workshop draft budget and policies with Directors/Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make public Annual Report and invite community inputs into report (MFMA section 127 &amp; MSA section 21a)</li> <li>▪ Submit Annual Report to A-G, Provincial Treasury &amp; CoGTA (MFMA section 127)</li> <li>▪ Make public the Mid-year Report</li> <li>▪ Prepare Draft SDBIP</li> <li>▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Draft SDBIPs for next financial year developed and for incorporation into Draft IDP of next financial year</li> <li>▪ Refinement of KPI's and targets for inclusion in Draft IDP</li> <li>▪ Preparation of Oversight Report on Annual Report</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 17, 31, 34, 105</li> <li>▪ MFMA, 2003 S21, 28, 87, 127, 166</li> </ul>
<p><b>March 2022</b></p>	<ul style="list-style-type: none"> <li>▪ Integration of information from adopted sector plans into IDP</li> <li>▪ Initiation of new sector plans into IDP</li> <li>▪ 10–11 March 2022: Provincial IDP Managers Forum</li> <li>▪ Strategic Session of Council - present final reviewed municipal strategies, goals, KPI's and targets</li> <li>▪ Executive Mayor reaffirms strategic trajectory</li> <li>▪ 18 March 2022: District IDP Managers Forum – workshop Draft Framework Plan and Process Plan</li> <li>▪ Update and review of strategic elements of as per Council focus</li> <li>▪ Finalise revised strategies, goals and KPIs for inclusion in Draft IDP</li> <li>▪ Circulate 5-year strategic planning template to HODs</li> <li>▪ Proposed National and Provincial allocations to municipality incorporated into Draft Budget and IDP</li> <li>▪ 28 March 2022: Council Meeting: presentation and tabling of Draft 5-year IDP to Council; and</li> <li>▪ Tabling of Draft- District Framework- and Process Plan</li> <li>▪ District Public Participation/Communications Forum – sharing of communication activities and impact of LGE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco/Budget Steering Committee consider budget and plans and changes to IDP</li> <li>▪ Mayor tables budget, resolutions, 90 days before the start of the financial year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Table Annual Report to MPAC for input in order to compile Oversight Report</li> <li>▪ Council to consider and adopt an Oversight Report [Due by 31 March]</li> <li>▪ Table Revised SDBIP (if necessary)</li> <li>▪ Set performance objectives for revenue for each budget vote</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 34 &amp; as amended</li> <li>▪ MFMA, 2003 S16, 17, 22, 37, 42, 129</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas &amp; preliminary budget proposals for 2022/23 – March/April</li> <li>▪ Swellendam addition IDP engagements in March: 14; 29 &amp; 30<sup>th</sup></li> <li>▪ 31 March – 1 April 2022 Overberg IDP Indaba II</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ Overview of SDF presented to Full Council and Management at the Strategic Session of Council.</li> <li>▪ Prepare a comments and responses table. Consider comments received and amend the MSDF accordingly.</li> </ul>			
<b>April 2022</b>	<ul style="list-style-type: none"> <li>▪ Submit Draft IDP to Locals, Province, National- &amp; Provincial Treasury</li> <li>▪ Publish Draft IDP at strategic points across the region - for public comment/input – considering possible lockdown protocols</li> <li>▪ Consider written representations in respect of Draft IDP</li> <li>▪ April/May 2022: LGMTEC: Draft IDP Assessments by Provincial Government – consider recommendations</li> <li>▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas &amp; preliminary budget proposals for 2022/23 – March/April</li> <li>▪ Cape Agulhas Public Participation engagements in April: 11-12; 14; 19; 20; 21; 28 &amp; 28<sup>th</sup></li> <li>▪ Theewaterskloof Public Participation in April: 7; 11; 12; 13; 14 &amp; 18<sup>th</sup></li> <li>▪ Overstrand Public Participation on Draft IDP &amp; Draft Budget</li> <li>▪ Swellendam: 2<sup>nd</sup> Phase of Public IDP/Budget Feedback Meetings Wards 1-6: 22 &amp; 23 February</li> <li>▪ Swellendam Local Sector Engagements: Sector inputs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit Draft Budget to PT/NT</li> <li>▪ Publicise Draft Budget for public comment</li> <li>▪ Public participation period</li> <li>▪ Consider written representations in respect of Draft Budget</li> <li>▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Q3 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Sect 57 Managers' informal quarterly assessments</li> <li>▪ Review annual organisational performance targets (MPPR Regulation 11)</li> <li>▪ Internal Audit, audit Q3 performance</li> <li>▪ Make public Q3 report</li> <li>▪ Community input into organisational KPIs and targets through the Draft IDP process</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 25, 31, 34, 105</li> <li>▪ MFMA, 2003 S22, 23, 37, 52</li> </ul>
<b>May 2022</b>	<ul style="list-style-type: none"> <li>▪ 6 May 2022: WC Government/ODM Strategic Integrated Municipal Engagement (SIME)</li> <li>▪ District IDP Managers Forum to discuss SIME outcomes and finalise IDPs</li> <li>▪ Table final Section 27 District IDP Framework- and Process Plan to Council for adoption</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption of Final Budget by Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget for expenses of Audit- and Performance Audit committee</li> <li>▪ Monthly monitoring of SDBIP</li> <li>▪ Communicate KPI to the community through the IDP (Chapter 4)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S16, 26, 53</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Adoption of Final 5-year IDP 2022/2023 – 2026/27</li> <li>▪ Provincial Public Participation Forum</li> <li>▪ Cape Agulhas Public Participation Engagements – April to May</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ Prepare for presentation of Final MSDF to ODM Council for adoption with the new 5-year IDP in May 2022.</li> <li>▪ Place Notice of MSDF adoption in local media and the Provincial Gazette, within 14 days of adoption.</li> </ul>			
<b>June 2022</b>	<ul style="list-style-type: none"> <li>▪ Submit copy of 5-year IDP to MEC for Local Government</li> <li>▪ Publicise a summary of the IDP on social media and strategic points across the region (dependant on possible lockdown protocols)</li> <li>▪ Publish District IDP Framework- and Process Plan</li> <li>▪ Submit District IDP Framework- and Process Plan to Locals and Provincial MEC for Local Government</li> <li>▪ 2-3 June 2022 Provincial IDP Managers Forum</li> <li>▪ District IDP Managers Forum – way forward</li> <li>▪ Provincial Public Participation Meeting</li> <li>▪ District Public Participation &amp; Communications Forum</li> <li>▪ Prepare Draft Time Schedule for 2022/2023</li> </ul> <p><b><u>SDF process</u></b></p> <ul style="list-style-type: none"> <li>▪ Once adopted, the Municipal Manager must ensure a copy of the adopted MSDF is submitted to the MEC for Local Government, within 10 days of adoption.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicise Budget in local media</li> <li>▪ Submit approved Budget to PT/NT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval of SDBIP by Mayor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 21, 31, 34, 38-45</li> <li>MFMA, 2002 S21</li> </ul>
<b>July 2022</b>	<ul style="list-style-type: none"> <li>▪ Assess community participation fora and mechanisms</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) – regional and cross-district planning</li> <li>▪ IDP Steering Committee – present 1<sup>st</sup> quarter implementation plans and targets</li> <li>▪ Consult with Local municipalities on IDP/Budget/PMS Time Schedule</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare Budget Time Schedule for 2022/2023</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll-out of the SDBIP</li> <li>▪ Finalise section 57 Performance Contracts</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 34, 76-81, 105</li> <li>▪ MFMA, 2003 S21, 53, 68, 77</li> <li>▪ COVID-19 lockdown regulations</li> </ul>

<p><b>August 2022</b></p>	<ul style="list-style-type: none"> <li>▪ Incorporation of a Council approved roll-over Adjustments Budget</li> <li>▪ Self-assessment to identify gaps in the IDP process and consider such assessment in the 5-year IDP process</li> <li>▪ Provincial Public Participation Forum</li> <li>▪ Table IDP/Budget/PMS Time Schedule of Key Deadlines 2022/2023 to Council for adoption</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve Budget Time Schedule for 2022/2023</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</li> <li>▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Tabling of Draft Performance Report to Audit- &amp; Performance Audit Comm</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 27, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>
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*\*\*Subject to changes – Final Process Plan to be tabled end May 2022*

