

IDP and Budget Process Plan 2023/27



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

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1. Introduction

The South African Constitution (Section 152 and 153) has given local government (municipalities) major developmental responsibilities which mandates them to conduct municipal planning in order to ensure a better quality of life for all the country's citizens. This role of local government includes delivery of basic services, economic development and eradication of poverty. To be able to perform this role effectively, municipalities must develop Integrated Development Plans (IDP).

An IDP serves as a single, inclusive strategic plan for the development of the municipality which spans over a period of five years and is reviewed annually to ensure the municipality is updated with the changing circumstances of the communities. The IDP is also the strategic management instrument which guides and informs the planning, budgeting, management and decision-making processes in the municipality.

The IDP identifies and prioritises Municipal and Community needs and integrates them into a singular local level plan which indicates how resources will be allocated to addressing these needs over the five year cycle of the IDP. The IDP also identifies critical development needs which fall within the functional mandate of the Overberg District Municipality, and other spheres of Government and indicates how these needs will be addressed in the short, medium and long term and how they align to municipal planning.

The Municipal Council must adopt an IDP within one year after the municipal election, and this IDP remains in force for the council's elected term (a period of five years). The IDP is reviewed annually to ensure on-going alignment to changing circumstances. The purpose of this Process Plan is to set out the process that will be followed in drafting the IDP for the period 2023/27.

This Process Plan explains the IDP cycle, sets out the applicable legislative framework and identifies the stakeholders who need to participate in the process with their roles and responsibilities. The plan concludes with a detailed programme with actions, dates and links to applicable legislation. It also demonstrates the integration and alignment between the budget and performance processes of the Municipality as well as the Spatial Development Framework.

The distinction and interrelatedness between the Process Plan and the Time schedule adopted in terms of section 21(b) of the Municipal Finance Management Act (MFMA) is reflected below:

TABLE 1 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>

2. Status quo IDP process following the 01 November Elections

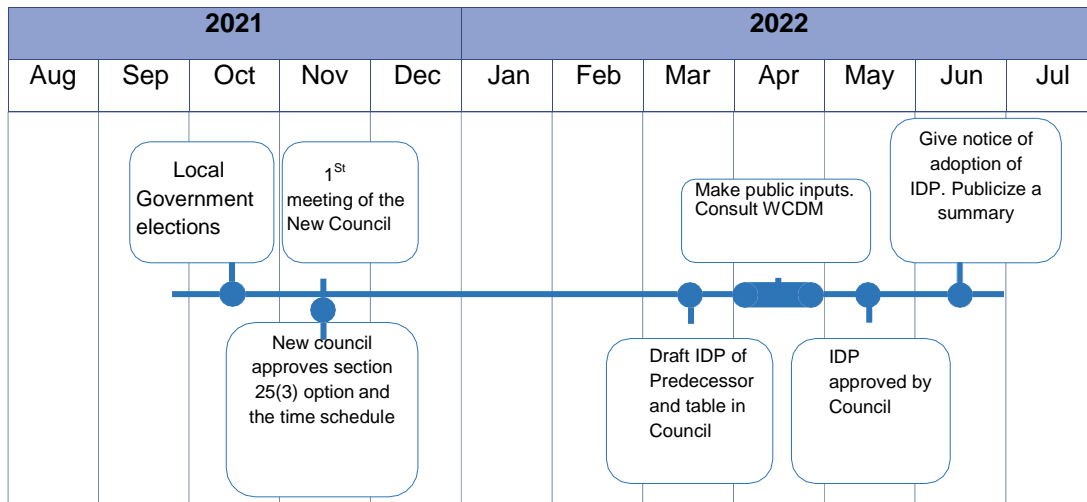
The term of the current IDP (2017-2022) comes to an end on 30 June 2022. The 2021 elections took place on 1 November 2021, meaning that if the new Council wanted to develop a new five year IDP they would have to adopt a new Process Plan post-election which in turn meant that public participation processes for this very important document would need to take place over December. These limited time frames / time of year make it questionable as to what the quality of input would be.

The MSA makes provision in terms of Section 25(3)(a) that a newly elected municipal council may adopt the IDP of its predecessor which, in terms of subsection (b), may be adopted with amendments. This much shorter process (shown in the diagram below) was followed and the IDP of the previous council was tabled in March 2022 and adopted in May 2022.

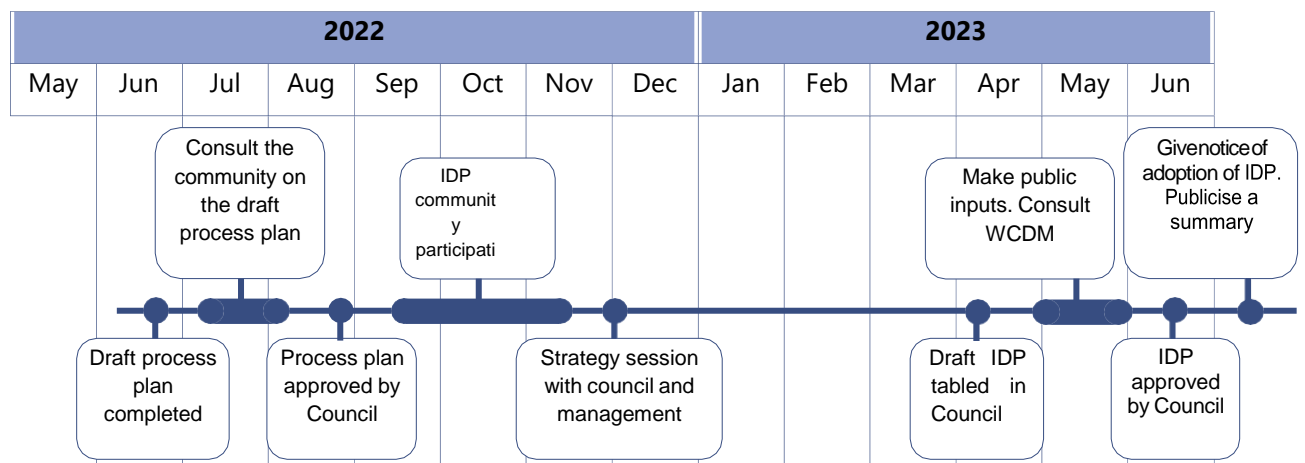
The new Council will commence with the compilation of an amended IDP process in July 2022 to be tabled end of March 2023 and adopted end of May 2023. (This will also be known as the first amendment)

This approach is promoted by National and Provincial Government and was alluded to in MFMA circular 108 of 2021 which addressed transitional processes for the development and adoption of IDPs during the 2021 election year.

This scenario is depicted graphically below:

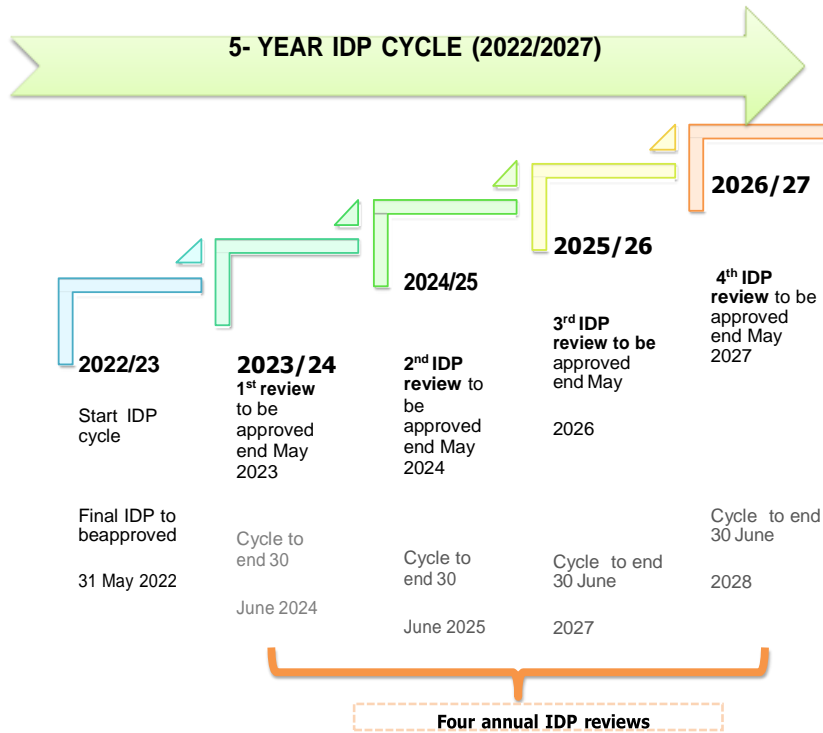


The newly elected council will commence with its new processes to compile its own IDP in terms of Section 25(1) of the MSA in June 2022 for adoption in May 2023. The process is shown in the diagram below.



3. The Five year IDP Cycle

The following provide the five year cycle of the 2022/2027 IDP:



4. Legal Context

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the IDP process is regulated by the following legislation:

4.1. THE CONSTITUTION

Sections 40 and 41 of the Constitution require the three spheres of government (National, Provincial and Local) to cooperate with one another and adhere to the principles of co-operative government and intergovernmental relations.

Section 152 (1) of the Constitution sets out the objectives of local government namely:

- To provide democratic and accountable government to the community;
- To ensure the sustainable provision of services to the community;
- To promote social and economic development;
- To promote a safe and healthy environment;
- To encourage communities and community organisations to get involved in local government matters.

Municipalities must give effect to their developmental duty, which requires them to structure, and manage their administration, budgeting and planning processes in a manner that gives priority to the basic needs of the community whilst promoting social and economic development of the community. Municipalities must also participate in National and Provincial Development Programmes (Section 153).

4.2. MUNICIPAL SYSTEMS ACT, ACT 32 OF 2000 (MSA)

Integrated development planning is primarily regulated by Chapter 5 of the Municipal Systems Act, Act 32 of 2000. This Chapter must be read together with Chapter 6 which regulates Performance Management as well as the Municipal Planning and Performance Regulations.

4.3. THE PROCESS PLAN

SECTION 28 OF THE MSA:

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

SECTION 29(1) OF THE MSA:

The process 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.

4.4. CORE COMPONENTS

SECTION 26 OF THE MSA:

“An integrated development plan must reflect-

- (a) the municipal council’s vision for the long-term development of the municipality with special emphasis on the municipality’s most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council’s development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council’s development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council’s operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.”

REGULATION 2 OF THE MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS

“(1) A municipality’s integrated development plan must at least identify-

- (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality’s internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;

~~(b) any investment initiatives in the municipality;~~

- (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
- (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (3) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.
- (4) A spatial development framework reflected in a municipality's integrated development plan must-
- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (b) set out objectives that reflect the desired spatial form of the municipality;
 - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and
 - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
 - (d) set out basic guidelines for a land use management system in the municipality;
 - (e) set out a capital investment framework for the municipality's development programs;
 - (f) contain a strategic assessment of the environmental impact of the spatial development framework;
 - (g) identify programs and projects for the development of land within the municipality;
 - (h) be aligned with the spatial development frameworks reflected in the

- integrated development plans of neighbouring municipalities; and
- (i) provide a visual representation of the desired spatial form of the municipality, which representation -
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.”

4.5. REVIEW OF THE IDP

MSA SECTION 34 OF THE MSA:

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

4.6. MUNICIPAL FINANCE MANAGEMENT ACT, ACT 56 OF 2003 (MFMA)

Section 21 of the MFMA regulates the budget preparation process and requires the mayor of a municipality to co-ordinate the processes of preparing the annual budget and reviewing the municipality’s integrated development plan and budget related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

The mayor must 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 theMunicipal Systems Act: and
 - (bb) the budget-related policies;
 - (iii) ...
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)”

Section 53(1) (b) provides that the mayor of a municipality must co-ordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine

how the integrated development plan is to be taken into account or revised for the purposes of the budget.

5. Process Preparation

The Process Plan aims to ensure that -

- Institutional arrangements are established and membership of committees and forums is confirmed;
- Roles and responsibilities are clarified and internal human resources allocated;
- The legislative requirements and principles of public participation and stakeholder engagement are complied with;
- Mechanisms and procedures are put in place to ensure alignment with external stakeholders such as other municipalities, districts and other spheres of government; and
- Legislative and policy prescripts relating to the drafting and approval of the Process Plan and IDP are adhered to.

6. Organisational Arrangements

6.1. IDP Representative Forum

The IDP Representative Forum has not yet been constituted but we will have an active Forum after the first quarter of the new financial year. Herewith is a proposed composition of the forum:

- Mayco Members
- Ward Committees
- Municipal Manager
- Senior Manager
- IDP Manager
- Stakeholder Representatives of organised groups

The Proposed Terms of Reference for the IDP Representative Forums are as follows:

- represent the interests of their constituents on the IDP process
- form a structured link between the municipality and representatives of the public;
- ensure communication between all the stakeholder representatives including the municipality;
- provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- integrate and prioritize issues, strategies, projects and programmes and identify budget requirements; and
- Monitor the performance of the planning and implementation process. It is co-chaired by a nominated councilor and an elected representative of the Forum.

6.2. Ward Committees

The role of the Ward Committees with regards to the IDP is as follows:

- Assist the Ward Councilor in identifying challenges and needs of residents.

- Provide a mechanism for discussion and negotiations between the stakeholders within the ward.
- Advise and make recommendations to the ward councilor on matters and policies affecting the ward.
- Disseminate information in the ward.
- Ensure constructive interaction between the municipality and the community.
- Interact with other forums and organisations on matters affecting the ward.
- Monitor the implementation process concerning its area.

6.3. Budget Steering Committee

The Mayor of the municipality must establish a Budget Steering Committee as required by Section 4 of the Municipal Budget and Reporting Regulations. The function of the Budget Steering Committee is to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Municipal Finance Management Act 2003 (Act 56 of 2003).

The Committee is constituted as follows:

- Executive Mayor (Chairperson);
- MMC: Finance;
- Municipal Manager;
- Chief Financial Officer;
- Director: Operational Services;
- Director: Support Services;
- Manager Strategic Services;
- Manager: Financial Services
- Coordinator: IDP/PMS;
- Any technical expert that may be required.

The primary aim of the Budget Steering Committee is to ensure that:

- the process followed to compile the budget complies with legislation and good budget practices;
- there is proper alignment between the policy and the service delivery priorities set out in the municipality's IDP and the budget, taking into account the need to protect the financial sustainability of the municipality;
- the municipality's revenue and tariff setting strategies meet cash resource requirements to deliver services; and
- the various spending priorities of the different municipal departments are properly evaluated and prioritized during resource allocation.

7. Roles and Responsibilities

STAKEHOLDERS	ROLES & RESPONSIBILITY'S
Council	As the ultimate political decision-making body of the municipality, council must consider, adopt and approve the IDP.
Executive Mayor (Together with Mayoral Committee)	<ul style="list-style-type: none"> • Manage the drafting of the IDP. • Assign the responsibility in this regard to the municipal manager. • Submit the draft plan to municipal council for adoption. • Submit final IDP and Budget to Council for adoption.
Municipal Manager	The Municipal Manager is responsible and accountable for implementation of the municipality's IDP and the monitoring of progress with the implementation plan, responsible for advocating the IDP process and nominates persons in charge of different roles.
IDP/PMS Section	<p>The IDP/PMS section reports to the Municipal Manger and is required to manage and co-ordinate the IDP review process, ensure IDP/Budget integration, the roll out of the Performance management system and monitor the implementation of the IDP, including:</p> <ul style="list-style-type: none"> • Preparing the Process Plan for the development of the IDP; • Day to day management of the IDP process; • Ensure involvement of different role-players; • Adjustments of the IDP in accordance with the MEC's proposals are made • Respond to comments and queries; • Ensure that the IDP is vertically and horizontally aligned; • Ensure proper documentation of the IDP; • Submit the reviewed IDP to the relevant authorities.
Budget Steering Committee	The Budget Steering Committee is responsible for recommending the budget as well as any other budget related issues such as changes in internally funded projects, prior to approval by council. This Committee is chaired by the Executive Mayor, with chairpersons of portfolio committees and all section 57 managers as members.
Ward Committees	<p>Ward Committees are a major link between the municipality and the residents. As such their role is to:</p> <ul style="list-style-type: none"> • Ensure communities understand the purpose of the IDP, Budget and Performance management processes. • Assist the municipality in prioritizing the ward specific needs

	<ul style="list-style-type: none"> • Facilitate public consultation and participation within their wards • Provide feedback to their communities on the adopted IDP and Budget.
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8. Mechanisms for Public Participation

The involvement of Community stakeholders in the IDP processes is one of the main features of the review process. Participation by all stakeholders ensures that the IDP addresses issues experienced by the local communities.

a) Ward Committee Meetings

These meetings are held to prioritize needs that are identified in the different wards. To complement the process, ward level planning where planning methods are used to gather data are utilized. The Ward Committee Meetings will take place during September/November 2022.

b) Community Roadshows

The municipality intends to undertake IDP & Budget consultation meetings with the communities, which give community members the opportunity to make valuable contributions to the draft IDP and Budget. The consultation meetings will take place during September 2022 and April 2023.

c) IDP Representative Forum

This forum represents all stakeholders to ensure an inclusive participatory process. This Forum will be established and will have its first meeting after the first quarter of the new financial year.

d) Communication

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and the development of the budget for a financial year. The municipality will make use of the following:

- Local news papers
- Municipal Website
- Notices
- Facebook
- Bulk Smse
- Loud Hailing

9. Inter-governmental Alignment

Municipalities are required to adhere to the principles of co-operative governance and work cooperatively with other spheres of government to ensure that the IDP is not just a Municipal Plan but also a *“Single window of co-ordination”* for relationships between local and district municipalities and other spheres of government.

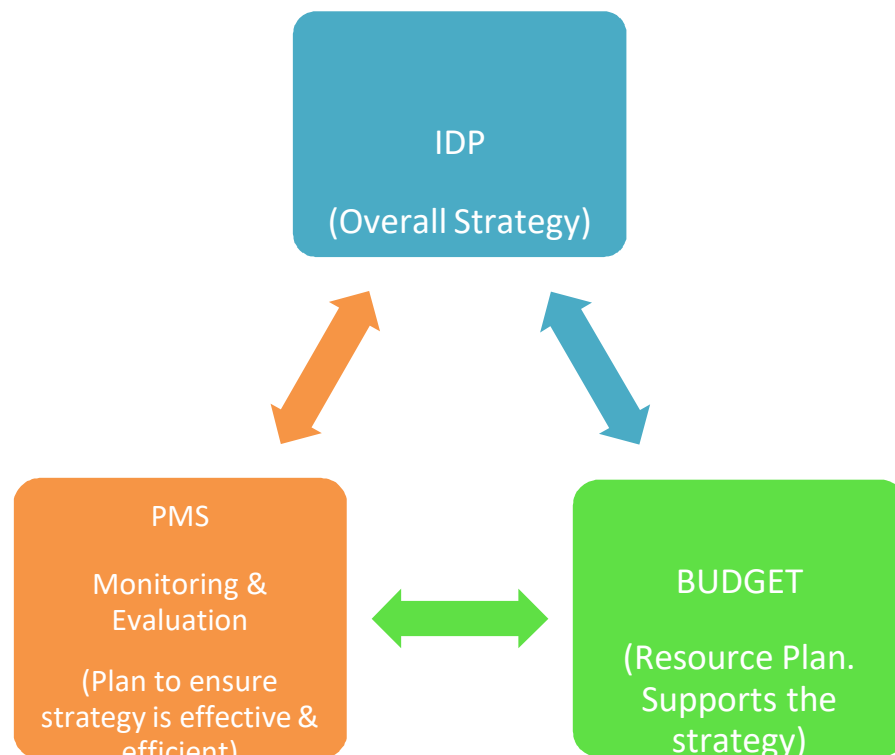
Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality can tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of inter-governmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes, particularly with respect to economic growth for job creation and addressing the needs of the poor.

9.1. Alignment of the IDP, Budget and Performance Management

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2023/27 aligns the IDP, Budget process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarized in the following diagram:



Cederberg Municipality IDP Process Plan: IDP, BUDGET & PERFORMANCE linkages

9.2. Horizontal & Vertical alignment

a) District Alignment

West Coast District Municipality has established a District IDP Managers Forum which is attended by the Department of Local Government to provide strategic Direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment with other municipalities.

b) Alignment with Sector Departments

Alignment with Sector Departments is essential in order to ensure that the priorities of Cederberg Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document. Alignment with sector departments currently emanates from the following engagements:

- TIME
- SIME
- Provincial IDP Indaba 1 & 2
- JDMA
- One on One Meetings with sector departments

ANNEXURE A

IDP/PMS/BUDGET

TIME SCHEDULE (SECTION 29)

2023/24

TIME SCHEDULE FOR IDP REVIEW PROCESS

NO	ACTIVITY/TASK	RESPONSIBLE OFFICIAL	TARGET DATES		
			IDP	BUDGET	PMS
JUNE 2022					
1	Provincial IDP Managers Forum	IDP/PMS	02 & 03/06/2022		
2	Make Public the 3 rd Quarter Performance Report				03/06/2022
3	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	IDP/PMS CFO	03 /06/2022	03/06/2022	
4	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	IDP/PMS	10/06/2022	10/06/2022	
5	Submit approved Budget to National and Provincial Treasuries (both printed and electronic formats)	CFO	10/06/2022	10/06/2022	
6	Submit a copy of the revised IDP to West Coast District Municipality	IDP/PMS	10/06/2022		
7	Submit the 3 rd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				10/06/2022
8	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) and budget (within 10 working days)	IDP/PMS CFO	10/06/2022	10/06/2022	
9	Submit to the Executive Mayor the SDBIP and performance agreements for the budget year (no later than 14 days after the approval of an annual budget)	Municipal Manager			14/06/2022
10	Submit monthly report on the budget for period ending 31 May 2022 within 10 working	Manager Budget		14/06/2022	

	days to the Executive Mayor				
11	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Municipal Manager			28/06/2022
12	Place the performance agreements on the website	IDP/PMS			28/06/2022
13	Submit copies of the performance agreements to Council and the MEC for Local Government as well as the national minister responsible for local government (within 14 days after concluding the employment contract and performance agreements)	IDP/PMS			28/06/2022
JULY 2022					
14	Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan			12/07/2022	
15	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			12/07/2022
16	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	IDP/PMS			14/07/2022
17	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)				8/ 07/2022
AUGUST 2022					
18	2021/2022 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			31/08/2022
19	Submit monthly report on the budget for	CFO		31/08/2022	

	period ending 31 July 2022 within 10 working days to the Executive Mayor				
20	Table Final Process Plan and IDP/PMS/Budget Time Schedule for approval by Council	IDP/PMS	31/08/2022		
21	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		31/08/2022	31/08/2022
22	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2022	31/08/2022
23	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		31/08/2022	31/08/2022
24	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2022	31/08/2022
SEPTEMBER 2022					
25	Submit Process Plan & IDP/Budget key deadlines to Provincial Government and West Coast District Municipality	IDP/PMS	01/09/2022		
26	Advertisement of Process Plan & IDP/PMS/Budget Time Schedule on website/local newspaper/notice boards	IDP/PMS	07/09/2022		
27	Make public the 4 th Quarter 2021/2022 Performance Report	IDP/PMS			07/09/2022
28	Submit the 4 th Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government	IDP/PMS			07/09/2022
29	Provincial IDP Managers Forum	IDP/PMS	10&11/09/2022		
30	Submit monthly report on the budget for period ending 31 August 2022 within 10	Manager Budget		13/09/2022	

	working days to the Executive Mayor				
31	Performance Evaluations Senior Managers	Municipal Manager & IDP/PMS			22/09/2022
32	Public Engagements	IDP/PMS & Public Participation	09-30/09/2022		
OCTOBER 2022					
34	Submit 1 st Quarter Performance Report (Section 52) to Mayoral Committee	IDP/PMS			14/10/2022
35	Submit monthly report on the budget for period ending 30 September 2022 within 10 working days to the Executive Mayor	Manager Budget		14/10/2022	
NOVEMBER 2022					
36	Make public the 1 st Quarter Performance Report				04/11/2022
37	Submit the 1 st Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				04/11/2022
38	Submit monthly report on the budget for period ending 31 October 2022 within 10 working days to the Executive Mayor	Manager Budget		11/11/2022	
39	Strategic Workshop with Council	Municipal Manager	22/11/2022		
DECEMBER 2022					

40	Provincial IDP Managers Forum	IDP/PMS	01&02/12/2022		
41	Submit monthly report on the budget for period ending 30 November 2022 within 10 working days to the Executive Mayor	Manager Budget		14/12/2022	
JANUARY 2023					
42	Submit monthly report on the budget for period ending 31 December 2022 within 10 working days to the Executive Mayor	Manager Budget		13/01/2023	
43	Submit Mid-Year Performance Assessment Report to Executive Mayor	IDP/PMS			25/01/2023
44	Submit Mid-Year Budget Assessment to Executive Mayor	CFO		25/01/2023	
45	Submit 2nd Quarter Performance Report to Council	IDP/PMS			31/01/2023
46	Table Draft Annual Report 2021/2022 to Council	Municipal Manager			31/01/2023
47	Submit Mid-Year Budget and Performance Report to Council	IDP/PMS CFO			31/01/2023
48	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government	Municipal Manager			31/01/2023
49	Submit the 2 nd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				31/01/2023

FEBRUARY 2023					
50	Make public the Annual Report for comments	IDP/PMS			08/02/2023
51	Make public the Mid-Year Budget and Performance report	Municipal Manager			08/02/2023
52	Make public the 2nd Quarter Performance Report				08/02/2023
53	Mid-Year Performance Evaluations Senior Managers	Municipal Manager			09/02/2023
54	Submit monthly report on the budget for period ending 31 January 2023 within 10 working days to the Executive Mayor	Manager Budget		14/02/2023	
55	Council considers and adopts 2022/23 Adjustment Budget and potential revised 2022/23 SDBIP	Municipal Manager		28/02/2023	28/02/2023
MARCH 2023					
56	Advertise the approved 2022/23 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	Manager Budget		14/03/2023	
57	Provincial IDP Managers Forum	IDP/PMS	02&03/03/2023		
58	Submit monthly report on the budget for period ending 28 February 2023 within 10 working days to the Executive Mayor	Manager Budget		14/03/2023	
59	Budget Steering Committee Meeting	CFO		23/03/2023	

60	Table Draft IDP / BUDGET/ SDBIP & SDF to Council	Municipal Manager	31/03/2023	31/03/2023	31/03/2023
61	Table Oversight Report to Council	Municipal Manager			31/03/2023
APRIL 2023					
62	Submit the draft IDP, SDBIP and budget to Department of Local Government, National, Provincial Treasury and West Coast District Municipality	IDP/PMS CFO	03/04/2023	03/04/2023	03/04/2023
63	Advertise the Draft IDP, SDBIP, budget, SDF and other required documents and provide at least 21 days for public comments and submissions	IDP/PMS CFO	03/04/2023	03/04/2023	03/04/2023
64	Make public the Oversight Report within 7 days of its adoption (MFMA-Sec129)	IDP/PMS			10/04/2023
65	Submit the Annual Report and Oversight Report to the provincial legislature as per circular (MFMA-Sec 132)	IDP/PMS			10/04/2023
66	Submit monthly report on the budget for period ending 31 March 2023 within 10 working days to the Executive Mayor	Manager Budget		14/04/2023	
67	Community Road Shows to consult the Draft IDP, SDBIP and Budget	IDP/PMS CFO	11-29/04/2023	11-29/04/2023	11-29/04/2023

MAY 2023					
68	Closing of comments and representations on the Draft IDP, Budget & SDF	IDP/PMS & CFO	08/05/2023	08/05/2023	
69	Submit monthly report on the budget for period ending 30 April 2023 within 10 working days to the Executive Mayor	Manager Budget		12/05/2023	
70	Budget Steering Committee Meeting	CFO		16/05/2023	
71	MAYCO meeting to recommend the Revised IDP And the budget to Council (at least 30 days before the start of the budget year)	Municipal Manager	12/05/2023	12/05/2023	
72	Submit 3 rd Quarter Performance Report to Council	IDP/PMS			31/05/2023
73	Council to adopt Revised IDP, Budget and SDF (at least 30 days before the start of the budget year)	Municipal Manager	31/05/2023		
JUNE 2023					
74	Provincial IDP Managers Forum	IDP/PMS	08 & 09/06/2023		
75	Make Public the 3 rd Quarter Performance Report				02/06/2023
78	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	IDP/PMS CFO	02 /06/2023	02/06/2023	
79	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the	IDP/PMS	09/06/2023	09/06/2023	

	plan)				
80	Submit approved Budget to National and Provincial Treasuries (both printed and electronic formats)	CFO	09/06/2023	09/06/2023	
81	Submit a copy of the revised IDP to West Coast District Municipality	IDP/PMS	09/06/2023		
82	Submit the 3 rd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				09/06/2023
83	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) and budget (within 10 working days)	IDP/PMS CFO	09/06/2023	09/06/2023	
84	Submit to the Executive Mayor the SDBIP and performance agreements for the budget year (no later than 14 days after the approval of an annual budget)	Municipal Manager			14/06/2023
85	Submit monthly report on the budget for period ending 31 May 2023 within 10 working days to the Executive Mayor	Manager Budget		14/06/2023	
86	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Municipal Manager			30/06/2023
87	Place the performance agreements on the website	IDP/PMS			30/06/2023
88	Submit copies of the performance agreements to Council and the MEC for Local Government as well as the national minister responsible for local government (within 14 days after concluding the employment	IDP/PMS			30/06/2023

	contract and performance agreements)				
JULY 2023					
89	Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan			12/07/2023	
90	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			12/07/2023
91	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	IDP/PMS			14/07/2023
AUGUST 2023					
92	2022/2023 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			31/08/2023
93	Submit monthly report on the budget for period ending 31 July 2023 within 10 working days to the Executive Mayor	Manager Budget		10/08/2023	
94	Table Final IDP/PMS/Budget Time Schedule for approval by Council	IDP/PMS	31/08/2023		
95	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		31/08/2023	31/08/2023
96	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2023	31/08/2023

