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# Drakenstein Municipality Five-Year IDP Process Plan

July 2022 to June 2027

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## 1. INTRODUCTION AND BACKGROUND

The drafting of an Integrated Development Plan (IDP) requires a comprehensive and well-organised planning process and the involvement of a wide range of internal and external role players. This preparation is the duty of the City Manager and the Strategic Management Team (SMT). The preparation process is referred to as the “Process Plan” and is aimed at contributing to the institutional readiness of the municipality to draft or review the IDP. The IDP Process requires adoption by Council and has to include 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;
- 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.

## 2. THE FIVE- YEAR IDP PROCESS PLAN

The preparation of the Process Plan is regulated and guided by the Municipal Systems Act 32 of 2000. The Process Plan ensures certain minimum quality standards of the IDP and a proper coordination between and within spheres of government. This preparation for the IDP compilation process is a task of municipal management. Individual tasks may be delegated but the process remains the accountability of the Management Team. The Process Plan ensures that:

- Organisational arrangements are established and the membership of committees and forums are clarified;
- Roles and responsibilities are clarified and internal human resources allocated accordingly;
- The legal requirements, principles and functions of community and stakeholder participation during the IDP process are clarified;
- Mechanisms and procedures for alignment with external stakeholders such as other local municipalities, districts and other spheres of government are looked at; and

- Legislation and policy requirements that have to be considered in the course of the IDP process are provided. The list contains documents, guidelines, plans and strategies from the provincial and national sphere of government.

### **3. AMENDMENT OF THE PROCESS PLAN**

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

- 3.1 The Budget Steering Committee meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures from both the Framework and the planning process are required;
- 3.2 The Budget Steering Committee must request the City Manager’s permission to depart from the Action Plan, particularly if the request may delay the implementation of the IDP/Budget Process Plan;
- 3.3 Requests to amend the Framework must include:
  - 3.3.1 The wording of the proposed amendment;
  - 3.3.2 Motivation for the amendment; and
  - 3.3.3 Expected implications of the amendment.
- 3.4 The Manager: IDP/PM deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comments are incorporated;
- 3.5 Where deemed necessary by the City Manager, the Manager: IDP/PM submits a formal request to Council to approve the amendment; and
- 3.6 The Budget Office must work closely with the Manager: IDP/PM of the municipality in planning and executing any technical and public participation tasks related to the compilation of the IDP, Budget and Service Delivery and Budget Implementation Plan (SDBIP).

### **4. STRUCTURE OF THE IDP 2022/2027**

The 2022/2027 IDP consists of 5 chapters, including the foreword by the Mayor and Overview by the City Manager. The five chapters comprise of the following:

#### **4.1 Chapter 1: Introduction and Context of IDP**

Chapter 1 is an introduction and provides the legislative foundation of the IDP, including, the South African Constitution, the Sustainable Development Goals, the Integrated Urban Development Framework, the National Development Plan, the Provincial Strategic Plan and Cape Winelands District Municipal Plan. This chapter elaborates on the planning and implementation process of the IDP, as well as the strategic alignment between the local, provincial and national planning objectives.

#### **4.2 Chapter 2: Situation Analysis**

Chapter 2 deals with the status quo of Drakenstein Municipality in relation to its demographic trends. An analysis of the municipality within the context of the 7 (seven) Key Performance Areas (KPA's) gives a structured overview and indication of the current state of the municipality.

#### **4.3 Chapter 3: Development Plan**

Chapter 3 presents the programme of activities to be followed by the municipality in order to achieve the Vision of the Municipality. This chapter focuses on planned activities in respect of all the KPAs and the respective PDOs. Planned Activities can be categorised as either a Project, a Programme and/or a Key Initiative. This programme of activities also aims to address the issues and challenges as identified in Chapter 2.

#### **4.4 Chapter 4: Financial Plan**

Chapter 4 deals with the medium- and long-term financial plan. It elaborates on financial planning, funding, expenditure, budget projections and long-term sustainability of the municipality. The chapter provides detail into how the strategic plans of the municipality will be funded.

#### **4.5 Chapter 5: Performance Management**

Chapter 5 takes the strategic framework and financial plan into implementation mode and clarifies the roles and responsibilities of stakeholders while ensuring accountable and improved service delivery. It elaborates on the performance management process,

which is a comprehensive implementation plan with measurable performance objectives.

## 5. LEGISLATIVE REQUIREMENTS

### 5.1 The Integrated Development Plan

#### 5.1.1 Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates that:

*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which:*

- (a) Links, integrates and coordinates 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) Complies with the provisions of this Chapter; and*
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

#### 5.1.2 In accordance with the Municipal Systems Act, No 32 of 2000 (MSA) Section 28:

- (a) 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.*
- (b) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (c) A municipality must give notice to the local community of particulars of the process it intends to follow.*

**5.1.3 Section 29(1) of the Municipal Systems Act, No 32 of 2000 (MSA) instructs that:**

*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.*

**5.1.4 Section 26 of the MSA: Core components of Integrated Development Plans**

*An IDP 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.*

#### **5.1.5 Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations: Details of the IDP**

*A municipality's IDP 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.*

*An IDP 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.*

*A financial plan reflected in a municipality's IDP 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 IDP 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.*

## **6. THE ANNUAL BUDGET**

The Annual Budget and the IDP are linked to one another, as prescribed in the Municipal Finance Management Act (2004). The Municipality's budget is influenced by the strategic objectives identified in the IDP. The following legislation pertains to the Budget:

### **6.1 Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:**

*The Mayor of a municipality 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 IDP 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 IDP and the budget-related policies; and*
- iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

## **7. THE SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)**

The SDBIP is an annual implementation plan of the approved IDP and Medium-Term Revenue and Expenditure Framework (MTREF). Therefore, only projects that are budgeted for, are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP. The SDBIP ensures that the Municipality implements programmes and projects based on IDP targets and associated budgets.

## 7.1 Section 1 of the MFMA defines the SDBIP as:

- (a) *“a detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*
- (b) *projections for each month of-*
  - (i) *revenue to be collected, by source; and*
  - (ii) *operational and capital expenditure, by vote; and*
  - (iii) *service delivery targets and performance indicators for each quarter.*

## 8. THE SPATIAL DEVELOPMENT FRAMEWORK (SDF)

- 8.1 The Spatial Development Framework (SDF) is described, in terms of the MSA, as a core component of the IDP and must include the provisions of basic guidelines for a Land Use Management System for the municipality;
- 8.2 In terms of Section 12(5) of SPLUMA a municipal SDF must assist in integrating, coordinating, aligning and expressing development policies and plans emanating from the various sectors of the sphere of government as they apply within the municipal area;
- 8.3 SPLUMA, in terms of Section 20(2), requires that the municipal SDF must be prepared as part of a municipality’s IDP in accordance with the provisions of the Municipal Systems Act; and
- 8.4 Furthermore, from a provincial legislative perspective, Section 11 of the WC: LUPA, requires that the process adopted by a municipality in terms of Section 28 of the MSA relating to the adoption or amendment of its IDP must make provision for:
  - 8.4.1 The establishment of an intergovernmental steering committee to compile a draft municipal SDF or a draft amendment of a municipal SDF; or
  - 8.4.2 A procedure that complies with Section 13 of the Western Cape Land Use Planning Act, No 3 of 2014.

## 9. MUNICIPAL PLANNING AND FINANCIAL MANAGEMENT CYCLE

The municipal planning, financial management and accountability cycle consists of:

- 9.1 The IDP, which sets out the municipality's goals and development plans. Council adopts the IDP and undertakes an annual review and assessment of performance.
- 9.2 The Budget which is informed by the IDP. The budget sets out the revenue raising and expenditure plan of the municipality for approval by council and is linked to the SDBIP. The budget and the SDBIP lay the basis for the performance agreements of the City Manager, the CFO as well as the Executive Directors;
- 9.3 In-year Reports: Council monitors financial and non-financial performance through quarterly and mid-year reports produced by the administration and tabled in Council;
- 9.4 Annual Financial Statements: These are submitted to the Auditor-General who issues an audit report on financial and non-financial audits undertaken simultaneously;
- 9.5 The Annual Report, including the Annual Performance Report (APR) which are reports on implementation performance in relation to the budget and the SDBIP;
- 9.6 Oversight report: Council adopts an oversight report based on outcomes highlighted in the annual report and actual performance; and
- 9.7 Audit Committee: Provides independent specialist advice on financial and non-financial performance and governance.

## 10. STAKEHOLDER MANAGEMENT

According to Section 2(b) of the MSA, a municipality consists of the political structures and administration of the municipality; and the community of the municipality.

### 10.1 The Political Structure

#### 10.1.1 Political Governance

Section 53 of the Municipal Systems Act stipulates that the respective roles and areas of responsibility of each political structure and each Political Office Bearer of the Municipality and of the Municipal Manager must be clearly defined. Such definition is important in order to ensure a well-functioning organisation.

### **10.1.2 The Executive Mayor**

According to the Municipal Structures Act Section 56(2), which speaks to the functions and powers of executive mayors, the executive mayor must:

- (a) identify the needs of the municipality;
- (b) review and evaluate those needs in order of priority;
- (c) recommend to the municipal council strategies, programmes and services to address priority needs through the IDP, and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans; and
- (d) recommend or determine the best way, including partnership and other approaches, to deliver those strategies, programmes and services to the maximum benefit of the community.

### **10.1.3 The Administration**

The City Manager is the Accounting Officer of the Municipality and also the head of the Administration. His primary function is to serve as chief custodian of service delivery and the implementation of political priorities. The City Manager is assisted by the SMT, which comprises of the Executive Directors of five departments. There are also four divisional managers reporting directly to the City Manager. The SMT is responsible for identifying and setting strategic interventions to improve service delivery; developing new initiatives based on feedback from political leadership, departments and the local community; and managing current priorities.

### **10.1.4 The Municipal Manager**

In terms of the Municipal Systems Act Section 55(1), Municipal Managers, as head of the administration is subject to the policy directions of the municipal council, responsible and accountable for:

- (a) the formation and development of an economical, effective, efficient and accountable administration-*
  - (i) equipped to carry out the task of implementing the municipality's IDP in accordance with Chapter 5;*

- (ii) operating in accordance with the municipality's performance management system in accordance with Chapter 6; and*
- (iii) responsive to the needs of the local community to participate in the affairs of the municipality;*
- (b) the management of the municipality's administration in accordance with this Act and other legislation applicable to the municipality; and*
- (c) the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan.*

#### **10.1.5 The Executive Director: Planning and Development**

From an SDF perspective, Section 8 of the Drakenstein Bylaw on Municipal Land Use Planning requires that the Executive Director responsible for town planning must, in accordance with the directions of the Executive Mayor:

- (a) Ensure the compilation of the spatial development framework or draft of an amendment of the spatial development framework for adoption by Council;*
- (b) Provide technical knowledge and expertise to the Council;*
- (c) Ensure that the compilation of the spatial development framework or drafting of the amendment of the spatial development framework is progressed according to the process contemplated in section 3(2)(a)(ii);*
- (d) Guide the public participation process and ensure that the registered stakeholders remain informed;*
- (e) Ensure the incorporation of amendments to the draft spatial development framework or draft amendment of the spatial development framework based on the consideration of the comments received during the process of drafting thereof;*
- (f) Ensure the drafting of –*
  - A report in terms of section 14 (c) of LUPA setting out the response of the municipality to the provincial comments issued in terms of section 12(4) and 13(2) of the Act;*
  - A statement setting out-*
    - (aa) Whether the municipality has implemented the policies and objectives issued by the national minister responsible for spatial planning and land use management and if so, how and to what extent the municipality has implemented it; or*

- (bb) If the municipality has not implemented the policies and objectives, the reasons for not implementing it;*
- (cc) Ensure alignment of the spatial development framework with the development plans and strategies of other affected municipalities and other organs of state as contemplated in section 24(1) of the MSA;*
- (dd) Facilitate the integrations of other sector plans into the spatial development framework; and*
- (ee) If the Council establishes an intergovernmental steering committee:*
  - Assist the Council in establishing the intergovernmental steering committee and adhering to timeframes; and*
  - Ensure the flow of information between the project committee and the intergovernmental steering committee.*

#### **10.1.6 The Community**

In respect of the community, the Municipal Systems Act Section 29(1) prescribes a process to be followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan. The municipality must:

- (i) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for:*
  - (aa) the local community to be consulted on its development needs and priorities; and*
  - (bb) the local community to participate in the drafting of the integrated development plan.*

## 11. COMMITTEES AND FORUMS

### 11.1 The Budget Steering Committee

Section 4 of the Municipal Budget and Reporting Regulations requires that the mayor of a municipality must establish a budget steering committee. This committee's role is to provide technical assistance to the mayor in discharging his or her responsibilities set out in section 53 of the MFMA. These responsibilities include providing political guidance to the IDP and budget processes and the priorities that must guide the preparation of the budget, ensuring the budget gets approved before 1 July, that a SDBIP is produced and that senior managers' annual performance contracts are signed, submitted to council and made public on time.

The prescribed membership of the committee emphasizes the technical nature and role of the committee. It includes all senior managers within the municipality that need to be involved in the IDP and budget processes to ensure that they are aligned and relate directly to the service responsibilities of the municipality. The members of the committee will also ultimately be accountable for the implementation of the IDP and budget, through the SDBIP and their annual performance agreements.

The budget steering committee is not a committee of council, or a subcommittee of the mayor's executive committee. Council may decide to establish a separate council committee to exercise oversight of the IDP and budget, and the mayor may decide to establish a separate subcommittee of the executive committee to provide political guidance to the IDP and budget processes. These committees would need to work closely with the Budget Steering Committee.

#### 11.1.1 The Composition of the Budget Steering Committee

- The Executive Mayor or his nominee (the Portfolio Chair for Finance);
- Member of the Mayoral Committee;
- The City Manager;
- The Chief Financial Officer;
- The Executive Director: Planning, Economic Development and Human Settlements;
- The Executive Director: Community Services;



- The Executive Director: Engineering Services;
- The Executive Director: Corporate Services;
- The Senior Manager: Financial Services;
- The Manager: Budget Office;
- The Manager: IDP/PM;
- The Performance Management Officer; and
- Any technical experts of various areas.

### **11.1.2 Terms of Reference for the Budget Steering Committee**

The committee in conjunction with the mayor will be accountable for executing the responsibilities as mentioned in section 53 of the Municipal Finance Management Act, which reads as follows:

*The mayor of a municipality must:*

- (a) provide general political guidance over the budget process and the priorities that must guide the preparation of a budget;*
- (b) co-ordinate the annual revision of the IDP in terms of Section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the IDP is to be taken into account or revised for the purposes of the budget; and*
- (c) take all reasonable steps to ensure –*
  - (i) that the municipality approves its annual budget before the start of the budget year;*
  - (ii) that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget; and*
  - (iii) that the annual performance agreements as required in terms of Section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers –*
    - (aa) comply with this Act in order to promote sound financial management;*
    - (bb) are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan; and*
    - (cc) are concluded in accordance with section 57(2) of the Municipal Systems Act.*
- (d) The mayor must promptly report to the municipal council and the MEC for finance in the province any delay in the tabling of an annual budget, the*

*approval of the service delivery and budget implementation plan of the signing of the annual performance agreements.*

*(iv) The mayor must ensure:*

*(aa) that the revenue and expenditure on projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan; and*

*(bb) that the performance agreements of the municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan. Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.*

## **11.2 IDP/SDF/PM Steering Committee**

The IDP/SDF/PM Steering Committee was established to facilitate internal cooperation between the municipal departments. The Committee comprises of representatives from all directorates with the following key responsibilities:

- To provide a platform for focused IDP, SDF and Performance Management discussions to take place;
- To ensure transversal alignment between the IDP, the Budget and all Sector Plans; and
- To allow for activities and actions related to the IDP, SDF and Performance Management to be monitored.

## **11.3 The IDP Representative Forum**

The IDP Representative Forum provides a platform for internal and external stakeholders to engage on the draft IDP and draft Budget and to provide input. It also provides an opportunity for respective external Provincial and National Departments to inform the municipality of any development and activities that will be rolled out in the municipal area. The IDP Representative Forum comprises of the following:

STAKEHOLDER	MEMBERS
Drakenstein Municipality	<ul style="list-style-type: none"> <li>• The Executive Mayor as the Chairperson</li> <li>• Members of the Mayoral Committee</li> <li>• Ward Councillors</li> <li>• The City Manager</li> <li>• Members of the Strategic Management Team</li> <li>• Support Officials</li> </ul>
Cape Winelands District Municipality	<ul style="list-style-type: none"> <li>• IDP Co-Ordinator</li> <li>• Joint District Approach (JDA) Members</li> </ul>
Government Departments	<ul style="list-style-type: none"> <li>• Provincial Treasury</li> <li>• Department of Agriculture</li> <li>• Department of Economic Development and Tourism</li> <li>• Department of Social Development</li> <li>• Department of Local Government</li> <li>• Department of Human Settlements</li> <li>• Department of Transport and Public Works</li> <li>• Department of Environmental Affairs and Development Planning</li> <li>• Department of Community Safety</li> <li>• Department of Education</li> <li>• South African Police Services</li> <li>• Department of Rural Development and Land Reform</li> </ul>
Community Stakeholders	<ul style="list-style-type: none"> <li>• Representatives of Organised Groups</li> <li>• Advocates of Un-Organised Groups</li> <li>• Representatives of Organised Business</li> <li>• Advocates of Informal Business</li> </ul>

### 11.3.1 Roles and Responsibilities of the IDP Representative Forum

The roles and responsibilities of the IDP Representative Forum includes the following:

- To discuss and comment on the draft IDP/Budget;
- To provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;
- To ensure communication between all the stakeholder representatives inclusive of municipal government;
- To form a structural link between the municipality and the public by informing interest groups, communities and organisations on relevant planning activities and their outcomes;
- To analyse and integrate issues affecting the various sectors, determine priorities, strategies, projects and programmes and identify budget requirements.

## 12. INTERGOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process, municipalities need to understand where alignment should take place and through which mechanism this can best be achieved. 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 could tangibly assist the 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 regards to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

In addition, in an attempt to address the problem of “the Silo effect” and to minimize the so-called bureaucratic red tape, the appointment of a suitable industrial coordinator will be investigated with the main purpose of aligning the functions and activities of the various internal departments.

## 13. REVIEW OF THE IDP

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;*
- (ii) may amend its IDP in accordance with a prescribed process.*

### 13.1 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 most importantly, 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.

### **13.2 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.

### **13.3 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.

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	
<b>NOVEMBER 2021</b>							
1	Local Government Elections	N/A			01/11/2021		
2	Finalise Draft Tariff Book	MFMA – Sec 21		03/11/2021			Senior Manager: Budget, Assets and Financial Reporting
3	Advertise 5- Year Process Plan for public comment	MSA – Section 28	11/11/2021				Manager: IDP/PM
4	Submit 1 <sup>st</sup> Quarter 2021/2022 Performance Reports – SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2021		Performance Management Officer
5	Place 2021/2022 First Quarter Performance Report on website	MFMA – Sec 75(2) MSA – Sec 21(b)			01/11/2021		Performance Management Officer
6	Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes and review the Vision 2032 Implementation Matrix (2022/2027 IDP cycle)	Not Applicable	03/11/2021 to 06/11/2021				Manager: IDP/PM together with All Departments
7	Submit Monthly report on the budget for period ending 31 October 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)				12/11/2021	Manager: Financial Statements, Reporting and Cash Management
8	First Council meeting with newly elected Council	Not Applicable				15/11/2021	Corporate Services
9	Request and receive inputs from departments for 2021/2022 Operating Adjustments Budget and the 2022/2027 Draft MTREF	MFMA – Section 21 & 28		05/11/2021 to 19/11/2021			All Directorates
10	Induction workshop with newly elected Council				24 - 27/ 11/2021		City Manager
11	Supply Chain Management - BEC and BAC Meetings						All HODs
12	MAAP Processes					30/11/2021	Senior Manager: Budget, Assets and Financial Reporting
13	SDBIP - All layers and performance indicator review				30/11/2021		Performance Management Officer
14	Performance Sheets - Next financial year				30/11/2021		Performance Management Officer
<b>DECEMBER 2021</b>							
15	Refer reviewed SDF to the Department of Environmental Affairs and Development Planning for comments	Not Applicable				03/12/2021	Manager: Spatial Planning, Heritage and GIS



# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
16	Provincial IDP Managers' Forum	MSA Section 24	03/12/2021 to 04/12/2021					Manager: IDP/PM
17	Council Meeting	Not Applicable					10/12/2021	Corporate Services
18	Submit 5- Year Process Plan to the newly elected Council	MSA - Sec 28	10/12/2021					Manager: IDP/PM
19	Submit Monthly report on the budget for period ending 30 November 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/12/2022	Manager: Financial Statements, Reporting and Cash Management
20	Table Review of System of Delegations at Council Meeting	Municipal Systems Act Sec 59					12/2021	Senior Manager: Legal and Administration
<b>JANUARY 2022</b>								
21	Commence with review of five-year performance scorecard in line with strategic choices	MSA Section 26, Chapter 6	03/01/2022 to 28/02/2022		03/01/2022 to 28/02/2022			Manager: IDP/PM Performance Management Officer
22	Submit Second Quarter Performance Report and Mid-Year Performance Assessment Report to SMT for revision	MPPMR - Reg 13			20/01/2022			Performance Management Officer
23	Evaluate comments from the Department Environmental Affairs and Development Planning and make amendments to the reviewed SDF where necessary	Not Applicable				20/01/2022		Manager: Spatial Planning, Heritage and GIS
24	Submit Monthly report on the Budget for period ending 31 December 2021 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/01/2022	Manager: Financial Statements, Reporting and Cash Management
25	Submit Second Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/01/2022			Performance Management Officer
26	Prepare an agenda item for submission of the 2020/2021 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council	MFMA - Sec 21					10/01/2022	Chief Financial Officer
27	Submit Mid-Year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2022			Performance Management Officer
28	Prepare and submit Mid-Year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2022				Chief Financial Officer

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
29	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2022	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2022	25/01/2022			Performance Management Officer CFO
30	Council consider 2020/2021 Draft Annual Report before advertising it for public comment	MFMA - Sec 127					27/01/2022	Chief Financial Officer
31	Submit monthly report for period ending 31/12/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					26/01/2022	Chief Financial Officer
32	Submit Quarterly report for period ending 31/12/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29			26/01/2022		26/01/2022	Chief Financial Officer and Performance Management Officer
33	Review the municipality's Performance Management System (PMS) - Submit Revised Performance Management Officer Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)			31/01/2022			Performance Management Officer
34	Submit Mid-Year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		26/01/2022	26/01/2022		26/01/2022	Performance Management Officer and Senior Manager: Budget, Assets and Financial Reporting
35	Place 2021/2022 Second Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			28/01/2022			Performance Management Officer
36	Quarter 2 and Mid-Year (2021/22) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			20/01/2022			Performance Management Officer
37	Finalise revision of budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		28/01/2022				Manager: Budget Control and Cost Accounting
<b>FEBRUARY 2022</b>								
38	Ward Committee Elections and Establishment		07/02/2022 – 28/02/2022					Office of the Speaker
39	Strategic Planning Alignment Session		09/02/2022 – 10/02/2022					City Manager
40	Strategic Risk Review		04/02/2022					Chief Risk Officer
41	Submit Draft Revised SDF to IDP/PM/SDF Steering Committee	Not Applicable				01/02/2022		Manager: Spatial Planning, Heritage and GIS

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
42	Make public the Mid-Year Budget and Performance Report in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)			03/02/2022			Manager: IDP/PM
43	Advertise the approved 2021/2022 Adjustments Budget and Revised SDBIP for 2021/22 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		03/02/2022	03/02/2022			Manager: Budget Control and Cost Accounting
44	Budget Steering Committee considers 2021/2022 Adjustments Budget			10/02/2022				Chief Financial Officer
45	Procurement Plan			03/02/2022				CFO
46	Financial Services Portfolio Committee recommends 2022/2027 Draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		14/02/2022				Manager: Budget Control and Cost Accounting
47	Send the 2020/2021 Draft AR, within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)					01/02/2022 to 03/02/2022	Chief Financial Officer
48	Due date for the public and other stakeholders to render written comments on the 2020/2021 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A					18/02/2022	Chief Financial Officer
49	Submit Monthly report on the budget for period ending 31 January 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/02/2022	Manager: Financial Statements, Reporting and Cash Management
50	Budget Steering Committee considers 2022/2027 Draft Budget	MFMA - Sec 28 MBRR - Part 4		17/02/2022				Chief Financial Officer
51	Finance Portfolio Committee considers and recommends the 2021/2022 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		18/02/2022				Manager: Budget Control and Cost Accounting
52	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2020/2021 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			18/02/2022			Performance Management Officer
53	MAYCO considers and adopts 2021/2022 Adjustments Budget and potentially revised 2021/2022 SDBIP	MFMA - Sec 28 MBRR - Part 4		25/02/2022	25/02/2022			Manager: Budget Control and Cost Accounting and Performance Management Officer

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
54	Council considers and adopts 2021/2022 Adjustments Budget and potential revised 2021/2022 SDBIP	MFMA - Sec 28 MBRR - Part 4		25/02/2022	25/02/2022			Manager: Budget Control and Cost Accounting and Performance Management Officer
55	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2022					Manager: IDP/PM
56	Submit monthly report for period ending 31/01/2022 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					16/02/2022	Manager: Budget Control and Cost Accounting
57	Planning for IDP Representative Forum for 1st week of May							Manager: IDP/PM
58	Finalise Draft 2022/2027 SDF	Not Applicable				28/02/2022		Manager: Spatial Planning, Heritage and GIS
<b>MARCH 2022</b>								
59	Submit monthly report on the budget for period ending 28 February 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/03/2022	Manager: Financial Statements, Reporting and Cash Management
60	Prepare an item with the 2020/2021 OR and AR to be tabled at the Finance Portfolio Committee, Mayoral Committee and Council to be reviewed by the City Manager	MFMA - Sec 129					02/03/2022 to 16/03/2022	Chief Financial Officer
61	Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	18/03/2022	18/03/2022				Manager: IDP/PM and Manager: Budget Control and Cost Accounting
62	Council consider 2020/2021 Oversight Report and Annual Report for approval	MFMA - Sec 129					31/03/2022	Chief Financial Officer
63	Submit draft revised IDP, SDF and 2022/23 SDBIPs to Mayco for discussion	Not Applicable	18/03/2022		18/03/2022	18/03/2022		Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
64	Executive Mayor and Mayoral Committee consider 2022/2027 Draft Revised IDP, Budget, SDF and 2022/23 SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2022	31/03/2022	31/03/2022	31/03/2022		Manager: IDP/PM and Manager: Budget Control and Cost Accounting and Manager: Spatial

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
								Planning, Heritage and GIS
65	Council meeting on Draft IDP, Budget, Tariffs, Budget Related Policies, SDF and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2022	31/03/2022	31/03/2022	31/03/2022		Manager: IDP/PM Manager: Budget Control and Cost Accounting Performance Management Officer Manager: Spatial Planning, Heritage and GIS
66	Submit monthly report for period ending 28/02/2022 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					30/03/2022	Manager: Financial Statements, Reporting and Cash Management
67	Supply Chain Management - Specifications and Adverts for June			31/03/2022				All HODs
<b>APRIL 2022</b>								
68	Advertise the Draft IDP, SDBIP, SDF, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3) SPLUMA - Sec 20(3)	04/04/2022	04/04/2022	04/04/2022	04/04/2022		Manager: IDP/PM Manager: Budget Control and Cost Accounting Performance Management Officer Manager: Spatial Planning, Heritage and GIS
69	Prepare advertisement for the 2020/2021 OR and AR to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3)					31/03/2022 to 02/04/2022	Chief Financial Officer

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				REPORTING	RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		
70	Ensure that the 2020/2021 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)					31/03/2022 to 02/04/2022	Chief Financial Officer
71	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)					31/03/2022 to 02/04/2022	Chief Financial Officer
72	Submit the Draft IDP, SDBIP, SDF and Budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	Immediately	Immediately	Immediately			Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
73	Community Road Shows to consult the Draft IDP, SDBIP, SDF and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	06/04/2022 to 28/04/2022	06/04/2022 to 28/04/2022	06/04/2022 to 28/04/2022	06/04/2022 to 28/04/2022		Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
74	Third Quarter Performance Report to SMT for revision session	MPPMR - Reg 13			2022/10/04			Performance Management Officer
75	Submit Monthly Report on the Budget for period ending 31 March 2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					14/04/2022	Manager: Financial Statements, Reporting and Cash Management
76	Submit Third Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			25/04/2022			Performance Management Officer
77	Submit Third Quarter Performance Report to Council	MPPMR - Reg 13			25/04/2022			Performance Management Officer
78	Submit Quarterly Report for period ending 31/03/2022 on implementation of the Budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29					27/04/2022	Manager: Financial Statements, Reporting and Cash Management
79	Submit 3rd Quarter 2020/21 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			26/04/2022			Performance Management Officer
80	Place 2021/2022 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			11/05/2022		11/05/2022	Performance Management Officer

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
81	Quarter 3 (2021/22) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			23/04/2022			Performance Management Officer
<b>MAY 2022</b>								
82	IDP Representative Forum		05/05/2022					Manager: IDP/PM
83	Draft IDP - Alignment after April feedback for May		06/05/2022					Manager: IDP/PM
84	SIME - IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	11/05/2022	11/05/2022	11/05/2022			Manager: IDP/PM and Manager: Budget Control and Cost Accounting
85	Submit Monthly Report on the Budget for period ending 30/04/2022 within 10 working days to Executive Mayor	MFMA Section 71(1)					13/05/2022	Manager: Financial Statements, Reporting and Cash Management
86	Budget Steering Committee considers submissions made by the Local Community, National or Provincial Treasury, National or Provincial Organs of State or Municipalities (B-Municipalities)	MFMA - Sec 23	12/05/2022	12/05/2022	12/05/2022			Manager: Budget Control and Cost Accounting
87	Finance Portfolio Committee considers submissions made by the Local Community, National or Provincial Treasury, National or Provincial Organs of State or Municipalities (B-Municipalities) and recommends Final Budget to MAYCO	MFMA - Sec 24		27/05/2022				Manager: Budget Control and Cost Accounting
88	MAYCO meeting to approve Revised IDP, Performance Management Officer Measures, targets and the Budget (at least 30 days before the start of the budget year), and 2022 Drakenstein Spatial Development Framework	MFMA - Sec 24	31/05/2022	31/05/2022	31/05/2022	31/05/2022		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
89	Council meeting to adopt Revised IDP, Performance Management Officer Measures, Targets and the Budget (at least 30 days before the start of the budget year), and 2022 Drakenstein Spatial Development Framework	MFMA - Sec 24	31/05/2022	31/05/2022	31/05/2022	31/05/2022		Manager: IDP/PM and Manager: Budget Control and Cost Accounting, Manager: Spatial Planning, Heritage and GIS
90	Submit monthly report for period ending 30/04/2022 on implementation of the Budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29					31/05/2022	Manager: Financial Statements, Reporting and Cash Management

# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PM	SDF	
<b>JUNE 2022</b>							
91	Place the IDP, Multi-Year Budget, all Budget-Related documents and all Budget-Related Policies, and Drakenstein Spatial Development Framework on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	02/06/2022	02/06/2022		02/06/2022	Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
92	Submit a copy of the revised IDP and 2022 Drakenstein Spatial Development Framework to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32 LUPA - Section 14	02/06/2022			02/06/2022	Manager: IDP/PM Manager: Spatial Planning, Heritage and GIS
93	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		14/06/2022			Manager: Budget Control and Cost Accounting
94	Give notice to the public of the adoption of the IDP, SDF and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) SPLUMA - Sec 20(1)	02/06/2021	02/06/2022		02/06/2022	Manager: IDP/PM Manager: Budget Control and Cost Accounting Manager: Spatial Planning, Heritage and GIS
95	Submit to the Executive Mayor the SDBIP for the Budget Year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)			14/06/2022		Performance Management Officer
96	Submit Monthly Report on the Budget for period ending 31/05/2022 within 10 working days to Mayor	MFMA Section 71(1)				14/06/2022	Manager: Financial Reporting
97	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after Approval of the Budget)	MFMA - Sec 53(1)(c) (ii)			28/06/2022		Performance Management Officer
98	Submit monthly report for period ending 31/05/2022 on implementation of the Budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				29/06/2022	Manager: Financial Statements, Reporting and Cash Management



# ANNEXURE A: PROGRAMME WITH TIMEFRAMES IN RESPECT OF THE IDP PROCESS

## DRAKENSTEIN MUNICIPALITY PROCESS PLAN

ACTIVITY/TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL	
NO	DESCRIPTION		IDP	BUDGET	PM	SDF		REPORTING
<b>JULY 2022</b>								
99	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3) (a) MBRR Reg 19			10/07/2022			Performance Management Officer
100	Make public the performance agreements of City Manager and Executive Directors (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b):			10/07/2022			Performance Management Officer