



**2023 – 2024**

## **IDP/BUDGET & PMS TIME SCHEDULE**



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# INTEGRATED DEVELOPMENT PLAN (IDP) PROCESS PLAN 2023 – 2024

Compiled in terms of Section 28 and 29 of the Municipal Systems Act 32 of 2000

Tabled to Council on 30 August 2023

According to Section 25 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000), each municipal council must, after the start of its elected term, adopt a single, inclusive and strategic Integrated Development Plan (hereinafter referred to as the IDP) for the development of the municipality which links, integrates and coordinates plans and takes into account proposals for the development of the municipality and which aligns the resources and capacity of the municipality with the implementation of the said plan. The priorities identified in the IDP inform all financial planning and budgeting undertaken by the institution.

An IDP is a super plan for an area, establishing an overall framework for development. It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area. It takes into account the existing conditions and problems and resources available for development. It looks at economic and social development for the area as a whole. It is used by municipalities as a tool to plan short-, medium- and long-term future development.



## INTRODUCTION

The process plan enhances integration and alignment between the IDP, Performance Management System (PMS) and Budget, thereby ensuring the development of a performance based and budgeted IDP. It fulfils the role of a business plan or an operational framework for the IDP process outlining the way the IDP process will be undertaken. The IDP Process Plan incorporates all municipal planning, budgeting, performance management, performance reporting and public and stakeholder engagement processes. The preparation of a Process Plan, which is the IDP Process set out in writing, requires the adoption by Council. This plan must 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;*
- *Allow the local community to be consulted on its development needs and priorities;*
- *Allow the local community, organs of state and traditional leaders to participate in drafting the IDP;*
- *An indication of the organisational arrangements for the IDP process;*
- *Identify binding national and provincial legislation plans and planning requirements, i.e., policy and legislation; and*
- *Ensure close consultation and alignment with district plans;*
- *Participate in establishing a district framework;*
- *Take into account plans of other local municipalities in the area;*
- *Mechanisms and procedures for vertical and horizontal alignment.*

The process creates its own dynamics since it encompasses the involvement of external role-players, therefore it requires accurate logistical planning, co-ordination and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved time bound schedule. It is important to bear in mind that the end result of the IDP process is not the drafting of the IDP document, but the actual implementation of identified, prioritised and agreed upon projects and programmes within limited financial resource availability which will ultimately create a conducive environment wherein all people can prosper socially and economically.

## BACKGROUND HISTORY: WHITE PAPER DEVELOPMENT AGENDA

The White Paper spelled out the framework and programme in terms of which the existing local government systems would be radically transformed. It established the basis for a system of local government centrally concerned with working with local citizens and communities to find sustainable ways to meet their needs and improve the quality of their lives. It can almost be regarded as a "mini-Constitution" for local government.

The Constitution of the Republic of South Africa (1996) mandates local government to:

- Provide democratic and accountable government for local communities.
- Ensure the provision of services to communities in a sustainable manner.

- Promote social and economic development.
- Promote a safe and healthy environment.
- Encourage the involvement of communities and community organisations in the matters of
- local government.

Local government must also promote the Bill of Rights, which reflects the nation's values about human dignity, equality and freedom, and uphold the principles enshrined in the Constitution. Within the framework of the Constitution, this White Paper establishes the basis for a new developmental local government system, which is committed to working with citizens, groups and communities to create sustainable human settlements which provide for a decent quality of life and meet the social, economic and material needs of communities in a holistic way.

It discusses four characteristics of developmental local government, namely exercising municipal powers and functions in a manner which maximises their impact on social development and economic growth; playing an integrating and coordinating role to ensure alignment between public (including all spheres of government) and private investment within the municipal area; democratising development; and building social capital through providing community leadership and vision, and seeking to empower marginalised and excluded groups within the community.

It urges local government to focus on realising developmental outcomes, such as the provision of household infrastructure and services; the creation of liveable, integrated cities, towns and rural areas; and the promotion of local economic development and community empowerment and redistribution.

It also provides three approaches which can assist municipalities to become more developmental, namely integrated development planning and budgeting; performance management; and working together with local citizens and partners. It emphasises the potential of integrated development planning as a mechanism to enable prioritisation and integration in municipal planning processes, and strengthen links between the development and institutional planning processes. It proposes a process for the development of a performance management system for local government; and suggests ways in which municipalities can engage citizens and community groups in the affairs of the municipality in their capacities as voters, citizens affected by municipal policy, consumers and end-users of municipal services, and partners in resource mobilisation for the development of the municipal area.

## CURRENT LEGAL FRAMEWORK: FIVE YEAR IDP ADOPTION

### **Municipal Systems Act 32 of 2000 (MSA)**

*The Municipal Systems Act, Act 32 of 2000 obligates all municipalities to undertake a process of preparing and implementing IDPs. According to Section 25 (1) of the MSA;*

**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.*

Integrated Development Planning is regulated by Chapter 5 of the Local Government Municipal Act, Act 32 of 2000 read together with the Municipal Finance Management Act, Act 56 of 2003.

In terms of Chapter 5 Section 25 (1) of the Municipal Systems Act, each Municipal Council must adopt a single, inclusive and strategic plan for the development of the Municipality within a prescribed period after the start of its elected term.

**Section 25 (3) of the Municipal Systems Act states that:**

- (a) "A newly elected municipal council may, within the prescribed period referred to in subsection (1), adopt the integrated development plan of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), (c) and (d).*
- (b) A newly elected municipal council that adopts the integrated development plan of its predecessor with amendments, must reflect the amendments in accordance with the 5 process referred to in section 34(b).*

**Section 25 (4) of the Municipal Systems Act 32 of 2000 states that**

A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) —

- (a) give notice to the public—*
  - (i) of the adoption of the plan; and*
  - (ii) that copies of or extracts from the plan are available for public inspection at specified places; and publicise a summary of the plan.*
- (b) Publicise a summary of the plan*

## CURRENT LEGAL FRAMEWORK: IDP CONTENT

### Municipal Systems Act 32 of 2000

Section 26 of the MSA prescribes the core components of an IDP and states that an IDP must reflect:

NINE CORE COMPONENTS		
<ul style="list-style-type: none"> <li>• COUNCILS VISION</li> <li>• LONG TERM DEVELOPMENT</li> <li>• CRITICAL DEVELOPMENT</li> <li>• TRANSFORMATION NEEDS</li> </ul>	<ul style="list-style-type: none"> <li>• ASSESSMENT OF EXISTING LEVEL OF DEVELOPMENT</li> <li>• IDENTIFICATION OF COMMUNITIES WHO DO NOT HAVE ACCESS TO BASIC SERVICES</li> </ul>	<ul style="list-style-type: none"> <li>• COUNCILS OPERATIONAL STRATEGIES</li> </ul>
<ul style="list-style-type: none"> <li>• COUNCILS DEVELOPMENT STRATEGIES</li> <li>• ALIGNED WITH NATIONAL AND PROVINCIAL SECTOR PLANS</li> <li>• PLANNING REQUIREMENTS BINDING IN TERMS OF LEGISLATION</li> </ul>	<ul style="list-style-type: none"> <li>• SPATIAL DEVELOPMENT FRAMEWORK AND</li> <li>• LAND USE MANAGEMENT SYSTEM</li> </ul>	<ul style="list-style-type: none"> <li>• COUNCILS DEVELOPMENT PRIORITIES AND OBJECTIVES</li> <li>• LED DEVELOPMENT AIMS</li> <li>• INTERNAL TRANSFORMATION NEEDS</li> </ul>
<ul style="list-style-type: none"> <li>• DISASTER MANAGEMENT PLANS</li> </ul>	<ul style="list-style-type: none"> <li>• FINANCIAL PLAN</li> <li>• BUDGET PROJECTION FOR AT LEAST 3 YEARS</li> </ul>	<ul style="list-style-type: none"> <li>• KEY PERFORMANCE INDICATORS AND</li> <li>• PERFORMANCE TARGETS</li> </ul>

### **Municipal Planning and Performance Management Regulations (Reg 2) 2001**

#### **1. A municipality's integrated development plan must at least identify;**

- (a) *the institutional framework, which must include an organogram, required for-*
- the implementation of the integrated development plan; and
  - addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
  - any investment initiatives in the municipality;
  - any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
  - all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
  - the key performance indicators set by the municipality

#### **2. An integrated development plan may;**

- have attached maps, statistics and other appropriate documents; or
- 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
  - (j) must indicate where public and private land development and infrastructure investment should take place;
  - (k) must indicate desired or undesired utilisation of space in a particular area;
    - (i) may delineate the urban edge;
    - (ii) must identify areas where strategic intervention is required; and
    - (iii) must indicate areas where priority spending is required.



Integrated Development Planning is an elaborate and collaborative planning process which produces a strategic plan designed to guide municipalities and their entities to systematically eradicate servicedelivery backlogs; encourage socio-economic development; preserve and conserve the natural environment; address spatial disparities of development and deliver on the agreed priorities which are translated into projects with clearly defined outputs and targets within a five-year planning cycle.

## ANNUAL BUDGET

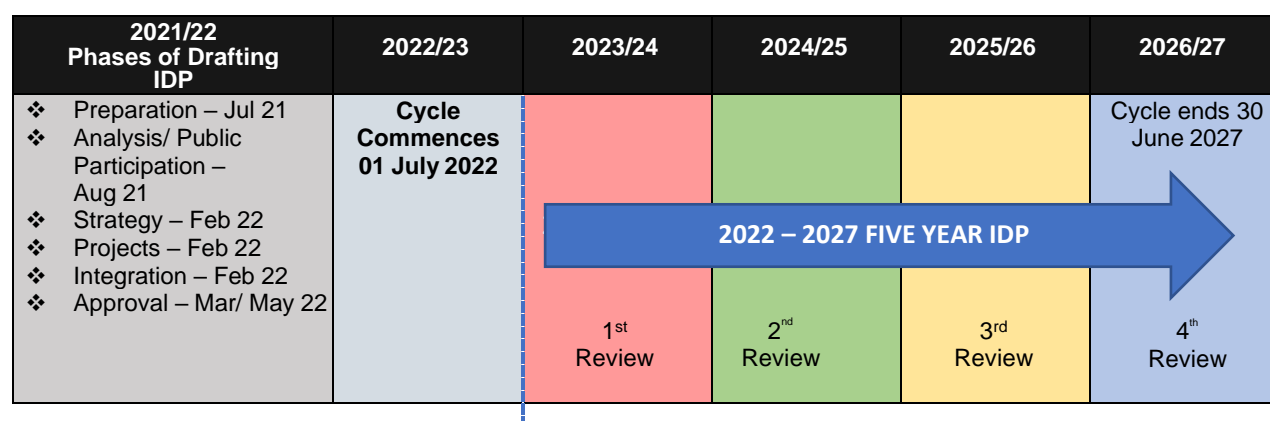
The Budget and the IDP are inextricably linked to one another. Therefore, it is important that the Budget and IDP processes be coordinated in a manner that will ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget. The Budget processes has been formalised through the promulgation of the Municipal Finance Management Act (2004) and the related Budget regulations. Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

### The mayor of a municipality must;

- (I) At least 10 months before the start of the budget year, table to the municipal council a time schedule outlining key deadlines for-
- (II) The preparation, tabling and approval of the annual budget;
- (III) The annual review of-  
The integrated development plan in terms of section 34 of the Municipal Systems Act; and the budget related policies.  
The tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
- (IV) The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

## PHASES OF IDP DRAFTING

### ANNUAL REVIEWS



# PROMOTING PUBLIC PARTICIPATION THROUGHOUT THE IDP PROCESS

## PUBLIC PARTICIPATION AND THE FIVE YEAR IDP PLANNING PROCESS

### Phase 1: Analysis

- (a) Legal Framework Analysis
- (b) Leadership Guidelines
- (c) Municipality Technical Development Analysis
- (d) Community and Stakeholder Development Analysis
- (e) Institutional Analysis
- (f) Economic Analysis
- (g) Socio-Economic Analysis
- (h) Spatial Analysis
- (i) Environmental Analysis
- (j) In-depth Analysis and identification of Key Development Priorities

### Phase 2: Strategies

Identifying a Vision, Mission and Value System  
 Perform a Gap Analysis  
 Identify Key Performance Areas (KPA's)  
 Determine Strategies and Development Objectives  
 Link KPA's and Objectives to Sectoral Functions

### Phase 3: Projects

Performance Management System  
 Identify Capital Projects  
 Identify Specific Programmes  
 Compile Five Year Operational Business Plans

### Phase 4: Integration

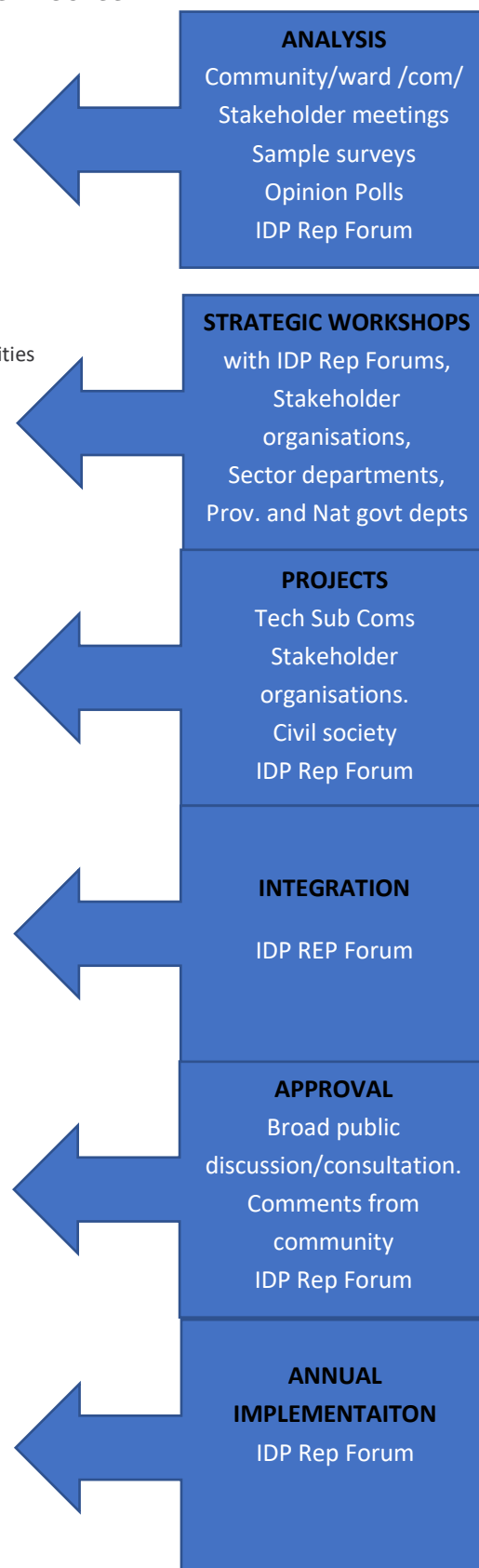
Integration of Processes  
 Institutional Restructuring and Alignment  
 Compile an Integrated Communication Plan

### Phase 5: Approval

District Alignment  
 Public Comments  
 Provincial/National Alignment  
 Final Approval by the Municipal Council

### ANNUAL IMPLEMENTATION

Compiling Operational Business Plans  
 Compiling Municipal Budget  
 Monitor, Evaluate and Review  
 Reporting



Public participation has to be institutionalised to ensure that all residents have an equal right to participate; and structured participation must specify who is to participate, on behalf of whom, on which issues, through which organisational mechanisms and to what effect.

*Public participation is not equally relevant and appropriate in each stage of planning, and not all participation procedures are equally suitable for each planning step. To limit participation costs, to avoid participation fatigue, and to optimize the impact of participation, the mechanisms of participation will have to differ from stage to stage.*

## MECHANISMS TO PROMOTE ACTIVE CITIZENRY

The undermentioned vehicles shall be utilised in promoting an active and informed citizenry:

- Establishment of the concept of Development Associations
- IDP Representative Forum (The District IDP Rep Forum was used as a vehicle during 2023/2024. Kannaland Municipality shall establish a local IDP Rep Forum during 2023/2024.)
- Ward Committees (Established within 120 days after LG Elections)
- Radio Broadcasts (GCIS to assist)
- Social Media platforms (Facebook; Twitter; Linkdin; WhatsApp are active)
- Municipal Website – requires a redesign and layout improvement
- Internal and external newsletter (subject to financial resource availability)
- Loud hailing – budget allocation to be made for the procurement of a new loud hailer.

### Detailed activities and deliverables

The table below summarises the important activities and deliverables to be considered during the process of drafting and annual review of the IDP.

ACTIVITY	ACTION	DIRECTORATE
<b>PREPARATION</b>		
Ward Committees	<ul style="list-style-type: none"> <li>❖ Establishment of Ward Committees. Elections took place between February and March 2022</li> <li>❖ Induction of ward committees took place on 28 May 2022</li> <li>❖ Operational Plans signed by ward councilors and ward committees and submitted to DLG: PP</li> <li>❖ DLG to roll out civic education programs during September 2023.</li> <li>❖ Ward Committee Policy tabled to council on 30 June 2022 and a workshop was held with all councilors</li> </ul>	Strategic Services/ Office of the Municipal Manager
<b>ANALYSIS</b>		
External Analysis	<ul style="list-style-type: none"> <li>❖ Review Sector Plans and priorities implementation of sector plan recommendations in progress</li> <li>❖ Review Spatial Development Framework</li> <li>❖ Socio Economic Profile Analysis /</li> <li>❖ Community Satisfaction Surveys</li> <li>❖ Stats SA Community Survey</li> <li>❖ Community Needs Analysis / Input</li> </ul>	All  Corporate Services Corporate Services Corporate Services Corporate Services Corporate Services Corporate Services

	<ul style="list-style-type: none"> <li>❖ Joint District and Metro Approach Implementation Plan</li> <li>❖ Municipal Economic Review Outlook (WCPG)</li> </ul>	Corporate Services
Internal Analysis	<ul style="list-style-type: none"> <li>❖ Review Long Term Financial Plan</li> <li>❖ Developed Organizational SWOT Analysis / Identify Opportunities and Critical Challenges</li> <li>❖ Fifth generation IDP Needs Analysis</li> <li>❖ Review Fourth Generation performance (SDBIP)</li> <li>❖ Developed Ward Operational Plans</li> <li>❖ Develop and Review Risk register</li> </ul>	Financial Services Municipal Manager  All  Strategic Services Strategic Services Strategic Services
<b>STRATEGY</b>		
Organizational Strategy Review	<ul style="list-style-type: none"> <li>❖ Review third generation organizational strategy, amend, draft and adopt new strategy. Council and Management discuss strategic issues such as vision and mission, future directions, strategic goals and objectives, key performance indicators and targets for each strategic objective.</li> </ul>	Executive Management Council
Strategic Planning Session	<ul style="list-style-type: none"> <li>❖ Council and Management considered external and internal analysis and strategies around 5-year development priorities and operational strategies (programmes, projects, activities and actions)</li> </ul>	Executive Management Council
<b>PROJECTS</b>		
Project and Programme Identification	<ul style="list-style-type: none"> <li>❖ Management considers external and internal needs analysis and outcomes of Strategic Planning Session and identify projects and develop project business plans.  <b>Mandatory Projects</b> - Upgrade and Development of New Infrastructure Projects directly linked to basic service delivery (Water / Electricity / Sanitation)  <b>Community Mandated Projects</b> – Projects aimed at socio and economic upliftment of communities and beautification and development of residential areas. These projects will be identified by communities and prioritized by Ward Committees.  <b>Catalytic Projects</b> – Long term  <b>JDMA Projects</b>  <b>Operational Projects</b> </li> </ul>	Executive Management  Technical Services  Planning and Strategic Services
<b>INTEGRATION</b>		
Intergovernmental Alignment and Public Private Partnership Contribution	<ul style="list-style-type: none"> <li>❖ Align municipal strategy with National, Provincial and District Municipality development policies and planning instruments. <b>(Horizontal and Vertical Alignment)</b></li> <li>❖ Participate in Provincial IDP INDABA and Joint Planning Forums.</li> <li>❖ Consider, Support and Incorporate Service Delivery and Development Interventions of other government and private sector counterparts in IDP.</li> </ul>	Strategic Services  All Directorates  Strategic Services

## KANNALAND MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK

A Municipal Spatial Development Framework (MSDF) is a long-term development strategy required in terms of the Municipal Systems Act 32 of 2000 and forms part of the Integrated Development Plan (IDP). The main aim of the MSDF is to clearly outline the spatial status quo of the Municipality, identify the opportunities and threats and then set out the local authority's goal, strategies and supporting policies in achieving medium - and long-term growth. The document will give spatial expression on the Municipality's service delivery and development agenda. Furthermore, it will clarify and direct equitable development and management activities in urban and rural areas in alignment with National and Provincial spatial planning legislation.

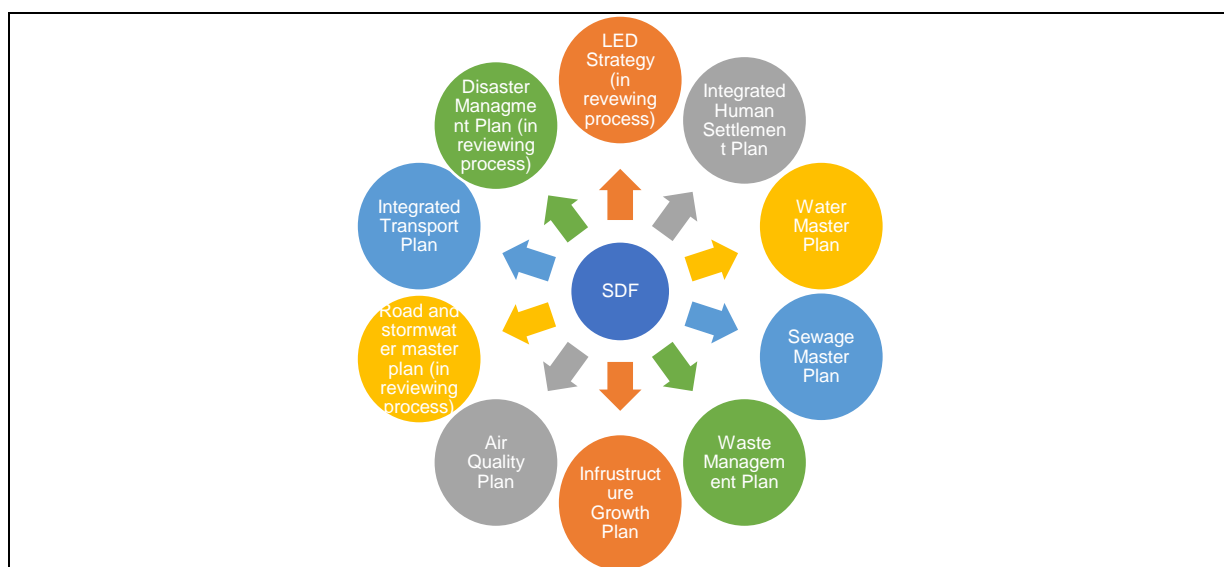
The Municipality is in collaboration with the Provincial Department of Environmental Affairs to finalise the draft MSDF. Proper consultation with the stakeholders of Kannaland will be conducted to ensure all concerns and proposals are obtained for consideration.

*"The municipal Spatial development framework must be prepared as part of a municipality's integrated development plan in accordance with the provisions of the Municipal Systems Act"*

The following diagram hereunder illustrates the alignment of the sector plans with the Municipal Spatial Development Framework (MSDF).

The ultimate objective of this one holistic planning approach which commences with development of an SDF (that is inclusive of all current and future developments) is to inform and align operational plans ensuring planning is streamlined across sector departments.

### ALIGNMENT OF KANNALAND MSDF AND SECTOR PLANS



## MSDF Content

Section 21. A of SPLUMA states that the SDF must;

- (a) *give effect to the development principles and applicable norms and standards set out in Chapter 2;*
- (b) *include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality;*
- (c) *include a longer-term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;*
- (d) *identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;*
- (e) *include population growth estimates for the next five years;*
- (f) *include estimates of the demand for housing units across different socio-economic categories and the planned location and density of future housing developments;*
- (g) *include estimates of economic activity and employment trends and locations in the municipal area for the next five years;*
- (h) *identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;*
- (i) *identify the designated areas where a national or provincial inclusionary housing policy may be applicable;*
- (j) *include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;*
- (k) *identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;*
- (l) *identify the designation of areas in which—*
  - (i) *more detailed local plans must be developed; and*
  - (ii) *shortened land use development procedures may be applicable and land use schemes may be amended;*
- (m) *provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;*
- (n) *determine a capital expenditure framework for the municipality's development programmes, depicted spatially;*
- (o) *determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and (p) include an implementation plan comprising of;*
  - (i) *sectoral requirements, including budgets and resources for implementation;*
  - (ii) *necessary amendments to a land use scheme;*
  - (iii) *specification of institutional arrangements necessary for implementation;*
  - (iv) *specification of implementation targets, including dates and monitoring indicators; and*
  - (v) *specification, where necessary, of any arrangements for partnerships in the implementation process.*

## JDMA/DDM

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

A JDMA team was established to drive the JDMA implementation Plan/One Plan. This JDMA team comprises of Sector Departments, B Municipalities, the Business Chamber.

Kannaland Local Municipality seeks to align its IDP with the JDMA.

## GARDEN ROUTE GROWTH AND DEVELOPMENT STRATEGY: 2019 – 2039: RECOVERY PLAN

The Garden Route District Municipality has responded to the pandemic through the development of a Recovery Plan which flows from the Garden Route Growth and Development Strategy. This strategy provides a framework for growth and development planning in the Garden Route District for 2019-2039. It applies a coherent, risk-driven approach to growth and development planning. In 2019, a clear need was identified – to consolidate the area into a coherent system which promotes economic development. An integrated approach to risk management, across towns within the Garden Route, allows for more comprehensive scanning for, and monitoring of, risks. It also allows for a coordinated response which is more effective and uses limited resources optimally.

Over the coming decades, this risk-driven strategy will enable the cohesion necessary to navigate the challenges and changes that the Garden Route and its residents and visitors will face. Organising collaboration around shared risks will help to identify areas of collaboration, while allowing for the distinct development of each of the local municipalities in the region, without collapsing any of the differences and unique strengths that characterise these areas. The Economic Recovery Plan includes specific interventions and timelines that will assist in the addressing the impact of the Covid-19 pandemic and will need resources and effective and efficient collaboration to implement these interventions successfully.

The Garden Route Growth and Development Strategy was adopted during 2021 and together with the Recovery Plan and JDMA plan, will form the basis for the region to implement projects and activities identified as per the seven strategic priorities (Clusters). The Clusters have been formed where the work will be done on our identified activities, and catalytic projects together with the GRDM, local B-Municipalities, national and provincial Government, agencies and the private sector at a later stage. Kannaland Municipality has been identified as a key member of the Cluster, and therefore invited by the GRDM to attend a workshop that will guide each Cluster towards an implementation plan that will prioritise projects on short, medium and longer term basis.



## KANNALAND PERFORMANCE MANAGEMENT

The Constitution of the Republic of South Africa, Chapter 7 of Act 108 (1996), deals exclusively with the local sphere of government and lists the objects and developmental duties of municipalities. The Municipal Structures Act Section 19 (1) states: A municipal council must strive within its capability to achieve the objectives set out in Section 152 of the Constitution and Section 19(2) of the same Act stipulates: A municipal council must annually review its overall performance in achieving the objectives referred to in subsection (1). The way that local government can manage and ensure that its developmental objectives have been met, is thus through the performance management system. Government, within this governance framework, gives us the tools to execute the above objects and developmental duties.

### Chapter 6 of the MSA requires local government to:

- ❖ Develop a performance management system
- ❖ Set targets, monitor and review performance based on indicators linked to the Integrated Development Plan (IDP)
- ❖ Publish an annual report on performance management for the councillors, staff, the public and other spheres of government
- ❖ Incorporate and report on a set of general indicators prescribed nationally by the Minister responsible for local government
- ❖ Conduct an internal audit on performance before tabling the report
- ❖ Have the annual performance report audited by the Auditor-General
- ❖ Involve the community in setting indicators and targets and reviewing municipal performance

### The Benefits of Performance Management for the Municipality and Officials

- ❖ It is a system which translates the IDP into measurable objectives and target
- ❖ PMS institutionalise sound management principles ensuring effective and efficient governance
- ❖ It promotes an accountable municipal governance Kannaland Municipal 2022-2027 five-year IDP
- ❖ It establish and maintain a balance between the needs of employees and the requirements of the Garden Route District Municipality
- ❖ It assists employees to improve their current performance and productivity
- ❖ It improves the job satisfaction of individual employees
- ❖ It ensures job performance is linked to the overall objectives of the Municipality as per the IDP
- ❖ It identifies the potential and abilities of employees and provide focused organizational support
- ❖ It encourage good relations between employees and section heads
- ❖ It assists with decisions related to the placement, transfer and promotion of employees and rewarding of outstanding performance.

The implementation of Kannaland's Municipality's IDP over the 2022/2023-2026/2027 IDP is given effect through the Service Delivery Budget Implementation Plan (SDBIP). The SDBIP is the implementation tool used to align the budget to the IDP. The focus of the SDBIP is non-financial measurable performance objectives in the form of service delivery targets and other performance indicators. The MFMA furthermore requires a SDBIP to be based on specific target and performance indicators derived from the IDP, thus linking the IDP, the performance management system and the budget. Section 67 of the MSA regards the monitoring, measuring and evaluating of



performance of staff as a platform to develop human resources and to develop an efficient and effective culture of performance management.

### Institutionalisation of Performance Management

Individual Performance Management forms part of the approved Performance Management Policy/Framework. It is currently under review and will be filtered throughout the organization with a set deadline of June 2023 for full implementation. Road shows will be held to do an analysis on organizational Job Descriptions and will be dealt with accordingly to use as part of the implementation process. Reports on the staff requirements/requests on Recognition and Rewards when it comes to Individual Performance will also be completed. The Constitution of the Republic of South Africa, Chapter 7 of Act 108 (1996), deals exclusively with the local sphere of government and lists the objects and developmental duties of municipalities.

The Municipal Structures Act Section 19(1) states: A municipal council must strive within its capability to achieve the objectives set out in Section 152 of the Constitution and Section 19(2) of the same Act stipulates: A municipal council must annually review its overall performance in achieving the objectives referred to in subsection (1). The way that local government can manage and ensure that its developmental objectives have been met, is thus through the performance management system. Government, within this governance framework, gives us the tools to execute the above objects and developmental duties.

## ANNUAL REVIEW OF THE FIVE-YEAR IDP

### MSA Section 34: 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; and*

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

The IDP should 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.*

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 challenges. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority ~~is~~ outcomes and outputs of the IDP. 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;*
- ❖ *considering risk mitigation;*
- ❖ *ensure policy and strategy review;*
- ❖ *be mindful of social and economic (macro and micro) dynamics;*
- ❖ *communicate progress made in terms of prescribe milestones to community;*
- ❖ *promote an active participation through the five-year implementation of the development plan;*
- ❖ *empower stakeholders;*
- ❖ *ensure IDP impact assessment for improved quality of life for citizens.*

## THE IDP PROCESS

Drafting an IDP requires a comprehensive planning process and the involvement of a wide range of internal and external role players. Such a process has to be properly organised and prepared. This preparation is the duty of the municipal manager and senior management. The preparation process will be referred to as the "**Process Plan**" and should contribute to the institutional preparedness of the municipality for the IDP process. The municipal manager is responsible for the implementation and monitoring of the IDP process. The municipality must notify the local community of the particulars of the process it intends to follow. The **process plan** should fulfil the function of a business plan and should stipulate in simple terms what has to happen, when, by whom, with whom, and where.

## PROCESS PLAN CONTENT

The following is the proposed table of contents, with due consideration to the prescriptions contained in legislation:

- ❖ *Introduction;*
- ❖ *Institutional arrangements;*
- ❖ *Establishment process;*
- ❖ *Roles and responsibilities;*
- ❖ *Public participation;*
- ❖ *Process programme;*
- ❖ *Process time frame;*
- ❖ *IDP table of contents;*
- ❖ *Binding national and provincial plans, planning requirements and legislation; and*
- ❖ *Activity and resource plan.*

## INSTITUTIONAL ARRANGEMENTS

The elected council is the ultimate decision-making forum on IDP's. The role of participatory democracy is to inform, negotiate and comment on those decisions, in the course of the planning process.

**The following internal positions/structures are recommended and will serve as a guide:**

- ❖ IDP representative forum (Municipal Manager, IDP manager, municipal officials, community stakeholders, provincial and national government sector departments)
- ❖ Budget Steering Committee
- ❖ Municipal manager or IDP manager
- ❖ IDP steering committee (Kannaland Internal staff who have inputs to make in the IDP drafting process)
- ❖ Project, programme and sectoral task teams
- ❖ Development Associations

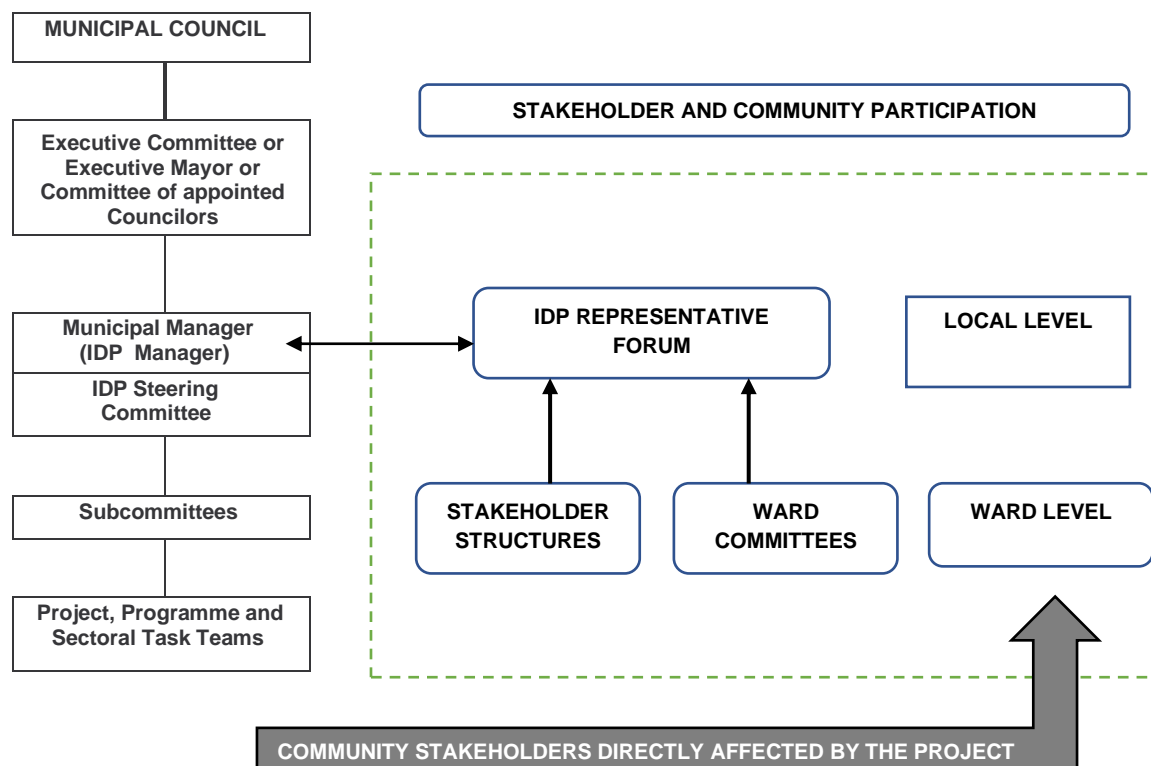
The IDP manager, IDP steering committee and IDP representative forum are structures required throughout the IDP process.

The project, programme and sectoral task teams will be small operational teams composed of a number of relevant municipal sector departments and technical officials involved in the management of the implementation and, where appropriate, community stakeholders directly affected by the project and programme.

**The following external structures/platforms will be employed to ensure continued liaison and coordination throughout the IDP process:**

- District IDP Managers Forum
- District Coordinating Forum
- Municipal Managers Forum
- JDMA Task Team (One Plan/JDMA Implementation Plan)
- District Economic Cluster
- IDP Indaba
- Provincial IDP Managers Forum
- Provincial Public Participation Forum
- SALGA
- COGTA

## PROPOSED KANNALAND IDP STRUCTURE



## ROLES AND RESPONSIBILITIES

One of the prerequisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. This section deals with the roles which the municipality has to play in the IDP and Budget processes in relation to the roles which external roleplayers are expected to play.

### Internal Role players

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
COUNCIL	<ul style="list-style-type: none"> <li>❖ Approve and adopt the process and framework plans as well as IDP and budget</li> <li>❖ Monitor the implementation and approve any amendments of the plan when necessary.</li> </ul>

<b>EXECUTIVE MAYOR AND MAYORAL COMMITTEE</b>	<ul style="list-style-type: none"> <li>❖ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. 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 the preparation, tabling and approval of the annual budget, the annual review of the IDP and budget-related policies, the tabling and adoption of any amendments to the IDP and budget-related policies and consultative processes. (MFMA section 21(1)(b))</li> <li>❖ Overall management, coordination and monitoring of the IDP process.</li> <li>❖ Assign and delegate responsibilities in this regard to the Municipal Manager.</li> <li>❖ Submit the draft IDP to Council for approval.</li> <li>❖ Submit final IDP and Budget to Council for adoption.</li> <li>❖ Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA.</li> <li>❖ Co-ordinate plans and Timetables for the Budget.</li> <li>❖ Exercise close oversight on Budget Preparation Process.</li> </ul>
<b>SPEAKER</b>	<ul style="list-style-type: none"> <li>❖ Overall monitoring of the public participation process.</li> <li>❖ Oversight of the ward committee system.</li> </ul>
<b>WARD COUNCILLORS / WARD COMMITTEES</b>	<ul style="list-style-type: none"> <li>❖ Form a link between the Municipality and residents.</li> <li>❖ Link the IDP process to their respective Wards.</li> <li>❖ Assist in the organizing of public consultation and participation.</li> <li>❖ Monitor the implementation of the IDP with respect to their wards</li> <li>❖ Encourage residents to take part in the IDP process.</li> </ul>
<b>MUNICIPAL MANAGER</b>	<ul style="list-style-type: none"> <li>❖ Managing and coordinate the entire IDP process as assigned by the Executive Mayor.</li> <li>❖ Chair the IDP Steering Committee Meetings.</li> <li>❖ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA.</li> </ul>
<b>CHIEF FINANCIAL OFFICER</b>	<ul style="list-style-type: none"> <li>❖ The CFO must perform such budgeting duties as delegated by the accounting officer. (MFMA section 81(e))</li> </ul>
<b>DIRECTORS AND HEAD OF DEPARTMENTS</b>	<ul style="list-style-type: none"> <li>❖ Provide technical, sector and financial information for analysis for determining priority issues.</li> <li>❖ Provide technical expertise in consideration and finalization of strategies and identification of projects.</li> <li>❖ Provide departmental, operational and capital budgetary information.</li> <li>❖ Preparation of project proposals, integration of projects and sector programmes.</li> </ul>
<b>IDP MANAGER</b>	<ul style="list-style-type: none"> <li>❖ Prepare IDP process plan and monitor the timeously implementation thereof.</li> <li>❖ Day to day management and coordination of the IDP process.</li> <li>❖ Ensure stakeholder engagement in IDP process by organizing meetings for engagement.</li> <li>❖ Ensure that the IDP process is participatory and that planning is ward-based oriented.</li> <li>❖ Respond to public and MEC comments on Draft IDP.</li> <li>❖ Compilation of comprehensive, neat and presentable IDP document that complies with all legal requirements.</li> <li>❖ Amend the IDP document in accordance with the comments received from the MEC</li> <li>❖ Review the IDP annually</li> </ul>

<b>PUBLIC PARTICIPATION UNIT</b>	<ul style="list-style-type: none"> <li>❖ Assist the Speaker to coordinate the process of establishing ward committees.</li> <li>❖ Responsible for logistical arrangements pertaining to ward committee meetings. The responsibility to meet regularly with the ward committees to ensure appropriate communication with the communities through the ward committee structure. The responsibility to ensure that representations made through the ward committees and ward councilors are channeled to the appropriate structures/functionaries for further attention/information.</li> <li>❖ To provide the administrative support to ward committees.</li> </ul>
<b>MANAGER: BUDGETS AND REPORTING</b>	<ul style="list-style-type: none"> <li>❖ Responsible for the Management, planning and compilation of Budget. Day to day management and coordination of the Budget process.</li> </ul>
<b>IDP AND BUDGETSTEERING COMMITTEE</b>	<ul style="list-style-type: none"> <li>❖ Refinement and Quality check of IDP document to ensure compliance with legislation.</li> <li>❖ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA.</li> <li>❖ Consist of portfolio Councilor for Financial matters, the Municipal Manager, the Chief Financial Officer, Directors and Head of Departments to give technical advice if necessary.</li> </ul>

### External role players

<b>ROLE PLAYERS</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>KANNALAND MUNICIPALITY</b>	<ul style="list-style-type: none"> <li>❖ Prepare and adopt the IDP.</li> <li>❖ Undertake the overall planning, management and coordination of the IDP process.</li> <li>❖ Consider comments of the MEC on the IDP and adjust the IDP if necessary.</li> <li>❖ Ensure linkage between the Budget and IDP.</li> <li>❖ Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.</li> </ul>
<b>LOCAL RESIDENTS, AND STAKEHOLDERS</b>	<ul style="list-style-type: none"> <li>❖ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committee structures.</li> <li>❖ Keep constituencies informed on IDP activities and outcomes.</li> <li>❖ Participate in IDP service delivery needs analysis.</li> <li>❖ Submit written representation and comment on draft IDP and Draft annual budgets</li> </ul>
<b>GARDEN ROUTE DISTRICT MUNICIPALITY</b>	<ul style="list-style-type: none"> <li>❖ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning).</li> <li>❖ Preparation of joint strategy workshops between municipality, provincial and national government.</li> <li>❖ Facilitate engagements and planning sessions on district wide development and service delivery matters.</li> <li>❖ Coordinate District Public Participation and Integrated Development Planning engagements to share information and best practices.</li> </ul>

<b>PROVINCIAL GOVERNMENT</b>  <b>IDP DIRECTORATE</b>  <b>&amp;</b>  <b>PROVINCIAL TREASURY</b>	<ul style="list-style-type: none"> <li>❖ Ensure horizontal alignment of the IDP between the municipality and the District municipality.</li> <li>❖ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level.</li> <li>❖ Facilitate IDP INDABA and Joint Planning Interventions.</li> <li>❖ Guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and</li> <li>❖ Guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's.</li> <li>❖ Efficient financial management of Provincial IDP grants.</li> <li>❖ Monitor the IDP progress.</li> <li>❖ Assist municipalities in compiling the IDP.</li> <li>❖ Coordinate and manage the MEC's assessment of the IDP.</li> <li>❖ Provide IDP related training where required.</li> <li>❖ Share best practices in relation to IDP document content, strategic alignment and spatial mapping.</li> <li>❖ Provincial Treasury must provide views and comments on the draft budget and any budget related policies and documentation for consideration by council when tabling the budget.</li> <li>❖ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.</li> </ul>
<b>INTERNAL SECTOR DEPARTMENTS</b>	<ul style="list-style-type: none"> <li>❖ Contribute sector expertise and knowledge.</li> <li>❖ Provide sector plans and programmes and projects for inclusion in the IDP.</li> <li>❖ Participate in Ward / Area Development Planning Processes.</li> </ul>
<b>NATIONAL GOVERNMENT</b>	<ul style="list-style-type: none"> <li>❖ National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).</li> </ul>

## MATTERS REQUIRING ALIGNMENT

Matters that may require alignment may include the IDP process (5 phases), as well as section 84 (1) and (2) of the Systems Act (the division of powers).

IDP Process Programmes

IDP Process Time Frames

IDP Table of Contents

Five Year Planning Process

**Phase 1: Analysis (Co-ordinate Key Development Priorities)**

**Phase 2: Strategies**

**Phase 3: Projects**

**Phase 4: Integration**

**Phase 5: Approval (Requires Horizontal and Vertical alignment)**

**Annual Implementation**

- ❖ Section 27 District Framework

- ❖ Sectoral Operational Business Plans
- ❖ Municipal Budgets
- ❖ Monitoring, Evaluation and Reviewing
- ❖ Spatial Development Framework
- ❖ Joint District Metropolitan Approach (JDMA) – One District Plan
- ❖ Reporting

**Section 84 (1) and (2) The Division of Powers**

- ❖ Electricity and Gas Reticulation
- ❖ Fire-fighting Services
- ❖ Local Tourism
- ❖ Municipal Airports
- ❖ Municipal Planning (IDP)
- ❖ Municipal Public Transport
- ❖ Municipal Public Works
- ❖ Municipal Health Services
- ❖ Water and Sanitation Services
- ❖ Potable Water Supply Systems
- ❖ Domestic Waste-water
- ❖ Sewage Disposal Systems
- ❖ Cemeteries, Funeral Parlours and Crematoria
- ❖ Markets, Municipal Abattoirs, Municipal Roads
- ❖ Refuse Removal, Refuse Dumps and Solid Waste Disposal





## 2023/ 2024 KANNALAND MUNICIPALITY IDP AND BUDGET TIME-SCHEDULE / PROCESS PLAN

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<b>1.</b>	<b>PREPARATION OF IDP AND BUDGET PROCESS PLAN</b>				
<b>a)</b>	Engage with Garden Route District Municipality on the alignment process towards the 5 <sup>th</sup> Generation IDP.	IDP Manager	Align 2022-2027 Process Plan with Garden Route DM and discuss joint planning interventions.	MSA Section 29	Jun/Jul '23
<b>b)</b>	Table Draft 2022-2027 IDP and Budget time-schedule / process plan to Executive Management.	IDP Manager	Quality check and to finalise draft Process Plan for 2022-2027	(MFMA) Section 21	28 June '23
<b>c)</b>	Convene first Council Meetings after municipal elections.	Municipal Manager	Constitute Council and Council Committees	(MFMA) Section 21	Nov 23
<b>d)</b>	Tabling of Draft 2022-2027 IDP/Budget Process Plan to Council for approval with schedule for IDP Public meetings.	Mun. Manager IDP Manager	Approved 2022-2027 Process Plan	(MFMA) Section 21 (b)	Nov 23
<b>e)</b>	Institutionalisation of Ward Committees	IDP Manager PP Unit	Facilitate Ward Committee Establishment / Election	Internal procedure	29 July '23
<b>f)</b>	Advertise 2022-2027 process plan and dates of IDP Public Meetings on website, local newspapers, municipal newsletter, Noticeboards. Inform Ward Committees Accordingly.	IDP Manager	Notification to public and Ward Committees	MSA Section 21, 28 (3)	Jan/ Feb 24
<b>2.</b>	<b>4TH QUARTER CORPORATE PERFORMANCE REPORT</b>				
<b>a)</b>	Prepare and Submit 2021/22 Third and Fourth Quarter Corporate Performance Report to Executive Management for quality check and review.	Performance & Risk Officer	Finalise Fourth Quarter Corporate Performance Report for inclusion in Council Agenda	MPPMR - Section 13 (2) PMS Framework	July '24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b)	Submit 2022/23 Third and Fourth Quarter Performance Report to MPAC	Mun. Manager	To provide oversight and in-year performance monitoring	Section 79 of Municipal Structures Act	July '23
c)	Table 2022/23 Third and Fourth Quarter Performance Report to Council.	Mun. Manager	Report on Councils Agenda	PMS Framework	29 July '23
d)	Place 2022/23 Third and Fourth Quarter Corporate Performance Report on municipal website.	Budget Office Performance & Risk Officer	Fourth Quarter Corporate Performance Report on website	MFMA Section 75 (2)MSA 21(b)	30 Jul '23
e)	Submit 2022/23 Third and Fourth Quarter Corporate Performance Report to National and Provincial Treasury	Budget Office Performance & Risk Officer	Fourth Quarter Corporate Performance Report submitted	MBRR- Section 31	30 Jul '23
f)	Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	Performance & Risk Officer	PMS Status report on PAC Agenda		Aug '23
<b>3. EMPLOYEE PERFORMANCE MANAGEMENT</b>					
a)	Drafting and signing of new performance contracts for Section 57 Managers for 2023/24 financial year.	Municipal Manager	To give effect to the Performance Management Framework Performance Management Policy Reward and Recognition Policy And relevant legislation	To give effect to the Performance Management Framework Performance Management Policy Reward and Recognition Policy And relevant legislation MPPMR Section 13	8 AUGUST 23
b)	Performance assessments of Section 57 Managers for 2023/24.	Executive Mayor			SEP 23
c)	Finalise Performance Agreements and Development plans for HOD'S and lower level staff for 2023/24.	Executive Mayor			Aug 2023/July 2024
d)	Finalise 2023/24 Bi-annual Employee Performance Evaluations and prepare departmental reports for moderation	Directors HOD'S			6 SEPT 23
e)	Conduct performance moderations for 2023/24 performance reviews in accordance with PMS Policy	Performance & Risk Officer			25 OCT 23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
(f)	District IDP Managers Forum	IDP MANAGER	IDP PROCESS PLAN AND TIME SCHEDULE	MSA SECTION 25	SEPT '23
(h)	GRGDS and JDMA Technical Steering committee	IDP MANAGER/MM	CLUSTER ENGAGEMENT	MSA SECTION 25	SEPT '23
(l)	MMF AND DCF	MM	IDP PROJECT IMPLEMENTATION	MSA SECTION 25	AUG ' 23
<b>4.</b>	<b>PLANNING FOR THE 2023 - 2024 IDP</b>			MSA Section 32 (3)	
a)	Consider MEC comments and Recommendations on 23/24 Predecessor IDP with amendments assessment. (SIME ASSESSMENT)	IDP Manager Mun. Manager Directors	Implement MEC recommendations and inclusion in 2022 – 2027 IDP		31 May '23
b)	Municipal Manager submits draft 2023/24 SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget (Budget approved on 31 May 2023)	Performance & Risk Officer Mun. Manager	Approved 23/24 Top Layer SDBIP	MFMA Section 69(3)(a)	14 Jun '23
c)	Executive Mayor approves 2023/24 SDBIPs within 28 days after approval of budget (Budget approved on 31 May 2023)	Performance & Risk Officer Mun. Manager	Approved 22/23 Top Layer SDBIP	MFMA Section 53(1)(c)(ii)(2)	28 June '23
d)	Review and update Municipal Spatial Development Framework. Convene SDF Review Project.	Director Plan. Economic Dev	Workshop status report of SDF Revision	MSA – 26 MPPMR – Section 4	31 Nov '23
e)	Identification of mandatory projects prioritised for implementation for 23/24 and four outer years MTREF by Internal Sector Departments.	IDP Manager Directors HOD'S	To inform public of planned mandatory projects for sustainable delivery of basic services and to include in 2022-2027 IDP	Internal Planning and Management Procedure	24 Aug '23
f)	Convene Business Development Forum Meeting with internal and external Stakeholders. (In preparation for Local		To fast-tracked socio economic and infrastructure development in under		

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
	Business Chamber Conference and roll-out of PACA Process for LED and Tourism Strategy review.	IDP Manager LED Officer	served areas, alleviating poverty through public private partnership.	Internal Planning and Management Strategy	18 August '23
g)	Attend and participate in Local Economic Development Conference arranged by Local Business Chamber	IDP Manager Directors	To strategies together with private sector around LED opportunities to attract new business to Kannaland	Internal Planning and Management Strategy	3 Sep '23
h)	Review Spatial Development Framework. Workshop status report with Ward Committees and Councillors for input and comment	Director Plan. Int. Services	Consult Ward Committees and Councillors in SDF review process	Internal Planning and Management Strategy	17 Sep '23
i)	Attend Quarterly Provincial IDP Managers Forum Meeting in preparation for IDP INDABA 2.	IDP Manager	Discuss intergovernmental planning processes, 22/23 PDP and IDP INDABA 2 in preparation to draft 5-year IDP	MSA Section 24	30 Sep '23
j)	Review of Local Economic Development and Tourism Strategy through the PACA Process	Director Corporate Services	Facilitate stakeholder involvement in LED Review process. Compile LED and Tourism Strategy	Internal Planning and Management Strategy	27 Sep - 01 Oct '23
k)	Attend Provincial IDP INDABA 1 (JPI) to give effect to intergovernmental planning and development.	IDP Manager Mun. Manager Directors	Present and motivate municipal priorities for Government intervention and inclusion in Provincial Development Plan	MSA Section 24	Oct '23
l)	Conduct public participation process into 5-year IDP and Budget for Kannaland	IDP Manager Directors	incorporate Ward Needs and get inputs for 5-year IDP.	MSA Section 17	Aug – Sep 23
m)	Development of ward operational plans for incorporation into 5-year IDP.	IDP Manager	Area Development Plan included in 2022 - 2027 IDP	Internal Planning and Management Strategy	Jan - Feb 23
n)	Convene Quarterly Ward Committee Meetings.	IDP Manager PPU	Communicate 2023/24 Municipal Performance on TL SDBIP after AG audit and prioritize needs for 5-year IDP and MTREF	MSA Section 17	Feb '23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<b>5.</b>	<b>INITIATE THE 23/24 BUDGET PROCESS</b>				
<b>a)</b>	Tabling of 1st 23/24 Adjustment Budget to Council to incorporate Rollovers, Changes on SDBIP and KPI's as per adjustment budget.	CFO Budget Office IDP Manager	Council approves 2021/22 Adjustments budget and amended SDBIP (potential)	Internal Management Procedure	25 Aug '23
<b>b)</b>	Operating Budget: Salaries and Wages schedules to Directors for scrutiny and corrections.	Expenditure/ Directors	Initiate preparation of 23/24 Salaries and Wages budget	MFMA - Section 126	30 Aug 23
<b>c)</b>	Finalize 2023/24 Annual Financial Statements.	CFO	Based on 20/21 AFS assess municipality's financial position, capacity to fund budget over 22/23 MTREF	MFMA Section 28(7)	31 Aug 23
<b>d)</b>	Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats.	Budget Office	Approved Adjustments Budget, IDP & SDBIPs being made available on official website and submission to NT and PT	MBRR Section 26 & 27	30 Aug 23
<b>e)</b>	Operating Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department.	Directors/ Expenditure	Initiate preparation of 22/23 Salaries and Wages budget	MSA 21(b)	17 Sept 22
<b>f)</b>	Forward previous years' operating expenditure / income actuals and current year projections to Directors.	Budget Office	Baseline for setting parameters for 22/23 operating budget	Internal Procedure	11 Oct 23
<b>(g)</b>	Engage with Provincial Government regarding adjustments to projected allocations for next 3 years i.t.o the MTREF.	Directors/ Budget Office	Intergovernmental Budget Alignment	Internal Procedure	29 Nov 23
<b>(h)</b>	Engage with Directors on Salary budget after inputs have been processed.	CFO/Directors	Initiate preparation of 2022/23 Salaries and Wages budget	MSA Section 24	Nov 23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
(i)	District IDP and Public Participation Forum	IDP Manager	IDP Process implementation	MSA	Nov'23
(j)	District IDP Rep Forum	IDP Manager/ MM	Public participation in IDP Process	MSA	Nov '23
<b>6. 2021/22 ANNUAL REPORT / AUDIT READINESS</b>					
a)	Gather performance information (POE'S) that substantiate actual performance reported on 2022/23 Top level SDBIP and Management Scorecard.	Performance & Risk Officer Mun. Manager Directors	Prepare Corporate Audit File on Performance information for pre- audit by internal audit.	Internal Management Procedure	July '23
b)	Auditing of Performance Information on pre-determined objectives by internal audit. Pre - Audit.	Mun. Manager Directors	Pre- Audit in preparation for external audit by the Auditor General	Internal Management Procedure	July '23
c)	Submit unaudited 2022/23 Annual Report to Auditor-General as required by legislation.	Performance and Risk Officer	Unaudited report includes the narrative Annual Performance Report Annual Financial Statements	MFMA - Chapter 12 – Section 126 MFMA Circular No.63	31 Aug 2023
d)	Auditing of draft 2022/23 Annual Report by Auditor-General.	Performance and Risk Officer and Mun Manager	Auditor-General's audit report on municipality's Annual Report	MFMA - Section 126 MFMA Circular No.63	29 Nov 2023
<b>7. 1<sup>st</sup> QUARTER CORPORATE PERFORMANCE REPORT</b>					
a)	Table Bi- Annual Report (Jan-Jun) of Audit and Performance Committee Chairman on Performance Management to Council	Mun Manager	Report on Council Agenda	MFMA Section 166 MPPMR Regulation 14	Dec 23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<b>b)</b>	Prepare and submit 2023/24 First Quarter Corporate Performance Report to Executive Management	Performance & Risk Officer Mun Manager	Finalize Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	Oct 23
<b>c)</b>	Submit 2023/24 First Quarter Performance Report to MPAC	Mun Manager	To provide oversight and in-year performance monitoring	Section 79 of Municipal Structures Act	Oct 23
<b>d)</b>	Informal quarterly performance assessments: Section 57 managers.	Mun Manager	To assess performance against targets	PMS Framework	Oct 22
<b>e)</b>	Table 2023/24 First Quarter Performance Report to Council.	Mun Manager/CFO	First Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	28 Oct 23
<b>f)</b>	Place first Quarter Performance Report on website and submit to PT and NT.	Performance & Risk Officer Budget Office	First Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) / MBRR Sect. 31	2 Nov 23
<b>g)</b>	Submit 2023/24 First Quarter Corporate Performance Report to National and Provincial Treasury	Budget Office Performance & Risk Officer	Corporate Performance Report submitted	MBRR- Section 31	10 days after Council Meeting
<b>h)</b>	Submit 2023/24 First Quarter Corporate Performance Report to National and Provincial Treasury	Performance & Risk Officer	PMS Status report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	Nov 23



DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
8.	<b>MUNICIPAL STRATEGY REVIEW</b>				
a)	Convene High Level Strategic Planning Session to Review municipal high-level overarching strategy and long and short- term development objectives.	Directors Council IDP Manager	Identify and discuss critical challenges projects / programmes for 5-year IDP in line with available funds on CRR. Discuss financial forecasts and possible tariff increases over 5-year period.	Internal Planning and Management Strategy	Jan/ Feb '23
b)	Forward previous financial year and 3-year capital budget and service delivery and development priorities to Directors to start process of loading new Project proposals and change existing Project proposals on Collaborator.	Budget Office Directors	Identify ward-based capital projects for 22/23 and four outer years MTREF	Internal Planning and Management Strategy	12 Oct '23
c)	Draft and table long-short term strategic plan to Council for approval and for incorporation in 5-year IDP	Municipal Manager Council	Council approved long-short term Strategic Plan	Internal Planning and Management Strategy	6 Dec '23
(d)	Technical Integrated Municipal Engagements (Time)	IDP MANAGER	Provincial support with finalizing Draft 2023/24 IDP Review		Feb '24
(e)	MMF and DCF	MM	District collaboration and alignment on IDP implementation and review		Feb' 24
(f)	Provincial IDP Managers Forum	IDP Manager	Provincial support on compliance of Draft Review IDP		March '24
(h)	District IDP Rep Forum	IDP Manager/ MM	MFMA Section 23(1) When any budget is tabled, the municipal council must consider any views of the local community		18 April '24
(i)	SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget	CFO/Execu- tive Directors /MM/Line Managers	SIME LG MTEC: IDP and assessments		April '24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
9.	<b>PREPARE THE 2023/24 MTREF BUDGET</b>				
a)	Finalise salary budget for 2023/2024.	Expenditure CFO	Salary Budget	Internal Management Procedure	23 Nov '23
b)	Directors submit directorates 3-year capital budget project priorities with cost on Collaborator Project proposal system.	Directors Budget Office	Compilation of first draft Capital Budget	Internal Management Procedure	12 Nov '23
c)	Finalise preliminary projections on operating budget for 2023/24	Budget Office	2023/24 Operating Budget	Internal Management Procedure	6 Dec '23
d)	Provide Tariff list structure to Departments for 2023/234Tariff inputs	Budget Office	Finalise 2023/24 Tariff list structure	Internal Management Procedure	6 Dec '23
e)	Departments provide Tariff list information to Budget office for finalization of Draft Tariff list	Directors	Finalise 2023/24 Tariff list structure	Internal Management Procedure	15 Jan '24
f)	Discuss Capital budget inputs with Directors	CFO Directors Budget office	Compilation of first draft Capital Budget	Internal Management Procedure	22 – 26 Nov '23
g)	Budget Steering Committee Meeting to table and consider draft Capital Budget for 2023/24 2nd Adjustment Capital Budget.	BS Committee	2023/24 adjustment budget Capital Budget	Internal Management Procedure	10 Dec '23
h)	BS Committee Meeting to table and consider draft Capital Budget for 2023/24 MTREF and 2022/2023 2nd Adjustment Budget, and draft 2023/24 Operating Budget	BS Committee CFO Budget office	2023/24 2nd Adjustment Budget	Internal Management Procedure	21 Jan '24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
i)	Finalise Budget related policies	CFO	Review all budget related policies	Internal Management Procedure	31 Jan '24
j)	Kannaland Development Association Forum Meeting to ascertain private investment / funding support for 2023/24.	IDP Manager LED Unit	To ascertain private public partnership investment / funding support for 23/24.	Internal Planning and Management Strategy	23 Feb '24
<b>10</b>	<b>FIRST TABLING OF 2022/23 ANNUAL REPORT</b>				
a)	Table 2022/23 Annual Report to Council.	Mun Manager	2022/2023 Annual Report Consider by Council.	MFMA - Section 127	Jan 24
b)	Tabled 2022/23 Annual Report submitted to the Auditor General, Provincial Treasury & Dept. Local Government.	Performance/Risk Officer	Tabled 2022/23 Annual Report submitted	MFMA - 127 (5) (b)	Jan 24
c)	Make public the - 2022/23 Annual Report, invite the public to submit representations in connection with the Annual Report	Performance/Risk Officer	Summary of public representations	MFMA - Section 127 (5a)	Jan 24
<b>11.</b>	<b>2ND QUARTER / MID-YEAR CORPORATE PERFORMANCE</b>				
a)	Prepare and Submit 2023/24 Second Quarter and Mid-Year Corporate Performance Report to Executive Management	Performance & Risk Officer Mun. Manager Budget Office	Finalise Second Quarter / Mid-Year Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	14 Jan 24
b)	Submit 2023/24 Second Quarter Performance Report to MPAC	Mun Manager	To provide oversight and in-year performance monitoring	Section 79 of Municipal Structures Act	21 Jan 24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c)	Table 2023/24 Second Quarter and Mid-Year Corporate Performance Report to Council.	Mun Manager/ CFO	Second Quarter & Mid-year Corporate Performance Report Agenda	MPPMR Section 13 MFMA Section 52 (d) & 72	25 Jan 24
d)	Place 2023/24 2nd Quarter & Mid-Year Performance Report on website submit to NT and PT.	Performance & Risk Officer Budget Office	2nd Quarter & Mid-Year Performance Report published and submitted	MFMA Section 52 & 72 MBRR 31 & 35	5 days after Council meeting
e)	Publication of Mid-Year Corporate Budget and Performance Assessment Report.	Budget Office	Publication of Mid-year assessment	MFMA Section 72 MBRR 34	5 days after Council meeting
f)	Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	Performance/ Risk	Report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	Feb 24
g)	2023/24 Mid-Year performance assessments of Section 57 managers / HOD'S and lower level staff.	Mun Manager.HODs/Dir ectors	To assess performance against targets	PMS Framework	Feb 24
<b>12. 2023/24 SECOND ADJUSTMENT BUDGET</b>					
a)	Receive inputs on 23/24 2 <sup>nd</sup> Adjustment Budget from Departments	Directors Budget office	Preparation for adjustment budget	MFMA Section 28 MBRR Section 23(1)	3 Jan 24
b)	Budget Steering Committee Meeting to table and consider 2023/24 2 <sup>nd</sup> Adjustment Capital Budget.	BS Committee	Preparation for adjustment budget	Internal Management Procedure	10 Dec '23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c)	Budget Steering Committee Meeting to table and consider 2023/24 2 <sup>nd</sup> Adjustment Operating Budget.	BS Committee Budget Office	Preparation for adjustment budget	Internal Management Procedure	21 Jan '24
d)	Finalise Capital and Operational budget projections for 2023/24.	Budget office	Preparation for adjustment budget	MFMA Section 28 MBRR Section 23(1)	28 Jan '24
e)	Budget office prepare all necessary budget related documentation	Budget office	Preparation for adjustment budget	MFMA Section 28 MBRR Section 23(1)	8 Feb '24
f)	Table 2023/24 Adjustment Budget to Council for approval. (Possible Amend IDP and Top Layer SDBIP).	CFO Budget office Performance & Risk Officer	Table second 2023/24 Adjustment budget for approval	MFMA Sec. 28 & 54 (1) (c) MBRR - Regulation 23(1)	24 Feb '24
g)	Publishing 23/24 Second Adjustment Budget on website and submit to Provincial and National Treasury.	Budget Office	Approved Adjustments Budget being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26 & 27	5 / 10 days after Council Meeting
13.	<b>FIRST DRAFT OF 2023-2024 IDP / BUDGET AND SDBIP</b>				
a)	Review final tariffs and charges and determines tariffs to balance the budget and finalise income budget for 2023/24.	CFO	Finalise 2022/23 Income Budget	MFMA Section 17	24 Feb '24
b)	Submits Draft IDP to Director Corporate Services with proposed public participation programme.	IDP Manager	Review, Scrutinise, do quality check.	Internal Management Procedure	
c)	Table Draft 5-year IDP and Draft Capital Budget to Executive Management	IDP Manager	Finalise Draft IDP and Capital Budget for referral to IDP & B Steering Committee	Internal Management Procedure	31 Jan '24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
d)	Attend Provincial IDP INDABA 2	IDP Manager	Incorporate 23/24 Government Sector Department Investment into IDP	MSA Section 24	7 Feb '24
e)	Table Draft Spatial Development Framework to Council for adoption and alignment with 5-year IDP.	Director Planning & Economic Dev.	Adopt Spatial Development Framework and align IDP.	Spatial Planning Legislation	24 Feb '24
f)	LGMTEC 2/ SIME - Municipality receive inputs from National and Provincial Government and other bodies "Grant Allocations".	CFO Budget Office	Provincial Feedback Report Appropriate Grant Funding Allocations in Budget	DORA	28 Feb '24
g)	e) Table Draft IDP, Budget and SDBIP to Steering Committee for final overview, inclusiveness and quality check.	Mun. Manager	Draft IDP, Capital and Operating Budget and SDBIP for 2022/23	MFMA No. 56 of 2003, MBRR Section 14 (2)	7 March '24
h)	Workshop draft IDP and Budget with full Council	Mun Manager	Workshop draft IDP and Budget with full council	Internal procedure	10 March '24
i)	Municipal Manager presents final draft IDP, Budget and Budget related policies to the Mayor for perusal and tabling to Council.	Mun. Manager	Tabling of draft IDP to Mayor	MSA Section 30 (c) MFMA Section 21	24 Feb '24
j)	Table Draft 5-year IDP, Budget, SDBIP, Budget related policies and proposed public participation programme to Council.	Mun Manager/ CFO Performance & Risk Officer	Draft IDP and Budget on Council Agenda	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	28 Feb '24
<b>14. ADOPTION OF 22/23 ANNUAL REPORT</b>					
a)	Oversight Committee Meeting to discuss 22/23 Annual report.	Ex. Strategic Services	Oversight Committee Report on 18/19 Annual Report	MFMA - Section 129	Feb '24

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b)	Council considers the annual report and adopts the 2022/23 Oversight report on Annual Report within two months after the annual report was tabled.		Oversight Report and Annual Report Adopted	MFMA Section 129	March '24
c)	The municipal manager makes the oversight report public within seven days after adoption of the annual report.	Mun. Manager	Advertisement, oversight report	MFMA Section 129 (3)	Within seven days after adoption
d)	Municipal manager submits annual report and oversight reports to provincial legislature within seven days of adoption of the oversight report.	Mun. Manager	Annual Report Submitted	MFMA Section 132 (1) & (2)	Within seven days after adoption
<b>15. PUBLICATION AND PUBLIC CONSULTATION PROCESS</b>					
a)	Publication of Draft IDP and Budget for public comment and consultation.	Budget Office IDP Manager	Tabled Draft IDP and Budget available for public viewing, scrutiny and comment.	MFMA Section 22(a); MSA Section 21A	March - April '24
b)	Submission of Draft IDP and tabled annual budget and draft SDBIPs to National and Provincial Treasuries and Department of Local Government in both printed and electronic formats.	Budget Office IDP Manager	Draft IDP, tabled annual budget + SDBIP submitted	MFMA Section 22(b) MBRR 15 (3) (b) & 15(1)	Immediately after Tabling to Council
c)	Consult Ward Committees on 5-year Draft IDP and Budget.	IDP Manager	Obtain input/comment from ward committees of Draft IDP and Budget	MFMA Section 22 & 23	4 - 14 April '24
d)	Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	IDP Manager	Inform and obtain public input/comment on draft IDP, Budget and tariffs.	MFMA Section 22 & 23	18 - 29

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
					April '24
e)	LGMTEC 3 / SIME - Provincial analysis (PT and DLG) of the 5-year draft IDP & Budget.	Mun. Manager Directors Budget Office IDP Manager	Provincial Feedback report on Draft IDP and Budget	MFMA Section 34	Jan/April '24
f)	Kannaland Development Association Forum Meeting to consult stakeholders on 5-year Draft IDP and Budget.	IDP Manager LED Unit	Consult stakeholders on 5-year Draft IDP and Budget.	Internal Planning and Management Strategy	25 April '24
g)	Deadline for Public inputs on IDP and Budget	IDP Manager	Consult stakeholders on draft 2022/23 revised IDP and Budget.	MSA Section 21	Apr '24
h)	Executive Management analyse public comments on Draft IDP and Budget and prepare report with recommendations for Council's perusal.	IDP Manager CFO Mun. Manager	Report with recommendations on public comments on Agenda	MFMA Section 22(a); MSA Section 21A	2 - 11 May '24
<b>16. 3RD QUARTER CORPORATE PERFORMANCE REPORT</b>					
a)	Prepare and Submit 2023/24 Third Quarter Corporate Performance Report to Executive Management.	Performance & Risk Officer Mun. Manager Budget Office	Finalise Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	April '24
b)	Submit 2023/24 Third Quarter Performance Report to MPAC	Mun. Manager	To provide oversight and in-year performance monitoring	Section 79 of Municipal Structures Act	18 April '24
c)	Third informal quarterly performance assessments of Section 57 managers	Mun. Manager	To assess performance against targets	PMS Framework	25 April '24



DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
d)	Table 2023/24 Third Quarter Corporate Performance Report to Council.	Mun. Manager/CFO	Third Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	26 April '24
e)	Place 2023/24 Third Quarter Corporate Performance Report on website and make available to Provincial and National Treasury.	Performance & Risk Officer Budget Office	Third Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) MBRR Section 31	5/10 days after Council Meeting
f)	Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	Performance & Risk Officer	Report on PAC Agenda	MFMA Section 166 MPPMR Regulation 14	19 May '24
g)	Table Bi- Annual Report <b>(Jul-Dec)</b> of Audit and Performance Committee on Performance Management to Council.	Mun Manager	Report on Council Agenda	MFMA Section 166 MPPMR Regulation 14	30 June '24
h)	Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan	IDP Manager/CFO	Discuss Process plan and time schedule	MSA Section 25	June '24
i)	MMF & DCF	MM	District alignment	MSA Section 25	June '24
j)	Provincial IDP Managers Forum Meeting	IDP Manager	District alignment	MSA Section 25	June '24
17.	<b>APPROVAL OF 2023-2024 FIRST REVIEW IDP AND BUDGET</b>				
a)	Council considers comments from all stakeholders <b>(including LGMTEC 3 report)</b> on draft IDP and Budget and revised IDP and Budget accordingly if necessary.	Mun. Manager CFO Council	Draft IDP and Budget revised	MBRR Section 16(1)	26 May '23

DELIVERABLE AND ACTIVITY		RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b)	Table FIRST REVIEWED IDP and Budget, Tariff List and budget related policies to Council for approval.	Mayor / CFO Mun. Manager	Approved 5-year IDP and Budget	MFMA Section 24 and 25 MSA Reg. 2(1)	26 May '23
c)	Submission of approved IDP and Budget to National and Provincial Treasuries in both printed and electronic formats.	Budget Office IDP Manager	Submission of approved IDP and Budget and related documents and resolutions	MFMA Section 24(3) MBRR Regulation 20	Within 10 days after final approval
d)	Publish the approved 5-year IDP and Budget on municipality's website.	Budget Office IDP Manager	Publication of approved IDP and annual budget and related documents	MFMA Section 22 MBRR Section 18 MSA Sections 21A and 21B	Within 10 days after final approval
e)	Submission of IDP to MEC of Local Government.	IDP Manager	Revised IDP document and letter to MEC for Assessment	MSA Section 32 (1)	Within 10 days after final approval
f)	Response / Feedback to public comments in respect of IDP. Budget, tariffs and policies.	IDP Manager Budget Office	Feedback to comments	MFMA	15 June '23
<b>18 APPROVAL OF 2023/24 TOP LAYER SDBIP</b>					
a)	The Executive Mayor may submit the draft SDBIP with the IDP and Budget documentation to be tabled in Council	Mun Manager	Draft SDBIP Submitted to Council	MBRR- Regulation 14(3)	27 May '23
b)	Municipal Manager submits draft 2023/24 SDBIP to the Executive Mayor for consideration.	IDP Manager Mun. Manager	Approved 20/21 Top Layer SDBIP, 14 days after approval of the budget	MFMA Section 69(3)(a)	14 days after budget approval

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) Executive Mayor approves 2024/23 SDBIPs within 28 days after approval of budget	IDP Manager Mun. Manager	Approved 19/20 Top Layer SDBIP	MFMA Section 53(1)(c)(ii)(2)	28 days after budget approval
d) Publish 2023/24 SDBIP on municipal website.	IDP Manager	SDBIP publishes on website	MBRR - Chapter 2, Part 3, 15(3) / MFMA	27 Jun '23
e) Submit 2023/24 Corporate SDBIP to National and Provincial Treasury and make public	IDP Manager	Approved SDBIP Submitted	MFMA Section 53(3)(a) MBRR Chapter 2, Part 3, 15(3) and 20 (2)(b)	30 Jun '23
f) District IDP Budget & PMS Alignment Working Session	IDP Manager	District DP Budget & PMS Alignment Working Session	MFMA Section 75(1) 21, 53, 68, 77 /MFMA Section 53(3)(b)/ Municipal Structures Act, 1998 Part 4 & S83, 88 /Municipal Systems Act, 2000, Sections 17, 34, 76-81, 105	July '23

**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE**

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS			JULY2023 – JUNE 2024												
Phase	Activity---	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Preparation	Conduct an assessment of progress of the performance measurements and changing circumstances in the municipality to constitute a review of the IDP	Executive Mayor Municipal Manager			01										
	Tabling of the draft IDP Review & Budget Time Schedule to the MAYCO meeting: Tabling of draft IDP & Budget Time Schedule to Council	Executive Mayor Council		31											
	District IDP Managers Forum – Alignment of IDP Review and Budget Time Schedule with District One plan /Framework Plan	Eden District IDP Manager					TBC			TBC		TBC			
	Review of the Performance Management System (PMS)	Performance and Compliance Officer			31										
Analysis	Review the annual performance against SDBIP's	Performance and Compliance Officer			28										
	Assess the municipal financial position and capacity (based on the Annual Financial Statements of previous budget year)	Chief Financial Officer			25										

**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE**
**KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS**
**JULY2023 – JUNE 2024**

Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	Review budget-related policies and set policy priorities for next 3 financial years	Chief Financial Officer			31										
	Determine the funding/revenue potentially available for next 3 years	Chief Financial Officer				10									
	Determine the likely financial outlook and identify changes to fiscal strategies	Chief Financial Officer					28								
	Refine funding policies; review tariff structures	Chief Financial Officer												29	
	Evaluation of matters identified in IDP Assessment Report received from MEC: Local Government	IDP Coordinator									29				
	Determine any changes in the Socio-economic conditions & trends of Kannaland Municipality	Senior Management			27										
Consultation	Advertising a schedule of public meetings per ward	IDP Coordinator			14										
	Embarking on a public participation process via public meetings per ward to:	Executive Mayor				9-17				15		25			
	Provide feedback on progress of ward priorities	Councillors													
	Presentation of IDP Review & Budget time schedule	Senior Management													
	Obtain input on community needs for the IDP Review														

**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE**

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS			JULY2023 – JUNE 2024												
Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	process														
Strategy	Strategic Planning Session to conduct a mid-term review: Council's Strategic Objectives Assessment of the performance of implementation of Council's 5yr strategic plan (2022-2027 IDP)	Executive mayor Senior Managers						04	15						
	Prioritisation of development objectives, projects & programmes by Ward Committees: Facilitate a more inclusive consultation process for the prioritisation of ward projects/programmes	Ward Councillors Ward Committees IDP Coordinator Communication Officer			15	19				28		25			
	IDP Indaba 1engagement Alignment of Strategic objectives of the municipality with that of the provincial and national government departments	Municipal Manager IDP Coordinator			15										
	District IDP Managers Forum Meeting	Garden Route District IDP Manager					TBC			TBC				TBC	
	JDMA/GDS Clusters and Steercom	Garden Route District IDP Manager			1 27 28	10 12	17 29 30	7							

	Provincial IDP Managers Forum Meeting	Provincial Dept. of Local Government IDP Manager				15										
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### 2023/2024 IDP/BUDGET & PMS TIME SCHEDULE

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS			JULY2023 – JUNE 2024												
Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	IDP INDABA 2 engagement: Identify projects & programmes which might need support/financial assistance from Government Referring of community issues which have been identified during IDP process but are not competencies of Local Government to the relevant National & Provincial Sector Departments Follow up on IDP Indaba agreements	Provincial Dept. of Local Government IDP Coordinator								26					
	Identification of new Capex/Opex projects & programmes culminating from the IDP Review Process	All departments								15		25			
	Prioritisation of internal & external Capex&Opex projects & Programmes	IDP & Budget Steering Committee										25			
	Workshop for the preparation of Adjustment Budget	Chief Financial Officer							22						

Tabling & approval of Adjustment Budget (to be approved before 28 Feb)	Chief Financial Officer										28					
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### 2023/2024 IDP/BUDGET & PMS TIME SCHEDULE

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS										JULY2023 – JUNE 2024						
Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Integration	Workshop with Council to finalize: Draft IDP Review Draft Operational & Capital Budget	Executive Mayor Senior Management									23					
	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor CFO IDP Coordinator Municipal Manager				23			22		12	25				
	District IDP Rep Forum Meeting	IDP Coordinator					TBC						TBC			
	Preparation of draft IDP Review document	IDP Coordinator							15							
	MMF & DCF Meetings	GRDM Municipal Manager					TBC			TBC					TBC	
	Circulation of draft IDP Review document to all directorates for their input & comment	IDP Coordinator									25					
	Tabling of draft IDP Review & Budget to MAYCO	Municipal Manager CFO									31					



	Tabling of draft IDP Review & Budget to Council	Executive Mayor Council										31				
	Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National & Provincial Treasury (Within 10 working days after tabling)	IDP Manager CFO											04			

### 2023/2024 IDP/BUDGET & PMS TIME SCHEDULE

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS			JULY 2023 – JUNE 2024												
Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	Publishing of draft IDP Review & Budget (including proposed tariffs) for perusal and public comment	IDP Manager/ CFO									14				
Integration	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, CFO IDP Manager/ Municipal Manager, Senior Managers										9-17			
	LGMTEC 3 engagement with Provincial & National Sector Departments to obtain input on the draft IDP Review &	Municipal Manager CFO/IDP Manager										20			
	Draft Budget	Executive Mayor Council									31				

	Incorporate notes and comment from MEC: Local	IDP Manager CFO											15			
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**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE****KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS****JULY2023 – JUNE 2024**

Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	Publishing of draft IDP Review & Budget (including proposed tariffs) for perusal and public comment	IDP Manager/ CFO									31				
Integration	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, MM, Senior Managers				23					12	15			
	LGMTEC 3 engagement with Provincial & National Sector Departments to obtain input on the draft IDP Review &	Municipal Manager CFO/IDP Manager										20			
	Draft Budget	Executive Mayor Council									31				
	Incorporate notes and comment from MEC: Local Government, DEADP and Provincial Treasury on Draft IDP and Budget	IDP Manager CFO										15			
	Consider all public submissions on Draft IDP and Budget	CFO/IDP Manager											16		
	Mayco meeting to consider submissions	Municipal Manager											21		

**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE****KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS****JULY2023 – JUNE 2024**

Phase	Activity	Responsibleperson	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	Council workshop on draft IDP Review & Budget prior to adoption	CFO IDP Manager											22		
	Council meeting to adopt the final IDP Review & Annual Budget and the Performance Management measures and targets (At least 30 days before the start of the budget year)	Executive Mayor Municipal Manager Council											27		
	Management workshop to finalize the SDBIP's	Performance and Compliance Officer											02		
	Publish the adopted IDP Review & Budget with all budget related documents and policies on the municipal website	IDP Manager CFO												02	
	Submit a copy of the adopted IDP Review & Budget to the MEC: Local Government and Treasury (Within 10 workingdays after adoption)	IDP Manager CFO											04		
Finalization	Advertise a public notice of the adoption of the IDP	IDP Manager											04		
	Publish a summary of the IDP and Budget on municipal website.	IDP Manager											04		

**2023/2024 IDP/BUDGET & PMS TIME SCHEDULE**

KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS			JULY2023 – JUNE 2024												
Phase	Activity	Responsible person	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	website														
	Approval of the Service Delivery & Budget Implementation Plan (SDBIP) (within 28 days of approval of budget)	Executive Mayor												25	

