

**NGWATHE LOCAL MUNICIPALITY  
IDP PROCESS PLAN**

**AUGUST 2020**



The home of harmony, prosperity and growth

# IDP PROCESS PLAN

## Table of Contents

<b>SECTION ONE: INTRODUCTION AND BACKGROUND</b>	<b>3</b>
Introduction	3
Legal Planning Context	3
Alignment between IDP, Budget and PMS	5
THE LINKAGES BETWEEN IDP, BUDGET AND PMS	6
THE NGWATHE LOCAL MUNICIPALITY IDP	6
The purpose of the process plan	6
The annual budget	7
<b>SECTION TWO: IDP DEVELOPEMENT PROCESS</b>	<b>8</b>
Key elements to be addressed in this process	8
Refine and/or develop the strategic elements of the IDP in terms of council’s new priorities	8
Assessment issues	8
Details of activities to accomplish outputs	9
Inclusion of new information where necessary	10
<b>SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT</b>	<b>11</b>
3.1. Framework plan	11
<b>SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS</b>	<b>13</b>
Public Consultation	13
Area-based planning	13
<b>SECTION FIVE: ORGANISATIONAL ARRANGEMENTS</b>	<b>14</b>
IDP institutional and management arrangements	14
IDP/Budget Steering Committee	14
Terms of Reference for the IDP/Budget Steering Committee	15
Municipal Manager	15
Managers: IDP and Organisational Performance	15
IDP and Budget Forum	16
Composition of IDP and Budget Forum	16
Terms of Reference for the IDP Representative Forum	16
Area-based Planning Forum	16
Composition of Area - Based Planning Forum	16
Terms of Reference for the Area-Based Planning Forum	17

## IDP PROCESS PLAN

IDP Task Team	17
Composition of IDP Task Team	17
Terms of Reference for the IDP Task Team	17
Roles and Responsibilities of Different Spheres of Government in the IDP Process	17
<b>SECTION SIX: ROLES, RESPONSIBILITIES AND KEY ACTIVITIES</b>	20
Role Players	20
Internal Role-players	20
External Role –players	20
Key Activities	20

## IDP PROCESS PLAN

### SECTION ONE: INTRODUCTION AND BACKGROUND

#### Introduction

The Integrated Development Plan (IDP) process is a process through which the municipalities prepare strategic development plans for a five-year period. An IDP is one of the key instruments for local government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, municipalities need to prepare IDP process plan and formulate budget to implement the IDP. The IDP and Budget Process Plan have to include the following:

- A programme specifying the timeframes 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 and budget formulation processes; and
- Cost estimates for the process.

The preparation of IDP process plan is in essence the formulation of the IDP and Budget processes, set out in writing and requires the adoption by Council.

#### Legal Planning Context

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government.

As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level.

The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Executive mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Executive mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

## IDP PROCESS PLAN

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

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

- a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- c) Complies with the provisions of this Chapter; and
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of the core components of the integrated development plan, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicate that:

An integrated development plan must reflect-

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

Section 27 stipulates that:

- 1) Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- 2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities,

## IDP PROCESS PLAN

- 3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

### Alignment between IDP, Budget and PMS

In terms of the Municipal Systems Act, municipalities are required to prepare organisational performance management system that must be linked to the IDP. Tremendous progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS).

All efforts will be made over the 2020-21 cycle to fully link and integrated these three processes to an even greater extent through the Process Plan. It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

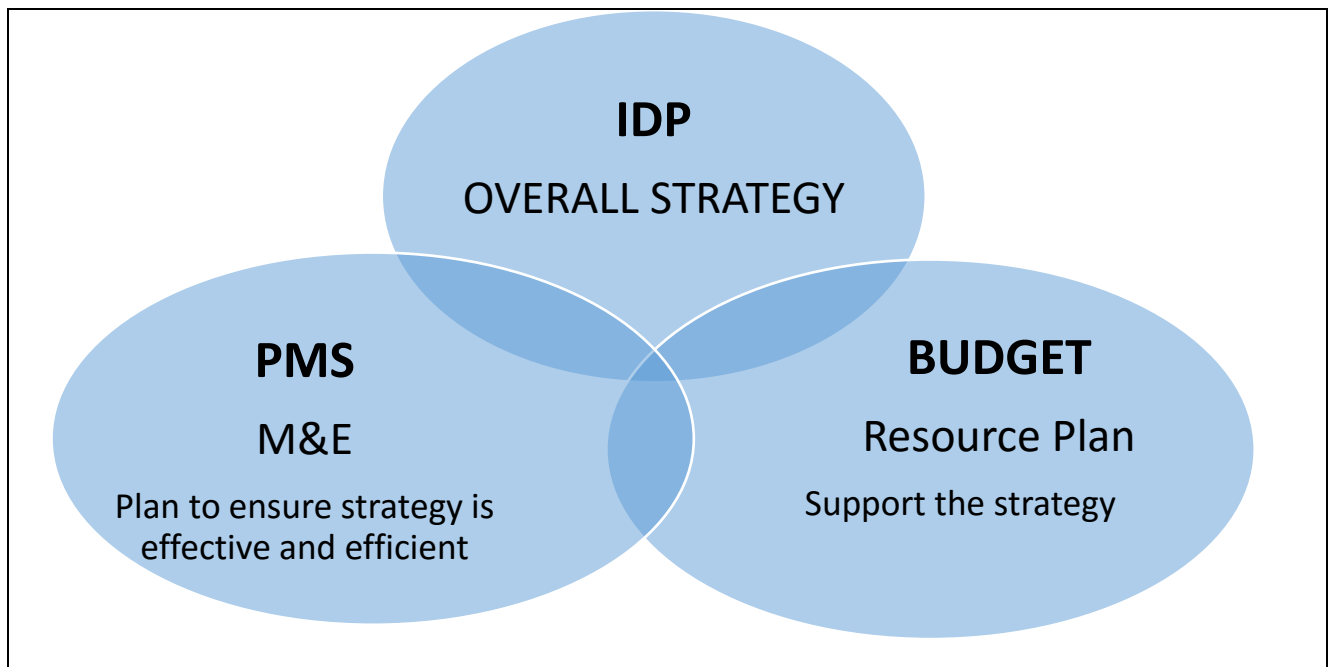
The PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes;
- Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarised in the following diagram:

## IDP PROCESS PLAN

### THE LINKAGES BETWEEN IDP, BUDGET AND PMS



### The purpose of the process plan

NGWATHE Local Municipality needs to plan, direct and manage its capacity and resources to support the successful implementation of its integrated development planning process and the budget. The reality of limited capacity and resources in NGWATHE Local Municipality demands innovation and the need for greater intergovernmental cooperation between various spheres of government.

The NGWATHE Local Municipality process plan is a document that describes how the municipality will develop and implement the integrated development plan through budget in its area of jurisdiction. Therefore, it will have a meaningful bearing on the foreseen IDP document once completed and/or most importantly, it must lead to the process of developing an all-inclusive integrated development planning methodology to plan and actualize future development in NGWATHE Local Municipality through our budgetary allocations. The process plan is thus similar to business plan and deals with the allocation of municipality capacity and resources in support of and serve as a guideline in terms of which NGWATHE Local Municipality will carry out its mandate with regard to integrated development planning.

## IDP PROCESS PLAN

This plan is meant to ensure the proper management of the planning process through the following:

- Setting the scene to manage the planning process and legal requirements in planning for the implementation of the integrated planning system;
- A programme specifying time schedule that guide IDP and budget planning processes and various planning steps;
- Outlining appropriate mechanisms, processes and procedures on how the public, stakeholders, state organs can participate in the drafting of the IDP and formulation of the budget structures that will be used to ensure this participation
- Indicate necessary organisational arrangements to ensure the successful implementation of the integrated development planning process;
- Binding plans and planning requirements, i.e. policy and legislation;
- Mechanisms and procedures for vertical and horizontal alignment;
- A programme specifying how wills the process be monitored in order to manage the progress of the IDP and budget processes.

### The annual budget

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

*The Executive mayor of a municipality must-*

*(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for;*

*i. The preparation, tabling and approval of the annual budget;*

*ii. The annual review of*

*aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and*

*bb) The budget related policies.*

*iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*

*iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

This document constitutes the Process Plan of the Review IDP 2020-2021 and Budget formulation for this period for NGWATHE Local Municipality Local Municipality and essentially fulfils the function of a business plan and/or operational plan for the IDP process and presents, in a simple and transparent manner **what** should happen **when**, by **whom**, with **whom** and **where** during the process of formulating an IDP for the NGWATHE Local Municipality.



## IDP PROCESS PLAN

### SECTION TWO: IDP DEVELOPEMENT PROCESS

#### Key elements to be addressed in this process

During the IDP and Budget consultative sessions, the IDP/Budget Steering Committee under the leadership of the Executive mayor must address service delivery challenges across the municipality. This must be undertaken in conjunction with the task of fulfilling Constitutional mandate and effect strategic partnerships to coordinate development process.

The Municipality will pursue the following strategic goals during this term of local government that are informed by the 10 National Electoral Mandate, Medium-Term Strategic Framework and Five Year Local Government Strategic Agenda:

- To ensure **service excellence** within and around NGWATHE Local Municipality Local Municipality;
- To stimulate integrated and sustainable **economic development**;
- To improve and sustain **financial, human resource and management** excellence;
- To evolve **institutional excellence** through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.

The municipality will accelerate implementation to roll back existing service delivery backlog identified during previous IDP consultative processes, and in line with the financial situation/status of the municipality.

The following is a summary of the main activities to be undertaken during this IDP Process:

#### Refine and/or develop the strategic elements of the IDP in terms of council's new priorities

- Review the vision, mission and objectives;
- Review strategy elements of the IDP;
- Determining programmes to achieve the strategic intent;
- Develop and enhance existing institutional plans;
- Review Spatial Development Framework;
- Tighten our Performance Management System;
- Develop Organisational scorecard;
- The preparation and review (if required) of relevant sector plans;

#### Assessment issues

- Comments received from Councillors, Ward Committees and other various role-players in the presentation and assessment of the IDP for 2020/21,
- Gaps in terms of shortcomings and weaknesses identified through self-assessment of previous IDP's
- Current status on the implementation process.

## IDP PROCESS PLAN

### Details of activities to accomplish outputs

- *Incorporation of role-players inputs in planning process*

In developing the IDP for the newly constituted Council, the Municipality need to assess the impact on the achievement of the IDP development priorities. This includes reviewing the projects and programme since 2011 and also those that are coming from various role-players in different engagements, so that they are linked to MTREF. In this way the Municipality will focus on the implementation for the coming three years, while on the other hand is able to monitor and evaluate implementation progress on those programmes, projects and services.

- *Review of progress with lessons for the future*

The starting point in understanding the current developmental situation is the review of the relevance or fit of the strategies employed to achieve the past and current set goals.

Secondly we need to determine the extent of implementation with regard to projects, programmes and services against IDP plans for the previous years. Some of this can be from secondary data (e.g. previous annual reports). The review of the organisational performance for the past financial year(s) would provide an opportunity to review progress for the IDP and also assist in making information for the annual report readily available, as well as determining the implications for the future. It is suggested that the two processes are integrated, and a format used which ensures that directorates provide lessons learned and implications for the future, as well as analysis of what they have done. This will build on refining and/or developing section 3.2 as part presentation and discussion, so that we are able to come up with coherent recommendations across the Municipality.

- *Core elements of the IDP preparation*

The core elements of the IDP preparation correspond to the core functions of the municipalities as outlined in the Municipal Systems Act and other legislations, including the critical elements that came up during the IDP development and review in the past years.

The core components of the integrated development plan follows:

- the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- an assessment of the existing level of development in the municipality, which must include the identification of communities which do not have access to basic municipal services;
- the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

## IDP PROCESS PLAN

- a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- the council's operational strategies;
- applicable disaster management plans;
- a financial plan, which must include a budget projection for at least the next three years; and
- The key performance indicators and performance targets determined in terms of section 41 of Municipal Systems Act.

### Inclusion of new information where necessary

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review
- Process (i.e. MFMA);
- Alignment of the IDP with newly completed NGWATHE Local Municipality Statutory Plans;
- Development of the Strategic elements of the IDP;
- The ongoing alignment of the NGWATHE Local Municipality Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external), and the capital investment framework;
- Incorporate final Ward Projects in term of Medium Term Revenue and Expenditure Framework (MTREF).

### SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT

#### 3.1. Framework plan

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

Alignment with service providers is essential to ensure that the district and local municipality's priorities can be reflected in the service providers' project prioritisation process and in turn the service providers' projects can be reflected in the IDP document. Regular meetings with service providers would be required in the course of IDP review process

Cross-border alignment with neighbouring municipalities is also necessary to ensure the spatial coordination of development effort. This can be achieved by using the existing Provincial Coordinating IDP INDABA as well as strategic discussions between neighbouring local municipalities.

#### **Alignment with stakeholders**

It is anticipated that an IDP and Budget Conference and IDP Programme Workshops which will be led by MAYCO and Directors will create such a platform as well as a series of individual meetings with key organs of the state.

#### **Stakeholders in the IDP process**

- *Municipality*  
The IDP guides the development plans of the local municipality.
- *Councillors*  
The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.
- *Communities and other stakeholders*  
The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

## IDP PROCESS PLAN

- *National and provincial sector departments*

Many government services that affect communities at local level are delivered by provincial and national government departments -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

## IDP PROCESS PLAN

### SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS

#### Public Consultation

Public consultation forms an integral part of the IDP preparation and formulation process under the direct leadership of the political heads of the institution. The municipality's direct links with communities are councillors whom represent the direct interests of communities. Community or public consultation must thus be driven and directed by council, technically supported by the bureaucracy based on the nature of support required.

The Executive mayor and Speaker will chair public consultation sessions with the public as public representatives, supported by ward councillors in the respective areas where consultations will be undertaken.

The logistical and technical support provided by the administration must be aligned with the IDP planning process and directed towards achieving IDP outcome.

#### Area-based planning

A fundamental and statutory component of the IDP process is community engagement and the public participation. Participation in the integrated development planning process is only one of the several arenas of participatory interaction between local government and citizens. The municipality's approach in participatory interaction is based on its innovative ward based planning process which escalates to Area -Based Planning (ABP) process where all 18 wards will be involved in the confirmation of their development priorities in the context of the area/town. ABP as a form of participation in the development of NGWATHE Local Municipality IDP is seen within the context that it must be people-focused and empowering, led and owned by Ward Councillors and ward committee members, based on vision and strengths of the ward and area, and should be holistic and promote mutual accountability between elected public representatives, community and municipal administration.

- Through ABP, communities and stakeholders highlight and/or confirm their development priorities that should be included in the IDP in the form of projects, services and programmes linked to wards and on a broader basis the area/town of which the ward forms an integral part.

## IDP PROCESS PLAN

### SECTION FIVE: ORGANISATIONAL ARRANGEMENTS

#### IDP institutional and management arrangements

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision-making/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- IDP/Budget Steering Committee of politicians to drive the process, and make key strategic decisions needed at various points on the way;
- SMT (Senior Management Team) chaired by the Municipal Manager to drive the administrative part of the process;
- IDP Task Team across directorates, line management level to drive the IDP;
- IDP Representative Forum/Budget Conference to consult with stakeholders.

IDP/Budget Steering Committee and SMT meet alternately on a two weekly basis. MAYCO will also devote IDP/Budget as a standing item on the agenda for other MAYCO meetings during the IDP preparation and drafting process. SMT/Directors Meetings will devote standing item to IDP/Budget preparation during preparation and drafting process. IDP/Budget Steering Committee members will also play a leading role in the revisions to programmes, working closely with their directorates.

The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP. Wards will be making their proposals and inputs through the Area-based planning process, but will also form part of the Stakeholder Forum. Programme Task Teams will be established by respective directorates involving external stakeholders in the review of development programmes.

#### IDP/Budget Steering Committee

The IDP/Budget Steering Committee (SC) is a strategic, political and technical working team making political and technical decisions and inputs that must ensure a smooth compilation and implementation of the IDP. The IDP SC and the Stakeholder Forum will be constituted for the preparation of the IDP process. As part of the IDP and budget formulation process, the Steering Committee which supports the Municipal Manager, the Manager: IDP and the Budget Office should remain as follows:

## IDP PROCESS PLAN

Institutional composition:

- The IDP/Budget Steering Committee will be chaired by the Executive mayor and in her absence, a delegated MAYCO councillor.
- Members of the IDP/Budget Steering Committee will consist of MAYCO, Speaker, SMT Budget Manager and IDP Manager,
- MAYCO and Directors, Budget Manager and IDP Manager responsible for the preparation of the IDP, PMS and Budget and any other members as the Executive mayor may deem fit.
- Secretariat will be provided by the Corporate Services.

### Terms of Reference for the IDP/Budget Steering Committee

- Facilitate terms of reference for the various planning activities associated with the IDP and Budget;
- Commission studies necessary as may be required for the successful compilation of the IDP;
- Processes and documents:
- Inputs from sub-committee/s, study teams;
- Inputs from provincial sector departments and support providers;
- Processes, summarise and document outputs;
- Makes content and technical recommendations;
- Prepare, facilitate and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP and Budget;
- Ensure coordination and integration of sectoral plans and projects; and
- Ensure that the municipal budget is in line with the IDP.

### Municipal Manager

As a head administration, the Municipal Manager is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan. He is also the responsible person for championing the integrated development planning process.

### Managers: IDP and Organisational Performance

Amongst others, the following responsibilities have been allocated to the Manager: IDP and Manager Organisational Performance respectively for the IDP Process:

- Ensure that the Process Plan is finalised and adopted by Council;
- Adjust the IDP according to the proposals of the MEC;
- Identify additional role-players to sit on the IDP Stakeholder Forum;
- Ensure the continuous participation of role players;
- Monitor the participation of role players;
- Ensure appropriate procedures are followed;



## **IDP PROCESS PLAN**

- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Respond to comments and enquiries;
- Ensure alignment of the IDP with other IDPs within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP;
- Submit the reviewed IDP to the relevant authorities.

### **IDP and Budget Forum**

#### **Composition of IDP and Budget Forum**

The IDP and Budget Forum will facilitate and co-ordinate participation as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP and Budget Forum is potentially municipal stakeholders.

#### **Terms of Reference for the IDP Representative Forum**

- Represent the interest of the municipality's constituency in the IDP process;
- Form a structures link between the municipality and representatives of the public;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- Ensure communication between all the stakeholder representatives including the municipal;
- Monitor the performance of the planning and implementation process;
- Integrate and prioritise issues, strategies, projects and programmes and identify budget requirements; and
- Monitor the performance of planning and implementation process.

### **Area-based Planning Forum**

#### **Composition of Area - Based Planning Forum**

The Area Planning Forums is where representative participation at ward level in the IDP process takes place. These forums will be the formal communication platform for communication between communities and Council, representation on the Forums must be as inclusive as possible; including Councillors/Ward Committee members, officials, representatives of organised stakeholder groups, advocates for unorganised groups, etc.

#### **Terms of Reference for the Area-Based Planning Forum**

The role of Area Planning Forums is to:

- Identify critical issues facing the area;
- Provide mechanism for discussions, negotiations and decision-making between the stakeholders including municipal government;

## **IDP PROCESS PLAN**

- Form a structured link between the IDP Representative Forum and the community of each area; and
- Monitor the performance of the planning and the implementation process concerning its area.

### **IDP Task Team**

#### **Composition of IDP Task Team**

There will be an IDP Task Team to drive the preparation and development of the IDP. This should ideally be a small technical team constituted by relevant municipal and line function officials. The IDP Task Team should be chaired by the Municipal Manager and/or a Director and the secretary should be the Manager: IDP. It will work full-time for the period of the preparation of the IDP, and should meet formally with the Municipal Manager and/or the Director on a weekly basis. Additional project teams may be needed to develop specific projects.

#### **Terms of Reference for the IDP Task Team**

The IDP Task Team will be involved in the management, discussion of the contents of IDP by:

- Providing inputs related to the various planning steps;
- Summarising/digesting/processing inputs from participation process;
- Providing technical and sector related expertise and information; and
- Preparing draft projects proposals.

#### **Roles and Responsibilities of Different Spheres of Government in the IDP Process**

The responsibility to prepare and adopt the IDP resonates with NGWATHE Local Municipality. However, the IDP is seen as a key measure to identify and respond timeously and effectively to local developmental challenges and priorities, in a manner that leverages involvement and responses of all stakeholders including across sectoral basis and contributions by the district, provincial and national governments. It is therefore a requisite for all stakeholders to be fully aware of their own responsibilities and of other role-players' responsibilities so that the planning process is smooth and well-organised.

In order to ensure that there is a clear understanding of all required roles and responsibilities between the three spheres, the following are highlighted:

## IDP PROCESS PLAN

SPHERE OF GOVERNMENT	ROLES & RESPONSIBILITIES
LOCAL	
Local Municipality and Entity	Prepare the IDP
	Adopt the IDP
District Municipality	Prepare the District IDP
	Adopt the District IDP
	Facilitate District Guidelines on Growth and Development
Provincial	
FSCOGTA	
	Coordinate training
	Provide financial support
	Provide general IDP Guidance
	Monitor municipal process
	Facilitate alignment of IDPs with sector department policies and programmes
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDPs in the allocation of resources at the local level
National	
Department of Cooperative Governance and Traditional Affairs	Issue legislation and policy in support of IDP's
	Issue Integrated Development Planning Guidelines
	Establish a Planning and Implementation Management Support System
	Provide a national training framework
	Provide financial assistance
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDP's in the allocation of resources at the local level

## IDP PROCESS PLAN

### SECTION SIX: ROLES, RESPONSIBILITIES AND KEY ACTIVITIES

#### Role Players

The Municipality will confirm the identification of the following role players in the IDP and Budget processes:

#### Internal Role-players

- Council and the MAYCO ;
- Nominated Councillors;
- Executive mayor;
- Municipal Manager;
- Manager: IDP;
- IDP/Budget Steering Committee; and
- Stakeholder Forum/Civil Society.

#### External Role –players

1. Relevant Government Departments;
2. Municipal officials;
3. Representative Forum / Civil Society.

#### Key Activities

Following are a summary of the key activities to take place in terms of the IDP, Budget and PMS for the 2021-22 IDP Process:

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
1	Commence with the preparation of Capital Roll-Over Budget for the 2020/21 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		01/07/2020			PMU Manager / Manager – Budget & Expenditure
2	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)			01/07/2020		Manager IDP/PMS
3	Submit Monthly report on the budget for period ending 30 June 2020 within 10 days working days to Executive Mayor	MFMA - Sec 71(1)				15/07/2020	CFO / Manager – Budget & Expenditure
4	Submit 2019/2020 Fourth Quarter Performance Report to EMT for revision	Submit 2020/21 Fourth Quarter Performance				12/07/2020	Manager IDP/PMS
5	Executive Mayor and Mayoral Committee approve 2019/2020 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		19/07/2020			CFO / Technical Director
6	Executive Mayor and Mayoral Committee approve IDP Process Plan and Budget Time Schedule (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)		23/08/2020			Municipal Manager
7	Council approve IDP Process Plan and Budget Time Schedule (at least 10 months before the start of the budget year)	MFMA - Sec 21(1)(b)		30/08/2020			Municipal Manager
8	Submit 2019/2020 Fourth Quarter Performance Report to Council	MPPMR - Reg 13		31/07/2020			Manager IDP/PMS
9	Council approve 2019/2020 Capital Roll-Over Budget (to be tabled before 25 August 2020)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)					CFO / Technical Director
10	Submit Quarterly report for period ending 30/06/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				27/07/2020	Municipal Manager

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
11	Advertisement of IDP Process Plan and Budget Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	16/08/2020				Manager IDP/PMS
<b>AUGUST 2020</b>							
12	Place 2019/2020 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			14/08/2020		Manager IDP/PMS
13	Submit 4th Quarter (2019/2020) Performance Reports -SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			14/08/2020		Manager IDP/PMS
14	IDP Roadshow Schedule submitted to Executive Management Team (EMT)	Not Applicable	20/08/2020				Manager IDP/PMS
15	Submit Monthly report on the budget for period ending 31 July 2020 within 10 days working days to Mayor	MFMA Section 71(1)				16/08/2020	CFO / Manager – Budget & Expenditure
16	IDP Review Programme discussed by MAYCO	MFMA - Sec 53(1)	23/08/ 2020				Municipal Manager
17	Submit monthly report for period ending 31/07/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				30/08/2020	Municipal Manager
18	Submit Terms of Reference on the establishment of the IDP Representative Forum to Council	N/A				30/08/2020	Municipal Manager
19	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2019/2020 to the Auditor General of South Africa (AGSA)	MFMA - Section 126				31/08/2020	Municipal Manager

**IDP PROCESS PLAN**

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>SEPTEMBER 2020</b>							
20	Submit draft 2019/20 annual report to EMT				30/09/2020		Manager IDP/PMS
21	Submit Monthly report on the budget for period ending 31 August 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/09/2020	CFO / Manager – Budget & Expenditure
22	IDP Public Meetings - Public meetings attended by ward committee members, other role-players / stakeholders & members of the public, sectoral groupings and IDP Representative Forum as per approved schedule	Chapter 4 MSA	03/09/2020 - 04/10/2020				Manager IDP/PMS
23	Submit monthly report for period ending 31/08/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				28/09/2020	Municipal Manager
24	Council Lekgotla ( councillors, municipal manager, executive managers and selected senior managers) to reconcile views and opinions of the political structures and administration	N/A	30/09/2020				Executive Mayor/ Municipal Manager
25	Strategy Workshop 1 (Mayoral Committee, municipal manager, executive managers and selected senior managers) to reconcile views and opinions of the political structures and administration	N/A	30/09/2020				Municipal Manager
<b>OCTOBER 2020</b>							
26	Strategy Workshop 2 (municipal manager, executive managers and selected senior managers) to suggest solutions that contribute most to the Strategic Goal(s) applicable to each department	N/A	31/10/2020				Municipal Manager & SMT

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
27	Determine Budget Assumptions for 2021/2022 Medium Term Revenue and Expenditure Framework (MTREF)	N/A		12/10/2020			Manager Budget Office
28	Commence with the preparation of the capital programme	MFMA - Chapter 4 MBRR - Part 3		12/10/2020			Manager Budget Office
29	First Quarter Performance Report to EMT for revision	MPPMR - Reg 13		12/10/2020			Manager IDP/PMS
30	Submit Monthly report on the budget for period ending 30 September 2020 within 10 days working days to Executive Mayor	MFMA Section 71(1)				15/10/2020	CFO / Manager – Budget & Expenditure
31	Distribute capital programme to Directorates for costing purposes and prioritisation in consultation with Manager: Budgets and Accounting	MFMA - Chapter 4 MBRR - Part 3		17/10/2020			All Directorates
32	Community inputs circulated to senior management for administrative / technical inputs	N/A	05/10/2020				Manager IDP/PMS
33	2020/21 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR – Reg 13			19/10/2020		Municipal Manager
34	Closing date for capital programme costed and prioritised	MFMA – Sec 21		24/10/2020			Manager Budget
35	Compile Draft Capital Budget for 2021/22 MTREF	MFMA – Sec 21		24/10/2020			Manager Budget
36	2020/21 First Quarter Performance Report to Council	MPPMR – Reg 13			26/10/2020		Municipal Manager
37	Submit Quarterly report for period ending 30/09/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				26/10/2020	Municipal Manager
38	Review the municipality's performance management system (PMS) with participation of community (proposed amendments to municipal key performance indicators and targets)	MPPR - Section 3(4)(b)			28/10/2020		Municipal Manager



## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
39	On-site meeting by FSCOGTA on Priority Lists for sector departments' comments at Indaba 2	MSA – Sec 24	15/10/2020				Manager IDP/PMS
40	Make IDP Indaba 2 submission on municipal priority lists for the comments of sector departments to FSCOGTA	MSA – Sec 24	31/10/2020				Municipal Manager
<b>NOVEMBER 2020</b>							
41	Distribute operating budget templates to directorates to revise the 2020/21 operating budget and inputs to 2021/22 operating budget.	MSA – Sec 21			02/11/2020		CFO / Manager – Budget & Expenditure
42	Review current budget related policies and compile newly needed budget related policies	MFMA –Sec 21 MBRR – Part 3			02/11/2020		Municipal Manager, CFO and all Directors
43	Submit 1st Quarter 2020/21 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				02/11/2020		Manager IDP/PMS
44	Place 2020/21 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			02/11/2020		Manager IDP/PMS
45	Submit Monthly report on the budget for period ending 31 October 2020 within 10 days working days to Executive Mayor	MFMA Section 71(1)				14/11/2020	CFO / Manager – Budget & Expenditure
46	Submit inputs for 2020/21 Operating Adjustments Budget and 2020/21 Operating Budget to Manager: Budgets and Accounting	MFMA - Section 21 & 28		12/11/2020			Manager Budget
47	Finalise Draft Capital Budget for 2021/22 MTREF	MFMA – Sec 21		12/11/2020			PMU Manager / Manager Budget
48	Submit Draft Capital Budget for 2021/22 to Executive Management	MFMA – Sec 21		19/11/2020			CFO
49	Submit Draft Capital Budget for 2021/22 to MAYCO for discussion	MFMA – Sec 21		23/11/2020			Municipal Manager
50	Councillor or Committee of Council submits a memorandum with recommendations for	MPPR – Section 3 (1) & 2	26/11/2020				Municipal Manager

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
	amendments to the IDP and Municipal Scorecard to Executive Mayor and Mayoral Committee						
51	Submit monthly report for period ending 31/10/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				30/11/2020	Municipal Manager
52	Auditor General's Report on Annual Finance Statements and Annual Performance Report submitted to Municipal Manager	MFMA - Sec 126(3) MFMA - Circular No. 63				30/11/2020	Auditor General
<b>DECEMBER 2020</b>							
55	Strategy Workshop 3 (Mayoral Committee, municipal manager, executive managers and selected senior managers) to consolidate all Strategic inputs and to formulate the first draft of a new Strategy Chapter of the IDP.		06/12/2020				Municipal Manager
56	Submit Monthly report on the budget for period ending 30 November 2020 within 10 days working days to Executive Mayor	MFMA Section 71 (1)				13/12/2020	Municipal Manager
57	Submit SECOND Quarter Performance Report and Mid-Year Performance Assessment Report to EMT for revision	MPPMR - Reg 13			13/12/2020		Manager IDP/PMS
58	Submit Monthly report on the budget for period ending 31 November 2020 within 10 working days to Executive Mayor	MFMA Section 71 (1)			13/12/2020		Manager IDP/PMS
<b>JANUARY 2021</b>							
59	Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR – Reg 13				11/01/2021	Manager IDP/PMS
60	Submit Draft 2019/2020 Annual Report to Executive Mayor and Mayoral Committee	MFMA – Sec 21			18/01/2021		Manager IDP/PMS
61	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA – Sec 21			25/01/2021		Manager IDP/PMS

**IDP PROCESS PLAN**

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
62	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA – Section 72 (1)(b) MBRR – Reg 35		25/01/2021			CFO
63	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and FSCOGTA by 25/01/2021	MFMA – Section 72 (1)(b) MBRR – Reg 35		25/01/2021	25/01/2021		Municipal Manager
64	Submit monthly report for period ending 30/11/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA – Saec 71 (1) MBRR – Reg 29				25/01/2021	Municipal Manager
65	Submit Quarterly report for period ending 31/12/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA – Sec 52 (d) MFMA – Sect 71 (1) MBRR – Reg 29				25/01/2021	Municipal Manager
66	Submit Mid-year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2021	25/01/2021		Manager IDP/PMS & CFO
67	Start with the finalisation of 2021/22 Adjustments Budget, MTREF, A & B Schedules	MFMA - Sec 21	February 2021	28/01/2021			
68	Place 2020/21 SECOND Quarter Performance Report on website	MFMA – Section 75 (2) MSA Sec 21 (b)		28/01/2021			
69	Make public the Mid-Year Budget and Performance Report in the local newspaper and on municipal website	MFMA – Section 75 (2) MSA Sec 21 (b)			28/01/2021		Manager IDP/PMS
<b>FEBRUARY 2021</b>							
70	Tabled Annual Report submitted to Auditor General, Audit Committee, Provincial Treasury and FSCOGTA	MFMA - Section 127(5)(b)	01/02/2021				Manager IDP/PMS
71	Make public the Annual Report for comments and inputs	MFMA - Sec 127(5)(a) MSA - Sec 21A	01/02/2021				Manager IDP/PMS

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
72	Adjustments Budget and 2020/2021 MTREF workshop with MAYCO and senior management	MFMA – Sec 21	February 2021				Municipal Manager & CFO
73	Finalise 2020/21 Adjustments Budget and B Schedules	MFMA - Sec 28 MBRR - Part 4		08/02/2021			CFO / Manager – Budget & Expenditure
74	Finalise 2021 Draft MTREF and A Schedules	MFMA - Section 21 MBRR - Part 3		08/02/2021			CFO / Manager – Budget & Expenditure
75	Submit 2019/2020 Adjustments Budget to Budget Steering Committee	MFMA - Sec 28 MBRR - Part 4		08/02/2021			CFO / Manager – Budget & Expenditure
76	Submit Monthly report on the budget for period ending 31 January 2020 within 10 days working days to Mayor	MFMA Section 71(1)		22/02/2021			CFO / Manager – Budget & Expenditure
77	MAYCO considers and adopts 2019/2020 Adjustments Budget and potentially Revised 2019/2020 SDBIP	MFMA - Sec 28 MBRR - Part 4		22/02/2021			CFO
78	Submit 2018/2021 Draft MTREF, tariffs and budget related policies to Executive Management	MFMA - Section 21 MBRR - Part 3		15/02/2021			CFO / Manager – Debt Collection and Revenue / Manager budget & expenditure
79	Submit monthly report for period ending 31/01/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29		28/02/2021			CFO / Manager – Budget & Expenditure
80	Council considers and adopts Adjustments Budget and potential Revised SDBIP	MFMA - Sec 28 MBRR - Part 4		28/02/2021			CFO
81	FSCOGTA MEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5		14/02/2021			CFO
82	Submit Draft MTREF, tariffs and budget related policies to MAYCO	MFMA - Sec 21 MBRR - Part 3		21/02/2021			CFO

**IDP PROCESS PLAN**

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>MARCH 2021</b>							
83	Advertise the approved Adjustments Budget and Revised SDBIP and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		02/03/2021			Manager – Budget & Expenditure
84	Submit monthly report on the budget for period ending 28 February 2021 within 10 days working days to Executive Mayor	MFMA Section 71(1)				13/03/2021	CFO / Manager – Budget & Expenditure
85	Submit Draft MTREF, tariffs and budget related policies to Budget Steering Committee	MFMA - Sec 21 MBRR - Part 3		18/03/2021			CFO / Manager – Budget & Expenditure
86	Executive Mayor and Mayoral Committee consider draft IDP, budget and SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	21/03/2021	21/03/2021	21/03/2021		CFO
87	Executive Mayor and Mayoral Committee consider Oversight Report i.t.o. Section 121 of the MFMA	MFMA - Sec 129				21/03/2021	Municipal manager
88	Council meeting on draft IDP, budget, tariffs, and budget related policies and SDBIP (at least 90 days before the start of the budget year).	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2021	31/03/2021	31/03/2021		CFO
89	Council meeting to consider the Annual Report and adopt an Oversight Report containing the Council's comments on the report	MFMA - Sec 129				31/03/2021	Municipal Manager
90	Submit monthly report for period ending 28/02/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				31/03/2021	CFO / Manager – Budget & Expenditure
91	Table 2018/2019 Annual Report to Council	MFMA – Sec 21	March 2021			31/03/2021	Municipal Manager
92	Submit the draft IDP, SDBIP and budget to FSCOGTA, National and Provincial Treasury, prescribed national or provincial organs of	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	31/03/2021	31/03/2021	31/03/2021		Municipal Manager

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
	state and to other municipalities affected by the IDP and budget						
<b>APRIL 2021</b>							
93	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	31/03/2021	31/03/2021	31/03/2021		Manager IDP/PMS
94	Make public the Oversight Report (within 7 days of its adoption)	MFMA - Sec 129(3)			03/04/2021		Manager IDP/PMS
95	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)			03/04/2021	03/04/2021	Manager IDP/PMS
96	IDP / BUDGET Road Shows to consult the Draft IDP, SDBIP and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)				03/04/2021	Manager IDP/PMS
97	THIRD Quarter Performance Report to EMT for revision session	MPPMR - Reg 13			17/04/2021		Manager IDP/PMS
98	Submit Monthly report on the budget for period ending 31 March 2021 within 10 days working days to Executive Mayor	MFMA Section 71(1)				17/04/2021	Manager IDP/PMS
99	THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			17/04/2021		Municipal Manager
100	THIRD Quarter Performance Report to Council	MPPMR - Reg 13			24/04/2021		Municipal Manager
101	Submit Quarterly report for period ending 31/03/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 2				24/04/2021	Municipal Manager
102	Submit 3rd Quarter 2020/21 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			28/04/2021		Manager IDP/PMS

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
103	IDP Representative Forum to consult the Draft IDP, SDBIP and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	28/04/2020	28/04/2021	28/04/2021		Manager IDP, CFO
<b>MAY 2021</b>							
104	FSCOGTA MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of LG	MSA Chapter 5 MFMA	04/05/2020	04/05/2020	04/05/2020		Municipal Manager
105	Place THIRD Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				04/05/2021	Manager IDP/PMS
106	Workshop with Executive Mayor and Mayoral Committee on submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)	MFMA - Sec 23	04/05/2021	04/05/2021	04/05/2021		
107	Complete 2020/2022 MTREF budget documentation and A schedules	MFMA - Sec 24		11/05/2021			CFO / Manager – Budget & Expenditure
108	Submit Monthly report on the budget for period ending 30/04/2021 within 10 days working days to Executive Mayor	MFMA Section 71(1)		08/05/2021			CFO / Manager – Budget & Expenditure
109	Budget Steering Committee considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)	MFMA - Sec 23		06/05/2021			CFO / Manager – Budget & Expenditure
110	MAYCO meeting to approve Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)	MFMA - Sec 24	22/05/2021	22/05/2021	22/05/2021		Municipal Manager
111	Council meeting to adopt Revised IDP, Performance Management Measures and	MFMA - Sec 24	29/05/2021	29/05/2021	29/05/2021		Municipal Manager

## IDP PROCESS PLAN

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
	targets and the budget (at least 30 days before the start of the budget year)						
112	Submit monthly report for period ending 30/04/2021 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				29/05/2021	Municipal Manager
<b>JUNE 2021</b>							
113	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	05/06/2021	05/06/2021			Manager IDP/PMS, Budget
114	Submit a copy of the revised IDP to the MEC for FSCOGTA (within 10 days of the adoption of the plan)	MSA - Section 32	15/06/2021				Manager IDP/PMS
115	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		15/06/2021			Manager Budgets
116	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b)	15/06/2021	15/06/2021			Manager IDP/PMS
117	Submit to the Executive Mayor the SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)			15/06/2021		Manager IDP/PMS
118	Submit Monthly report on the budget for period ending 31/05/2020 within 10 days working days to Mayor	MFMA Section 71(1)				15/06/2021	CFO / Manager – Budget & Expenditure
119	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)			30/06/2021		Municipal Manager
120	Submit monthly report for period ending 31/05/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				30/06/2021	Municipal Manager



## IDP PROCESS PLAN

### 6.2.2 Key IDP and budget time schedule of events

IDP PHASES	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBLE	OUTPUT	DATE
	Development of IDP/Budget Process Plan	IDP		AUGUST 2020
	EMT to consider Process Plan	IDP		AUGUST 2020
Preparation Phase	Draft Process Plan to IDP and Budget Steering Committee/MAYCO	IDP	Approved IDP & budget process plan	AUGUST 2020
	Tabling of the IDP and Budget Process Plan to Council	EXECUTIVE MAYOR (EM)		AUGUST 2020
	Advertisement of IDP and Budget Process Plan	IDP		SEPTEMBER 2020
	1 <sup>st</sup> Public Consultation Sessions with all communities in Parys, Vredefort, Heilbron, Koppies and Edenville. One week per town inclusive of stakeholders.	IDP	Facilitate consultation sessions	SEPTEMBER – OCTOBER 2020
	Committees and consultation process for budget process	MAYCO IDP & FINANCE		DECEMBER 2020

## IDP PROCESS PLAN

IDP PHASES	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBLE	OUTPUT	DATE
Analysis Phase	Briefing session with IDP/Budget Steering Committee	CFO & MM	Determine and assess the current level of development and what are the emerging challenges, opportunities and priority issues	DECEMBER 2020
	EMT to submit budget inputs on capital projects	MM		DECEMBER 2020
	One day self-assessment dialogue with EMT, MAYCO and Councillors	MM		JANUARY 2021
	Current status of the implementation progress	MM		JANUARY 2021
	Consideration, review and inclusion of any relevant and new information	IDP		JANUARY 2021
	IDP/Budget Steering Committee to review emerging issues/changes and to prioritize IDP and budget items	EM, IDP & FINANCE		JANUARY 2021
Strategy Phase	Refining municipal Strategies, Objectives, KPA's, KPI's and targets so as to influence the budget	EM	Develop and/or refine objective for priority issues. Determine the programmes to achieve strategic intent.  Develop organisational scorecard.	FEBRUARY 2021
	Initiate Public Participation process in line with MTREF	OFFICE OF THE SPEAKER		FEBRUARY 2021
	MAYCO Lekgotla to confirm IDP, SDBIP and Budget priorities	EM		FEBRUARY 2021

## IDP PROCESS PLAN

IDP PHASES	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBLE	OUTPUT	DATE
	MAYCO approves municipal objectives, strategies, KPIs and targets	EM		FEBRUARY 2021
	Review tariffs and budget policies	CFO		FEBRUARY 2021
	Set and agree on IDP priority programme/projects	EM and MM	Identify projects and set output, target Agree on Spatial location of the projects	FEBRUARY 2021
	Review and align National and Provincial allocation for inclusion in the draft IDP and MTREF budget	MM	Develop Draft budget	FEBRUARY 2021
Project Phase	Draft MTREF budget developed	CFO		FEBRUARY 2021
	Directorates develop draft SDBIP and present to Portfolio Committees	PMS		FEBRUARY 2021
	Institutional plan refined to deliver on the municipal strategy	MM		MARCH 2021
	Directorates identifying programmes and projects with external stakeholders	EMT		MARCH 2021
Integration Phase	Integration of sector plans and institutional programmes	IDP		MARCH 2021
	Horizontal and vertical alignment with District, Province and other stakeholders	EMT	Integrate and align with sector plans	MARCH 2021
	Financial plan and capital investment plan are developed	CFO	Incorporate programmes and projects into IDP	MARCH 2021

## IDP PROCESS PLAN

IDP PHASES	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBLE	OUTPUT	DATE
	Presentation of service plans and integration into the IDP document to MAYCO	MM		MARCH 2021
	Tabling of the Draft IDP including proposed revisions and MTREF Budget and related resolutions – NLM	EM		
	Submission of draft IDP and MTREF to MECs Treasury and Cooperative Governance, Traditional and Human Settlements, and National	IDP & BUDGET OFFICE		MARCH 2021
Approval Phase	Public participation process including hearings on Draft IDP and Budget	IDP	Approved IDP, budget and SDBIP	MARCH – APRIL 2021
	IDP Budget Lekgotla	IDP		APRIL 2021
	Special Council considers submissions, representations and recommendations from hearings. Executive mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for Council consideration.	COUNCIL		APRIL 2021
	Executive mayor with support of MAYCO to recommend approval by Council after considering inputs from Council and all sectors	EM		APRIL 2021

**IDP PROCESS PLAN**

IDP PHASES	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBLE	OUTPUT	DATE
	Council meeting to approve MTREF budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year	COUNCIL		MAY 2021
	Publication of approved IDP and budget on the website and in local newspapers	IDP		JUNE 2021
	Compilation and submission of draft SDBIP and annual performance agreements by Municipal Manager to the Executive mayor	MM		
	Executive mayor approves the SDBIP and annual performance agreements of the City Manager and senior managers within 28 days after the approval of IDP and budget. Executive mayor ensures that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP.	EXECUTIVE MAYOR		JUNE 2021
	The Executive mayor submits the approved SDBIP and performance agreements to Council, MEC for FSCOGTA and makes public within 14 days after approval.	COUNCIL, EXECUTIVE MAYOR, MM & IDP		JUNE 2021