

2021/22

IDP & BUDGET PROCESS PLAN



FILE

**CHIEF ALBERT
LUTHULI LOCAL
MUNICIPALITY**

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LIST OF ABBREVIATIONS

IDP	Integrated Development Plan
PMS	Performance Management System
MSA	Municipal Systems Act
COGTA	Department of Cooperative Governance and Traditional Affairs
DFP	District Framework Plan
IMATU	Independent
SAMWU	South African Municipal Workers Union
CDW	Community Development Worker
MEC	Member of Executive Council
IDPRF	Integrated Development Plan Representative Forum

FINAL ORIGINAL

1. INTRODUCTION

This is a draft Process Plan 2021/2022 for the compilation of Integrated Development Plan of Chief Albert Luthuli Municipality. Chief Albert Luthuli Local Municipality approved the Revised 2020/2021 IDP together with the Budget for 2020/2021 FY. The Special Council Meeting was held virtually through StarLeaf. The IDP was developed in accordance with requirements in the Municipal Systems Act (32 of 2000) and Local Government Municipal Planning and Performance Management Regulations (2001).

Owing to the fact that the country was emerging from a hard lock down, legislated activities could not be carried out in the normal process and through the normal timeframes. That explains why the IDP and Budget were approved in June instead of May as per the provisions of the Act.

This Process Plan is compiled in order to ensure certain minimum quality standards of the Integrated Development Plan (IDP); and a proper coordination between and within spheres of government is achieved. As regulated in the Municipal Systems Act (MSA); the preparation of the process plan, which is in essence, the IDP process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities;
- An indication of the organizational arrangements of the IDP process;
- Binding plans and planning requirements; and
- Mechanisms and procedures for vertical and horizontal alignment.

2. LEGAL CONTEXT

The Integrated Development Plan

Section 25 (1) of the Municipal Systems Act indicates that:

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

- Links, integrates and coordinates plans and takes into account proposals for the development of the community;
- Align the resources and capacity of the municipality with the implementation of the plan;
- Complies with the provisions of Chapter 5 of the MSA; and
- Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.”

In terms of the components of the integrated development plans, Section 25 of the Municipal Systems Act (32 Of 2000) indicates that:

“An integrated development plan must reflect:

A transparent, innovative and developmental municipality that improves the quality of life of its people

- The Municipal Council's vision for 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 an identification of communities which do not have access to basic municipal services;
- The Council 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 and provincial sector plans and planning requirements binding on the municipality in terms of legislation;
- A spatial development framework which must include the provision of basic guidelines for 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."

Moreover and also in view of the foregoing, Section 28 (1) of the Municipal Systems Act stipulates that:

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

The way in which the IDP process will be undertaken is outlined in this process plan which all municipalities must prepare. The Local Government Municipal Planning and Performance Management Regulation (2001), provides elaborately on the contents of the IDP and the processes the Municipality must subject the IDP process into when doing its development or review.

The Annual Budget

The Annual Budget and the IDP are inseparably linked to one another; something that has been formalized through the promulgation of the Municipal Finance Management Act (56 of 2003). Section 21 (1) of the MFMA indicates that:

"The Mayor of a municipality must:

- At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:

- The preparation, tabling and approval of the annual budget
- The annual review of –

a. The integrated development plan in terms of section 34 of the Municipal Systems Act; and

b. The budget-related policies

- The tabling and adoption of any amendment to the integrated development plan and the budget-related policies; and
- The consultative processes forming part of the processes referred to in Section 29, subparagraph (i), (ii) and (iii) of the Municipal Systems Act - herein first three bullets denoted as –

3. ELEMENTS OF IDP DEVELOPMENT

The statutory imperative notwithstanding, it is necessary for Chief Albert Luthuli Local Municipality to review its IDP in order to:

- Ensure the IDP is relevant as the municipality' strategic plan;
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting.

In the IDP review cycle, changes to the IDP may be required from these sources:

- Comments from the MEC of CoGTA, if any;
- Incorporate comments from the Auditor-General in respect of the previous audit, if any;
- Incorporate comments from Internal Audit, if there are any;
- Alignment of the IDP with both the provincial and national policies and programs;
- Incorporation of the most recent descriptive data;
- Review and refinement of the objectives and strategies;
- Review and refinement of projects;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

Community-based Planning will be the significant part of the planning process. The Community-based Planning is a planning instrument, which is geared towards enhancement of the community participation component of the IDP. An effort has to be taken in order to ensure that the IDP translates community participation into an organic process.

4. HORIZONTAL AND VERTICAL ALIGNMENT

4.1. District Framework Plan

Section 27 of the Municipal Systems Act (32 of 2000), indicates that 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 for the linkage and binding relationships to be established between the District and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various municipalities can be maintained.

The District Framework Plan (DFP) provides a basis upon which local municipalities falling within that district can prepare, align and adopt their IDP process plans that are mutually in correlation to one another for purposes of streamlined process plan activities.

4.2. Alignment with Sector Departments

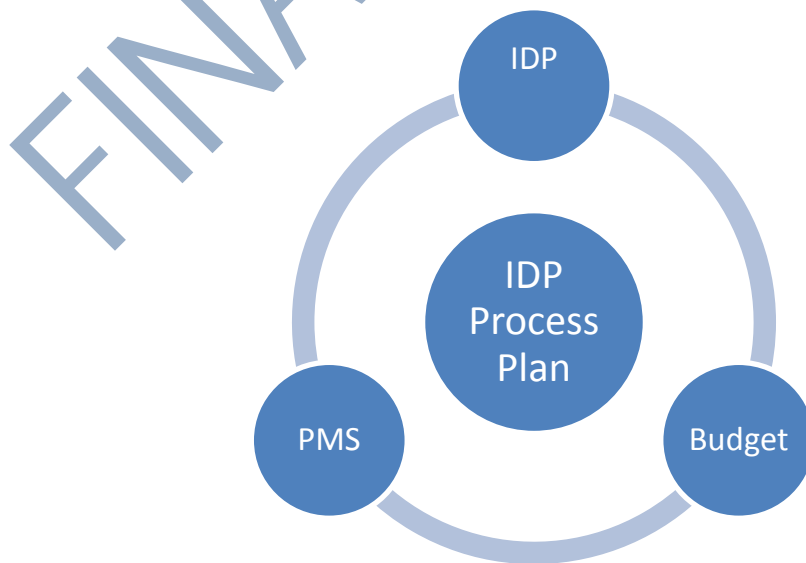
Alignment with Sector Departments is essential in order that Chief Albert Luthuli Local Municipality priorities can be reflected in their project prioritization process, as well as to reflect their projects in the IDP.

In maintaining an alignment with sector departments, Chief Albert Luthuli Municipality; through its adopted IDP Process and Framework Plan should incorporate the provincial planning cycle in order to enhance inter-sectoral cooperation and support.

5. IDP PROCESS

This process describes a continuous cycle of planning, implementation and review. During the year, new information becomes available and unexpected events may occur. Some of the information can make immediate changes to the planning and the implementation of the IDP. After the reviewed IDP has been adopted, implementation as well as situational changes will continue to occur, which is again monitored throughout the year and evaluated in the next IDP review.

Figure 1: Linkage of the IDP/Budget/PMS Process



6. IDP PLANNING PROCESS

6.1 IDP Structural Arrangements

The following table portrays the structure/stakeholders, composition, and the roles and responsibilities in respect of the Integrated Development Planning in the Chief Albert Luthuli Local Municipality.

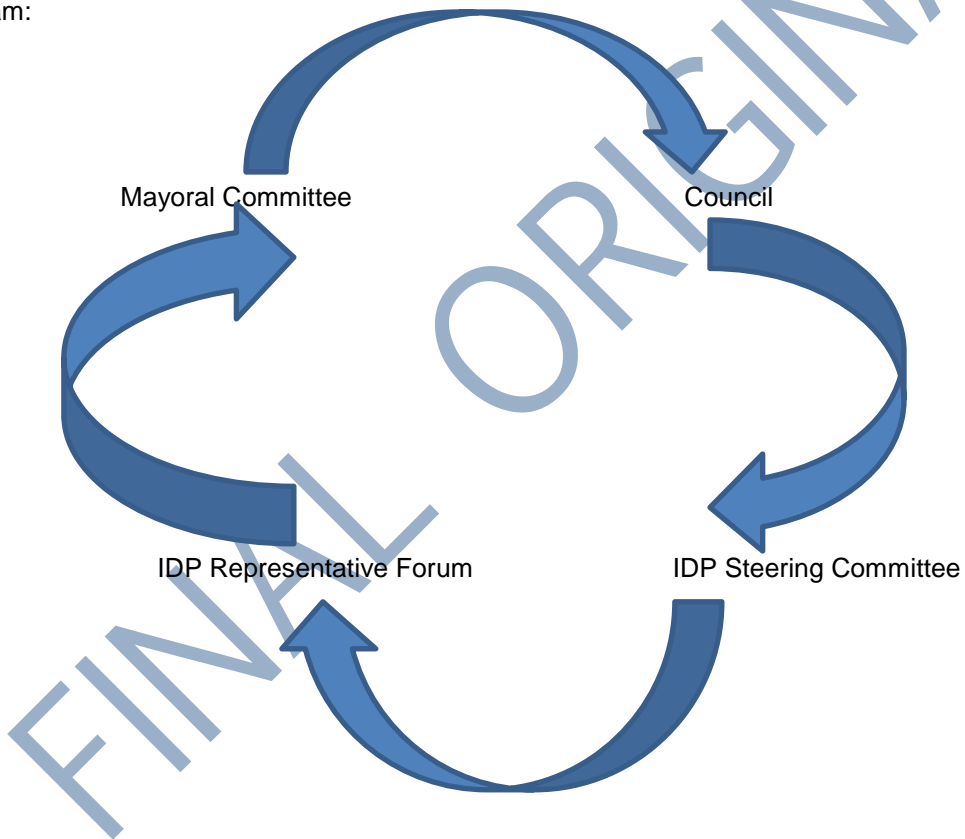
Table 1: IDP Role players

Role players		Roles and Responsibilities
1.	Municipal Council	<ul style="list-style-type: none"> • Adopt an IDP process plan • Take responsibility for the overall management and coordination of the planning process • Adopt and approve the final IDP; and • Ensure that annual business plans, budget and related development activities are based on the approved IDP.
2.	Mayoral Committee	<ul style="list-style-type: none"> • Manage the IDP through the Municipal Manager • Recommend the IDP review process to Council • Recommend the IDP revisions to Council • Allocate resources for review of the IDP.
3.	IDP Steering Committee , comprising - <ul style="list-style-type: none"> • Municipal Manager • Directors/Managers • IMATU and SAMWU representatives 	<ul style="list-style-type: none"> • Provide terms of reference for all review and planning activities • Commission IDP planning studies, programmes and projects • Process, summarize and document outputs from sub-committees, teams, etc. • Recommend amendments to the content of the IDP • Prepare, facilitate and document meetings and workshops • Ensure alignment and participation in the determination and prioritization of plans and programmes in the spirit of cooperative governance.
4.	Municipal Manager Coordinating Committee (IDP Broad Planning Technical Committee), comprising – <ul style="list-style-type: none"> • Municipal Manager • Managers/Officers: Office of Municipal Manager, Speaker, Executive Mayor, Budget Office, Supply Chain Management, Performance Management, Planning, Project Management and IDP • Administrative support 	<ul style="list-style-type: none"> • Prepare the IDP review process plan • Identify resources • Coordinate and manage the components of the review process, including: <ul style="list-style-type: none"> • Stakeholder meetings • Meeting deadlines • Horizontal and vertical alignment • Compliance with national and provincial requirements
5.	Ward Councillors will play a pivotal role in the preparation of the IDP process, both in terms of the technical and community participation probes; they will act as the main interface between council and the community	<ul style="list-style-type: none"> • Organize public consultation and participation at ward level • Disseminate information from council to constituents and vice versa • Identify issues and projects at ward level • Participate in the approval and ongoing monitoring of the approved IDP • Identify and encourage unorganized groups to participate in the IDP process

6.	Ward Committees will play a central role in the linkage of the IDP process to local communities.	<ul style="list-style-type: none"> • Link the planning process to their wards • Assist in the organizing of public consultation and participation engagements • Ensure that the annual municipal budget and business plans are linked to, and based on the IDP
7.	Community Development Workers will act as mobile agents of development by maintaining direct contact with the community where they live.	<ul style="list-style-type: none"> • Mobile agents of development who maintain direct contact with people where they live • Co-ordinate service delivery, including the IDP process • Provide a link between government departments, municipality, stakeholders and local community • Compliments the work of Ward Committee Members.
8.	Traditional Leaders will play an advisory and supportive role in the whole planning process	<ul style="list-style-type: none"> • Advise the municipality on development issues • Supports the municipality in the planning process
6.	Municipal Manager and Manager: IDP The Municipal Manager will delegate these functions to the Manager: IDP, but remains accountable for the overall IDP process as dictated by the Municipal Systems Act (2000)	<ul style="list-style-type: none"> • Amongst other, the following responsibilities are allocated to the Manager: IDP for the IDP process: • Ensure that the Process Plan is finalized and adopted by Council • Adjust the IDP according to the proposals of the MEC • Identify additional role players to sit on the IDP Representative Forum • Ensure the continuous participation of role players • Monitor the participation of role players • Ensure appropriate procedures are followed • Ensure documentation is prepared properly • Carry out the day-today 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 in the IDP • Co-ordinate the inclusion of the PMS in the IDP • Submit the final IDP to relevant authorities
7.	Municipal Officials will be ultimately responsible for the implementation of the IDP process and as such will play a key role in the development of the IDP's specific activities that will be undertaken by officials	<ul style="list-style-type: none"> • Provide relevant technical and financial information • Develop strategies and project plans • Provide inputs regarding the financial and technical feasibility aspects of projects and strategies identified by committees
8.	Gert Sibande District Municipality The district municipality will have the same role as the local municipality, but only in the preparation of the District IDP Framework, but the role of the district municipality on the local level is the coordination of IDP processes of local municipalities, and these include the following:	<ul style="list-style-type: none"> • Ensure the horizontal alignment of IDPs of the municipalities in the district area • Ensure the horizontal alignment between district and local planning • Facilitate vertical alignment of IDPs with the government sphere and sector departments • Prepare joint strategy workshops with local municipalities, provincial and national role players, and other

		specialists
9.	<p>IDP Advisory Committee (National, Provincial, Business Sector, Parastatals)</p> <p>The National and Provincial government departments as well as major stake holders like the sectors of manufacturing, mining, and business will serve on the committee</p>	<ul style="list-style-type: none"> Assist Council in rendering technical (i.e. investment opportunities) and financial support to ensure that Council meets its goal of playing a role in the global economy

The structural role players will inform and complement each other's roles as summarized in the following diagram:



6.2. Phases of the IDP planning cycle

6.2.1. Analysis

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems.

The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase.

At the end of this phase, the municipality will be able to provide an assessment of the existing level of development, details on priority issues and problems and their causes and information on available resources.

6.2.2. Strategies

During this phase, the municipality works on finding strategic solutions to the problems assessed during the analysis phase. This entails developing a vision, which in the case of the Municipality the current vision was confirmed as relevant, and was retained with no changes.

Developing Strategies

The Chief Albert Luthuli Municipality went for a Strategic Planning Session at Ndalo Hotel and Conferencing on 19-20 March 2019 in order to develop strategies that would position the municipality's trajectory to meet its developmental objectives. The 2020 Strategic Planning was deferred as a result of the lockdown implemented in accordance to the Disaster Management Act (Act 57 of 2002).

6.2.3. Identification of Key Projects

During this phase the municipality works on the design and content of the projects identified during Phase Two. Clear details for each project have to be worked out in terms of:

- Project beneficiary.
- Better use of available resources.
- Source of funding.
- Project duration, and
- Project management.

Clear targets must be set and indicators worked out to measure performance as well as the impact of individual projects.

6.2.4. Integration

Once all projects had been identified, the Municipality has to check again that it contributed to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans.

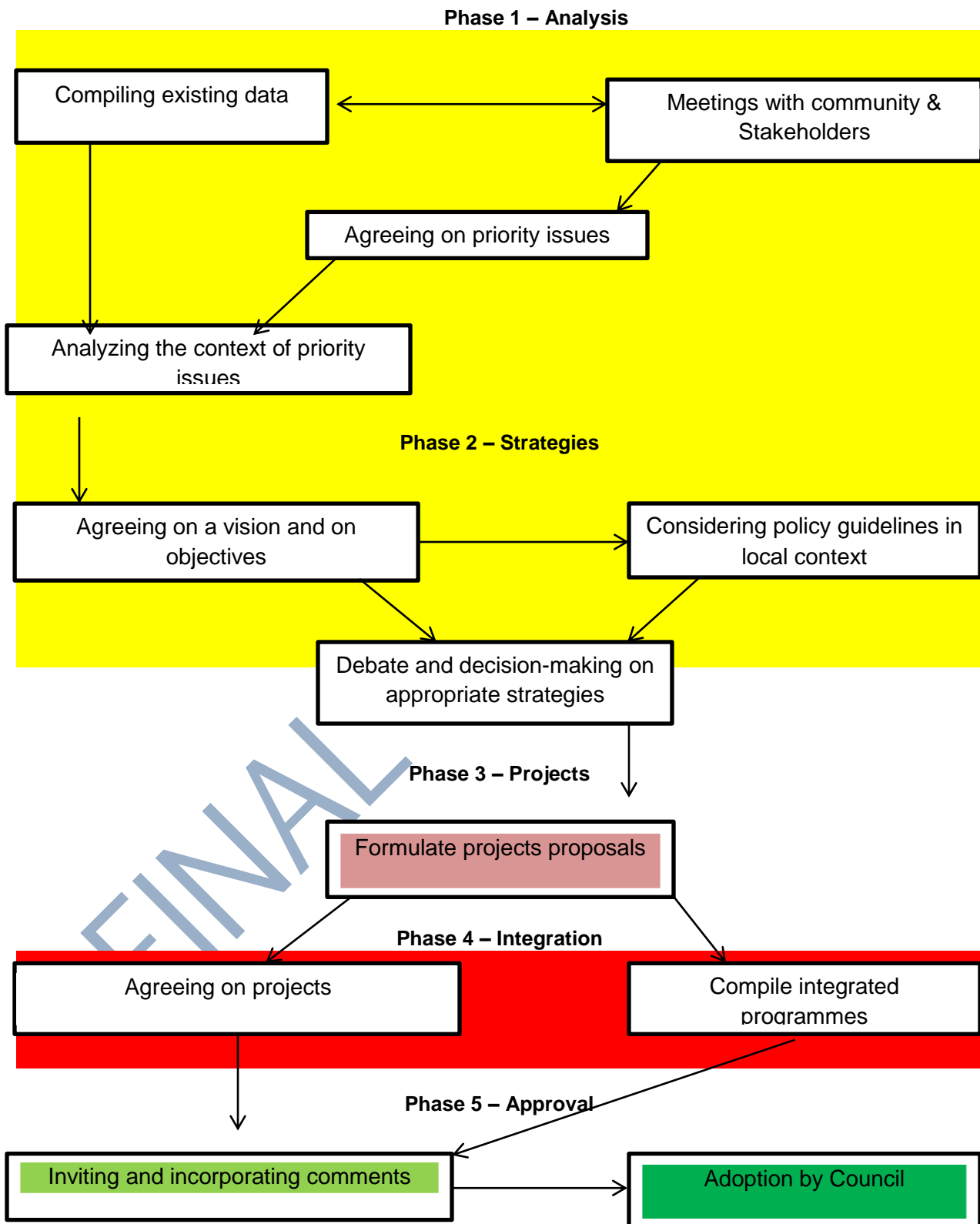
All the development plans, sector plans, and district plans must be integrated in such a way that provides a harmonious inter-connectedness of the developmental plans, programmes and projects for that municipality.

6.2.5. Approval

The IDP is presented to the Municipal Council for consideration and adoption. The Council may adopt a draft for public comments before approving its final Integrated Development Plan.

As per the approved IDP Process Plan, IDP Representative Forum (IDPRF) Meetings are scheduled to be held as indicated in **Table 2**.

Figure 2: Activities within the phases of IDP review process



6.3. ISSUES TO BE TAKEN CARE OF WHEN REVIEWING THE IDP

For Chief Albert Luthuli Municipality to achieve consistency, it is important that the following issues are attended to when the review for the 2021/2022 IDP is being carried out:

- The five-year IDP adopted for this term of Council
- Alignment of IDP in line with Key Performance Areas (KPA) and Key Performance Indicators (KPIs)
- National and provincial priorities
- Shortfalls in respect to the previous IDP review [2020/2021]
- Vision and mission of the municipality
- Consideration of issues / comments emanating from the assessment of the 2020/2021 IDP
- Strengthening of working relations with all sector departments and utilities, and to maximize participation of sector department and other stakeholders in the IDP Representative forum.
- Preparing and reviewing of Sector Plans.
- Implementation of the Organizational Performance Management System.

6.4. MECHANISMS AND PROCEDURES FOR STAKEHOLDER PARTICIPATION

The following will be done to ensure widespread and conducive stakeholder participation:

- Media such as local newspapers, ward meetings, local radio stations, municipal notice boards, etc. will be utilized to inform communities and stakeholders of Council's intention to embark on the IDP process.
- The Mayoral Committee and the IDP Technical Committee will be requested to identify a list of possible stakeholders.
- Information / messages will be conveyed in (a) language/s understood by the general community.
- The correct venues and times for community meetings will be well communicated, and the municipality may ensure that such meetings are held at such times that all stakeholders / community members can attend.
- Adequate time will be allowed within limits for representatives of organizations to report back.
- Adequate time will also be allowed for the community and stakeholders to report back on the draft IDP document.
- Stakeholders will be invited to the relevant Council meeting and the approved IDP document will be available at all public libraries within the municipal area of jurisdiction, municipal offices; and where possible on request after approval. In addition, the IDP can also be accessed on the website of the municipality.

IDP Representative Forum

The most critical structure established for this process, especially for purposes of ensuring maximized participation of different interest groups and sectors, is the IDP Representative Forum. The rationale behind the establishment of this committee is to ensure that communication channels are kept smooth and efficient.

(i) The function of the IDP Representative Forum includes the following:

- The IDP Representative Forum will have to ensure that every activity and decisions taken in the IDP development process are communicated to the communities;
- They are also to monitor and ensure that all decisions that are taken with regards to routes that the IDP must take from time to time are followed;
- They are expected at all times to reflect and safeguard the community inputs. This means that they are

the mouthpiece of the communities.

- They represent the interests of their communities.
- They provide an organizational mechanism for discussion, negotiation and decision-making between stakeholders including the municipality.
- Participate in the process of setting and monitoring key performance indicators.

(ii) Role of Councillors (Ward/Proportional Representation)

The role of Councillors, Ward Committees and Community Development Workers is to ensure that the mandate of the community they represent is reflected in the Integrated Development Plan, and that they ensure communication and feedback on deliberations and progress registered.

They are agents of the ward-based planning which is integral in the Chief Albert Luthuli Local Municipality.

Community Consultation (Table 3)

Council engages on community consultation on a regular basis to:

- give feedback on progress in relation to the level of development;
- gather inputs from communities in relation to service delivery needs;
- disseminate information on the roles and responsibilities of the municipality.

All twenty five (25) wards are expected to hold these community meetings as per the requirement of the IDP Process Plan.

Mayoral Outreach

Mayoral outreach programme is regarded as another form of community consultation. The Chief Albert Luthuli Local Municipality plans to have at least six (6) Mayoral Outreach meetings per financial year. The schedule of these meetings will be reflected in the process plan. **(Table 2)**

The main purpose of this programme is to ensure that the political principals get closer to the communities and afford members of the community a chance to voice their needs.

IDP Technical Committee/Steering Committee Meetings

The IDP Steering Committee plays an important role in aspects of strategic planning, guidance and support of the IDP process. Issues pertaining to the technical and institutional support of the planning process are processed in these meetings. The Council plans to have six (6) Technical Committee meetings i.e. the meetings will be held bi-monthly. **(Table 2)**

Table 2: Schedule of meetings

STRUCTURE	DATE	TIME	
IDP/PMS/Budget Steering Committee Meeting	13 October 2020	09h00-14h00	Council Chamber
	17 November 2020	09h00-14h00	Council Chamber
	16 February 2021	09h00-14h00	Council Chamber
	20 April 2021	09h00-14h00	Council Chamber
IDP Representative Forum	26 November 2020	09h00-14h00	Carolina Town Hall
	03 December 2020	09h00-14h00	Ekulindeni Community Hall
	11 March 2021	09h00-14h00	Tjakastad Community Hall
Strategic Planning	30 & 31 March 2021	09h00-14h00	TBA
Mayoral Imbizo	20 November 2020	10h00-14h00	Glenmore Community Hall
	15 December 2020	10h00-14h00	Emanzana Cultural Centre
	19 February 2021	10h00-14h00	Diepdale Community Hall
	30 April 2021	10h00-14h00	Enikwakuyengwa Traditional Office
	14 May 2021	10h00-14h00	Silobela Community Hall
	18 June 2021	10h00-14h00	Nhlazatshe 4C Community Hall

Table 3: Mechanism for participation

Analysis Phase	Adverts Announcement on Local Radio Station
Strategies Phase	Representative Forum
Projects Phase	Representative Forum
Integration Phase	Representative Forum
Approval Phase	Adverts on Newspapers Announcements on Local Radio Stations Imbizo

Table 4: Methods / mediums of communication

Method	Reason
1.Newspaper Publication	To invite comments from the public for both draft and final IDP documents. To ensure adherence to legislation in terms of publishing the notices in local newspapers
2.Loudhailing	To alert the community on the IDP process as well as to ensure that the message is carried out within the community to attend the public participation meetings in order to identify needs.
3.Ward Committee Meetings	Ward Committees are official specialized participatory structure within the municipality and a mobilizing agent for community action within the ward. They ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward community meetings and other community forums.
4.Notices / Newspaper	To inform the community of the IDP processes.
5.Website	To adhere to legislation in terms of Section 21 of the Municipal Systems Act; as well as to make the IDP and all other related documents available to the public on the municipal website.

Public Participation Meetings

A decision will have to be taken on the approach to use in carrying out public participation meetings on the IDP Process Plan. Previously, the zonal / cluster approach was used whereby stakeholders of neighbouring wards were convened together in one venue. An example of the last schedule of meetings is illustrated in Table 5 below:

Table 5: Schedule of meetings for Public Participation

Public participation will have to be conducted in a way that minimizes contact, and the printing of documents should also be avoided. Therefore, the Office of the Speaker would be better-placed to manage how public participation is enhanced, while also promoting adherence to Covid-19 safety protocols.

DATE	TIME	WARD	VENUE	TARGET GROUP	RESPONSIBLE PERSONS
Monday 16/11/2020	10:00	1	Diepdale Community Hall (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers •IDP Coordinator •Ward Councillors
Monday 16/11/2020	14:00	2, 3	Community Hall, Fernie A (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers •IDP Coordinator •Ward Councillors
Tuesday 17/11/2020	10:00	4, 7	Empuluzi Municipal Offices (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers •IDP Coordinator •Ward Councillors
Tuesday 17/11/2020	14:00	5,9	Dundonald Community Hall (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers •IDP Coordinator •Ward Councillors
Wednesday 18/11/2020	10:00	8,16	Enikwakuyengwa Traditional Office (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers •IDP Coordinator •Ward Councillors

Wednesday 18/11/2020	14:00	6,11	Swallowsnest Community Hall (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers, •IDP Coordinator •Ward Councillors
Thursday 19/11/2020	10:00	10,14, 16,20, 24, 25	Elukwatini Municipal Offices (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers, •IDP Coordinator •Ward Councillors
Thursday 19/11/2020	14:00	12, 19	Community Hall, Ekulindeni (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers, •IDP Coordinator •Ward Councillors
Friday 20/11/2020	10:00	13,18	Tjakastad Community Hall (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers, •IDP Coordinator •Ward Councillors
Friday 20/11/2020	14:00	17,23	Manzana Cultural Centre (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Unit Managers, •IDP Coordinator •Ward Councillors
Friday 20/11/2020	11:00	15, 21, 22	Town Hall, Carolina (Star Leaf App)	<ul style="list-style-type: none"> •Ward Committees •CDWs •Traditional Leaders •Ward Councillors •Community 	<ul style="list-style-type: none"> •Director PED •IDP Coordinator •Ward Councillors

7. COST ESTIMATES

Council has to support the IDP Process by making available budget for that purpose, particularly for the review and planning sessions, and for printing, publication and other embedded costs.

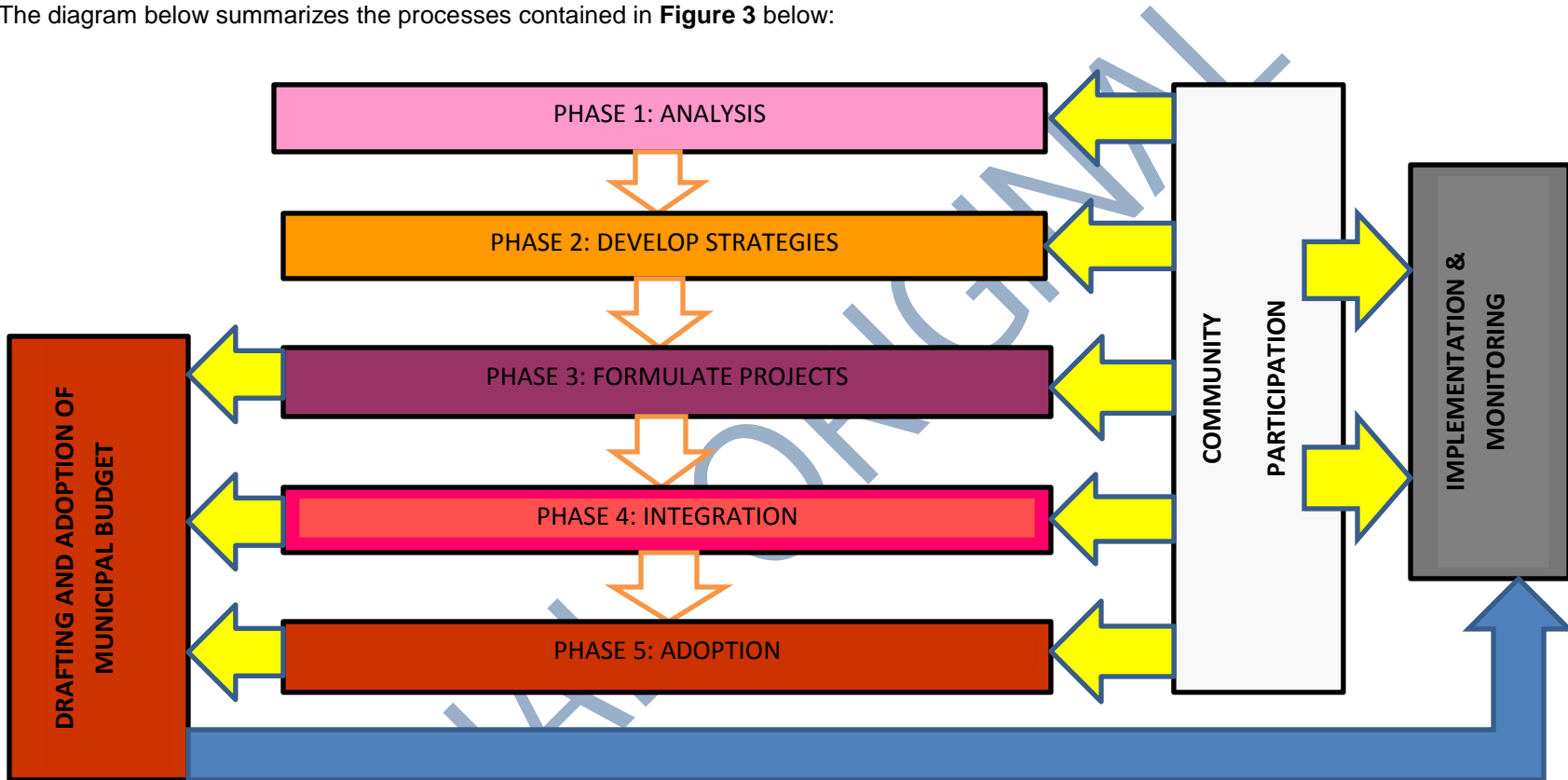
Table 6: IDP Budget estimates

TASK	DESCRIPTION	BUDGET ESTIMATE
IDP Review	3 x IDP Representative Forums	R100,00
	6 x Steering Committee Meetings	R150,00
IDP Documentation	Strategic Planning Session	R50,00
	IDP Design and documentation	R300,000.00

FINAL ORIGINAL

8. IDP REVIEW AND BUDGETING PROCESS

The diagram below summarizes the processes contained in **Figure 3** below:



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Item	IDP PROCESS			Activity	Narration	Timeframe	Responsibility
	IDP	Budget	PMS				
<u>JULY 2020</u>							
1				<ul style="list-style-type: none"> NATIONAL CABINET LEKGOTLA 		July 2020	National
				<ul style="list-style-type: none"> Sector Departments undergo strategic planning for next budget cycle Sector Departments submit the 1st Draft budget to Provincial Treasury Sector Departments submit the 1st draft SP, APPs / DA's to Treasury and Macro Policy State of Local Government Addresses and budgets Submission of 1st quarter performance reports. 			Provincial
2	Process plan			<ul style="list-style-type: none"> Preparatory phase for the next IDP Approval and circulation of draft IDP Process Plan 	MFMA s 21, 23 MSA s 34 chapter 4 as amended	07/2020	IDP, MM, Directors
3		Budget process		Table budget process schedule		07/2020	CFO
<u>AUGUST 2020</u>							
4				<ul style="list-style-type: none"> PROVINCIAL BUDGET HEARINGS (MTEC) CONSULTATION WITH MUNICIPALITIES (IDP's) BY SECTOR DEPARTMENTS TO AGREE ON PROGRAMMES AND PROJECTS.. TREASURY SUBMIT 1st draft budget, SP and APP to National Treasury. 			Provincial

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5	IDP – draft process plan			Public participation on the draft IDP Process Plan		MSA ch 4	IDP, Directors
6			Performance Management System	4 th Quarter performance and budget report submitted to municipal Council.		08/ 2020	PMS Manager-
SEPTEMBER 2020							
7				<ul style="list-style-type: none"> PERFORMANCE REVIEW AND BUDGET ADJUSTMENT LEKGOTLA 			Province National
8	IDP analysis			Analysis phase of IDP		09/2020	
9	IDP Alignment	Budget		Align IDP with: <ul style="list-style-type: none"> ➤ Draft Budget Estimates, ➤ Provincial and National Priorities 	Ensure alignment of priorities with sector departments to promote cooperative governance	09/2020	IDP/ Budget
10	IDP Departmental Business Plans			Business Plans Presentations to extended MANCOM	To Consolidate a Corporate Plan	3rd week 09/2020	All Directors
OCTOBER 2020							
11				<ul style="list-style-type: none"> DEPARTMENTS SUBMIT THE 2ND DRAFT SP, APP's / DA's TO TREASURY AND MACRO POLICY] SUBMISSION O 2ND QUARTER PERFORMANCE REPORTS. 			Province
12	IDP			Strategy development phase of IDP		10/2020	All Directors
13	IDP			Commence on public participation process / feedback on previous performance		October 2020	IDP Directors

14		MTREF and Revenue Projections		<ul style="list-style-type: none"> Budget office develop MTREF and determines revenue projections and proposed rates and service charges. Draft initial allocations to functions and departments for the next financial year after taking into account strategic objectives 	MFMA	10/2020	CFO
15	IDP consultation			<ul style="list-style-type: none"> Consultation with Councillors on the IDP priorities for 2020/21 Engage councillors on the IDP priorities for 2020/21 	Councillors guided by the Mayor office and supported by the Speaker's offices	2nd week 10/2020	Mayors office Speakers office; IDP SDF team
16	External Stakeholders Engagement			<p>Public Participation/ Izimbizo</p> <ul style="list-style-type: none"> Ward Councillors ; Ward Committees; NGO's; CBO; Businesses. <p>➤ Confirm Community Needs;</p> <p>➤ Input on a development Plan</p>	Various consultations will be held by the offices of the Mayor and Speaker with various stakeholders during this period ;	4th week 10/2020	Mayors office Speakers office; IDP team SDF team
17			PMS – 1stQuarterly report	<ul style="list-style-type: none"> Finalize first PMS quarterly report Ensure stakeholders consultation on the Municipal report 1st Quarter performance and budget report submitted to Council 	Ensure stakeholders consultation on the Municipal report	End 10/2020	PMS Manager
NOVEMBER 2020							
18				<ul style="list-style-type: none"> FOSAD PLANNING WORKSHOP 			National
19				<ul style="list-style-type: none"> PROVINCIAL EXCO LEKGOTLA APPROVES APP's TABLING OF ADJUSTMENT APPROPRIATION FINAL ALLOCATION OF BUDGET TO DEPARTMENTS 			Province

20	Prioritization of projects			Briefing on the Analysis and determine strategic objectives and priorities for service delivery as well as development of 3 year budgets including the review of national and provincial government sector and strategic plans	Joint Mancom and Exco workshop to determine priorities for 2016/2017 financial year	11/ 2020	IDP BUDGET Departments
21	IDP			Departments inputs on IDP review		11/2020	IDP
22	IDP			Project phase of IDP		11/2020	IDP
DECEMBER 2020							
23				INPUTS FOR STATE OF THE NATION ADDRESS			National
24				PROVINCIAL TREASURY SUBMITS FINAL BUDGET DOCUMENTATIONS TO NATIONAL TREASURY (SP, APP, EPRE etc)			Provincial
25	IDP			Project and integration phase		12/2021	IDP Sector Departments
JANUARY 2021							
26				NATIONAL CABINET LEKGOTLA			National
27				SUBMISSIONS OF 3 RD QUARTER PERFORMANCE REPORTS			Provincial
28	1st Draft IDP			Draft IDP adopted by municipal Council.	IDP to guide the Budget process	Jan 2021	IDP MunsDepartments
29	IDP			Final Project and integration phase		Jan 2021	IDP Departments
FEBRUARY 2021							

30				<ul style="list-style-type: none"> STATE OF THE NATION ADDRESS MINISTER'S BUDGET SPEECHES NATIONAL PLAN OF ACTION 		Feb 2021	National
31				STATE OF THE PROVINCE ADDRESS		Feb 2021	Provincial
32		Budget		<ul style="list-style-type: none"> Municipality table adjustment budget Finalise operational and capital budget for 2021/22 	Operational and Capital budget		CFO
33	IDP			IDP Analysis			IDP
34	IDP			Advertise IDP for public comments		1 st week 02/2021	IDP
35		Budget report	2nd PMS Quarterly report	2 nd Quarter performance and budget report submitted to Council	Ensure Stakeholders consultation on the PMS report	02/2021	PMS Manager
MARCH 2021							
36				<ul style="list-style-type: none"> FINAL APPROVAL OF THE POA SP, APP's TABLED AT LEGISLATURE MEC OF FINANCE PROVINCIAL BUDGET SPEECH 			Provincial
37	IDP			Departments inputs to IDP's review through IDP Indaba / Summit. Rep Forums		03/2021	IDP Departments
38	Draft IDP/	Final Draft Budget		<ul style="list-style-type: none"> Table draft IDP for adoption Table annual draft Operational and Capital Budget for adoption 		End 03/2021	Mayor
39			3rd PMS Quarterly Report	Finalize PMS quarterly report	Ensure stakeholders consultation	End 03/2021	PMS Manager
40	Draft IDP to Cogta			Submit Draft/Budget /IDP to CoGTA	IDP	2 nd week of 04/2021	IDP / Budget

APRIL 2021							
41				<ul style="list-style-type: none"> • PROVINCIAL BUDGET AND POLICY SPEECH • DEPARTMENTS SUBMIT ROLLOVER REQUESTS 			Provincial
42			PMS	<ul style="list-style-type: none"> • Final Draft SDBIP • draft Performance Agreements 	SDBIP and Performance agreements	04/2021	PMS
MAY 2021							
43				<ul style="list-style-type: none"> • PROVINCIAL BUDGET AND POLICY SPEECH • TREASURY ISSUE ANNUAL BUDGET CIRCULAR • TREASURY FINALIZE ROLLOVER REQUESTS • DEPARTMENTS SUBMIT ANNUAL FINANCIAL STATEMENTS 			Provincial
44		Budget Approval		Submit to Council Final Budget	Council approval	End May 2021	Mayor
45	IDP Approval			Submit to Council Final 2021/2022 IDP	Council approval	End May 2021	Mayor
46			PMS Quarterly report	Finalize PMS 4 th quarterly report	Ensure stakeholders consultation	End 05/2021	PMS Manager
JUNE 2021							
47				FOSAD WORKSHOP			National
48				PROVINCIAL PLANNING EXCO LEKGOTLA 1 ST DRAFT POA			Provincial

48				Priorities circulated to municipalities to be considered during review			IDP Departments
49				Approval and circulation of the framework plan by District Municipalities			GSDM
50				Approval of final SDBIP for next Financial Year			
JULY 2021							
51	IDP Review			Reflect on the MEC letter (IDP Gaps) and conduct analysis Start Preparations for 2022/2023 IDP Review.	Process Plan Development Priorities	July 2021	IDP/Budget
52	IDP			Develop draft IDP Process Plan		07/2021	IDP Manager
AUGUST 2021							
53	Process Plan for 2015/16			Adoption and approval of the Process Plan for 2022/2023 by Mayoral Committee and Full Council	Council adoption/approval	08/2021	Mayor