

IDP/BUDGET & PMS PROCESS PLAN REVIEW FOR 2019-2020

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1. INTRODUCTION

The Process plan is an organized activity plan that outlines the process of development of the IDP/Budget and Performance. This process plan outlines the manner in which the 2019/2020 IDP development and Budget process will be undertaken. It has been prepared in line with the District Framework Plan.

Section 153 of the Constitution of the Republic of South Africa provides that a municipality must “structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community”. This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

The IDP of a municipality is developed for a five year period and is reviewed annually. Section 25 of the Municipal Systems Act, No 32 of 2000 states that: “*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality*”.

The IDP, as a municipality’s strategic plan, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality’s financial and institutional planning and most importantly, the drafting of the annual budget.

The 2019/20 budget will be developed from the Garden Route District Priorities, emanating from the analysis phase of the Integrated Development Plan. Strategies will be developed in the context of the identified policy priorities. Out of these strategies will emerge MTREF Operational Plans that will contain departmental performance indicators over the 3 years, with targets and resource allocation estimates.

The IDP and the budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001 and 2006).

This plan includes the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- Clear roles and responsibilities for all
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

1.1 Legal context

1.1.1 Integrated Development Plan (IDP)

Section 25 (1) of the Municipal Systems Act (32 of 2000) 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:

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

The preparation and adoption of a Process Plan is provided for under *Section 28 of the Municipal Systems Act, No 32 of 2000*, which states:

Each municipal council must, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan”.

The *Municipal Finance Management Act, No 56 of 2003 (MFMA)* is very clear with respect to time-frames for the IDP and the budget.

Section (21) and (24) of the MFMA requires the budget and IDP schedule (or Process Plan) to be adopted by Council by the end of August, the draft budget and IDP to be tabled before the council in March and final budget and IDP to be adopted by council in May each year.

1.1.2 The Annual Budget

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

“The Mayor of a municipality must:

- At least 10 months before the start of the budget year, table in the municipal council
- a time schedule outlining key deadlines for
- 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 subparagraph (i), (ii) and (iii)” – herein first three sub bullets (denoted as -).

1.1.3 The Service Delivery & Budget Implementation Plan (SDBIP)

The Service Delivery & Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue Expenditure Framework.

Therefore, only projects that are budgeted for are implemented. Section 1 of the MFMA defines the SDBIP as:

“A detailed plan approved by the Mayor of a municipality in terms of section 53 (1) (c) (ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- a) Projections for each month of –
 - i. Revenue to be collected, by source; and
 - ii. Operational and capital expenditure, by vote;
- b) Service Delivery Targets and Performance indicators for each quarter

1.2 What elements does the development of this IDP comprise (content)?

The main output is a 5 year strategic document. This strategic document is likely to comprise a number of components, including:

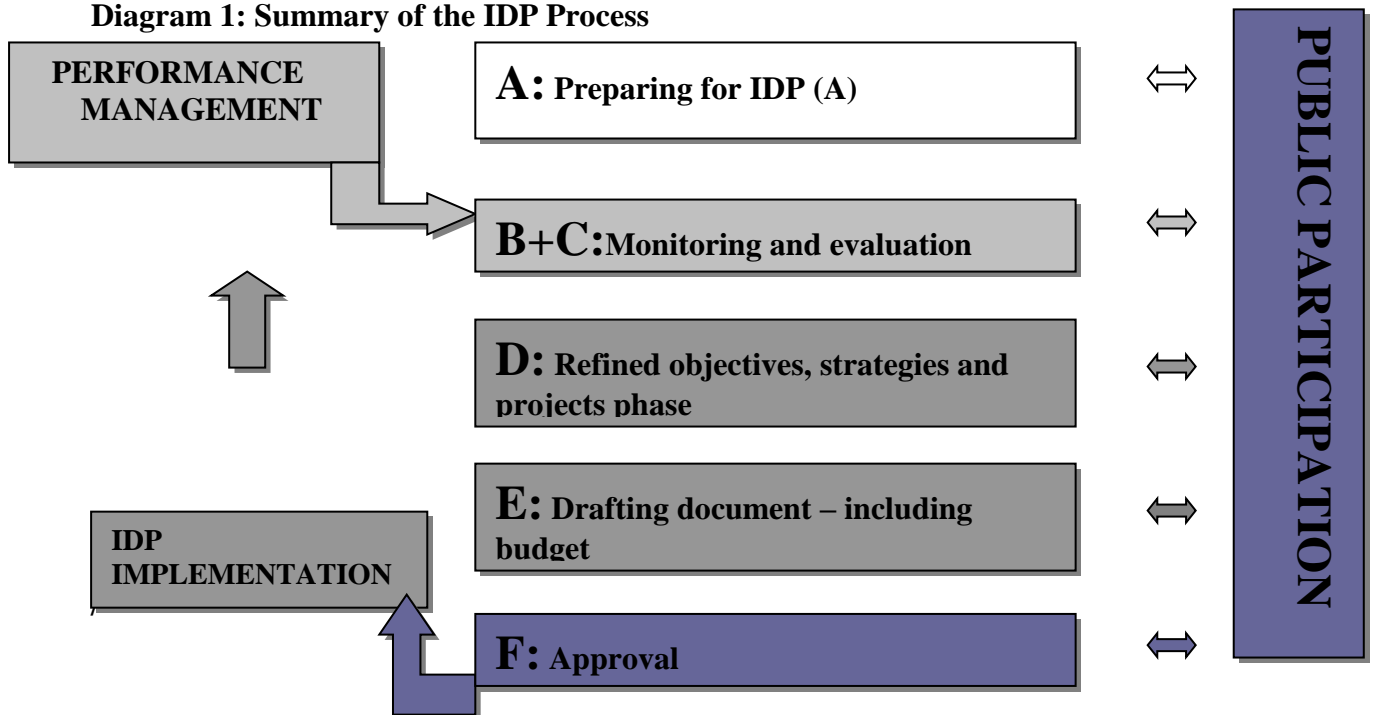
- The development/review of a spatial development framework
- Development/review of sector plans
- Development/review of Objectives and Strategies
- Development of new projects
- Financial Plan
- Institutional Plan
- Performance Management framework
- Service delivery and budget implementation plan

Improvements to the IDP process and content may be considered from the previous year’s Provincial Assessment report. These can be regarded as inputs into the IDP development process. An outcome of the development of the IDP is the annual budget, which is prepared for a three year period, reviewed annually.

1.3 How is the IDP process undertaken (process)?

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the IDP and Budget.

Diagram 1: Summary of the IDP Process



2. ORGANISATIONAL ARRANGEMENTS

The following seven (7) structures will guide the IDP and Budget Review Process of Garden Route District Municipality:

- IDP/Budget/PMS Representative Forum.
- IDP/Budget/PMS Steering Committee.
- IDP/Budget/PMS Technical Steering Committee.
- Municipal Managers Forum (MMF).
- District Coordinating Forum (DCF).
- District Public Participation Forum (DPPF).
- Portfolio Committees.

2.1 IDP/Budget/PMS Representative Forum

The IDP/Budget/PMS Representative Forum, formed as part of the IDP development process, will continue to function throughout the IDP development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

The Representative Forum is comprised of GRDM Councillors and Senior Management; Local Municipalities' Mayors and Senior Management; representatives from sector departments, parastatal bodies, NGOs, business fraternity, traditional leaders, and other interested organized bodies. This forum is chaired by the Executive Mayor of the District. The terms of reference are attached as **Annexure A**

2.2 IDP/Budget/PMS Steering Committees

The IDP/budget/PMS Steering Committee, form part of the IDP development process, will continue to function throughout the IDP development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

This committee will monitor progress of the development of the IDP Review document. Of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP development, each of which will require a specific focus. The danger is that these activities can become un-coordinated which will result in unnecessary duplication. The terms of reference are attached as **Annexure A**

2.3 IDP/Budget/PMS technical Steering committee

This is a technical team that will ensure district-wide IDP/Budget and PMS co-ordination and integration. The technical steering committee prepares for the seating of the ordinary steering committee.

This committee is chaired by the Municipal Manager and consists of all HOD's and relevant middle managers, the Manager for IDP provides secretariat. This committee meet once a quarter as informed by IDP phases.

2.4 Municipal Managers Forum (MMF)

This forum is chaired by the District Municipal Manager, all Municipal Managers within the district, meet quarterly to ensure alignment of the district plans, to ensure proper coordination and avoid duplication of planning and services.

The District Municipality at the centre of this, will always provide leadership in ensuring that there is no unnecessary competition and uncoordinated planning within the district.

2.5 District Coordinating Forum (DCF)

In the development of the IDP, Mayors and Municipal Managers of all municipalities falling within the Garden Route District meet quarterly to ensure co-ordination and alignment between local and district municipalities' IDPs.

Provincial Government Department representatives will form part of the DCF meetings to ensure that there is an alignment between the District IDP and the Provincial policies and budgets. This forum is chaired by the District Executive Mayor.

2.6 Garden Route Portfolio Committees

Garden Route District Municipality reconfigured its Portfolio committees to align to the municipality's performance management system and reflect the new key performance areas of local government. These committees will monitor the IDP process for forward planning and the implementation of the IDP through the Service Delivery and Budget Implementation Plan.

The Portfolio Committees are as follows:

- Strategic Services.
- Roads & Transport Planning Services.
- Financial Services.
- Planning & Economic Development.
- Community Services.
- Property/ Asset Management.
- Corporate Services.

3. ROLES AND RESPONSIBILITIES

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ❖ Adoption of a District Framework and Process Plan. ❖ Ensure the amendment of the IDP under changing circumstances. ❖ Adoption of the IDP and Budget
Executive Mayor	<ul style="list-style-type: none"> ❖ General management of the drafting of the IDP ❖ Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. ❖ Recommend the draft IDP and Budget to the Council for adoption/Approval.
Municipal Manager	<ul style="list-style-type: none"> ❖ Decide on planning process; ❖ Develop and compile a draft IDP/SDF ❖ Monitor the process of IDP/SDF Review; ❖ Overall Management and co-ordination; ❖ Provide the necessary resources for the compilation and implementation of the IDP/SDF. ❖ Ensure that the Budget and SDBIP is informed by the approved IDP. ❖ Submit a draft IDP to the Mayoral Committee
HOD's	<ul style="list-style-type: none"> ❖ Provide technical/ sector expertise ❖ Identify strategic gaps in the existing plans, and advise accordingly ❖ Prepare and review selected Sector Plans. ❖ Prepare draft progress reports and proposals.
Manager: Integrated Development Planning	<ul style="list-style-type: none"> ❖ Day-to-day management of the process ❖ Assist and support the Municipal Manager in the development of the IDP ❖ Facilitate the sitting of the IDP Steering Committee and Rep Forum ❖ Ensure that phases of the IDP are fully implemented and reported accordingly. ❖ Oversee the alignment of the planning process internally and with those of the local municipal areas.

4. MECHANISMS FOR PUBLIC PARTICIPATION

One of the main features of the integrated development planning is the involvement of community and stakeholder organizations in the process of developing the IDPs. Participation of affected and interested parties is very important to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The District Municipality will, at the start of the IDP review process, place a blanket notice on the local newspapers inviting interested parties to participate in the representative forums of all municipalities within the Garden Route District.

The following mechanisms will be used for public participation within the District:

4.1 IDP REPRESENTATIVE FORUM (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP RF and ensure their continued participation throughout the process.

4.2 MEDIA

Amongst other means, the local press will be used to inform the community of the progress with respect to IDP process. The community radio stations will be utilised to make public announcements regarding planning process where necessary. The municipality will make use of the following, but not limited to:

- Municipal Website
- Notices
- Bulk SMS

4.3 IMBIZO

The District will collaborate with Local Municipalities in organizing joint Imbizo as mass meetings.

4.4 ANNUAL REPORT AND IDP/BUDGET ROADSHOWS

The District will collaborate with Local Municipalities in organizing joint Annual Report and IDP/Budget Roadshows. There will be a two-way communication on the planned programmes and budget.

SCHOOLS/TERTIARY/CHURCHES - utilised for dissemination of information and feedback on services as well as for research purposes.

5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP planning process is a local process, which requires the input and support from other spheres of government at different stages. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government.

Mechanisms and procedures for vertical and horizontal alignment have been discussed under Section 2- Organizational Arrangements (IDP Forum, MMF and DCF), however, it is important to note that the planning processes need to be coordinated and addressed jointly.

The District Municipality must ensure that alignment between local municipalities takes place, and the WC Department of Local Government should play a coordinating role in ensuring that all other spheres and especially sector departments understand the need for alignment and their role within the local and District IDP processes.

5.1 Role-players:

While the IDP process is a local government process, it also requires substantial input and support from other spheres of Government i.e. National and Provincial departments (as well as the private sector, parastatal bodies, NGOs, CBOs and the community at large). Accordingly, there needs to be alignment with these role-players. In principle, the roles of the various spheres of government in the IDP Review process are anticipated to be as follows:

- **National Linkages:**

The national sphere of Government should at least provide a framework for the preparation of the Sector Plans, and where possible funding for such plans. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.

- **Provincial Level:**

As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sector Plans. This will contribute to the creation of a normative framework and consistency between municipalities. The development of the Sector Plans programmes needs to be coordinated, aligned and cascaded down to local level. This can be facilitated at the provincial level through the Office of the Premier.

- **District Level:**

Garden Route District identified a number of projects as part of its IDP development and review. These relate to studies that have been conducted throughout the district, strategies and implementation plans. These sector plans are coordinated by HOD's respectively, to ensure alignment with the Spatial Development Framework and the IDP timelines.

New sector plans may be developed and/or existing ones reviewed during the IDP Review process.

All Garden Route District Municipal sector plans, together with a number of policies, are accessible at Garden Route District Municipality, and can be made available to Local Municipalities on request.

6. ACTION PLAN AND BUDGET

6.1 Action plan

Each phase of the IDP process will be initiated by an IDP Steering Committee meeting, an MMF and DCF meeting. This will allow both Garden Route District internally, as well as Local Municipalities to give clear direction to activities required in the phase. Details of the steps within each phase are included as an Annexure.

Representative Forum meetings will be held quarterly and these will be scheduled to facilitate community participation and relevant input to the IDP development process.

Each phase of the budget process will entail submission and approval by the Budget Steering committee before submission and approval by Council. When the operational plans over the MTREF are complete, as well as the reviews and development of budget related policies, the financial plans should be compiled. These financial plans are costs of implementing the IDP. Included in the financial plan should be three-year projections of capital and recurrent expenditure. The medium term financial planning approach will ensure that all strategies developed as part of the IDP are integrated into the funding basket.

Reference has to be made to past performance in order to project future requirements. Details on the performance in 2017/18 as well as during the first semester of 2018/19 will provide adequate analysis of the spending capacity and constraints of the municipality.

There will be a need to consider the MTREF projections currently in existence and recognize them as the baseline against which the future projections are based. There will be a need to recognize the impacts of capacity to deliver, delayed delivery, inflationary pressures and changed priorities on the baseline. The outcomes from the baseline analyses will produce realistic baseline from which future projections could be based.

Infrastructure budgets (chiefly financed by MIG) should indicate the following segments:

As part of the process of developing the budgets, an appropriate budget structure should be identified, with requests for any amendments to be made to the budget office. The budget structure should promote accountability, responsibility, allocation of centre of achievement, reference to the chart of accounts as well as the source of

funding at least. The budget documents from the different departments will be developed according to the relevant templates distributed for this purpose.

In establishing the Budget Submissions, each HOD should, amongst other things, test the alignment of the Garden Route District Municipality projects, programmes and recurrent expenditure with those of provincial and national government departments. This will eliminate any possible duplication of effort.

After the stakeholder consultations and public participation processes, relevant amendments will be effected to the draft IDP and Budget, thus making it to become the final IDP and Budget proposal for submission to Council for approval.

Structure	Date	Time
IDP/Budget/PMS Steering Committee	16/08/18	08H30 to 14H00
	30/10/18	08H30 to 14H00
	01/02/19	08H30 to 14H00
	27/02/19	08H30 to 14H00
	30/04/19	08H30 to 14H00
IDP/PMS/Budget Representative Forum	27/09/18	09H00 to 14H00
	22/11/18	09H00 to 16H00
	14/03/19	09H00 to 14H00
	17/05/19	09H00 to 14H00

ACTIVITY TABLE – PER PHASE		
TIME FRAMES	PROCESS OF IDP	OUTPUT
July - Aug18	<ul style="list-style-type: none"> Consultation with the LM's on the district framework and process plan Invite interested stakeholders to be part of the IDP Rep Forum Develop and submission of the District Framework and IDP/Budget Process Plan to Council Develop an IDP/Budget Schedule 	<ul style="list-style-type: none"> Advertise for interested stakeholders District Framework and IDP/Budget and PMS Process Plan adopted by Council and submitted to MEC and Website <p>IDP/Budget/PMS Activity Schedule adopted by Council</p>
SEP -	<ul style="list-style-type: none"> Review of the status quo on the 	<ul style="list-style-type: none"> Draft situational analysis report

Nov 18	<ul style="list-style-type: none"> developmental sectors Needs identification through: <ul style="list-style-type: none"> public meetings by sectors inputs from LM's Review Budget Process (Review budget process, content and compliance with legislative requirement) Departmental Strategic Planning Sessions – assess status quo, SWOT analysis, key issues for consideration 	<ul style="list-style-type: none"> Departmental SWOT analysis and status quo reports Undertake assessment of 17/18 budget process and identify gaps & where improvement can be made with suggested solution. Budget estimates (All income source, MTEF & Implementing agents & Council)
Dec 18	<ul style="list-style-type: none"> Technical Strategic Planning session Departments submit Draft Operational budgets 	<ul style="list-style-type: none"> Technical Strategic Plan Report. Draft Departmental Budgets.
Jan 19	<ul style="list-style-type: none"> Institutional Strategic Planning Session Review and align Municipal Vision (What does the municipality want to achieve?) Align Vision, Objectives <ul style="list-style-type: none"> and Strategies, Project (phase two) Identification/ prioritisation per municipality Review of the organogram 	<ul style="list-style-type: none"> Institutional Strategic Planning Report. Reviewed Vision, Strategies. Reviewed Organogram.
Feb 18	<ul style="list-style-type: none"> First Draft IDP Prepare business plans for projects Finalise MTEF Projects Finalise project list Reviewed Sector Plans and alignment Workshopping of Councillors 	<ul style="list-style-type: none"> Review budget Draft IDP Final list of projects with business plans
March 18	<ul style="list-style-type: none"> Executive Mayor table the draft IDP and Budget with Sector Plans to Council 	<ul style="list-style-type: none"> Draft IDP and Budget approved by Council Submission of Draft IDP and Budget to DLG, Treasury and Website
April 18	<ul style="list-style-type: none"> Public Consultation on the Draft IDP/Budget Integration of comments. 	<ul style="list-style-type: none"> IDP Roadshow Report Final Draft IDP and Budget
May 18	<ul style="list-style-type: none"> Submission of the Final IDP and Budget to Council for adoption. 	<ul style="list-style-type: none"> Draft IDP and Budget approved by Council Submission of Draft IDP and Budget to DLG Treasury and Website

6.2 Budget

Garden Route District has set aside budget for the 2018/19 IDP process as outlined table below. Funding will be sourced from operational budget.

NO.	DESCRIPTION	BUDGETED AMOUNT
1.	Meetings	R560,000.00
2.	Advertisements	
3	Printing Documentation	
TOTAL		

7. MONITORING AND AMENDMENTS

It is very critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the IDP and Budget Process Plan is recommended:

- The Municipal Manager and/or delegated official co-ordinate and monitor the IDP development process;
- Progress to be reported to the Executive Mayor, and any deviations from the Process Plan must be highlighted;
- The Executive Mayor may be advised to make amendments to the Process Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays.

8. BINDING PLANS AND LEGISLATION

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000, and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development and review of IDPs. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. Infrastructure development sector plan).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the National Environmental Management Act – NEMA).

- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Climate Change Framework and National Development Plan).

These are highlighted in the table below:

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water	Water Services Act, No 30 of 2004
	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa, 2000
	Spatial planning requirements	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Department of Human Settlements	Housing Act, No 107 of 1997
	Coastal management issues	Department of Environmental Affairs	National Environmental Laws Amendment Act, No 14 of 2009
	Local Economic Development	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Local Government	Integrated Planning Act of 1997
	Spatial framework	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Disaster Management Plan/Framework	Department of Local Government	Municipal Systems Act, No 32 of 2000
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Development Facilitation Act (DFA) Principles	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995

Category of requirement	Sector requirement	National department	Legislation/policy
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDP/Budget link	National Treasury	Municipal Finance Management Act, No 56 of 2003
	Developmental local government	Department of Local Government	White Paper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	COP 17
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millennium Development Goals

In terms of provincial legislation, the Provincial Spatial Development Plan and the Provincial Growth and Development Strategy should be used as guiding policy documents and therefore need to be considered during the IDP process.

Each local municipality and the district municipality must include all the planning documents that have been approved by Council or other strategies that might be relevant to the IDP process.

9. ANNEXURE A

TERMS OF REFERENCE

1. IDP/Budget/PMS Steering Committee:

- Commission studies necessary as may be required for the successful compilation of the IDP;
- Considers and comments on:
 - inputs from sectors forums/ sub-committee/s, and consultants;
 - inputs from provincial sector departments and support providers;
 - public inputs
- Processes, summarises and documents outputs;
- Makes content and recommendations;
- Prepares, facilitates and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP;
- Ensure coordination and integration of sector plans and projects; and
- Ensure that the municipal budget is in line with the IDP.

Chaired by:

- District Executive Mayor

Secretariat:

- IDP section.

Composition:

- Mayoral Committee
- Head of Departments
- Middle Managers
- Cluster Sector Champs
- Supporting Functions

2. IDP/BUDGET/PMS REPRESENTATIVE FORUM

The IDP/Budget/PMS Representative Forum is the structure which institutionalises and guarantees representative participation in the IDP Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensures geographical and social representation.

2.1 Terms of Reference for IDP/Budget/PMS Representative Forum

- Represent the interests of their constituents in the IDP process;
- 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 government;
- Monitor the performance of the planning and implementation process.

2.2 Composition:

Chaired by:

- District Executive Mayor

Secretariat:

- Municipal Manager

Members:

- Members of the Mayoral Committee;
- GRDM Councillors;
- Traditional Leaders;
- Local Municipality Mayors
- Local Municipality Municipal Managers
- Municipal Head of Departments / Designated officials;
- Sector Departments and State Owned Entities
- Stakeholder representatives of organised groups;
- Advocates for unorganised groups;
- Resource persons;
- Community Representatives (e.g. Community Policing Forum).

2.3 Frequency of Meetings

There will be 4 meetings held annually, each quarter. Each meeting will provide feedback on the progress on each phase of the IDP process.

NOTE

The IDP Representative Forum is a forum of the mayors and Councillors, therefore only delegated councillors will represent the Mayors, and

- No officials are required to represent the Mayor in the IDP Rep Forum meetings, only Councillors will be allowed.
- No official will be allowed to make presentations on behalf of the Mayors in the IDP Rep Forum.
- Any municipality that fail to comply with the above will not be allowed to make presentations in the meeting

2019/20 IDP, BUDGET & PERFORMANCE MANAGEMENT

Phase	Activities	Timeframe	Responsible Department
A	Preparation phase/Pre-planning		
IDP/BUDGET/PMS SCHEDULE			
1	District IDP Managers Forum	25-26 July 2018	Planning and Economic Development
2	IDP Steering Committee Workshop to outline the review process	14 August 2018	Planning and Economic Development
3	Budget Steering Committee to discuss rollovers, savings declarations and new applications	August 2018	Budget & Treasury Office/Corporate Services
4	MMF & DCF	2 August 2018	Planning & Economic Development
5	Council Approval of Framework Plans & Process Plans (IDP/Budget and PMS)	28 August 2018	Planning & Economic Dev / Finance / Corporate Services
6	HOD'S to assess accuracy of staff allocation versus current budget	31 August 2018	Heads of Departments / Budget & Treasury Office
7	Submit adopted Framework and Process Plans with Council resolution to MEC - DLG NT and PT	4 September 2018	Planning and Economic Development
8	Advertise IDP District Framework and IDP/Budget Process Plan	11 September 2018	Planning and Economic Development
ANNUAL REPORT			
9	Submit draft previous financial year report and evidence to Internal Audit including annual financial statements and financial and non-financial information (APR)	August 2018	BTO
10	Submit AR including AFS and APR to combined Audit/Performance Committee – Joint PAC/Risk/MPAC	24 August 2018	Planning and MM Office
11	Mayor tables the unaudited Annual Report in Council	28 August 2018	Planning Department
12	Submit AR including AFS and APR to AG for auditing purposes	31 August 2018	Planning/MM/CFO
13	Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into	31 August 2018	MM
14	Annual Report is made public and representation is invited	September 2018	Planning and economic Development Department
B+C	Analysis Phase / Monitoring and evaluation		
15	*Assessment of existing level of development - Situational analysis *Prepare analysis information on existing services, current backlogs and identification development priorities *Collect data from other sources, analyze impact of new information and unexpected events *Evaluate achievement of objectives and strategies *Get inputs from Sector Plan information *Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds)	September – November 2018	All Departments
16	GRDM Councillors to assist in the identification of community needs and prioritisation of local issues	September – October 2017	LESS- Speakers Office
17	Sector Plan Forum Meeting	25 October 2018	LHSED/PME
18	IGR Forum meeting (Sector specific analysis information)	26 October 2018	Strategic Planning IGR

19	MMF and DCF meeting	7 November 2018	Planning & Economic Development
20	District IDP Managers Forum	14 November 2018	Planning and Economic Development
21	IDP/PMS/Budget Rep Forum meeting (District-wide consultation and inputs on district priorities)	22 November 2018	Planning & Economic Development
22	Formulation of draft tariffs for 2018/2019 based on three alternative scenarios	November – December 2018	HODs/BTO
23	Develop & distribute project based budget templates including indicative growth parameter for 2018/19 based on CPI average including estimated overall funding	13 November 2018	Budget & Treasury Office
24	Alignment of Organogram with Payday information - verify warm bodies; identify vacant posts	15 January 2019	Corporate Services
25	Technical Strategic Planning Session	6-7 December 2018	MM's Office and Planning Department
26	Finalise service charge estimates for 2019/20	20 January 2019	BTO
27	Strategic planning session. Adopt proposed programs and projects - agree on key financial issues	23-25 January 2019	Office of the MM
PERFORMANCE MANAGEMENT			
28	Quarter 1 Performance reporting (July - Sept)	7 October 2018	Heads of Departments
29	Conduct quarterly reviews with HODs	26 October 2018	Municipal Manager's Office
30	Submit performance report to Performance Audit Committee	29 November 2018	Municipal Manager's Office
31	Submit mid-year performance assessment report for 2018/19 to Council	26 January 2019	Municipal Manager's Office
32	Quarter 2 Performance reporting (Oct - Dec)	8 January 2019	Heads of Departments
33	Submit performance report to Performance Audit Committee	12 February 2019	Municipal Manager's Office
ANNUAL REPORT			
34	Mayor tabled audited Annual Report and financial statements to Council	4 December 2018	MM/Planning & Economic Development
35	Audited Annual Report is made public e.g. posted on municipality's website	8 December 2018	Planning and MM's Office
36	Council adopts oversight report	4 December 2018	MM/Strategic Manager
37	Oversight Report is made public	15 December 2018	Planning and MM's Office
38	Oversight report is submitted to Legislators, Treasuries and DLG	15 December 2018	Planning and MM's Office
D	STRATEGIES PHASE / REFINED OBJECTIVES, STRATEGIES, PROGRAMMES AND PROJECTS PHASE		
IDP & Budget			
39	Refine strategies, programmes and draft projects as necessary for MTREF period, with keyperformance indicators and targets (as per strategic plan outcome)	Dec – January 2019	All Departments
40	IDP Steering Committee Meeting - KPAs to present planning and implementation progress	1 February 2019	Planning Department/HODs
41	Costing of approved organogram including filled and vacant positions. Submit draft operating budgets, having taken funding envelopes into account	25 January 2019	All Departments

42	Consolidate all inputs including sector plan information and prepare draft IDP and Budget	February – March 2019	Planning Department /BTO
43	Budget hearings to be held between HoDs and MM to balance the budget	31 January – 6 February 2019	Municipal Manager
44	Budget Steering Committee to approve draft budget allocations (IDP/ Budget link	February 2019	BTO
45	Finalise Parameters for MTREF using guidelines from Treasury and outer year budgets	March 2019	BTO
46	IDP Steering Committee meeting to present the draft IDP and Budget	February 2019	Planning Department/BTO
47	Session to link projects and operating budgets to IDP strategies and programmes at departmental level to ensure projects are ready to load onto the system	March 2019	BTO and all departments
48	MMF and DCF meeting	5 March 2019	Planning and Economic Department
49	District IDP Managers Forum	7 March 2019	Planning and Economic Department
50	IDP/Budget/Representative Forum meeting to present the draft IDP (district-wide consultation)	14 March 2019	Planning and Economic Department
51	GRDM Council approval of the draft IDP & Budget and noting of the SDBIP	28 March 2019	Planning/BTO /Corporate Services
52	Draft IDP and Draft Budget published - Advertise for public comment (21days) sent to NT PT	13 April 2019	Planning/ BTO
PERFORMANCE MANAGEMENT			
	Quarter 3 Performance reporting (Jan - March)		Heads of Departments
E	Reviewed IDP document (Integration/programme implementation and operational plan)		
IDP & Budget			
53	IDP/Budget roadshows - public hearings	April 2019	Planning and Economic Department
54	District Public Participation Forum	April 2019	Planning and Economic Department
55	Incorporate relevant comments to the Draft final reviewed IDP	May 2019	Planning and Economic Department
56	IDP Steering Committee meeting (implementation and operational plan)	2 May 2019	Planning and Economic Department
F	APPROVAL PHASE		
IDP & BUDGET			
57	IDP/Budget/PMS Rep Forum	17 May 2019	Planning and Economic Department

58	GRDM Council Approval of IDP & Budget	25 May 2019	Planning/BTO /Corporate Services
59	Final IDP and Budget published (within 10 days of approval)	12 May 2019	Planning/BTO
60	Submit IDP, Budget and SDBIP to MEC - DLG, Provincial and National Treasury & publicize on website	1 June 2019	Municipal Manager's Office

Signed by:

MUNICIPAL MANAGER (M. STRATU)

SIGNATURE_____

DATE_____

EXECUTIVE MAYOR (M. BOOYSEN)

SIGNATURE_____

DATE_____