



2021/2022 IDP BUDGET PMS PROCESS PLAN AND TIME SCHEDULE

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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 2017/18 -2021/2022 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 2021/22 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

2. The core elements does the development of this IDP

The main output is a 5 year strategic document which comprises of the following

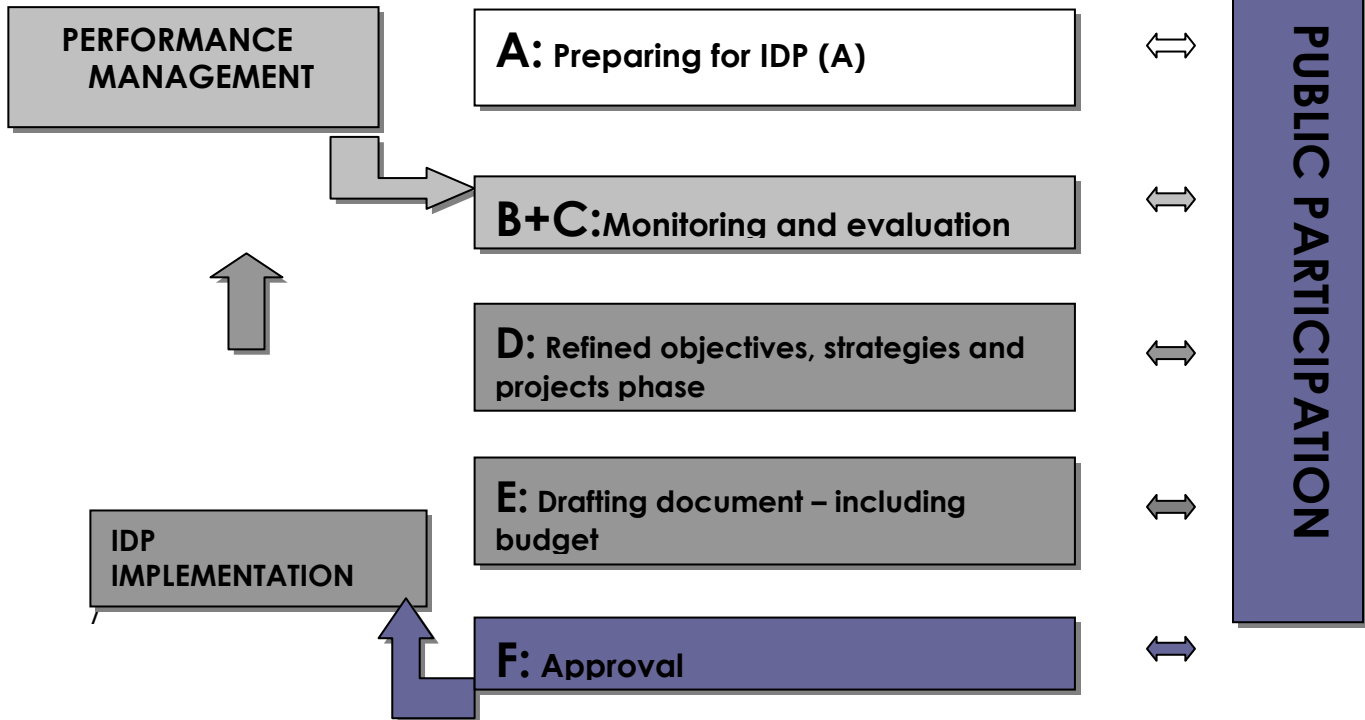
- The development/review of a spatial development framework
- Development/review of sector plans
- Development/review of Objectives and Strategies
- Development of new projects
- Financial Plan
- Institutional Plan
- Performance Management framework
- Service delivery and budget implementation plan

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.

2.1 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



3. ORGANISATIONAL ARRANGEMENTS

The following seven 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 IDP Managers Forum
- District Public Participation Forum (DPPF).
- Portfolio Committees.

3.1 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**

3.2 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**

3.3 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.

3.4 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.

3.5 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.

3.6 District IDP Managers Forum Meeting

This is a technical team that will ensure district-wide IDP and PMS coordination and integration. It is comprised of the District and Local Municipalities IDP and PMS Managers, IDP & PMS; District Coordination official from the Western Cape, DLG, Office of the Premier and Provincial Planning Treasury.

3.7 District Public Participation Managers Forum Meeting

This team consists of Public Participation Managers, Community Development Workers Coordinators and public participation officials from DLG to discuss public participation matters in the region.

3.8 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.

3.9 Other structures

The Garden Route District Municipality is also partaking in the **Joint Planning Initiative** that consists of sector departments and local municipalities to work on a joint project to improve the lives of communities in the region. The Department of Education currently chairs the JPI.

The Garden Route District Municipality also participates in the IGR engagements arranged by the local municipalities.

4. 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 approved IDP informs the Budget and SDBIP. • 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.

5. 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:

5.1 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.

5.2 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

5.3 IMBIZO

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

5.4 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.

6. 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.

6.1 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.

7. ACTION PLAN AND BUDGET

7.1 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 twice a year 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.

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.

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.

ACTIVITY TABLE – PER PHASE		
TIME FRAMES	PROCESS OF IDP	OUTPUT
July – Aug 20	<ul style="list-style-type: none"> • Consultation with the LM's on the district framework and process plan • Develop and submission of the District Framework and IDP/Budget Process Plan to Council • Develop an IDP/Budget Time 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 • IDP/Budget/PMS Time Schedule adopted by Council

<p>SEP –Nov 20</p>	<p>Review of the status quo on the developmental sectors</p> <ul style="list-style-type: none"> • 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 • Technical Strategic Planning session • Departments submit draft Operational budgets 	<ul style="list-style-type: none"> • Draft situational analysis report • Departmental SWOT analysis and status quo reports • Undertake assessment of 20/21 budget process and identify gaps &where improvement can be made with suggested solution. • Budget estimates (All income source, MTEF & Implementing agents & Council) • Technical Strategic Plan Report. • Draft Departmental Budgets.
<p>Dec 20</p>	<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 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 21	<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 21	<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 21	<ul style="list-style-type: none"> • Public Consultation on the Draft IDP/Budget • Integration of comments. 	<ul style="list-style-type: none"> • Final IDP and Budget
May 21	<ul style="list-style-type: none"> • Submission of the Final IDP and Budget to Council for adoption. 	<ul style="list-style-type: none"> • Final IDP and Budget • Submission of Final IDP and Budget to DLG Treasury and Website

7.2 Budget

Garden Route District has set aside budget for the 2021/22 IDP process as outlined table below. Funding will be sourced from operational budget.

NO.	DESCRIPTION	BUDGETED AMOUNT
1.	Meetings	R390 000
2.	Advertisements	
3.	Printing Documentation	
TOTAL		

8. 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.

9. 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,
	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
	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

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
	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.

10. ANNEXURE A

TERMS OF REFERENCE

9.1 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

9.2 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.

- 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.

Chaired by:

- District Executive Mayor

Secretariat:

- Municipal Manager

Composition:

- 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).

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. Given the COVID - 19 pandemic, other meetings won't be able to take place and the reviewed IDP/Budget and PMS process plan times schedule will provide details and dates,

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

2021/22 IDP BUDGET & PMS TIME SCHEDULE

Phase	Activities	Timeframe	Responsible Department	Legislative Requirement
A	Preparation phase/Pre-planning			
IDP/BUDGET/PMS SCHEDULE				
1.	Submit 2021/2022 IDP Budget Time Schedule with Council resolution to MEC - DLG NT and PT	September 2020	Planning and Economic Development Department	MFMA Section 21(1)(b)
2.	Advertise IDP Budget & PMS Time Schedule	September 2020	Planning and Economic Development Department	MFMA Section 21(1)(b)
ANNUAL REPORT				
3.	Submit draft previous financial year report and evidence to Internal Audit including annual financial statements and financial and non-financial information (APR)	October 2020	BTO	MSA Section 126(1)(a):
4.	Submit AR including AFS and APR to combined Audit/Performance Committee – Joint APAC/Risk/MPAC		Planning and MM Office	MSA Section 126(1)(a):
5.	Mayor tables the unaudited Annual Report in Council		Planning Department	MFMA Circular 63
6.	Submit AR including AFS and APR to AG for auditing purposes		Planning/MM/CFO	MSA Section 126(1)(a):
7.	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		MM	MFMA Circular 63
8.	Annual Report is made public and representation is invited	February 2021	Planning and economic Development Department	MFMA Circular 63 MFMA Section 127(5)
B+C	Analysis Phase / Monitoring and evaluation			
9.	<ul style="list-style-type: none"> *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 2020	All Departments	MSA Section 29(1)(b) MSA Section 56(2)
10.	IGR Forum meeting (Sector specific analysis information)	October 2020	Strategic Planning IGR	
11.	Joint IDP Managers & Public Participation Managers Forum Meeting District Framework Session for 2022-2027 IDP cycle	September 2020	Planning & Economic Development Department	MSA Section 29(1)(b):
12.	MPAC	October 2020	Office of the MM	
13.	Public Meetings / Ward Committee Meetings– B Municipalities	September – November 2020	B Municipalities & District	MSA Section 29(1)(b):
14.	MMF and DCF meeting	November 2020	Planning & Economic Development Department	
15.	MPAC & APAC	November 2020	Office of the MM	

2021/22 IDP BUDGET & PMS TIME SCHEDULE

Phase	Activities	Timeframe	Responsible Department	Legislative Requirement
16.	Provincial and Joint IDP Managers and Public Participation Forum District Framework session for 2022-2027 IDP cycle	November 2020	Planning and Economic Development Department	
17.	IDP/PMS/Budget Rep Forum meeting (District-wide consultation and inputs on district priorities.	November 2020	Planning & Economic Development	MSASection29(1)(b)
18.	Formulation of draft tariffs for 2021/2022 based on three alternative scenarios	November – December 2020	HODs/BTO	MFMA s 75, 87, 68
19.	Develop & distribute project based budget templates including indicative growth parameter for 2021/22 based on CPI average including estimated overall funding	November 2020	Budget & Treasury Office	MFMA s 75, 87, 68
20.	Technical Strategic Planning Session	October/November 2020	Planning and Economic Development	
21.	Institutional Strategic Planning Session	November /December 2020	Office of the MM	
22.	Alignment of Organogram with Payday information - verify warm bodies; identify vacant posts	January 2020	Corporate Services	MFMA s 75, 87, 68
23.	Finalise service charge estimates for 2021/22	January 2020	BTO	MFMA s 75, 87, 68
PERFORMANCE MANAGEMENT				
24.	Quarter 1 Performance reporting (July - Sept)	October 2020	Municipal Manager's Office	MPR Regulation 27(4)(d) and (e)
25.	Conduct quarterly reviews with HODs	October 2020	Municipal Manager's Office	MBPR Reg 14 Sec 52 MFMA
26.	Submit performance report to Performance Audit Committee	November 2020	Municipal Manager's Office	
27.	Submit mid-year performance assessment report for 2020/21 to Council	January 2021	Municipal Manager's Office	MBRR Regulation 35(1):
28.	Quarter 2 Performance reporting (Oct - Dec)	January 2021	Municipal Manger's Office	MPR Regulation 27(4)(d) and (e)
29.	Submit performance report to Performance Audit Committee	February 2021	Municipal Manager's Office	
ANNUAL REPORT				
30.	Mayor tabled audited Annual Report and financial statements to Council	February 2021	MM/Planning & Economic Development	MFMA, Circular 63
31.	Council adopts oversight report		MM/Strategic Manager	MFMA Circular 63, MFMA S 129
32.	Oversight Report is made public		Planning and MM's Office	MFMA Section 129 (3)
33.	Audited Annual Report is made public e.g. posted on municipality's website		Planning and MM's Office	MFMA Section 127(5); MFMA Circular 63
34.	Oversight report is submitted to Legislators, Treasuries and DLG		Planning and MM's Office	

2021/22 IDP BUDGET & PMS TIME SCHEDULE

Phase	Activities	Timeframe	Responsible Department	Legislative Framework
D	STRATEGIES PHASE / REFINED OBJECTIVES, STRATEGIES, PROGRAMMES AND PROJECTS PHASE			
IDP & Budget				
35.	Refine strategies, programmes and draft projects as necessary for MTREF period, with key performance indicators and targets (as per strategic plan outcome)	Dec – January 2021	All Departments	MSA Section 41
36.	IDP Budget & PMS Steering Committee Meeting - KPAs to present planning and implementation progress	February 2021	Planning Department/HODs	MSA Section 41
37.	Budget hearings to be held between HoDs and MM to balance the budget	January – February 2021	Municipal Manager	MFMA Section 21
38.	Session to link projects and operating budgets to IDP strategies and programmes at departmental level	March 2021	BTO and all departments	MSA Section 41
39.	MMF and DCF meeting	February 2021	Planning and Economic Development Department	
40.	Provincial & Joint IDP Managers and public participation managers Forum	February 2021	Planning and Economic Development Department	
41.	Technical Integrated Municipal Engagements with Provincial Sector Departments	February 2021	Office of the MM	
42.	GRDM Council approval of the draft IDP & Budget and noting of the SDBIP	March 2021	Planning/BTO /Corporate Services	MSA Section 25
43.	Public Meetings / Ward Committee Meetings– B Municipalities	February –April 2021	B Municipalities & District	MSA Section 29 (i-iii)
44.	Draft IDP and Draft Budget published - Advertise for public comment (21 days) sent to NT PT	April 2021	Planning/ BTO	MFMA Section 22(b):
45.	IDP/Budget/Representative Forum meeting to present the draft IDP (district-wide consultation)	April 2021	Planning and Economic Development Department	MSA Section 29 (i-iii)
46.	SIME(LGMTEC Assessment process)	April –May 2021	Office of the MM	
PERFORMANCE MANAGEMENT				
47.	Quarter 3 Performance reporting (Jan - March)	April 2021	Municipal Manager's Office	MBRR Regulation 35(1)
E	REVIEWED IDP DOCUMENT (INTEGRATION/PROGRAMME IMPLEMENTATION AND OPERATIONAL PLAN)			
IDP & Budget				
48.	Incorporate relevant comments to the Final reviewed IDP	May 2021	Planning and Economic Development Department	MFMA Section 22(a): MBRR Regulation 15(1):
49.	Council policy workshop	May 2021	Corporate Services Department	

2021/22 IDP BUDGET & PMS TIME SCHEDULE

Phase	Activities	Timeframe	Responsible Department	Legislative Framework
F APPROVAL PHASE				
50.	IDP/Budget and PMS steering committee meeting	May 2021	Planning and Economic Development Department	
51.	Budget Steering Committee meeting	May 2021	MM/HODs	
52.	Review the IDP Annually and may amend the IDP in line with Municipal Planning and Performance Management Regulation 3	May 2021	Planning & Economic Development Department	MFMA Section 24(1):
53.	District IDP Managers Forum to precede Provincial IDPMF Provincial IDP Managers Forum normally first week in June	June 2021		
54.	Final IDP and Budget published (within 14 days after approval)	June 2021	Planning/BTO	MSA Section 25(4) (a) MSA Section 21A(1)(a)
55.	Submit IDP, Budget and SDBIP to MEC - DLG, Provincial and National Treasury (within 10 days after approval)	June 2021	Municipal Manager's Office	MSA Section 32(1)(a) MBRR Reg 20(2)(b):
56.	IDP/Budget and PMS steering Committee meeting	June 2021	Planning and Economic Development Department	
57.	MMF & DCF	June 2021	Planning & Economic Development Department	
58.	Council meeting	June 2021	Corporate Services Department	
PREPARATION PHASE				
59.	Placed notice of signed Performance Contracts and SDBIP Approval on Municipal Website	July 2021	Office of the MM	MFMA Section 75(1):
60.	Submission of SDBIP to the MEC for Local Government	July 2021	Office of the MM	MFMA Section 53(3)(b):
61.	District IDP Budget & PMS Alignment Working Session	July 2021	Planning and Economic Development Department	MSA Section 29 (2)(3)
62.	IDP Steering Committee Workshop to outline the review process	August 2021	Planning and Economic Development Department	MSA section 29
63.	Budget Steering Committee to discuss rollovers, savings declarations and new applications	August 2021	Budget & Treasury Office/Corporate Services	
64.	MMF & DCF	August 2021	Planning & Economic Development Department	
65.	Council Approval of Framework Plans & Process Plans (IDP/Budget and PMS Time Schedule)	August 2021	Planning & Economic Dev / Finance / Corporate Services	MFMA Section 21 (1)(b)
66.	HOD'S to assess accuracy of staff allocation versus current budget	August 2021	Heads of Departments / Budget & Treasury Office	MFMA Section 21