



"To be the' vibrant, viable and sustainable gateway city to the rest of Africa"

**DRAFT
IDP/BUDGET PROCESS PLAN
2019/20**

**Compiled by : Municipal Manager's office
IDP office**

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1. **INTRODUCTION**

Chapter 5 of the Municipal Systems Act, No. 32 of 2000 requires that municipalities must develop an integrated development planning (IDP) to give effect to the objects of local government as set out in section 152 of the Constitution, give effect to its developmental duties as required by section 153 of the constitution and together with other organs of state contribute to the progressive realisation of the fundamental rights contained in section 24,25,26,27 and 29 of the Constitution.

The Act further requires that in terms of section 28(1, 2& 3) each municipal Council, 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 IDP. The municipality must through appropriate mechanism, processes and procedures established in terms of Chapter 4, consult the local stakeholders before adopting the process. Notice must be given to local community of particulars of the process it intends to follow. The municipality is charged with responsibility of drafting the process plan which should be aligned to the District municipality's IDP Framework which has to be agreed upon by local municipalities within Vhembe district municipality. The district framework should be used by our municipality as a basis for drafting the Process Plan.

The Integrated Development Plan, as a key tool for Musina Local Municipality to tackle its developmental role, should be completed and therefore provides and represent a continuous cycle of development planning, implementation and review. Implementation will commence after the adoption of the 5 year IDP in MAY 2017 and this therefore gives a way to assess the performance and achievement of targets as well as strategic objectives through the IDP Review Process, as a legislative requirement by Section 34 of the Municipal System Act. The review process ensures a continuous improvement and relevance of the IDP to the Musina Local Municipality strategic plans, therefore informing its financial and institutional planning.

This IDP Review Process Plan covers the following aspects:

- Distribution of roles and responsibilities
- Institutional Arrangements for implementation
- Binding legislation and planning requirements
- Cost Estimations for the Review Process
- Action programme with timeframe

The current 2019/20 financial year is giving the basis of the five year term of office of the present Council, and this is the year for the new council after adopting its new Five year IDP in May 2017 and subsequently endorsed for implementation by the new Council after elections on 18 August 2016 which will continue until the final year lapses for the newly elected Council in 2020/21.

2. **DISTRIBUTION OF ROLES AND RESPONSIBILITIES**

The IDP Process, being consultative and participatory in nature, necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. These integrated roles and responsibilities are compiled and applied throughout the process.

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution of the country and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum. A review of existing representatives will be made in order to involve stakeholders that were not included during the initial stage of planning process.

Municipal/IDP Manager will continuously ensure that the role players adhere to their performance roles throughout the process.

2.1 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUSINA LOCAL MUNICIPALITY AND EXTERNAL ROLE PLAYERS

2.1.1. Musina Local Municipality Council

- Decide and adopt the process plan and the IDP
- Ensure that all relevant actors are involved
- Ensure that the development and review process is undertaken in accordance with agreed timeframes
- Ensure that the development and review process is focused on priority issues, that it is strategic and implementation orientated
- Ensure that sector requirements are adhered to

2.1.2 (District planning forum –Vhembe District municipality

- Ensure that all local issues within the powers and functions of the Local Municipality are considered during the process of IDP
- Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events

2.1.3 Provincial Government

- Ensure vertical alignment of the Municipal IDP with Provincial and National sector plans.
- Monitor the development and review of IDP process
- Contribute relevant information of Provincial Sector Departments
- Contribute sector expertise and technical knowledge during the development and review of strategies and projects
- Through the Provincial planning forum the provincial government will give hands on support to municipalities in order to produce credible IDPs

2.1.4 Service Providers & Specialised Teams

- Contribute information on plans, programmes and budget during the development and review process
- Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee
- Support the alignment procedures between the municipalities and other spheres of the government
- Provide technical expertise

2.1.5 Stakeholders Representation (IDP Rep Forum)

- Form a structured link between the Municipality and representatives of the public
- Participate and be part of the decision making within the Representative Forums
- Analyse and discuss issues being developed and reviewed
- Ensure that priority issues of their constituents are considered
- Ensure that annual business plans and SDBIP are based on the developed and reviewed IDP priorities and municipal Key Performance Indicators
- Participate in the designing of IDP project proposals
- Discuss and comments on the final product of IDP

3. DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

3.1.1 Council

- Decides on the development and review process of the IDP
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the development and review process
- Ensures that the development and review processes are focused on priority issues, that are strategic and implementation orientated
- Ensures that all relevant actors are involved in the development and review process
- Ensures that sector requirements are adhered to
- Adoption of the IDP document

3.1.2 Municipal Manager/IDP Manager

- Prepare a programme for the development and review process
- Undertake and be responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved
- Decides on different roles and responsibilities within the development and review Process
- Ensure efficient and effectively managed and organised development and review process
- Be responsible for the day to day management of the development and review process
- Ensure that alignment procedure and mechanisms are implemented
- Ensure that the development and review process is participatory, strategic and implementation oriented, satisfying the sector plans and requirements
- Ensure that amendments are made to the draft

3.1.3 DEVELOPMENT PLANNING DEPARTMENT (VHEMBE DISTRICT)

- Provide methodological guidance
- Document outcomes of the Development and review processes
- Prepare and organise all District development and review Workshops and meetings
- Assist in the facilitation of sector alignment meetings
- Facilitate IDP capacity building trainings for all IDP stakeholders inclusive of IDP representatives members, IDP steering committee, ward committees, organised and unorganised structures who represent community needs and interests

4. **INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION**

In order to manage the drafting of IDP outputs effectively, Musina Local Municipality institutionalised the participation process thereby giving affected parties access to contribute to the decision making process. The following structures, coined to the internal organisational arrangements have therefore been established:

4.1 IDP STEERING COMMITTEE composed of :

Municipal manager,
General Managers,
Senior Managers
Managers,
Experts and Professionals
Community Development Workers
Vhembe District officials

Terms of Reference of the IDP Steering Committee

The following are some of the objectives of IDP Steering Committee:

- ❖ To provides terms of reference for the various planning activities
- ❖ Commissions researches and studies
- ❖ Considers and comments on the:
 - Inputs from sub-committee/s, study teams and consultants
 - Inputs from provincial sector departments and support providers
- ❖ Processes, summarises and documents outputs of meetings
- ❖ Makes content recommendations
- ❖ Prepares and facilitates meetings

4.2 VHEMBE DISTRICT PLANNING FORUM

Composition

Vhembe District Development Planning Forum shall focus on intergovernmental development planning and facilitation within the context of the Intergovernmental Relations Framework Act, No 13 of 2005 between the district, local municipalities, state owned enterprises and the sector department in the district. District Development Planning Forum is chaired by Development & Planning General Manager, and composed of the following:

- The district and its four local municipalities
- ❖ Development and Planning Managers,
- ❖ IDP Managers,
- ❖ GIS Managers,
- ❖ Technical Managers
- ❖ Chief Finance Officer (C.F.Os)
- ❖ LED Managers,
- ❖ Spatial Planners, Surveyors,
- ❖ Transport Planning Managers,
- University of Venda,
- Madzivhandila Agricultural College
- Parastatals i.e. State owned enterprise,
- Representatives from sector departments at planning sections
- And representatives from Traditional Leaders.

The DDPF as commonly known is coordinated by the Vhembe District Municipality Development & Planning Department. The District will again performs Secretariat function thus takes the responsibilities of convening meetings and recordings of the proceedings. The Collaboration between national, provincial, local government and private sector initiatives is enhanced. Vhembe District Development Planning Forum will have unrestricted access to official plans/ strategies of other department and parastatals for the purpose of planning process only..

Objectives

The objectives of District Development Planning Forum are amongst others the following:

- ❖ Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/ outcomes and alignment between the LDP and the IDPs/ LEDs, ITP, WSDP, SDF and other sector plans of Municipalities;
- ❖ Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LED's of the municipalities and the LDP;
- ❖ Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province; and
- ❖ Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district.
- ❖ To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial Development Framework, LED Strategy, Integrated Transport Plan (ITP) and other plans across the district.
- ❖ To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- ❖ To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.
- ❖ To ensure alignment of government programs.
- ❖ Ensure that municipalities and sector departments assist each other on challenges facing them and are related to planning.
- ❖ In collaboration with Limpopo Investment Development Agency, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- ❖ To create a process in which public sector removes constraints that hinders development.
- ❖ To develop or create conditions favourable to private sector investment and the development of Public-Private Partnership.

Meetings

The Forum shall be required to meet quarterly and before Provincial Development Planning Forum in order to give opportunity to the district to prepare substantive report.

Terms of Reference of the District Development Planning Forum

The Forum shall seek to reach consensus and make recommendations on matters pertaining to development planning through existing clusters i.e. Economic, Social, and Governance and Administration.

The Forum shall therefore consider the following issues:

- ❖ The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- ❖ The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.
- ❖ The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- ❖ The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- ❖ Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- ❖ Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- ❖ Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- ❖ Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- ❖ Ensuring intervention for the purpose of improving planning capacity
- ❖ Facilitation of coherent planning in the district.

4.3 IDP REPRESENTATIVE FORUM

Chaired by the Mayor,
Composed of Councillors
Ward committees,
Organised labour,
Community based organisations,
Non-governmental organisations,
Sector departments,
Parastatals,
Organised business organisations,
Local mining houses,
Farmers organisations.
Traditional Leaders
Civil Society
Specialised Task Teams(cluster meetings): composed of Experts, officials and Professionals from all spheres of government

Terms of Reference for the IDP Representative Forum

- ❖ Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedbacks meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forum for Further mandate,
- ❖ All members of IDP Representative Forum will abide to democratic practices of meeting procedures enshrined on this TOR;
 - i. Members will be afforded speaking opportunity by raising of hand, being noted and recognized by the chairperson, and afforded chance to speak.
 - ii. Members will speak out in turn and on the guidance from the chairperson,
 - iii. Disruptive behaviours, howling, and heckling at speakers are not acceptable
- ❖ In terms of decision making the IDP Representative Forum decisions will be based on simple majority rule principle if need arises,

- i. In case where dispute arises on decision of the IDP Representative Forum, the dispute will be referred to the IDP Steering Committee for technical scrutiny, and solution. Further referral will be made to the Mayor for assistance on the concerned dispute,
- ii. The Mayor will report to the IDP Representative Forum on the outcomes on dispute resolution and in case where the affected parties or party need appeal the matter will be referred to the Council.
- iii. The Council will be the highest appeal and dispute resolution structure.

Offence and Sanctions

- 1 Violation of the Terms of Reference Principles and depending on the nature of the offence done can or / may lead to;

- A) Reporting to the leadership and membership of the structure/organization that member is representing of such offence,
- B) Recommending to the structure/organization that member is representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR,
- C) In case where sanctions are to be imposed as a result of violation of these principles;
- D) IDP Representative will pronounce and record the sanction actions that will be intended to be imposed to the affected member,
- E) The eventuality wherein (A) & (B) sanction is imposed on a member, the membership will be regarded as withdrawn provisionally pending remedial and redress actions by the affected member, upon which if there is redress within 14 days the membership will resume.

Amendment

These principles will only be amended by the majority decision of IDP Representative Forum.

Attached as Annexure see the diagram for institutional arrangements on page 27.

5. **MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION**

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the Municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum, which the Municipality will still maintain... A review of existing representatives will be made in order to involve stakeholders that were not included during the planning process by way of registering such stakeholders on the data base.

At the local level, participation will be restricted to wards, Provincial and National Sector Departments, representatives of marginalized groupings and organised stakeholders. Like during the planning process, the local municipalities will be responsible for arrangements and major link between the municipal government and communities, while continuous meetings to discuss their progress are held at District planning forum meetings.

In order to minimise the costs and participation fatigue, the Municipality will phase in participation of different stakeholders at various levels of development and review without compromising the element of accountability. Each Representative Forum will be held at a venue and time arranged by the Municipality. Participants will still be allowed to participate in all other local languages. Minutes of the previous meeting will be sent to participants 74 hours before when inviting them for another meeting. The draft documents will be available to all communities and stakeholders for comments.

6. **MECHANISMS AND PROCEDURES FOR ALIGNEMENT**

Alignment within the development and review process, serves as an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. It should therefore be established and maintained between local and district municipalities and all parties involved, as well as other spheres of the government. It is the responsibility of Musina Local Municipality to ensure effective procedures for both vertical and horizontal alignment within the development and review process, in order to maximise co-ordinated and holistic delivery of services that are in line with national and provincial policies and strategies, as well as For proper allocation of departmental budgets and conditional grants.

BUDGET ALLOCATION FOR THE DEVELOPMENT OF THE IDP 2019/20

| | |
|-------------------------------------|---------------|
| ➤ Costs of Workshops and meetings | =R103,456.00 |
| ➤ Costs for printing and stationery | = R180.200.00 |
| ➤ Advertisements | = R8,480.00 |

TOTAL COSTS = R292, 136.00

7. **BINDING LEGISLATION OF PLANNING REQUIREMENTS**

The IDP requires that the Municipal planning process be in line with National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform Annual budget allocations. National Acts and policies further require local governments to Produce certain Integrated Sector Plans which complement the IDP, thereby avoiding Unnecessary duplication. This necessitates a more co-ordinated and integrated information Sharing and dissemination between both specific sector Departments and municipalities.

| SECTOR DEPARTMENT | LEGAL REQUIREMENT | LEGALLY BINDING LEGISLATION | VALUE ADDING CONTRIBUTION |
|------------------------------|---|---|--|
| COGTA | IDP | Municipal Systems Act Municipal Structures Act Municipal Finance Management Act | Local Agenda 21 |
| LEDET | Integrated Waste Management Integrated Environmental Management | NEMA | Local Agenda 21 |
| DWAF | Water Services Development Plan | Water Services Act | Free basic Water |
| DOH | Housing Strategy and Targets | Housing Act | Housing Urbanisation Information system (HUIS) |
| DOT | Integrated Transport Plan | National Land Transport Act | Regulation of transport services |
| DRLA | Spatial Development Framework | Municipal System Act Spatial planning and Land-Use Management Act | Proper planning |
| Treasury | Service Delivery & Budget Implementation Plan | Municipal Finance Management Act | PMS |

| | | | |
|--|---|---|-------------------------------------|
| Office of the President | National Spatial Development Plan | NSDP | Spatial Development Framework |
| President's office | Reconstruction & Development Programme | RDP | Socio Economic development |
| Deputy President's Office | Accelerated Shared Growth initiative Of South Africa (ASGISA) | ASGISA | Economic development |
| President's office | National development Plan | NSDP | Socio Economic development |
| President's office | Growth, Employment & Redistribution Strategy (GEAR) | GEAR | Economic development |
| President's office | Integrated Sustainable Rural Development Strategy (ISRDS) | ISRDS | Rural development |
| Department of Human Settlements | Urban Development Framework | Housing Act | Urban development |
| Department of Rural Development & Land Reforms | Rural Development Framework (RDF) Spatial planning | Land reform Spatial Planning and Land use management Act | Land reform Spatial planning |
| Department of Economic Development | Local Agenda (LA 21) | Local agenda 21 | Sustainable development |
| Department of Economic Development | Economic growth | New Growth Path | Economic development |

PROVINCIAL DEPARTMENT STRATEGIES

1. Limpopo Province Spatial Rationale
2. Limpopo Development Plan
3. Limpopo Tourism Strategy
4. Limpopo LED Strategy

8. **PRINCIPLES & PROCEDURES FOR MONITORING OF THE PROCESS PLAN**

All municipalities have a responsibility of monitoring their own Process Plans and ensuring that the District Framework is properly followed. The Municipal Manager will ensure that the process Plan is properly followed. Feedback on the management of each municipality Process Plan will be tackled in the Co-ordinating Committee meetings consisting of Local Municipalities Representatives and the District IDP Steering Committee, that meet after each phase or when urgent issues arise. If any deviation from the Process Plan occurs the Co-ordinating Committee should be informed and jointly assesses the impact of the deviation on other municipalities, however, Musina Local Municipality has the mandate to decide when and how an amendment takes place and therefore postpone an activity or continue with the agreed programme.

9. **CONCLUSION**

This Process Plan, as being part of the IDP planning preparation phase ensures that the role players within the process ahead are well prepared. All activities outlined within this document have been prepared in close interrelation with the Framework that governs both the District and all local municipalities.

This Process Plan, prepared in consultation with the relevant stakeholders will, after adoption by the Council be effective throughout the IDP process.

ACTION PROGRAMME WITH TIMEFRAME**ANALYSIS PHASE**

| PLANNING ACTIVITY | TASK | RESPONSIBLE PERSON | PARTICIPANTS | TIME SCHEDULE |
|---|---|---|--|---|
| COMPILATION OF IDP PROCESS PLAN AND BUDGET TIME SCHEDULE | Compile and finalise time schedule | MUNICIPAL MANAGER | STEERING COMMITTEE MUNICIPAL MANAGER, GENERAL MANAGERS, SENIOR MANAGERS, CDW'S AND MANAGERS AND DISTRICT REP. | 25 July 2019 09H00 |
| Consideration Process Plan by Portfolio committee | Submit Draft Process Plan | MUNICIPAL MANAGER | EDP&Technical Portfolio committee General Managers, Senior Managers and Managers | 01 August 2019 09H00 |
| Consideration Process Plan to Executive committee | Submit Draft Process Plan | PORTFOLIO HEAD: EDP&TECHNICAL | Executive Committee Exco Members, Municipal Manager and General Managers | 06 August 2019 10H00 |
| Submit Process Plan to Rep Forum | Consultation of Community stakeholders | Mayor supported by All GENERAL MANAGERS Of all Departments | REP. FORUM Mayor, Executive Committee and Councillors | 16 August 2019 10H00 – Villages 18H00 – Nancefield |

| Submit Process Plan to Council | COUNCIL Approval of the process plan | MAYOR | COUNCIL | 22 August 2019 @ 14H00 |
|--|---|--|--|---|
| 1. Compilation of existing information | Identification of gaps & collection of information and SDBIP report | Steering committee | Steering committee | 05 September 2019 @ 09:00 |
| 2. Wards and stakeholder level analysis | Analysing inputs from Wards & stakeholders | Steering committee Ward committees | Steering committee Workshops | 05 September 2019 @ 09:00 |
| 3. Reconciling existing information | Reconciling activities 1. & 2. | Steering committee | Steering committee | 05 September 2019 @ 09:00 |
| 4. Municipal wide analysis | Identification & analysis of gaps within municipal wide issues. | Steering committee | Steering committee | 05 September 2019 @ 09:00 |
| 5. Spatial analysis | Identification and analysis | Steering committee | Steering committee Technical Manager | 05 September 2019 @ 09:00 |
| 6 Socio-economic. Analysis | Identification & analysis of socio-economic issues | Steering committee | Steering committee Sector departments | 05 September 2019 @ 09:00 |
| 7. Formulation of Municipal priority issues | Review the municipal priority issues | Mayor supported by all General managers of departments | Representative forum | 12 September 2019 @ 10:00 – Villages 18H00- Nancefield |
| 8. Issuing of detailed Financial planning and IDP review guidelines | Budget meeting | CFO / Manager: Budget | All HOD's | 16 September 2019 |
| 9. In-depth analysis of priority issues | In-depth analysis of reviewed priority issues | Steering committee | Steering committee Sector departments | 10 October 2019 @ 09:00 |
| 10. In-depth analysis of priority issues sector specific guidelines and programmes | In-depth analysis of reviewed sector specific issues | Steering committee | Steering committee Sector departments | 10 October 2019 @ 09:00 |

| | | | | |
|---|--|--|----------------------|---|
| 11. Finalisation of analysis phase in terms of IDP Process Plan | | | All HOD's | 17 October 2019 |
| 12. Consolidation of analysis results | Compiling summary reports for each priority issues | Mayor supported by all General managers of departments | Representative Forum | 07 November 2019 @ 10:00 – Villages 18H00 - Nancefield |

STRATEGIES PHASE

| PLANNING ACTIVITY | TASK | RESPONSIBLE PERSON | PARTICIPANTS | TIME SCHEDULE |
|--|---|-------------------------------|--|---|
| 1. Vision | Reviewing the vision | Mayor and Council | Representative Forum | 07 November 2019 @ 10:00 – Villages 18H00 - Nancefield |
| 2. Working objectives | Reviewing the objectives | Mayor and Council | Representative Forum | 07 November 2019 @ 10:00 – Villages 18H00 - Nancefield |
| 3. Develop Vision Mission and Working Objectives at the Strategic Planning Session | Developing Vision ,Mission and Working objectives | Speaker and Municipal Manager | Council, Section 56 and 57 Managers,Managers Specialists both Local and District | Strategic Planning session before December 2019 |
| 4.Departmental Budget submissions (Budget and Business Plans) and Budget meeting | Budget Presentation | CFO | All HOD's | Strategic Planning session before December 2019 |
| 4. Localised strategic guidelines | Reviewing localised strategic objectives | Steering committee | Steering committee | Strategic Planning session before December 2019 |
| 5. Financial strategy | Refine resource frames & redesigning financial strategies | Chief Financial Officer | Steering committee | Strategic Planning session before December 2019 |

PROJECT PHASE

| PLANNING ACTIVITY | TASK | RESPONSIBLE PERSON | PARTICIPANTS | TIMESCHEDULE |
|---|--|--------------------|---|--|
| 1. Establishing preliminary Budget allocations and Budget meeting | To ensure a link between proposed projects and available resources | Steering committee | Steering committee | 09 January 2020 @ 09:00 (items 1-8) |
| 2. Reviewing project proposals | Reviewing project proposals | Steering committee | Task teams(clusters) | 09 January 2020 @ 09:00 (items 1-8) |
| 3. Target group participation in project planning | Ensuring that the proposed projects meet the expectations of the targeted groups | Steering committee | Task teams(clusters) Targeted groups | 09 January 2020 @ 09:00 (items 1-8) |
| 4. Involvement of project partners | To ensure that the project proposals are linked to specific sector guidelines | Steering committee | Sector departments | 09 January 2020 @ 09:00 (items 1-8) |
| 5. Setting indicators for objectives | To illustrate the impact of the project on the targeted groups | Steering committee | Project Task Teams | 09 January 2020 @ 09:00 (items 1-8) |
| 6. Project output/target/locations | To provide a basis for a viable management tool | Steering committee | Project task teams | 09 January 2020 @ 09:00 (items 1-8) |

| | | | | |
|---|---|--------------------|--------------------|--|
| 7. Major activities/timing/responsible agencies | To provide a basis for a viable management tool | Steering committee | Project task teams | 09 January 2020 @ 09:00 (items 1-8) |
| 8. Cost/Budget estimates/Source of finance | To provide a basis for a viable management tool | Steering committee | Project task team | 09 January 2020 @ 09:00 (items 1-8) |

INTEGRATION PHASE

| PLANNING ACTIVITY | TASK | RESPONSIBLE PERSON | PARTICIPANTS | TIMESCHEDULE |
|---|--|--|---|---|
| 1. Screening of draft project proposals | Checking project compliance with priority issues & strategies | Mayor supported by all General Managers of departments | Representative Forum | 05 February 2020 @ 10:00 – Villages 18H00 – Nancefield |
| 2. Integrating projects and programmes | To ensure a holistic approach to develop projects | Steering committee | Steering committee Sector departments | 13 February 2020 @ 09:00 |
| 3. Five Year Financial Plan | To create MTEF for planning budget link | Chief Financial Officer | Steering committee | 13 February 2020 @ 09:00 |
| 4. Five Year Capital Investment Plan | To inform the municipal Budget | Chief Financial Officer | Steering committee | 13 February 2020 @ 09:00 |
| 5. Integrated Spatial development Framework | To create a framework for integrated land-use management | General Manager Technical Services | Steering committee Department of land affairs, Service provider | 13 February 2020 @ 09:00 |
| 6. Integrated LED Programme | To ensure that the IDP is focused on poverty reduction and gender equity | Manager IDP | Steering committee Service Provider | 13 February 2020 @ 09:00 |
| 7. Integrated Environmental Programme | To ensure that proposed projects do not impact negatively on environment | General Manager Community Services | Steering committee Environmental specialist | 13 February 2020 @ 09:00 |

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|---|--|------------------------------------|--------------------|-------------------------------------|
| 8. Integrated Institutional Programme | To ensure institutional transformation & integrated management systems | Municipal Manager | Steering committee | 13 February 2020 @ 09:00 |
| 9. Workplace Skills Plan | To ensure a holistic approach to skills Development and Training | General Manager Corporate Services | Steering committee | 13 February 2020 @ 09:00 |
| 10. Performance Management Indicators | Setting KPI's | Municipal Manager | Steering committee | 13 February 2020 @ 09:00 |
| 11. Approval Phase of Budgetary / Affordability (Strategic Phase, Project Phase, Integration Phase) | | Municipal Manager | Steering Committee | 13 February 2020 @ 09:00 |

APPROVAL PHASE

| PLANNING ACTIVITY | TASK | RESPONSIBLE PERSON | PARTICIPANTS | TIMESCHEDULE |
|--|---|---------------------------------|--|--|
| 1. Providing opportunity for comments from Sector Departments | Integrating plans and programmes in compliance with sector guidelines | Steering committee | Sector departments | To be finalised by 05 February 2020 |
| 2. Draft adoption of Tabled Budget, SDBIP and revised IDP by Portfolio Committee | To adopt the IDP, Budget and SDBIP as a legal binding document | Municipal Manager | EDP&Technical Portfolio committee General Managers, Senior Managers and Managers | 04 March 2020 09H00 |
| 3. Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee | To adopt the IDP, Budget and SDBIP as a legal binding document | Portfolio Head: EDP & Technical | Executive Committee Exco Members, Municipal Manager and General Managers | 16 March 2020 10H00 |
| 4. Draft adoption of Tabled Budget, SDBIP and revised IDP by council | To adopt the IDP, Budget and SDBIP as a legal binding document | Mayor | Council | 26 March 2020 14H00 @ council chambers |
| 5. Providing opportunity for comments from the public | Publishing of a notice for public comments and Wards General meetings | Steering committee | Communities and other stakeholders | 01 April 2020 to 29 April 2020 |
| 6. Incorporating comments | To incorporate identified gaps into the IDP | Steering committee | Steering committee | 30 April 2020 @ 09:00 |
| 7. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by Portfolio committee | To adopt the IDP, Budget and SDBIP as a legal binding document | Municipal Manager | EDP&Technical Portfolio committee | 07 May 2020 09H00 @ council chambers |

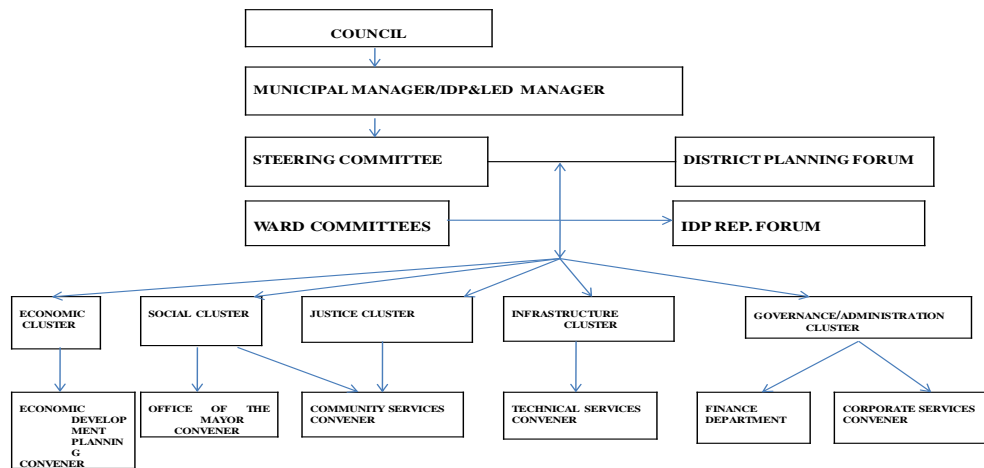
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|---|---|--|---|---|
| | | | General Managers, Senior Managers and Managers | |
| 8. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee | To adopt the IDP, Budget and SDBIP as a legal binding document | Portfolio Head: EDP & Technical | Executive Committee Exco Members, Municipal Manager and General Managers | 12 May 2020 10H00 @ council chambers |
| 9. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by council | To adopt the IDP, Budget and SDBIP as a legal binding document | Mayor | Council | 21 May 2020 14H00 @ council chambers |
| 10. Submission to MEC local government and Housing | To comply with legislation. | Municipal Manager | | June 2020 |

BUDGET PROCESS

| PLANNING ACTIVITY | TIME SCHEDULE |
|--|---|
| Approval of Budget time schedule | 30 August 2019 |
| Income Budget Submission | 26/27 September 2019 |
| Departmental Budget Submission (Budget and business Plans) | 17 October 2019 |
| Departmental Budget meeting with Municipal manager | 14 November 2019 |
| Budget meeting | 5 March 2020 |
| Tabling of first draft Budget, SDBIP (Service delivery Budget implementation plan) | 20-21 March 2020 Any open day for Council meeting |
| Public Participation Budget period all wards | 2 April 2020 -24 April 2020 |
| Provincial Treasury budget engagements | May 2020 |
| Tabling final draft Budget, SDBIP | 22 May 2020 |
| Budget speech and Approval of Budget and SDBIP | End June 2020 |
| Submission of approved budget to National Treasury, Provincial Treasury and Other Stakeholders | On or Before 12 th June 2020 |

INSTITUTIONAL ARRANGEMENTS

INSTITUTIONAL ARRANGEMENTS FOR IDP PROCESS PLAN IMPLEMENTATION



Pre- planning> July-August

Analysis and Strategies> September-Dec

Integration and projects> Jan-Feb

Draft IDP> March

Public participation> April

Final IDP> May