

2023/24

# DRAFT IDP/BUDGET/PMS PROCESS PLAN



## **INTRODUCTION**

Section 28 of the Municipal Systems Act 32 of 2000 requires that each municipal council adopts a process plan that would guide the planning, drafting, adoption, and review of the IDP, Budget and Performance. The process plan should have clear and established mechanisms, procedures, and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set, and a budget will be aligned to the programme.

Section 21 of the Municipal Finance Management Act no 56 of 2003 also provides the following:

### **The Mayor of the municipality must-**

- (1) (b) at least 10 months before the start of the year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling, and approval of the annual budget.

### **1.1 Content of the IDP/Budget/Performance Process Plan**

Ephraim Mogale Municipality IDP/Budget/Performance Process Plan is outlined as follows:

- phases and activities of the process;
- Structures that will manage the planning process and their respective roles;
- Public/community participation;
- Time schedule for the planning process; and
- Monitoring of the process.

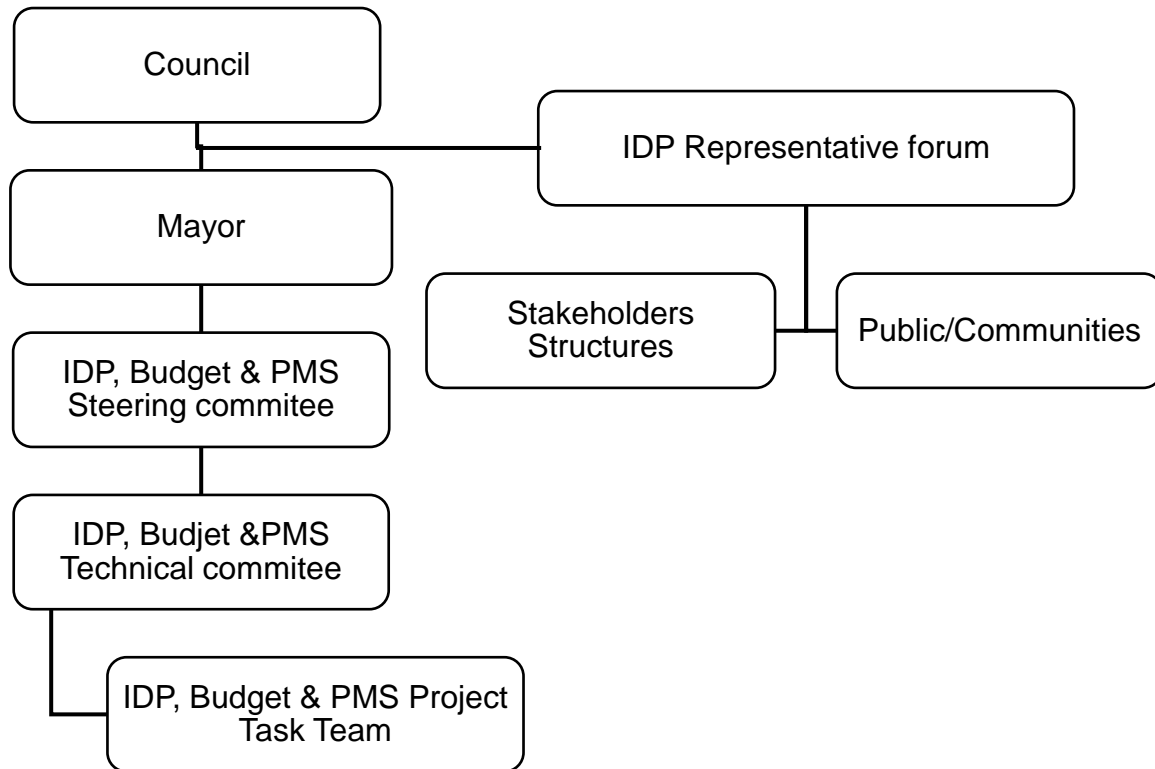
## (2) Phases and activities of the IDP/ Budget/PMS Process Plan

The table below shows the phases/stages of the IDP process and Activities entailed for the review of the 2023/2024 IDP:

<b>Stages/phases of the IDP process</b>	
<b>IDP phases</b>	<b>Activities</b>
Preparatory Phase	<ul style="list-style-type: none"><li>• Identification and establishment of stakeholders and or structures and sources of information.</li><li>• Development of the IDP Framework and Process plan</li></ul>
Analysis Phase	<ul style="list-style-type: none"><li>• Compilation of levels of development and backlogs that suggest areas of intervention.</li></ul>
Strategies phase	<ul style="list-style-type: none"><li>• Reviewing the Vision, Mission, Strategies and Objectives.</li></ul>
Project phase	<ul style="list-style-type: none"><li>• Identification of possible projects and their funding sources.</li></ul>
Integration Phase	<ul style="list-style-type: none"><li>• Sector plans summary inclusion and programmes of action.</li></ul>
Approval Phase	<ul style="list-style-type: none"><li>• Submission of draft IDP to council</li><li>• Roadshow on Public Participation and publication</li><li>• Amendments of the Draft IDP according to comments;</li><li>• Submission of final IDP to council for approval and adoption.</li></ul>

## 2.1 Structures that manage/ drive the IDP, Budget and PMS process

The following diagram is a schematic representation of the organisation structure that drives the IDP process;



The following structures will be responsible to develop, implement and monitor the IDP/Budget/PMS of Ephraim Mogale Local Municipality IDP, Budget and PMS have been aligned as indicated in the table below:

<b>Structures that manage/drive the IDP/BUDGET/PMS Process</b>		
<b>Structure</b>	<b>Composition</b>	<b>Role</b>
Council	Members of council (Chair: Speaker)	<ul style="list-style-type: none"> <li>• Deliberate and adopt IDP Framework and Process Plan.</li> <li>• Deliberate, adopt and approve the IDP.</li> </ul>
IDP/Budget & PMS Steering Committee	Mayor, Head of Portfolio Committee, Municipal Manager, All Directors,  (Chair: Mayor)	<p><b>Function of the committee</b></p> <ul style="list-style-type: none"> <li>• Provide terms of reference for subcommittees and the various planning activities.</li> <li>• Commission research studies.</li> <li>• Consider and comment on:- <ul style="list-style-type: none"> <li>➤ Inputs from subcommittee(s), study teams and consultants</li> <li>➤ Inputs from provincial sector Department and support providers.</li> </ul> </li> <li>• Process, summarize and draft outputs</li> <li>• Make recommendations.</li> <li>• Prepare, facilitate, and minute. Meeting.</li> <li>• Prepare and submit reports to the IDP representative forum</li> </ul>
Municipal manager	The Municipal Manager	<ul style="list-style-type: none"> <li>• Responsible for the overall management, coordination, and monitoring of the planning process, as delegated to the Municipal Manager and the IDP/Budget/PMS planning process.</li> <li>• Prepares the programme for the planning process.</li> <li>• Undertake the overall management and coordination of the planning process, ensuring that all relevant actors are appropriately involved.</li> </ul>

<b>Structures that manage/drive the IDP/BUDGET/PMS Process</b>		
<b>Structure</b>	<b>Composition</b>	<b>Role</b>
		<ul style="list-style-type: none"> <li>• Assign persons in charge of every role</li> <li>• Ensure an efficient and effectively manage and organised planning process.</li> <li>• Responsible for the day-to-day management of the drafting process.</li> <li>• Ensure that planning process is participatory, strategic, and implementation-orientated and is aligned to and satisfies sector planning requirements.</li> <li>• Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of the satisfaction of the municipal council.</li> <li>• Ensure that MEC for local government's proposals are responded to and IDP relevantly adjusted.</li> </ul>
IDP/Budget & PMS Technical Committee	Municipal Manager, All Directors, General Management  (Chair: Municipal Manager)	<ul style="list-style-type: none"> <li>• Contribute technical expertise in the consideration and finalization of strategies and identification of projects.</li> <li>• Provide departmental operation and capital, budgetary information.</li> <li>• Responsible for the project proposal.</li> <li>• Responsible for the preparation and integration of projects and sector programmes.</li> <li>• Responsible for preparing amendments for the IDP/Budget/PMS review.</li> <li>• Responsible for organising public consultation and participation.</li> </ul>
IDP/Budget & PMS	<b><u>IDP</u></b>	<b><u>IDP</u></b>

<b>Structures that manage/drive the IDP/BUDGET/PMS Process</b>		
<b>Structure</b>	<b>Composition</b>	<b>Role</b>
Operational task teams	Manager: IDP Manager: Councillor support Manager: LED (Chair: CFO and Director) Planning and Economic Development	<ul style="list-style-type: none"> <li>• Implement the process plan</li> <li>• Provide analysis of relevant technical and sector information.</li> <li>• IDP consultation with various sectors (sector forum)</li> <li>• Preparation for all IDP meetings.</li> <li>• Ensures documentation of the results of the review of the IDP document.</li> <li>• Ensures amendments are made to the draft IDP to the satisfaction of the technical Committee.</li> </ul>
Budget task team	<b><u>BUDGET</u></b>  All managers  (Chair: CFO)	<b><u>BUDGET</u></b> <ul style="list-style-type: none"> <li>• Implement the budget plan.</li> <li>• Provides analysis of relevant technical, sector and financial information.</li> <li>• Ensure departmental budget committees are functional.</li> <li>• Ensures proper documentation of the results of the drafting of the budget document.</li> <li>• Ensures amendments are made to the draft budget to the satisfaction of the Technical Committee.</li> </ul>
IDP/Budget & PMS Representative Forum	Stakeholders' forum comprising, amongst others community structures, non-profit making organisations, traditional leaders, ward councillors association, interest group, government departments, church leaders, ward committee members.	<ul style="list-style-type: none"> <li>• Participate and ratify the completion of each phase of the IDP development and review process.</li> <li>• Represent the communities at strategic decision-making level.</li> </ul>

<b>Structures that manage/drive the IDP/BUDGET/PMS Process</b>		
<b>Structure</b>	<b>Composition</b>	<b>Role</b>
	(Chair: Mayor)	
Publication participation Team	Representative from all Directorates and the Office of the Mayor.  (Chair: Manager: Councillor Support)	<ul style="list-style-type: none"> <li>• Coordination of the public participation programme</li> <li>• Mobilise the involvement and commitment of stakeholders.</li> <li>• Ensure participation of previously disadvantaged groups, e.g., women, the disabled, etc.</li> </ul>
Audit and performance Audit Committee	Audit Committee members, Executive Management, and internal Auditor.  (Chair: Chairperson of the Audit and performance audit Committee)	<ul style="list-style-type: none"> <li>• IDP/Budget/PMS monitoring and evaluation.</li> <li>• Ensure due process followed to IDP presentation</li> <li>• Ensure credibility of IDP based on process followed, compliance with legislation, contain all necessary information, to all factors including public comments into consideration.</li> <li>• Resources are available to ensure implementation/ achievement of undertakings.</li> </ul>
CoGHSTA	MEC of CoGHSTA	<ul style="list-style-type: none"> <li>• Assess/Evaluate the IDP</li> <li>• Comment and Monitor IDP implementation</li> </ul>

## **2.2 MECHANISMS AND PROCEDURES FOR PARTICIPATION**

### **2.2.1 Functions and context of public participation**

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a municipality must establish appropriate mechanism, processes, and procedures to enable the local community to participate in the affairs of the municipality. Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment



## **2.2.2 Mechanisms for participation**

The following Mechanisms for participation will be used:

- **Media**

National and local newspapers, local radio stations and the Municipal newsletter will be used to inform the community of the progress of the IDP

- **Website**

The Municipal website will also be utilised to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

- **Traditional Authorities and Municipal Satellite Offices.**

Copies of the IDP will be distributed to traditional authorities' offices, Municipal cluster service centre office, Municipal resource centre and all municipal libraries.

## **2.2.3 Procedures for Participation**

The following procedures for participation will be utilized:

- **IDP Representative Forum**

The forum consists of members representing all stakeholders in the municipality. Efforts will be made to bring additional organisations into the IDP Rep Forum and ensure their continued participation throughout the process.

- **Public Consultation Meetings**

1. For the entire review/ development of the IDP/Budget/PMS, communities will be consulted during the month of April each financial year directly on soliciting the needs and presenting the draft IDP/Budget of the municipality. This will deepen the participation of the community in the entire process of the IDP/Budget/PMS cycle.
2. Inputs raised and discussed in the draft IDP/Budget/PMS public participation consultations will be noticed by the IDP Office and Community participation and taken into consideration when compiling the final IDP document.

### 3. ACTIVITY FLOW

- The Mayor through the office of the Municipal Manager will be responsible for the development/review of the IDP/Budget.
- The Municipal Manager has delegated the responsibility of secretariat of the IDP to the IDP office.
- The IDP and Budget offices shall draft IDP/Budget process plan with the IDP steering committee and submit to the council for approval.
- The Mayor shall establish and consult with the IDP/Budget steering committee and IDP/Budget Rep Forum.
- The Mayor shall submit the Framework and process plan to council.
- The Municipal Manager shall facilitate the technical/steering committee in the drafting of the IDP in all the phases.
- The IDP Manager, Budget Manager and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to timeframes throughout.
- The IDP steering committee shall determine the strategic objectives and priorities for service delivery in the municipality in consultation with stakeholders.
- The draft IDP/Budget technical committee shall develop and compile the status quo report, analysis phase, identify strategies, draft programme and projects aligned to the sector plans.
- The draft IDP/Budget shall be submitted to MPAC for oversight.
- The Mayor shall submit the IDP/Budget/SDBIP to council.

#### Schedule of key deadlines for IDP process towards 2023-2024 IDP Review

The table below reflects key deadlines which will be followed to fulfil IDP/Budget process as per legislation

Action	Responsibility	Legislative background	Deadline
<b>Preparatory Phase</b>			
Publishing of approved Service Delivery and Budget Implementation Plan (SDBIP), as well as Performance Agreements (PAs) of Senior Managers	Office of the Municipal Manager	MFMA s 53	31 July 2022
Preparations and submission of Annual Financial Statements (AFS)	Budget and Treasury	MFMA s 122 Generally Recognised Accounting Practice (GRAP)	31 August 2022

Council adopts IDP Framework/Process Plan and budget timetable for 2022/2023 IDP/Budget review	Planning and Economic Development Department/Budget and Treasury	- Section 27(1) Act 32 of 2000 - Section 21(1) Act 56 of 2003	31 August 2022
Table a time schedule of key budget & IDP deadlines	The Mayor	MFMA s 21	31 August 2022
Public notice in the Local newspaper regarding the adoption of Framework/Process Plan	Planning and Economic Development Department	Section 21(1) (a) (b) and (c) Act 32 of 2000 Section 28 (3), Act 32 of 2000	20 September 2022
Preparations and submission of Consolidated Annual Financial Statements (AFS)	Budget and Treasury	MFMA s 122 Generally Recognised Accounting Practice (GRAP)	30 September 2022
Sitting of the Budget Steering Committee: - to monitor implementation of budget and - assess Analysis Phase information in preparation for IDP Representative Forum	Budget and Treasury	Section 4(1) Municipal Budgets and Reporting Regulations, 2008	31 October 2022
<b>Analysis Phase</b>			
IDP Representative Forum meeting (to discuss Analysis Phase information)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 December 2022
Situational analysis to assess the existing level of development (analysis phase chapter) of the municipality	Planning and Economic Development Department	Section 26 (b) of Act 32 of 2000	30 December 2022
Determination of revenue projections, proposed rates and service charges and draft budget allocations	Budget and Treasury	MFMA s 18	30 December 2022
Submit mid- year performance assessment to council	Budget and Treasury	MFMA s 72	25 January 2023
Submit mid- year performance assessment to AG, NT, PT and provincial department responsible for local government and Mayor	Office of the Municipal Manager	MFMA s 72	25 January 2023
<b>Strategy Phase</b>			
Strategic Planning session	Planning and Economic Development	MSA s 25	28 February 2023

The objectives and strategies that will be used to tackle challenges of development is specified.	All internal departments from Ephraim Mogale Local Municipality	Section 26 (c and d) of Act 32 of 2000	28 February 2023
Table adjustment budget if necessary	The Mayor	MFMA s 28	28 February 2023
<b>Project phase and Integration phase</b>			
Projects to implement the identified objectives and strategies are formulated, as well as finalization of Integration Phase	All internal departments from Ephraim Mogale Local Municipality	Section 26 of Act 32 of 2000	31 March 2023
Sitting of the Budget Steering Committee (to discuss Draft IDP/Budget for 2022-2023, prepare for public consultations and the IDP Rep Forum)	Budget and Treasury Office	Section 4(1) Municipal Budgets and Reporting Regulations,2008	31 March 2023
- Draft IDP/Budget for 2022-2023 tabled before Council for noting (at least 90 days before start of financial year) - Draft Budget related policies and Risk Policies tabled before council for noting	Planning and Economic Development/Budget and Treasury	MFMA Section 16(1) and (2), Section 14 (1) of Municipal Budgets and Reporting Regulations	31 March 2023
IDP Representative Forum meeting (to present Draft IDP for 2022-2023)	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 April 2023
Make budget available to Public, National Treasury, Provincial Treasury and other government Departments	Budget and Treasury	MFMA s 22 (a) and (b)	11 April 2023
Public consultations final round (Presenting Draft IDP/Budget)	Planning and Economic Development / Budget and Treasury / Office of the Speaker/Mayor	Section 16(1) (a), Section 28 (2) of Act 32 of 2000 and MFMA s 22 (a) and (b)	30 April 2023
<b>Approval Phase</b>			
Council approves the IDP and Budget (and budget related policies and Risk Policies) for 2022-2023	Planning and Economic Development/ Budget and Treasury	Section 16 and 17 of Municipal Budgets and Reporting Regulations,2008	31 May 2023
Submission of approved IDP/Budget to MEC for Local Government, National and Provincial treasury	Planning and Economic Development/Budget and Treasury Office/Municipal Manager	Section 32 of Act 32 of 2000	10 June 2023

Notice and summary of approved IDP/budget in local newspaper	Planning and Economic Development/Budget and Treasury	Section 25 (4); 21(1) (a) (b) and (c) Act 32 of 2000 Section 18(1) Municipal Budgets and reporting regulations,2008	14 June 2023
Submit draft SDBIP within 14 days after approval of the budget to Mayor	The Municipal Manager	MFMA s 53	14 June 2023
Approval of SDBIP and Performance agreements of senior managers- within 28 days after budget approval	The Mayor	MFMA s 53	28 June 2023