

2019/20

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.

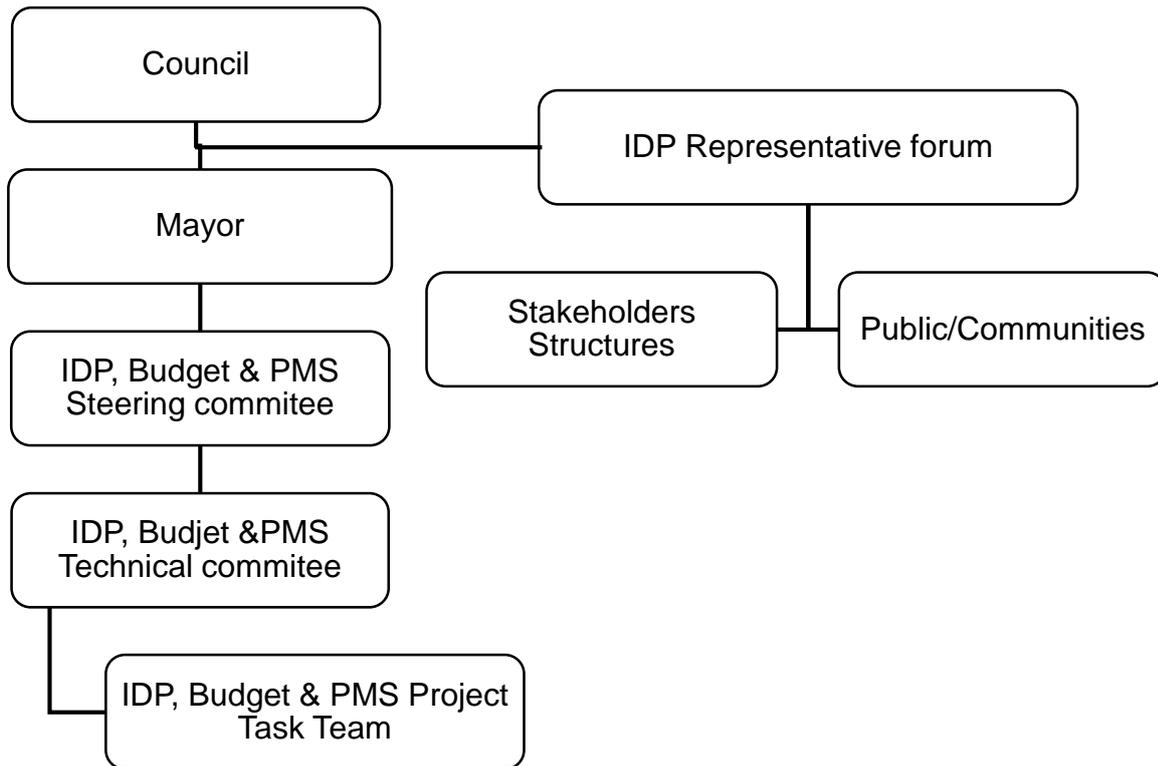
(2) Phases and activities of the IDP/ Budget/PMS Process Plan

The table below shows the phases/stages of the IDP process and Activities entailed for the review of the 2019/2020 IDP:

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

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:

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

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

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

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

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 office's 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.

IDP & BUDGET PROCESS PLAN

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
Planning Phase			
05 July 2019	Refinement of the draft approved process plan and awareness in accordance with provincial and district.	IDP manager and CFO	MM, Directors and Managers
08 July 2019	Submission draft Process plan to portfolio committee	IDP Manager	MM, Managers and Directors
18 July 2019	Submission Draft Process Plan to Exco	Mayor and Exco	Mayor, Exco, MM, and Directors
26 July 2019	Table the process plan to council	Mayor and Exco	Mayor, Exco, All councillors, MM and Directors.
Analysis phase			
12 July- 20 September 2019	<ul style="list-style-type: none"> a) Legal framework Analysis b) Leadership Guidelines c) Municipality Technical Development Analysis d) Community and Stakeholders Development Analysis. e) Institutional analysis f) Economic analysis g) Socio-economic analysis h) Spatial analysis i) In-depth analysis and identification of key Development priorities 	IDP Office	All wards
04 October 2019	IDP Technical committee	MM	MM, Directors and Managers
08 October 2019	IDP Steering Committee	Mayor and Exco	Exco, MM, Directors and Managers
10 October 2019	IDP rep forum	Mayor and Exco	Mayor, Exco, All Councillors, MM, Directors and Managers
11 October 2019	Table the analysis phase to portfolio committee	IDP Manager	MM, Directors and Managers
17 October 2019	Table Analysis Phase to Exco	MM	Mayor, Exco, MM and Directors

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
23 October 2019	Table the analysis phase to council	Mayor	Exco and all Councillors
Strategies Phase			
22 October-15 November 2019	Departmental Strategic Phase session	IDP manager	All Directors
27-29 November 2019	Institutional strategic planning session	Mayor and Exco	Mayor, Exco, All councillors MM, directors and Managers
05 December 2019	IDP Rep Forum	Mayor, Exco	Mayor, MM, and Directors
06 December 2019	Table the strategic phase to Exco	MM	Mayor, Exco, MM and Directors.
6 December 2019	Table the strategic Phase to Council	MM	Mayor, Exco and all Councillors, MM and all Directors
Project Phase			
10 January 2020	IDP/Budget/PMS Technical Committee to consider projects	MM	MM, Directors And Managers
17 January 2020	IDP/Budget/PMS Steering committee to consider projects	Mayor and Exco	Mayor, Exco, MM, and Directors
24 January 2020	IDP/Budget/PMS Rep forum	IDP Manager	Mayor, Exco, all councillors, Sector Departments, ward committee and CDW's.
Integration phase			
03 February 2020	Audit Committee Consider IDP	IDP Manager	Mayor, MM, and Directors
06 March 2020	Joint Portfolio Committee Consider Draft IDP	IDP manager	MM, Directors and Managers
18 March 2020	Draft IDP and Budget Table to Exco	IDP Manager	MM, Directors and Managers
27 March 2020	Draft IDP and Budget table to Council Consider Draft IDP/Budget	Mayor and Exco	Exco and All Councillors
10 April 2019	Issue public notice on the tabled 2019/2020 Draft IDP/Budget in	IDP and Communication	Communities and other stakeholders

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
	newspaper and placement of the document on the municipal website.		
10 April 2020	Submit Draft IDP and Budget to relevant authorities for assessment (CoGHSTA, National & provincial treasuries and direct Municipality) 10 Days after tabling	MM and CFO	IDP/ Budget
13-24 April 2020	Public participation on Draft IDP/Budget in all Clusters	Public Participation, IDP and Budget	Community and Stakeholders
Approval			
30 April 2020	IDP/Budget Technical Committee Considering input from Community	IDP manager	MM, Directors and Managers
03 May 2020	IDP Steering Committee Consider input from the community	Mayor and Exco	Mayor, Exco, MM and Directors
07 May 2020	Audit Committee	MM	MM, Directors and Managers
08 May 2020	Joint Portfolio Committee Consider final IDP/Budget	IDP manager	MM, Directors and Managers
20 May 2020	Final IDP/Budget to Exco	MM	Mayor, Exco, MM and Directors
27 May 2020	Final IDP and Budget table to Council Consider final IDP/Budget	IDP Manager	MM, Directors and Managers
05 June 2020	Issue Public Notice on the adopted 2020/21 IDP/ Budget in newspapers and placement of documents on the municipal website	IDP, Communication	Communities
06 June 2020	Submit adopted IDP and Budget to relevant Authorities (CoGHSTA, National & provincial treasuries, district Municipality)	MM & CFO	IDP/Budget

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
	10 Days after adoption		

Performance Management Timetable

ACTIVITY	SUBMISSION DATES	RESPONSIBILITY	CO-ORDINATOR			
Fourth Quarter Performance Report 2018-2019	PMS 08 July 2019	All Departments	PMS Section			
	Internal Audit 10 July 2019					
	Audit Committee 13 July 2019					
	Portfolio Committee 15 July 2019					
	EXCO Lekgotla 23 July 2019					
	EXCO 23 July 2019					
	Council 26 July 2019					
	Submission to CoGHSTA, CoGTA, LPT & NT 31 July 2019					
	Annual Performance Report 2018- 2019			PMS 01 August 2019	All Departments	PMS Section
Internal Audit 05 August 2019						
Audit Committee 13 August 2019						
Portfolio Committee 15 August 2019						
EXCO 21 August 2019						
Council 28 August 2019						
Submission to CoGHSTA, CoGTA, LPT & NT 30 August 2019						
First Quarter Performance Report 2019-2020		PMS 07 October 2019	All Departments	PMS Section		
		Internal Audit 09 October 2019				
	Audit Committee 14 October 2019					
	Portfolio Committee 15 October 2019					
	EXCO Lekgotla 23 October 2019					
	EXCO 23 October 2019					
	Council					

ACTIVITY	SUBMISSION DATES	RESPONSIBILITY	CO-ORDINATOR
	29 October 2019		
	Submission to CoGHSTA, CoGTA, LPT & NT		
	31 October 2019		
Second Quarter Performance Report 2019-2020	PMS 10 January 2020	All Departments	PMS Section
	Internal Audit 13 January 2020		
	Audit Committee 14 January 2020		
	Portfolio Committee 15 January 2020		
	EXCO 16 January 2020		
	EXCO Lekgotla 22 January 2020		
	Council 29 January 2020		
	Submission to CoGHSTA, CoGTA, LPT & NT 31 January 2020		
Mid-Term Performance Report 2019-2020	PMS 10 January 2020	All Departments	PMS Section
	Internal Audit 13 January 2020		
	Audit Committee 14 January 2020		
	Portfolio Committee 15 January 2020		
	EXCO 16 January 2020		
	EXCO Lekgotla 22 January 2020		
	Council 29 January 2020		
	Submission to CoGHSTA, CoGTA, LPT & NT 31 January 2020		
	Submission to CoGHSTA, CoGTA, LPT & NT 30 July 2019		
Annual Report 2018-2019	PMS 10 January 2020	All Departments	PMS Section
	Internal Audit 13 January 2020		
	Audit Committee 14 January 2020		
	Portfolio Committee 15 January 2020		

ACTIVITY	SUBMISSION DATES	RESPONSIBILITY	CO-ORDINATOR
	<p align="center">EXCO 16 January 2020</p>		
	<p align="center">Council 29 January 2020</p>		
	<p align="center">Submission to CoGHSTA, CoGTA, LPT & NT 31 January 2020</p>		
	<p align="center">Submission to CoGHSTA, CoGTA, LPT & NT 30 July 2019</p>		
<p>Third Quarter Performance Report 2019-2020</p>	<p align="center">PMS 06 April 2020</p>	<p align="center">All Departments</p>	<p align="center">PMS Section</p>
	<p align="center">Internal Audit 09 April 2020</p>		
	<p align="center">Audit Committee 13 April 2020</p>		
	<p align="center">Portfolio Committee 15 April 2020</p>		
	<p align="center">EXCO 21 April 2020</p>		
	<p align="center">EXCO Lekgotla 22 April 2020</p>		
	<p align="center">Council 29 April 2020</p>		
	<p align="center">Submission to CoGHSTA, CoGTA, LPT & NT 30 April 2020</p>		