EMALAHLENI LOCAL MUNICIPALITY

- PROCESS PLAN -

- ADOPTED IDP, PMS 2020/ 2021 & DRAFT MTEF 2019 / 2022-

1. INTRODUCTION

At end of May 2019 Emalahleni Municipality adopted the Integrated Development Plan 2019/2020 financial year and MTREF for 2019-2022 financial years. The IDP was developed in accordance with requirements set out in the Municipal Systems Act (32 of 2000) and Local Government Municipal Planning and Performance Management Regulations (2001).

In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the process plan has been regulated in the Municipal Systems Act (32 of 2000). The preparation of the process plan, which is in essence the IDP process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organ of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the organizational arrangements for the IDP process;
- Binding plans and planning requirements, *i.e.* policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

2. LEGAL CONTEXT

The Integrated Development Plan

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 -

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

In terms of the core components of the integrated development plans, Section 25 of the Municipal Systems Act (32 of 2000) indicates that:

"An integrated development plan must reflect:

- *The municipal council's vision for long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;*
- *An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;*
- *The councils development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;*
- *The councils development strategies which must be aligned with any national and provincial sector plans and planning requirements binding on the municipality in terms of legislation;*

- *A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;*
- *The councils operational strategies;*
- *Applicable disaster management plans;*
- *A financial plan, which must include a budget projection for at least the next three years; and*
- *The key performance indicators and performance targets determined in terms of section 41".*

Moreover and [also] in view of the foregoing, Section 28 (1) of the Municipal Systems Act (32 of 2000) stipulates that:

- *"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 integrated development plan;*
- *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Municipal Systems Act (32 of 2000), consult the community before the adopting the process; and*
- *A municipality must* [also] *give notice to the local community of particulars of the process it intends to follow".*

The way in which the IDP process will be undertaken is outlined in this process plan in which [all] municipalities must prepare. The Local Government: Municipal Planning and Performance Management Regulation 2001, provides elaborately on the contents of the IDP and the processes the Municipality must subject the IDP process into when doing its development or review.

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 -).

3. ELEMENTS OF IDP DEVELOPMENT

Notwithstanding the statutory imperative, it is necessary for Emalahleni Municipality to review its IDP in order to:

- Ensure the IDP's relevance as the municipality's strategic plan.
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting.
- Inform the cyclical inter-governmental planning and budget processes.

In the IDP review cycle, changes to the IDP may be required from these main sources:

- Comments from the MEC for Local Government and Traditional Affairs (DLGTA), if any;
- Incorporate comments from the Auditor-General in respect of the previous audit report, if any;
- Incorporate comments from the Internal Audit Committee, if there are any;
- Alignment of the IDP with both the provincial and national policies and programs (*i.e.* PGDS, NPC, NSDP, N-KPA);
- Incorporation of the most recent descriptive data;
- Review and refinement of the objectives and strategies;
- Review and refinement of the projects;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

The significant development, which in all probabilities will have a huge impact on the IDP, is the Community Based Planning. The Community Based Planning is a planning instrument, which is geared towards the enhancement of the community participation component of the IDP. Of particular concern has been the inability of the IDP to translate community participation into an organic process.

4. HORIZONTAL AND VERTICAL ALIGNMENT

4.1 District Framework Plan

Section 27 of the Municipal Systems Act (32 of 2000), indicates that, Districts are required to prepare and adopt a Framework Plan, which indicates how the District and Local Municipalities will align their IDP's. The framework plan provides the linkage and binding relationships to be established between the district and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various municipalities can be maintained.

The Chris Hani District Municipality has established a District IDP/PMS Coordination Forum, District Representative Forum which are [also] attended by the Department of Local Government and Traditional Affairs to provide the strategic direction of the IDP's. This IDP preparation process will also use this forum for vertical and horizontal alignment with other family of municipalities.

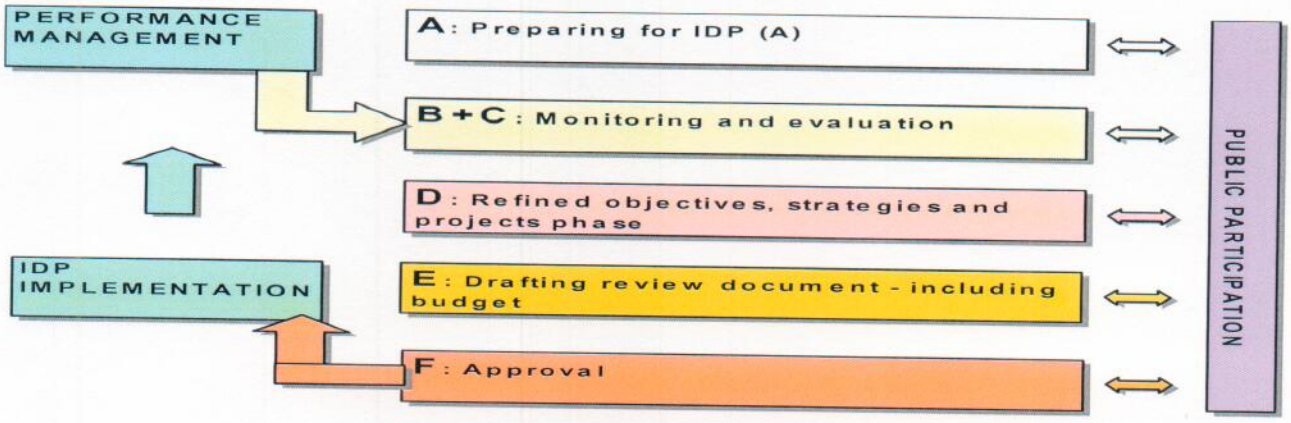
4.2 Alignment with Sector Departments

Alignment with Sector Departments is essential in order that the Emalahleni Municipality priorities can be reflected in their project prioritization process, as well as, so that their projects can be reflected in the IDP document.

5. IDP PROCESS

This process describes a continuous cycle of planning, implementation and review as can be seen in the figure below. During the year new information becomes available and unexpected events may occur. Some of the information can make immediate changes to the planning and the implementation of the IDP. After the reviewed IDP has been adopted, implementation as well as situational changes will continue to occur, which is again monitored throughout the year and evaluated for consideration in the next IDP review (DPLG, IDP Guide Pack, Guide IV).

Diagram 1 on IDP Process

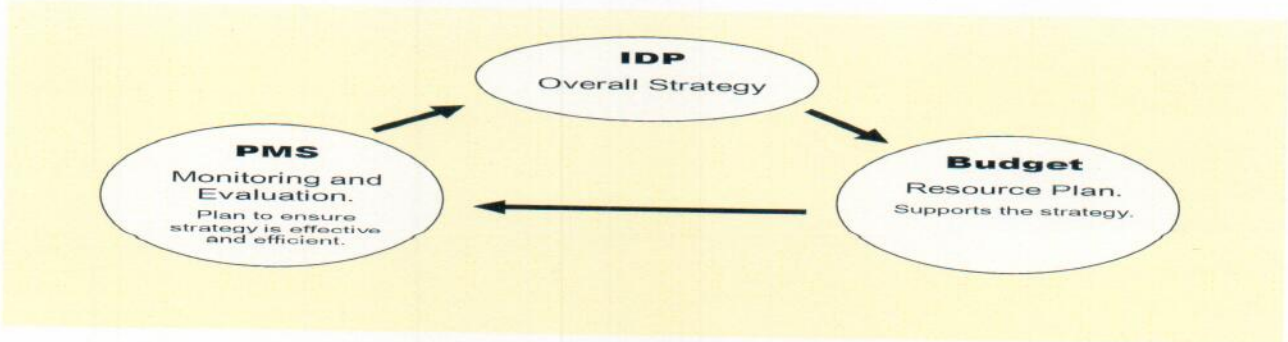


Each of these steps is reflected in the Action Plan which outlines the time frames and activities within which these steps should take. Because the roll out of the PMS is part of the review process, it is also included in the Action Plan.

6. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESS

The IDP review process is mainly geared towards picking up on early-warning sign for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three process are summarized in the following diagram:

Emalahleni IDP Process Plan: IDP, Budget and PMS Linkages



7. ORGANISATIONAL ARRANGEMENTS

Five Structures will guide the IDP Review Process within the Emalahleni Municipal Area.

- IDP & Budget Steering Committee
- IDP Representative Forum
- Inter-Governmental Relations

7.1 IDP Steering Committee

An IDP Steering Committee that would function, as a technical working team shall be composed of the following members:

- The Mayor (Chairperson),
- The Municipal Managers

- All Directors; and
- All Managers
- Committee Services (secretariat support)

The steering committee would provide a technical support to the IDP Driver to ensure a smooth planning process. It is supposed to guide the process. This means that amongst other things it will be responsible for:

- Establishment of the Representative Forum.
- Define criteria to choose members of the Forum.
- Inform public about the establishment of the forum, request submissions of applications from stakeholders and communities (indicate objectives, activities and number of members).

Identify additional stakeholders from unorganized groups, e.g. potential academics, advocates, doctors and resource persons. The Mayor of the municipality includes Budget and Treasury Office (BTO) within the municipality as required by Regulation 4 of the Regulations. The function of the BTO is to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 and elsewhere in the Municipal Finance Management Act 2003 (Act 56 of 2003).

The primary aim of the BTO is to ensure:

- that the process followed to compile the budget complies with legislation and good budget practices;
- that there is proper alignment between the policy and the service delivery priorities set out in the municipality's IDP and the budget, taking into account the need to protect the financial sustainability of the municipality;
- that the municipality's revenue and tariff setting strategies ensure that the cash resources needed to deliver services are available; and
- That the various spending priorities of the different municipal departments are properly evaluated and prioritized in the allocation of resources.

7.2 IDP Representative Forum

The most critical structure established for this process, especially for purposes of ensuring maximized participation of different interest groups and sectors, is the IDP Representative Forum. The rationale behind the establishment of this committee is to ensure that communication channels are kept smooth and efficiently.

The function of the IDP Representative Forum includes the following:

- The Representative Forum will have to ensure that every activity and decisions taken in the IDP development process are communicated to the communities.
- They are also to monitor and ensure that all decisions that are taken with regards to routes that the IDP must take from time to time are followed to the latter.
- They are expected at all times to reflect and safeguard the community inputs. This means that they are the mouthpiece of the communities.
- They represent the interests of their communities.
- Provide an organizational mechanism for discussion, negotiation and decision making between stakeholders including the municipal government.
- Participate in the process of setting and monitoring key performance indicators.

Ward/PR Councillors and Committees: The brief for Ward/PR Councillors and Committees who constitutes the IDP Representative Forum is to ensure that at all times their mandates in the Integrated Development Forum comes from communities which they represent particularly on issues affecting them. The Ward/PR Councillors and Committees are further expected to communicate deliberations of the IDP Representative Forum and always ensure that feedback is given to the communities on progress registered.

District Municipality and Service Providers: The main role of the Chris Hani District Municipality and Service Providers is to provide technical inputs and assistance on the process. The support unit established at the level of the Chris Hani District Municipality referred to as IDP/PMS Support Unit serves a critical role in the process specifically on the management of service providers and deviations thereof. The overall monitoring to detect early warning signs was done by the Chris District Mayors' Forum, which was constituted by all the Municipalities in the Chris District Area. Furthermore the District Framework Committee is supposed to ensure integration and co-ordination of the IDP activities.

IDP, PMS & BUDGET PROCESS PLAN

8. KEY ACTIVITIES

Below are a summary of key activity dates that will take place in terms of the IDP, Budget and PMS for the 2020/21

CYCLE FOR THE 2017/2022 IDP INCLUDING THE PMS AND BUDGET LINKAGES

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council / Entity Board (NEDA)	Administration - Municipality and Entity	Budget Review Activities
JULY	▪ Preparation of the Draft IDP / Budget and PMS Process Plan. ▪ Engagement with Budget Office and PMS for alignment purposes.	▪ Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA). ▪ Roll out of the SDBIP ▪ Prepare Departmental Business/Sectional Plans. ▪ Final S57 Managers' Performance Assessments. ▪ Preparation of s46 Reports by various HOD's.	▪ Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process **MFMA s 53** ▪ Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist	▪ Accounting officers and senior officials of municipality and entities begin planning for next three-year budget **MFMA s 68, 77** ▪ Accounting officers and senior officials of municipality and entities review options and contracts for service delivery **MSA s 76-81**	▪ Approve and announce new budget schedule and set up committees and forums. ▪ Consultation on performance and changing needs.
AUGUST	▪ Tabling of IDP Process Plan to EXCO for comments ▪ IDP Process Plan tabled to Council for approval. ▪ Advertisement of the IDP Process Plan in order to meet AG audit requirements ▪ IDP preparation process initiated. ▪ Review of comments received on the 2013/14 IDP Review document. ▪ Self-assessment to identify gaps in the IDP process.	▪ Submission of Q4 SDBIP Reports (for last quarter) MPPR Reg. 14 ▪ Submission of the Annual Performance Reports prepared in terms of s46 of MSA 2000 to Council ▪ Submission of s46 Report to AG ▪ Quarterly Audit Committee meeting on August (for the last quarter) MFMA Sect 166 &MPPR Reg. 14(3)(a) ▪ Evaluation Panel Audit Committee meeting (for evaluation of Sect 57	▪ Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. **MFMA s 21,22, 23;** **MSA s 34, Ch. 4 as amended** ▪ Mayor establishes committees and consultation forums for the budget process	▪ Accounting Officer to submit AFS to Auditor-General [Due by 31 August, **MFMA Sec 126(1)(a)**]	▪ Consultation on performance and changing needs. ▪ Review performance and financial position. ▪ Review external mechanisms. ▪ Start Planning for next three years.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	▪ Integration of information from adopted Sector Plans into the IDP Review document. ▪ Initiation of new sector plans into the IDP, if any. ▪ Updating and review of the strategic elements of the IDP in light of the new focus of Council. ▪ Convene IDP Representative Forum ▪ IDP Steering Committee Meeting	Managers final assessments) MPPR Reg. 14(3)(b)			
SEPTEMBER	▪ Integration of information from adopted Sector Plans into the IDP Review document if possible ▪ Review and updating of the IDP Vision, Mission and Objectives.	▪ Auditor General audit of performance measures ▪ Reminder to be sent to HOD's to submit their Q1 SDBIP Reports in terms of s41 MSA	▪ Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans	▪ Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives ▪ Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.)	▪ Update policies, priorities and objectives. ▪ Determine revenue projections and policies.
OCTOBER	▪ Integration of information from adopted Sector Plans into the IDP Review document. ▪ Integration of Spatial Development Framework ▪ Updating and review of the strategic elements of the IDP in light of the new focus of Council. ▪ IDP Cluster Teams	▪ Submission of Q1 Reports by HOD's ▪ Q1 Reports tabled to Council (for first quarter) **MPPR Reg. 14** ▪ Sect 57 Managers' quarterly **informal** assessments (for first quarter)		▪ Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials **MFMA s 35, 36, 42; MTBPS**	▪ Determine revenue projections and policies. ▪ Engagement with sector departments, share and evaluate plans,

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	▪ IDP Steering Committee Meeting				national policies, MTBPS. ▪ Draft initial allocations to functions. ▪ Draft initial changes to IDP.
NOVEMBER	▪ Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ Identification of priority IDP projects. ▪ Project alignment between the DM and LM's ▪ Convene IDP Representative Forum.	▪ Quarterly Audit Committee meeting (for the first quarter as per MFMA Sect 166 & MPPR Reg. 14(3)(a)		▪ Accounting officer reviews and drafts initial changes to IDP **MSA s 34** ▪ Auditor-General to return audit report [Due by 30 November, **MFMA 126(4)]**	▪ Draft initial changes to IDP. ▪ Consolidation of budgets and plans. ▪ ExCodetermines strategic choices for next three years.
DECEMBER	▪ Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ Project alignment between the DM and LM's. ▪ Identification of priority IDP projects.	▪ Compile annual report (MFMA Sect 121) ▪ Reminder to be sent to HOD's to submit their Q2 SDBIP Reports in terms of s41 MSA	▪ Council finalizes tariff (rates and service charges) policies for next financial year **MSA s 74, 75**	▪ Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements	▪ Executive determines strategic choices for next three years. ▪ Finalize tariff policies.
JANUARY	▪ Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ Identification of priority IDP projects. ▪ IDP Steering Committee Meeting ▪ IDP Cluster Teams	▪ Submission of Q2 Reports by HOD's ▪ Q2 Reports tabled to Council (for second quarter) **MPPR Reg. 14** ▪ Mayor tables draft annual report as per MFMA Sect 127(2) ▪ Make public annual report and invite community inputs into	▪ Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year **MFMA s 87(1)**	▪ Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) **MFMA s 36**	▪ Prepare detailed budgets and plans for the next three years.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
		report (MFMA Sect 127 & MSA Sect 21a) ▪ Municipal Manager submits Midterm/Midyear Report to the Mayor (in terms s72 MFMA) ▪ Midterm/Midyear Report is published in the Local Newspaper			
FEBRUARY	▪ Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ Identification of priority IDP projects. ▪ IDP Cluster Teams ▪ IDP Steering Committee Meeting	▪ Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14 ▪ Quarterly Audit Committee meeting (for the second quarter of 13/14) MFMA Sect 166 & MPPR Reg. 14(3)(a) ▪ Submit draft annual report to AG, Provincial &DLGTA (MFMA Sect 127) ▪ Sect 57 Managers' **formal** quarterly assessments (for second quarter)	▪ Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity **MFMA s 87(2)**	▪ Accounting officer finalizes and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report	▪ Prepare detailed budgets and plans for the next three years. ▪ Exco adopts budget and plans and changes to IDP.
MARCH	▪ Finalization of Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ IDP Steering Committee Meeting ▪ Convene IDP Representative Forum ▪ Adoption of draft IDP and Budget 2014/15 ▪ Publicise Draft IDP and Budget (Invite Local Community to make written comments in respect of the IDP and Budget)	▪ Council to consider and adopt an oversight report [Due by 31 March **MFMA Sec 129(1)**] ▪ Council Adopts draft Annual Report for the year ending June ▪ Publicize Annual Report and MPAC Report ▪ Draft SDBIP's for developed and for incorporation into draft IDP ▪ Reminder to be sent to HOD's to submit their Q3 SDBIP Reports in terms of s41 MSA	▪ Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month **MFMA s 87(2)** ▪ Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year **MFMA s 16, 22, 23, 87; MSA s 34**	▪ Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed **MFMA s 22 & 37; MSACh 4 as amended** ▪ Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March **MFMA s 42**	▪ Mayor tables budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	▪ Conclusion of Sector Plans (if any) initiated for the 2014/15 financial year and integration into the IDP Review report.	▪ Set performance objectives for revenue for each budget vote **(MFMA Sect 17)**			
APRIL	▪ Review written comments in respect of the Budget and IDP ▪ Conclusion of Sector Plans initiated for the 2014/15 financial year and integration into the IDP Review report. ▪ IDP Steering Committee Meeting ▪ Public participation process launched through series of public hearings on the IDP and Budget. ▪ Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.	▪ Q3 Reports tabled to Council (for third quarter) **MPPR Reg. 14** ▪ Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion IDP Review report. ▪ Sect 57 Managers' **informal** quarterly assessments (for third quarter) ▪ Publicize Annual Report [Due by April **MFMA Sec 129(3)**] ▪ Submit Annual Report to Provincial Legislature/MEC Local Government [Due by April **MFMA Sec 132(2)**] ▪ Review annual organizational performance targets (MPPR Reg. 11)	▪ **MFMA s 21**	▪ Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year	▪ Public hearings on the Budget, Council Debate on Budget and Plans.
MAY	▪ EXCO recommends adoption of the IDP to Council. ▪ Adoption of the IDP by Council. ▪ Publicize IDP and Budget in the Local Newspaper. ▪ Convene IDP Representative Forum	▪ Community input into organization KPIs and targets ▪ Budget for expenses of audit committee	▪ Council to consider approval of budget and plans at least 30 days before start of budget year. **MFMA s 23, 24; MSACh 4 as amended** ▪ Entity board of directors to approve the budget of the entity not later than	▪ Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes	▪

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality ▪ **MFMA s 87**	and any other new information of a material nature	
JUNE	▪ Submission of the Final IDP to DLGTA	▪ Reminder to be sent to HOD's to submit their Q3 SDBIP Reports in terms of s41 MSA	▪ Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year **MFMA s 16, 24, 26, 53** Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with sect 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance	▪ Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. **MFMA s 69; MSA s 57** ▪ Accounting officers of municipality and entities publishes adopted budget and plans **MFMA s 75, 87**	▪ Publish budget and plans. ▪ Finalize performance contracts and delegation. ▪ Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. ▪ **MFMA s 53; MSA s 38-45, 57(2)** ▪ Council must finalize a system of delegations. ▪ **MFMA s 59, 79, 82; MSA s 59-65**		

9. FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process namely:

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

10. MECHANISMS FOR PARTICIPATION

The following public participation mechanisms are proposed for each and every milestone. The milestone that we are referring to above will be outlined later.

Preparation Phase	Adverts on Newspaper Announcements on Local Radio Station
Monitoring and Evaluation Phase	Representative Forum Meetings
Objectives, strategies and Projects Phase	Representative Forum Meetings
Reviewed IDP Phase	Public Hearings Representative Forum Meetings
Approval Phase	Adverts on Newspaper Announcements on Local Radio Stations Representative Forum Meetings Public Hearings

10.1 Public Participation Strategy

Chapter 4 of the Municipal Systems Act will guide in the development and implementation of the public participation strategy for the IDP process. In order to ensure that all stakeholders have the opportunity to be represented on the IDP Representative Forum, the following forms of media will be used:

- Vukani FM
- Daily Dispatch
- Community Newspapers

To ensure that the needs of unorganized groups are represented as well, advocacy groups and or Non-Governmental Organizations (NGOs) will be used as well for communication. Meetings of the Representative Forum will be held in any appropriate Municipal buildings

Members of the Representative Forum will be expected to consult with their constituencies and report back to the Forum within a month's time.

11. INTER-GOVERNMENTAL RELATIONS

Chapter 3 of the Constitution of the Republic of South Africa, Act 108 of 1996 provides for the principles that underlie the relations between the spheres of government. IGR meetings will sit on a quarterly basis and are an information-sharing vehicle where government departments and the municipality give light of their experiences and challenges with regards to service delivery. IGR forum is regarded as a strategic planning body with emphasis and updates on current financial year programmes and projects. Only heads of government departments sit on these meetings, failing which representatives sent by these heads, the Municipal Manager, Directors, Senior Managers, practitioners and Parastatals, *i.e.* ESKOM, TELKOM.

12. ROAD MAP FOR PARTICIPATION

12.1 Schedule of meetings

In addition to various meetings, the following meetings are required for the IDP Review Process:

Structure	Date	Time
Council Meetings	29 August 2019 31 October 2019 11 December 2019 30 January 2020 27 February 2020 26 March 2020 23 April 2020 28 May 2020 24 June 2020	
IDP/PMS/Budget Steering Committee Meeting	16 August 2019	9h00 – 14h00
	23 October 2019	9h00 – 14h00
	04 December 2019	9h00 – 14h00
	28 January 2020	9h00 – 14h00
	18 February 2020	
	19 March 2020	
	14 April 2020	
	12 May 2020	
	17 June 2020	
IDP Representative Forum Meeting	27 August 2019	9h00 – 14h00
	11 February 2020	9h00 - 14h00
	19 May 2020	9h00 – 14h00
Intergovernmental Relations Meeting	11 February 2020	9h00 – 14h00
	19 May 2020	9h00 – 14h00
Mayoral Imbizos	12 December 2019 18 June 2020	10h00 – 14h00
IDP/Budget Public Hearings	November – December (all wards) April- May (all wards)	10h00 – 16h00 10h00 – 16h00
Mid - Year Performance Engagement (With EC Provincial Treasury)	19 February 2020	08h00 – 16h00
Budget & Benchmark Engagement (With EC Provincial Treasury)	13 May 2020	08h00 – 16h00

13. IDP and Budget Process Plan (Activities and dates)

Activity	Date	Custodian
June2019		
Preparation of the draft SDBIP 2019/2020 and presentation to the Mayor for signature	14 June 2019	Municipal Manager (MM)
Approval and Publication of the SDBIP 2019/2020	28 June 2019	Mayor & MM
July 2019		
Preparation of IDP/ PMS Review and Budget Process Plan	July 2019	All Directors Municipal Manager
Preparation and finalization of the Annual Performance Report (Section 46) for the 2018/2019 financial year (Non-Financial)	31 July 2019	Municipal Manager
Submission of Performance Information for purposes of the Annual Report (Non-Financial)	31 July 2019	All Directors Municipal Manager
Preparation and Submission of signed performance agreements for Section 57 Managers to relevant stakeholders	31 July 2019	Municipal Manager
August 2019		
IDP/PMS and Budget Steering Committee to consider draft IDP/PMS and Budget Process Plan, Draft Annual Report 2018/2019	16 August 2019	Mayor
Submission of the draft annual report 2018/2019 with annual financial statements to the Audit / Performance Audit Committee for review	22 August 2019	Chief Financial Officer Municipal Manager
IDP Rep Forum: Presentation of Final SDBIP 2019/2020 and Process Plan 2020/2021	27 August 2019	Mayor
Tabling of draft unaudited annual report with the annual financial statements to EXCO and MPAC	23August 2019	Municipal Manager Chief Financial Officer and All Directors
Tabling of the draft IDP/PMS and Budget Process Plan, Draft Annual Report 2018/2019 and annual financial statements to Council for noting	29 August 2019	Mayor
September 2019		
Circulation of the Situational Analysis under review (Situational analysis review phase commence) to all internal stakeholder for review of the 2020/2021 IDP	18 September 2019	Municipal Manager
October 2019		
Submission of Performance reports and performance information of the first quarter	11 October 2019	All Directors
IDP/PMS and Budget Steering Committee: presentation of the first quarterly audited performance analysis report	23 October 2019	Municipal Manager
Presentation of the audited Performance Report of the institution to the Office of the Mayor to Council	31 October 2019	Mayor
November 2019		
Public Hearings – Consultation on the draft unaudited annual report with communities and review of the ward community needs and priorities	November 2019	Director PEDTA Office of the MM Office of the Speaker MPAC Chairperson Mayor All Ward Councillors
December 2019		
IDP/PMS and Budget Steering Committee – Consider draft reviewed community needs and priorities and draft audit action plan 2018/2019.	04 December 2019	Mayor
Presentation of the oversight report on final draft annual report 2018/19 to Council for approval Publication of the Oversight Report for public inspection	11 December 2019	MPAC Chairperson Municipal Manager

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Activity	Date	Custodian
Imbizo to present Approved Audited Annual Report and oversight report as well as draft reviewed community needs	12 December 2019	Mayor MPAC Chairperson
Oversight report with approved audited annual report is submitted to Auditor-General, Provincial Treasury and Department of Cooperative Government-EC for compliance	20 December 2019	Municipal Council
January 2020		
Submission of Performance reports and performance information – mid-year performance	10 January 2020	All Directors
Presentation of the Mid-Year Performance Report to the Mayor	24 January 2020	Municipal Manager
IDP/PMS and Budget Steering Committee - Presentation of mid-year performance to Executive Management Committee	28 January 2020	Municipal Manager All Directors
SPECIAL COUNCIL MEETING: Table in a council meeting, mid-year assessment report 2019/2020	30 January 2020	Municipal Manager, Mayor
February 2020		
Publication and Submission of the mid-year performance reports to the external stakeholders (e.g. Treasury, CoGTA, AG)	07 February 2020	Municipal Manager
Inter-Governmental Relations / IDP Representative Forum – Consultation on the approved mid-year performance report	11 February 2020	Municipal Manager
IDP/PMS and Budget Steering Committee – Presentation of progress on the adjustment budget 2019/2020	18 February 2020	Mayor
SPECIAL COUNCIL MEETING: Table in a special council meeting the adjustments budget for mid-year	27 February 2020	Municipal Manager, Mayor
March 2020		
Submission of draft directorate SDBIPs 2021 for consolidation	13 March 2020	All Directors
IDP/PMS and Budget Steering Committee: Presentation of draft 1st Draft IDP 2020/2021; review progress	19 March 2020	Mayor
Special Council Meeting – Presentation of the 1st draft IDP 2020/2021 and draft SDBIP 2020/2021	26 March 2020	Mayor
April 2020		
Adoption of the Draft IDP advertised for public comments, Public meetings and consultation schedule	06 April 2020 06-22 April 2020	Municipal Manager
Submission of adopted Draft IDP and budget to the Office of the Provincial and National Treasury, District Municipality and the MEC for EC-CoGTA	06 April 2020	Municipal Manager
Submission of Performance reports and performance information of the 3rd quarter	10 April 2020	All Directors
IDP/PMS and Budget Steering Committee – presentation of the draft 3rd quarter performance report for noting	14 April 2020	Mayor
Tabling of the Audited 3rd Quarterly performance report to Council for noting	23 April	Mayor
May 2020		
IDP/PMS and Budget Steering Committee to consider public comments and those from sector departments;	12 May 2020	Mayor
IGR & IDP Rep. Forum Final Submission of inputs from Sector Departments	19 May 2020	Municipal Manager
Council meeting to consider and approve the final draft IDP and Budget 2020/2021	28 May 2020	Mayor
June 2020		
Submission of the approved Reviewed IDP and Budget 2020/2021 to the National, Provincial Treasury department, MEC for EC-COGTA and the district municipality (CHDM)	05 June 2020	Municipal Manager
IDP/PMS and Budget Steering Committee to consider the final draft SDBIP for 2020/2021 Financial Year.	17 June 2020	Mayor

Activity	Date	Custodian
Mayoral Imbizo to present the approved IDP and Budget 2020/2021	18 June 2020	Mayor
Special Council Meeting to approve the final draft SDBIP 2020/2021	24 June 2020	Mayor

Tabled to Council on: .....

Approved

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Acting Municipal Manager: Mr. GP De Jager

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Honourable Mayor: Cllr. N. Koni