

Moqhaka Local Municipality

Draft Process Plan for Integrated Development Planning, Budget Preparation and Reporting

1 August 2019 - 30 June
2020

Compiled in terms of Section 28 and 29 of the
Municipal Systems Act, No 32 of 2000

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1. INTRODUCTION

This document details the process for the review of the Integrated Development Plan (hereafter referred to as the IDP) for the Moqhaka Local Municipality (MLM), covering the period 1 August 2019 – 30 June 2020.

The Integrated Development Plan is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organisation (internal focus). It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area. It should take into account the existing conditions and problems and resources available for development. The projects within the IDP are linked to the municipality's budget.

The Integrated Development Plan –

- ❖ is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
- ❖ is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- ❖ guides and informs all planning and development, and all decisions with regard to planning, management and development;
- ❖ forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
- ❖ seeks to promote integration by balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

2. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark on to compile or review its integrated development plan and the budget. The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will

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be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management

implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget.

2.1. Scope of Application of the IDP

MLM is demarcated into 23 wards spread as follows:

Ward	Area
1 - 2	Steynsrus/Matlwangtlwang
3-17	Kroonstad/Maokeng
18-23	Rammolutsi/Viljoenskroon

3. LEGAL REQUIREMENTS

The IDP process is regulated by the Municipal Systems Act read together with the Municipal Planning and Performance Regulations, Regulation 796 of 2001 and the Budget by the Municipal Finance Management Act read together with the Municipal Budget and Reporting regulations.

3.1. The Integrated Development Plan

The Municipal Systems Act (MSA) prescribes and requires the following regarding the IDP process:

SECTION 28 OF THE MSA

- (1) 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.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

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- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

SECTION 29 OF THE MSA

- (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –
- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
 - (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for—
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the IDP; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
 - (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
 - (d) be consistent with any other matters that may be prescribed by regulation.

CORE COMPONENTS OF THE IDP

In terms of the core components of the integrated development plans, Section 26 of the Municipal Systems Act (32 of 2000) indicates that: “An integrated development plan must reflect:

- (a) 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;
- (b) 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;
- (c) The councils development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) The councils development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

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

REGULATION 2 OF THE 2001 MUNICIPAL PLANNING AND PERFORMANCE MANAGEMENT REGULATIONS: DETAIL OF INTEGRATED DEVELOPMENT PLAN

- (1) A municipality’s integrated development plan must at least identify- _
 - (a) the institutional framework, which must include an organogram, required for- _
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality’s internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
 - (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.

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- (3) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.
- (4) A spatial development framework reflected in a municipality's integrated development plan must-
- (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
 - (b) set out objectives that reflect the desired spatial form of the municipality;
 - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) indicate desired patterns of land use within the municipality;
 - (ii) address the spatial reconstruction of the municipality; and

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- (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
- (d) set out basic guidelines for a land use management system in the municipality;
- (e) set out a capital investment framework for the municipality's development programs
- (f) contain a strategic assessment of the environmental impact of the spatial development framework;
- (g) identify programs and projects for the development of land within the municipality;
- (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
- (i) provide a visual representation of the desired spatial form of the municipality, which representation:
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) may delineate the urban edge;
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.

3.2. The Annual Budget

The Annual Budget and the IDP are inseparably linked to one another; something has been formalized through the promulgation of the Municipal Finance Management Act (56 of 2003). Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:

- (1) The mayor of a municipality must-

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- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
 - (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
 - (i) *the preparation, tabling and approval of the annual budget;*
 - (ii) *the annual review of-*
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies;
 - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
- (2) When preparing the annual budget, the mayor of a municipality must-

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- (a) take into account the municipality's integrated development plan;
- (b) take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;
- (c) take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;
- (d) consult-
 - (i) the relevant district municipality and all other local municipalities within the area of the district municipality, if the municipality is a local municipality;*
 - (ii) all local municipalities within its area, if the municipality is a district municipality;*
 - (iii) the relevant provincial treasury, and when requested, the National Treasury; and*
 - (iv) any national or provincial organs of state, as may be prescribed; and*
- (e) provide, on request, any information relating to the budget-
 - (i) to the National Treasury; and*
 - (ii) subject to any limitations that may be prescribed, to-*
 - (aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;
 - (bb) any other national and provincial organ of states, as may be prescribed;
and
 - (cc) another municipality affected by the budget.

3.3. The Service Delivery & Budget Implementation Plan (SDBIP)

The Service Delivery & Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue Expenditure Framework. Therefore, only projects that are budgeted for are implemented. Section 1 of the MFMA defines the SDBIP as:

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“a detailed plan approved by the Mayor of a municipality in terms of section 53 (1) (c) (ii) for implementing the municipality’s delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:

- (a) Projections for each month of –
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;
- (b) Service Delivery Targets and Performance indicators for each quarter, and
- (c) Any other matters that maybe prescribed, and includes any revisions of such plan by the mayor in terms of section 54(1)(c).
- (d) The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2019/20 aligns the IDP review, Budget process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarized in the diagram below:

4. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2019/20 aligns the IDP review, Budget process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarized in the following diagram:

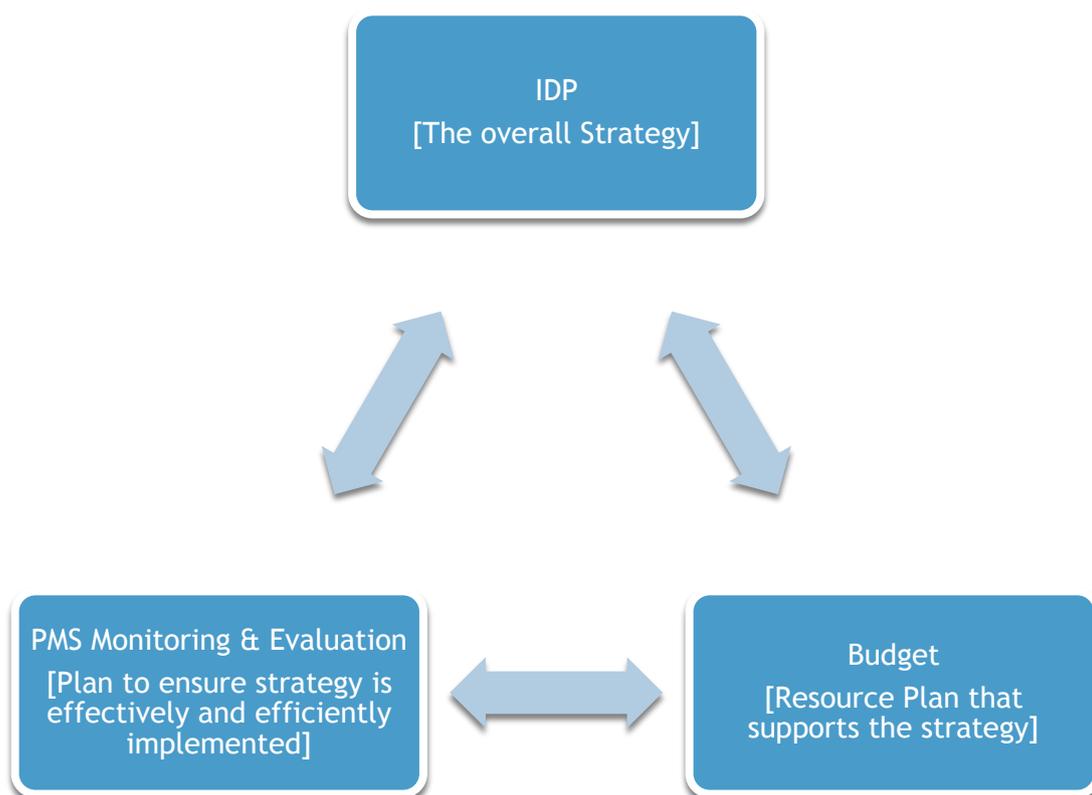


Figure 1: Link between IDP, Budget and Performance Management

5. HORIZONTAL & VERTICAL ALIGNMENT

5.1. District Alignment

Fezile Dabi District Municipality has established a IDP Representative Forum which are also attended by the Department of Local Government to provide strategic direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment with other municipalities.

5.2. Alignment with Sector Departments

Alignment with Sector Departments is essential in order to ensure that the priorities of MLM can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document. Alignment with sector departments currently emanates from the following engagements:

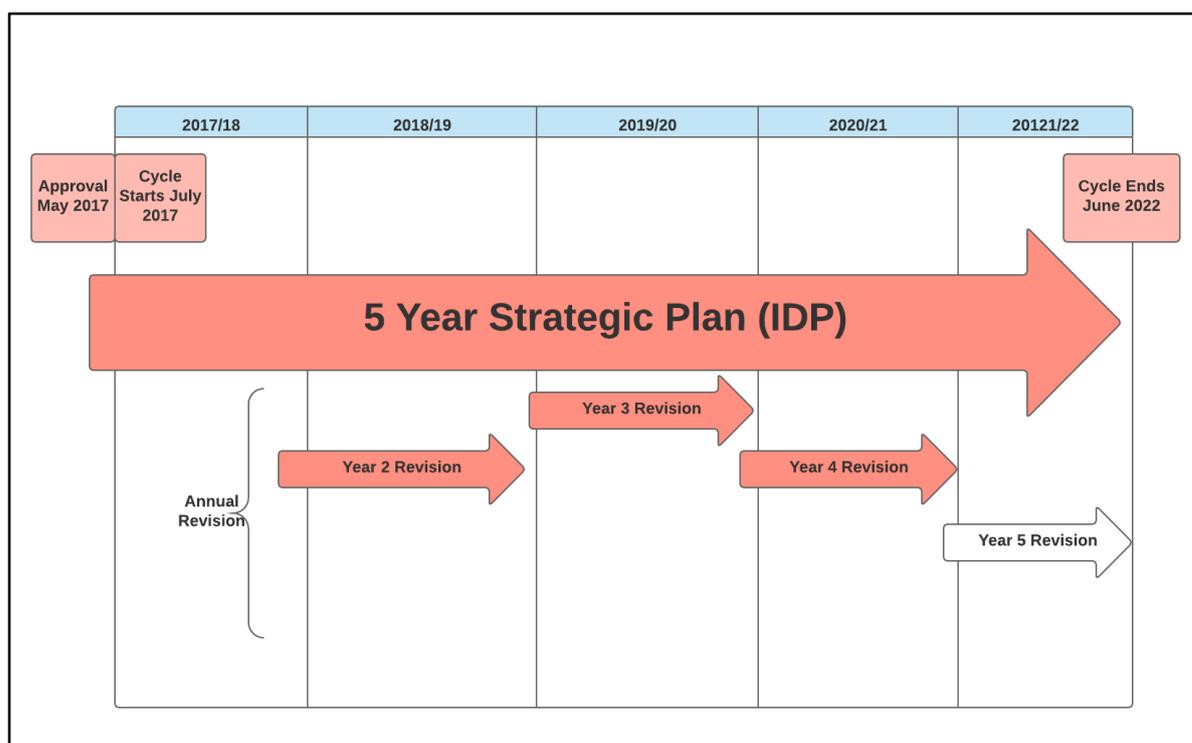
- ❖ Provincial IDP Manager's Forum

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- ❖ Steering Committee Meetings where Sector Departments are invited.
- ❖ Premier's Coordinating Forum
- ❖ Free State Growth and Development Strategy
- ❖ National Development Plan.
- ❖ Medium Term Expenditure Framework
- ❖ Back to Basics
- ❖ One on One Meetings with sector departments.

6. FIVE YEAR IDP CYCLE

The IDP has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government election, the new council has to decide on the future of the IDP. The period for this 5 year IDP cycle is 1 July 2017 – 30 June 2022 as depicted below.



7. MECHANISMS FOR PUBLIC PARTICIPATION

The involvement of Community stakeholders in the IDP process is one of the main features of the review process. Participation by all stakeholders ensures that the IDP addresses issues experienced by the local communities.

(a) Ward Committee Meetings

These meetings are held to prioritize needs that are identified in the different wards. To complement the process, ward level planning where planning methods are used to gather data are utilized. The Ward Committee Meetings will take place during September/November 2018.

(b) Community Roadshows

The municipality intend to undertake IDP & Budget consultation meetings with the communities, which give community members the opportunity to make valuable contributions to the draft IDP and Budget. The consultation meetings will take place during October/November 2018.

(c) Communication

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and the development of the budget for a financial year. The municipality will make use of the following:

- ❖ Local news papers
- ❖ Municipal Website
- ❖ Notices

8. ROLES AND RESPONSIBILITIES

8.1. Within the Municipality

Role Players	Roles and Responsibilities
Council	<ul style="list-style-type: none">▪ Approve and adopt the process and framework plans as well as IDP and budget▪ Monitor the implementation and approve any amendments of the plan when necessary.

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Role Players	Roles and Responsibilities
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> ▪ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. ▪ Overall management, coordination and monitoring of the IDP process ▪ Assign and delegate responsibilities in this regard to the Municipal Manager. ▪ Submit the draft IDP to Council for approval. ▪ Submit final IDP and Budget to Council for adoption. ▪ Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA Act 56 of 2003. ▪ Co-ordinate plans and Timetables for the Budget. ▪ Exercise close oversight on Budget Preparation Process.
Speaker	<ul style="list-style-type: none"> ▪ Overall monitoring of the public participation process. ▪ Exercise oversight of the ward committee system.
Ward Councillors and Ward Committees	<ul style="list-style-type: none"> ▪ Form a link between the Municipality and residents. ▪ Link the IDP process to their respective Wards. ▪ Assist in the organising of public consultation and participation. ▪ Monitor the implementation of the IDP with respect to their particular wards ▪ Encourage residents to take part in the IDP process.
Municipal Manager	<ul style="list-style-type: none"> ▪ Managing and coordinate the entire IDP process as assigned by the Executive Mayor. ▪ Chair the IDP Steering Committee Meetings. ▪ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003.
IDP Manager	<ul style="list-style-type: none"> ▪ Prepare IDP process plan and monitor the timeously implementation thereof. ▪ Day to day management and coordination of the IDP process. ▪ Ensure stakeholder engagement in IDP process by organising and setting up meetings for engagement. ▪ Ensure that the IDP process is participatory and that planning is ward-based oriented. ▪ Respond to public and MEC comments on Draft IDP. ▪ Compilation of comprehensive, neat and presentable IDP document that complies with all legislator requirements. ▪ Amend the IDP document in accordance with the comments of the MEC
Directors	<ul style="list-style-type: none"> ▪ Provide relevant technical, sector and financial information for analysis for determining priority issues. ▪ Provide technical expertise in consideration and finalisation of strategies and identification of projects. ▪ Provide departmental, operational and capital budgetary information. ▪ Preparation of project proposals, integration of projects and sector programs.
IDP - Technical Steering Committee	<ul style="list-style-type: none"> ▪ Refinement and Quality check of IDP document to ensure compliance with legislation. ▪ Consist of Municipal Manager, Senior

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Role Players	Roles and Responsibilities
	Management/Directors and IDP Coordinator/Manager and Unit Managers.
Budget Steering Committee	<ul style="list-style-type: none"> ▪ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA. ▪ Consist of portfolio Councillors for Financial matters, the Municipal Manager, the Chief Financial Officer, Senior Managers/Directors and Head of Departments to give technical advice if necessary.
IDP Representative Forum	<ul style="list-style-type: none"> ▪ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders. ▪ Represents the interest of their constituencies in the IDP process. ▪ Monitors the performance of the planning and implementation process. ▪ Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's, Government Departments and specialised community members.
IDP Steering Committee	<ul style="list-style-type: none"> ▪ Represent interests of different constituencies within the municipality. ▪ Provide organisational mechanism for discussion, negotiation and decision-making between stakeholders. ▪ Ensure that the plan is complaint with applicable legislation. ▪ Recommend prioritisation of projects to the Mayoral committee. ▪ Monitor performance of planning and implementation. ▪ Chaired by the Executive Mayor or delegated MMC, it is constituted of the Speaker, Council Whip, MMC's, Ward Councillors, Technical Steering Committee, 16 Elected members of the Representative Forum, Sector Departments and FDDM IDP Manager.

8.2. Distribution of Roles and Responsibilities between Municipality and External Role Players

Role Players	Roles and Responsibilities
Moqhaka Local Municipality	<p>Prepare and adopt the IDP. Undertake the overall planning, management and coordination of the IDP process. Consider comments of the MEC on the IDP and adjust the IDP if necessary. Ensure linkage between the Budget and IDP.</p>

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Role Players	Roles and Responsibilities
Local Residents, Communities and Stakeholders	Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees. Keep constituencies informed on IDP activities and outcomes.
Fezile Dabi District Municipality	Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). Preparation of joint strategy workshops between municipality, provincial and national government.
Provincial Government	Ensure horizontal alignment of the IDP between the municipality and the District municipality. Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. Efficient financial management of Provincial IDP grants. Monitor the IDP progress. Assist municipalities in compiling the IDP. Coordinate and manage the MEC's assessment of the IDP. Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget. Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.
Sector Departments	Contribute sector expertise and knowledge. Provide sector plans and programs for inclusion in the IDP.
National Government	National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).

9. ANNUAL REVISION OF THE IDP

9.1. Legal Requirements

Section 34 of the Municipal Systems Act refers to annual review and amendment of the IDP.

A municipal council must review its integrated development annually in accordance with an assessment of its performance measurements in terms of section 41, and to the extent that changing circumstances so demand.

A municipal council may amend its integrated development plan in accordance with a prescribed process.

The approved 5 year IDP is reviewed annually (four times) during its 5 year life cycle.

9.2. Purpose of the annual revision

The purpose of the annual review is to - _

- ❖ reflect and report on progress made with respect to the strategy in the 5 year IDP;
- ❖ make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- ❖ determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- ❖ inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

9.3. What the IDP review is not!

The annual review of the IDP is not intended to rewrite/replace the approved 5 year IDP, but rather focused on the bullet points cited in 9.2 above.

10. TIME FRAMES FOR THE 2019/20 IDP AND BUDGET

IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	
Process Planning	FDDM IDP Framework	Review 2018/19 process plan	Review previous plan		CFO, IDP and PMS Managers													
	Draft Process Plan	Constituting IDP Committees																
	IDP Committees																	
Planning	Review Process and Plan	Review Process, advertise draft process plan, Tabling of process plan to Council by the Executive Mayor	Planning of the next 3-year budget in accordance with coordination role of the process plan,	Submission of process plan 2019/20 to Provincial Treasury and Cogta, advertise process plan	CFO & IDP Manager													
Planning			Review budget related policies	Preparation for drafting annual report	Accounting Officer, CFO													
			Determine funding/revenue projection for the next three years															

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IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
Analysis	Collation of information from various credible data bases	Assessment of achievements of the previous year IDP		Measurement of projects against IDP objectives and strategies													
	Engagement with National and Provincial Departments through District Forum	Discuss outcome of assessment with Sector Departments through Rep Forum	First Q report to Council	Alignment workshop to ensure synergy of KPIs													
	Engage with private sector	Conduct situational analysis	Workshop community / Rep Forum on IDP and budget process														
Development of Strategies	Tabulate analysis report to the Steering Committee	Discuss analysis report with the Steering Committee and review objectives and strategies based on findings and the Provincial and National Plans															

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IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
	Review vision and mission																
	Alignment of objectives and strategies	Discuss priority issues and alignment with FSGDS & WDP															
	Consultation and Workshop through strategic sessions and IDP Rep Forum	Revisit challenges of the previous year IDP. IDP Lekgotla		Discuss the achievements and challenges of the previous IDP													
	Consultation	Public participation meetings	Preparation of 2019/20 draft budget														
Development of strategies	Public participation continues	Revise projects			IDP Manager												
	Alignment workshop LM and DM	Alignment of projects with sector strategic plans															
	Integration of programs	Workshop Rep Forum on alignment															
	Confirmation of projects and their status	Consolidate different plans into IDP															

Process Plan for IDP and Budget Preparation

IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
	Confirmation of projects from Sector Departments																
		Preparation and finalisation of draft IDP. Presentation of draft IDP to the Steering Committee															
	Compilation and finalisation of draft IDP			Finalise the Annual Report													
			Second Q budget report to Council	Preparation of mid-year performance assessment report													
				Tabling of mid-year report to Council	Accounting Officer, CFO												
	First Draft IDP	Tabling of draft IDP to Rep Forum and Steering Committee	Consideration of the adjustment of the budget		Accounting Officer, CFO												

Process Plan for IDP and Budget Preparation

IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
			Consolidation of the departmental budgets and preparation of the proposed draft budget	As a result of the adjustment budget consider review of the IDP	Accounting Officer, CFO												
			Finalise draft budget in uniform format		Accounting Officer, CFO												
Approval	Adoption of the Draft IDP	Presentation of the draft IDP to Council for adoption	Adoption of the draft budget	Tabling of draft IDP & budget	Accounting Officer, CFO & Executive Mayor												
		Submission of copies of the approved IDP to MEC Local Government		Submission of copies of the approved IDP to MEC Local Government	Accounting Officer and IDP Manager												
			Adoption of an oversight report														
	Publication of IDP and relevant comments	Conduct public hearings on IDP where required	Public participation on Draft IDP and Budget	Advertise draft IDP and Budget	Accounting Officer and CFO												

Process Plan for IDP and Budget Preparation

IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19
	Engagement with Sector Departments	IDP analysis & assessment by National & Provincial Departments		Submission of the budget return form to National and Provincial Treasury													
	Inputs from Sector Departments																
	Consolidation with IDP Rep Forum																
	Inputs and comments considered																
	IDP document amended accordingly																
Adoption of the Final IDP	Adoption of final reviewed IDP 2019-2020	Adoption by Council	Approval of annual budget by Council	Approval of SDBIP by Council	Executive Mayor liaise with Accounting Officer and CFO												
			Third Q budget report to Council	Tabling of the draft SDBIP 2019/20	Accounting Officer and CFO												

Process Plan for IDP and Budget Preparation

IDP Phase	IDP Program	Proposed IDP Activity	Budget Process	Performance and Reporting	Responsible Person/s	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	
Submission of IDP to MEC and other Sector Departments	IDP submitted to Province within the prescribed timeframe after adoption by Council			Approval of the SDPIB 2019/20 by the Executive Mayor	Accounting Officer													