

**INTEGRATED DEVELOPMENT PLANNING (IDP)  
AND BUDGET PROCESS PLAN AND  
TIME SCHEDULE  
2018/2019**



**"To be a Model City and Centre of Excellence"**

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## 1. INTRODUCTION AND BACKGROUND

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This 2018/2019 Integrated Development Planning and Budget Process / Time Schedule is prepared and compiled in terms of Sections 21(1) (a) and (b) of the Local Government Municipal Finance Management Act No. 56 of 2003 as well as Sections 28(1), 29(1) of the Local Government Municipal Systems Act No. 32 of 2000.

The purpose of the 2018/2019 Integrated Development Planning and Budget Process / Time Schedule is to indicate the various planned activities and strategies on which the municipality will embark to compile its 1<sup>st</sup> reviewed Integrated Development Plan 2018/2019 and the budget for the 2018/2019 financial year and the two outer years.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based budget.

### **THE INTEGRATED DEVELOPMENT PLAN (IDP)**

The Integrated Development Plan (**IDP**) herein refers to the (**IDP**) a municipality's principal strategic plan which give effect to its developmental role as enshrined in the Constitution of South Africa, aim to guides and informs all planning and development initiatives and forms the basis of the Medium Term Revenue & Expenditure Framework (MTREF), the Annual Budget and Performance management system of Govan Mbeki Municipality

It seeks to promote integration and coordination of actions across sectors and spheres of government and is reviewed annually to keep track of the ever changing socio-economic, infrastructural and environmental dynamics and needs of the communities under the jurisdiction of the municipality.

As a municipality's principal strategic the **IDP** is drafted and review annually in consultation with the local community as well as interested organs of state and other role players, taking into account the existing conditions and problems and resources available for development as it 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).

## 1.1 ANNUAL REVISION OF THE IDP

According to Section 34 of the Municipal System Act, No 32 of 2000

A municipal council;

- (a) must review its integrated development plan-
  - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
  - (ii) to the extent that changing circumstances so demand; and
- (b) may amend its integrated development plan in accordance with a prescribed process.

The IDP has to be reviewed annually in order to:

- ❖ Ensure its relevance as the municipality's strategic plan;
- ❖ inform other components of the municipal business process including institutional and financial planning and budgeting; and
- ❖ inform the cyclical inter-governmental planning and budgeting cycle.

The purpose of the annual review is therefore to;

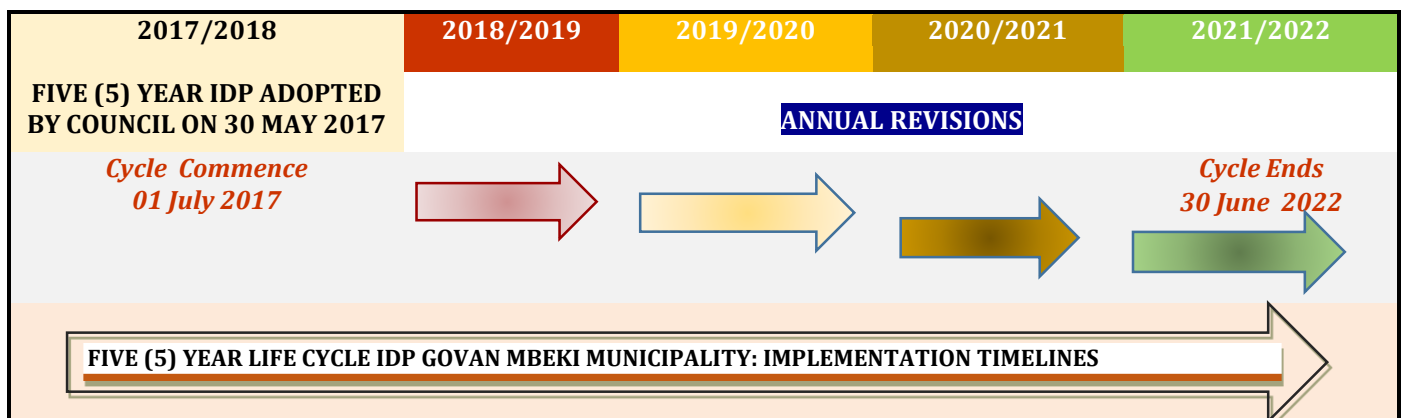
- ❖ reflect and report on progress made with respect to the strategy in the 5 year IDP;
- ❖ make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- ❖ determine annual targets and activities for the next financial 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.

## 1.2 WHAT THE IDP REVIEW IS NOT

**It is imperative to document and note that:**

- ❖ The **Review of the IDP is Not** a replacement or amendment of the 5-year IDP 2017/2018-2021/2022,.
- ❖ The **Review of the IDP is Not** meant to interfere with the 5-year strategic orientation of the municipality.
- ❖ During the Five (5) Year Cycle **any version of the IDP Review should always be read in conjunction with the approved Five (5) Year IDP 2017/2018-2021/ 2022 document.**

## 1.3 IDP LIFE CYCLE



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## 2. LEGAL FRAMEWORK - IDP AND BUDGET PROCESS PLAN

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The Drafting and Preparation of The **2018/19 IDP Review and Budget Process Plan / Time Schedule** and its activities of Govan Mbeki Municipality is guided in terms of the following legal framework:

***Section 21 (1) (a) and (b) of the Municipal Finance Management Act. No 56 of 2003 states the following;***

The Mayor of a municipality must; (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).*

***Section 28(1) of the Municipal System Act, No 32 of 2000***

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000, Section 28 of the Systems Act stipulates that;

- ❖ Each Municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.
- ❖ The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- ❖ A municipality must give notice to the local community of particulars of the process it intends to follow.

***Section 29(1) of the Municipal Systems Act stipulates the following:***

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

- ❖ be in accordance with a predetermined programme specifying timeframes for the different steps;
- ❖ 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;
- ❖ provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- ❖ be consistent with any other matters that may be prescribed by regulation

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## **3. PHASES OF IDP DRAFTING AND ANNUAL REVIEW PROCESS**

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### **3.1 FIVE (5) PHASES**

The phases in the IDP & Budget process which guide the annual review and the important activities, deliverables to be considered during the different five (5) phases of the IDP and Budget process are discussed as follows:

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#### **PHASE 1: ANALYSIS**

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During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems. The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first.

Information on availability of resources is also collected during this phase. At the end of this phase, the municipality will be able to provide:

- An assessment of the existing level of development
- Details on priority issues and problems and their causes
- Information on available resources.

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#### **PHASE 2: STRATEGIES**

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During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Mayoral Committee and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes and outputs as well as measures and targets for each strategic output.

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#### **PHASE 3: PROJECTS, PROGRAMMES and CAPITAL BUDGET**

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During this phase the municipality works on the design and content of projects/programmes identified during Phase 2.

Clear details for each project have to be worked out and budget provision needs to be made for the next 3 years with updated cost estimates.

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#### **PHASE 4: INTEGRATION**

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Once all projects have been identified, the municipality has to check again that they contribute to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans. All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management. These strategies should be integrated with the overall IDP.

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#### **PHASE 5: APPROVAL**

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Finalisation and approval of draft IDP and draft annual budget by end March annually. Make public the draft IDP and draft budget for comments and submissions. Consultation with communities and stakeholders and then final approval by Council by end May annually.

### 3.2 ACTIVITIES AND MILESTONES IN THE IDP AND BUDGET PLANNING PROCESS OF 2018/2019 IDP/BUDGET REVIEW

The table below summarises the key activities and milestones in IDP and Budget Planning Process 2018/2019 IDP/Budget review, with particular reference to community participation and stakeholder engagements.

A	M	KEY ACTIVITIES AND MILESTONES IN IDP AND BUDGET PLANNING PROCESS 2018/2019	JUN 17	JUL 17	AUG 17	SEP 17	OCT 17	NOV 17	DEC 17	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18
		Mayor approves SDBIP 2018/2019 within 28 days after approval of Budget													M
		Council approve 2018/2019 IDP and Budget												M	
		Council Considers comments on 2018/2019 Draft IDP and Budget												A	
		Ward Committee Meetings: Consultation/ Input on 2018/2019 Draft IDP and Budget											A		
		Council consider 2018/2019 Draft IDP and Budget										M			
		Workshop Draft IDP and Budget 2018/2019 with full Council										A			
		Council approve 2017/2018 Adjustment Budget: Amend SDBIP accordingly									A				
		IDP Sector Engagements : Sector Departments conclude investments for 2018/2019 Budget cycle									A				
		Ward Committee Meetings: Share outcome of Strategic Planning Session									A				
		Budget Steering Committee Meeting: Consider Table Draft 2018/2019 Capital Budget and adjustment budget 2017/2018 Inputs								A					
		Directors submit departmental capital budget to budget office to compile draft budget								A					
		Council approve resolutions of Strategic Planning Session								M					
		High level Strategic Planning Session with IDP & Budget Steering Committee						A							
		Council Approves 2016/2017 Annual Financial Statements						M							
		Attend Provincial IDP Engagements (Intergovernmental Planning and Strategy Alignment)						A							
		Ward Committee Meetings: Priorities Service Delivery Needs for 2018/2019 IDP and Budget Cycle													
		Public Engagement Sessions in all Ward: Review Service Delivery and Development Needs 2018/2019				A									
		Council approves 2018/2019 IDP & Budget Process Plan		M											
		Signing of new performance Contracts for Section 56 Managers	A												



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## 4. PUBLIC PARTICIPATION AND STAKEHOLDERS ENGAGEMENT

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The Constitution and MSA encourages municipalities to engage with communities and community organisations in the matters related to local government. Public Participation enables the municipality to undertake development plans and render services that are more relevant to the needs and conditions of local communities.

Public engagement sessions present the opportunity and platform to all citizens and those who have vested interest in Govan Mbeki to review the service delivery needs and priorities of the ward in which they reside, ultimately shaping the IDP according to their needs and interests.

The involvement of Council is also achieved through the participation of Ward Committee System, Community Participation through various development planning processes, regular communication with the community through public meetings, community newsletters, radio and various other print media and electronic media including the Municipal Website within Govan Mbeki Municipality.

The municipality directly consult, inform and engage with its communities by means of the following mediums/ methods of communication on the IDP /Budget processes:

❖ Ward Committee meetings	❖ Newspaper/ Municipal Publications
❖ Public ward meetings	❖ Social media
❖ IDP Representative Forum	❖ SMS
❖ IDP Steering Committee	❖ Hailing
❖ Radio Talk Shows and Announcements	❖ Road shows and meetings

### 4.1 Ward Committees

The role of Ward Committees with respect to the IDP is to participate in the

- Preparation, implementation and review of the IDP,
- Establishment, implementation and review of a Performance Management System (PMS); and
- Preparation of the budget.

The functions of ward committees are specified in the Ward Committee Rules for Govan Mbeki Municipality

### 4.2 Municipal IDP Representative Forum

The forum has been established in order to engage with the draft IDP. By engaging these forum it is considered that the IDP will be comprehensive, transparent and inclusive.



### The forum consist of:

- ❖ The Mayor as chairperson
- ❖ All Councillors
- ❖ The Municipal Manager
- ❖ The Senior Managers
- ❖ Representatives of various municipal departments
- ❖ Ward Committee members
- ❖ Representatives from the District Municipality
- ❖ Representatives from National and provincial sector departments
- ❖ Local sector representatives; Organised Business, registered NGO`

The draft, reviewed or amended Integrated Development Plan as well as the budget of the municipality must be discussed at a meeting of the forum. The forum will be the official body with which the Municipality will liaise regarding matters affecting the entire municipal area.

## 5. ROLES AND RESPONSIBILITIES IN THE IDP PROCESS

The implementation of the IDP process plan involves the municipal officials and Council (internal) as well as other municipal stakeholders and the community (external). The responsibilities of the role-players can be summarised and brief described as per the following table :

### 5.1 Role players within the municipality.

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Municipal Council	<ul style="list-style-type: none"><li>❖ Consider and approve the IDP.</li><li>❖ Consider and approve the Budget.</li></ul>
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"><li>❖ Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP.</li><li>❖ Assign and delegate responsibilities in this regard to the municipal manager.</li><li>❖ Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.</li><li>❖ Submit the draft IDP to the Council for adoption.</li></ul>
Ward Councillors	<ul style="list-style-type: none"><li>❖ Form a link between the municipal government and the residents.</li><li>❖ Link the IDP process to their constituencies and/or wards.</li><li>❖ Assist in organising public consultation and participation (with particular reference to the functioning of ward committees).</li><li>❖ Monitor the implementation of the IDP with respect to their particular wards.</li></ul>
Municipal Manager and/Directors and Managers	<ul style="list-style-type: none"><li>❖ Prepare the IDP Process Plan.</li><li>❖ Undertake the day to day management and co-ordination of the IDP process.</li><li>❖ Ensure that all relevant stakeholders are appropriately involved and timeously informed.</li><li>❖ Nominate persons in charge of different roles.</li><li>❖ Ensure that the IDP process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements.</li><li>❖ Respond to comments on the draft IDP.</li></ul>

ROLE PLAYER	ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>❖ Ensure proper IDP documentation.</li> <li>❖ Adjust the IDP in accordance with the proposals of the Provincial Minister of Local Government.</li> <li>❖ Provide relevant technical, sector and financial information for analysis for determining priority issues.</li> <li>❖ Contribute technical expertise in the consideration and finalisation of strategies and identification of projects.</li> <li>❖ Provide departmental operational and capital budgetary information.</li> <li>❖ Responsible for the preparation of project proposals, the integration of projects and sector programmes.</li> </ul>

## 5.2 Between Municipality and External role-players

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Govan Mbeki Municipality	<ul style="list-style-type: none"> <li>❖ Prepare and adopt the IDP Process Plan.</li> <li>❖ Undertake the overall management and co-ordination of the IDP process which includes ensuring that : <ul style="list-style-type: none"> <li>❖ all relevant role-players are appropriately involved;</li> <li>❖ appropriate mechanisms and procedures for community participation are applied;</li> <li>❖ events are undertaken in accordance with the approved time schedule;</li> <li>❖ the IDP relates to the real burning issues in the municipality; and</li> <li>❖ The sector planning requirements are satisfied.</li> </ul> </li> <li>❖ Prepare and adopt the IDP.</li> <li>❖ Adjust the IDP in accordance with the MEC of Local Government's Proposal.</li> <li>❖ Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.</li> </ul>
Local residents, communities and stakeholders	<ul style="list-style-type: none"> <li>❖ Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the Ward Committees or OMAF to</li> <li>❖ analyse issues, determine priorities, and provide input;</li> <li>❖ keep their constituencies informed on IDP activities and their outcomes; and</li> <li>❖ Discuss and comment on the draft IDP.</li> </ul>
District Municipality	<ul style="list-style-type: none"> <li>❖ Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA).</li> </ul>
National and provincial sector departments	<ul style="list-style-type: none"> <li>❖ Many government services are delivered by provincial and account the programmes and policies of these departments.</li> <li>❖ The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.</li> <li>❖ Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner.</li> </ul>

## 6. IDP REVIEW COMMUNITY CONSULTATION MEETINGS: SEPTEMBER 2017-30 JUNE 2018

DATE	TIME	WARD	VENUE
19 September 2017	18H00	5, 21, 25 & 30 and part of 18	Lilian Ngoyi Center Secunda
	17H00	1	Sidingulwazi Primary School
	17H00	2	RDP Hall
	17H00	32	Basizeni Sport Ground
20 September 2017	17H00	19 and 13	KI Thwala Primary School
	17H00	3	Civic Hall
	17H00	8 and 31	Vukuzithathe Primary School
	17H00	7	Lifalethu Primary School
21 September 2017	18H00	17 & 18	GS College Evander
	18H00	1	Thusong Centre Leandra
	17H00	19	Zamakuhle Primary School
27 September 2017	17H00	2	Difa Nkosi Hall
	18H00	15 & 28	Bethal Town Hall
	17H00	24,26 and 27	Raymond Mavuso Hall
	17H00	26 and 28	Ext. 13,22 and 23 Ground Emzinoni
28 September 2017	17H00	22 and 23	Basil Read Ground Emzinoni
	17H00	1	Embalenhle South Hall
	17H00	2	Charl Cillers
	17H00	7 and 32	Kinross Ext 25 Municipal Office
01-Oct-2017	17H00	26 and 28	Shapeve Primary School
	10H00	15	Bethal Farms Kamkhonto
	10H00	1	Leandra Farms Moedverloren Farm
	10H00	9 and 19	Roodebank Primary School
03-Oct-2017	10H00	25	Holfontein Farm Trichardt
	17H00	1 and 16	Kinross Golf Club
	17H00	16	Kinross Sasol Club
	17H00	10 and 31	Maphala Gulube Primary School Embalenhle
	17H00	4,9,11 and 20	Sjongile Ndamase Hall Embalenhle



## 7. IDP COMMUNITY CONSULTATION MEETINGS POST ADOPTION: APRIL 2018

DATE	TIME	WARD	VENUE
10 April 2018	17H00	1	Sidingulwazwi Primary School
	17H00	2	RDP Hall
	17H00	7 and 32	Basizeni Sport grounds
	17H00	26 and 28	Ext 13,22 and 23 grounds
11 April 2018	17H00	7	Lifalethu Primary School
	17H00	19 and 13	KI Thwala Primary School
	17H00	8 and 31	Vukuzithathe Primary School
	17H00	24,26 and 27	Raymond Mavuso Hall
12 April 2018	17H00	1 and 16	Kinross Golf Club
	17H00	16	Kinross Sasol Club
	18H00	5, 21, 25 & 30 and part of 18	Lilian Ngoyi Center Secunda
	18H00	15 & 28	Bethal Town Hall
15 April 2018	10H00	15	Bethal Farms Kamkhonto
	10H00	1	Leandra Farms Moedverloren Farm
	10H00	9 and 19	Roodebank Primary School
	10H00	25	Holfontein Farm Trichardt
17 April 2018	17H00	12,14 and part of 13	Embalenhle South Hall
	17H00	10	Charl Cillers
	17H00	16	Kinross Ext 25 Municipal office
	17H00	22 and 23	Basil Reads grounds Emzinoni
18 April 2018	17H00	29	Shapeve Primary School
	17H00	3	Civic Hall
	17H00	10 and 31	Maphala Gulube Primary School Embalenhle
	17H00	4,7,9,11 and 20	Sjongile Ndamase Hall Embalenhle
19 April 2018	18H00	17 & 18	GS College Evander
	17H00	19	Zamakuhle Primary School
	17H00	2	Difa Nkosi Hall
	17H00	1	Thusong Centre Leandra



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## 8. IDP STEERING COMMITTEE SCHEDULED OF MEETINGS

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DATE	TIME	VENUE
2017/08/02	9h00	Planning and Planning Board Room
2017/09/01	9h00	Planning and Planning Board Room
2018/03/01	9h00	Planning and Planning Board Room
2018/05/31	9h00	Planning and Planning Board Room

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## 9. IDP FORUM SCHEDULED OF MEETINGS

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DATE	TIME	VENUE
2017/08/15	9h00	Lilian Ngoyi Centre
2017/10/04	9h00	Lilian Ngoyi Centre
2018/02/06	9h00	Lilian Ngoyi Centre
2018/05/09	9h00	Lilian Ngoyi Centre