

**INTSIKA YETHU MUNICIPALITY
IDP/PMS AND BUDGET PROCESS PLAN
FOR
2021-2022 FINANCIAL YEAR**



**The Mayor
Intsika Yethu Municipality
201 Main Street
Cofimvaba
5380**

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1. Introduction

In order to ensure certain minimum quality standards and proper coordination between and within spheres of government in development of Integrated Development Plan (IDP), Section 28(1) and 29(1) (a) and (b) of Municipal Systems Act of 2000 prescribes that the Council of the municipality must within the prescribed period after the start of its elected term “adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Planning. This plan must include the following:

- A programme specifying the time frames for the different planning steps
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP drafting process.
- An indication of the organisation arrangements for the IDP process.
- Mechanisms for integration and alignment.

In compliance with the provisions of the Act as stipulated above the LED and Planning department wishes to submit to council a final process plan as part of the preparation for implementation of Integrated Development Plans. It is this Process Plan which will be a guiding document to the actual Integrated Development Planning review Process for 2021/2022.

2. Purpose of the process plan

The purpose of this process plan is to indicate the types of activities planned for the successful development of the 2021/22 Integrated Development Plan. It will set the extent and nature of activities that the municipality will engage in, in order for it to review its IDP.

3. Distribution of Roles and Responsibilities in the IDP process

One of the pre-requisite of a well organised IDP process is for all role players to be fully aware of their own as well as other role player’s responsibilities. This section will highlight:

- The roles which the municipality will play in the IDP process development, and
- The role which external role players are expected to play.

| Actors | Role and Responsibilities |
|---------------------|---|
| Executive Committee | <ul style="list-style-type: none"> • Recommend the Process Plan to Council • Overall management, coordination and monitoring of process and drafting of IDP • Approve nominated persons to be in charge of the different roles, activities and responsibilities • Overall management and coordination of planning process • Public Participation • Ensure the annual business plans, budget and land use management decisions are linked to and based on the IDP |
| Municipal Council | <ul style="list-style-type: none"> • Political decision making body • Oversee the development of the IDP • Consider, adopt and approve process plan and IDP • Adopt the Integrated Development Plan and Budget |
| Municipal Manager | <ul style="list-style-type: none"> • The Municipal Manager will utilize the section 59 (chapter7, part3) provisions of the MSA: 2000 to delegate the responsibility to the Economic development and planning Manager. In term of the process plan the IDP Manager is task to: <ul style="list-style-type: none"> ▪ Prepare Process Plan for adoption by the Municipal Council; ▪ Manage the local municipal IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources; ▪ Encourage an inclusive participatory planning process and compliance with action programme ▪ Facilitate the horizontal and vertical alignment of the various internal and external departmental programmes ▪ Ensure that the planning process outcomes are properly documented ▪ Manage service providers engaged in the municipal IDP process ▪ Chair the IDP Steering Committee ▪ Nominate persons in charge of different roles. ▪ Responds to comments on the draft reviewed IDP from the public. ▪ Adjusts the IDP in accordance with the comments of the MEC for Local Government & Traditional Affairs. ▪ The IDP Manager will coordinate with various government departments and other HODs to ensure that all the projects, strategies and objectives of the local municipality are |

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| | shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa |
| Chris Hani District | <ul style="list-style-type: none"> • Participate in the Intsika Yethu Municipality IDP Representative Forum |
| Councillors/Ward Committees and CDW's | <ul style="list-style-type: none"> • Organising Public consultation and participation • Participation of Ward Committees in the IDP Representative Forum • Ensure Proper documentation of the results of the planning of the IDP document and • Adjust the IDP in accordance with the MEC for Local Government's Proposals |
| Traditional Leaders | <ul style="list-style-type: none"> • Major link between municipal government and resident • Link the planning process to their wards or constituencies • Participation of traditional leaders in the IDP Public consultation and ward development plans |
| Municipal and Government officials | <ul style="list-style-type: none"> • Provide relevant technical, sector and financial information for analysis for determining priority issues • Contribute technical expertise in the consideration and finalisation of strategies and identification of projects • Provide departmental operational and capital budgetary information • Be responsible for the preparation of project proposals, the integration of projects and sector programmes • Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Local Government for alignment • Be responsible for preparing business plans for different programmes and projects |
| Community at Large | <ul style="list-style-type: none"> • Represent Interest, contribute knowledge and ideas (Rep forum) • Inform interest groups, communities and organisations • Analyse issues, determine priorities, and reach consensus • Participate in designing project proposals • Discuss and comment on the draft IDP • Monitor performance in implementation <p>Conduct meetings with groups, community's Traditional leaders to prepare for follow up on relevant planning activities.</p> |

4. Institutional Arrangement for the IDP

| Structure | Members of the structure | Terms of Reference |
|---|--|---|
| IDP and Budget Steering Committee | Chair: Municipal Manager | <ul style="list-style-type: none"> • Provide ToR for various planning activities • Commission research studies • Considers and comments on <ul style="list-style-type: none"> ❖ Inputs from subcommittees, study teams and service providers ❖ Inputs form provincial sector departments and support providers ❖ Processes, summaries and documents outputs • Make content change and recommendations to the council • Prepares, facilitate and documents meetings |
| Finance and Budget Representative Forum/steering committee. | Chair: CFO Secretariat: Budget and Treasury office Head of departments Adhoc representation: Portfolio Chairperson: Finance | <ul style="list-style-type: none"> • Prepares an action plan linked to the IDP process plan for the development of the annual budget. • Review the previous and current year budget and set basis for the next budget • Ensures that the budget is aligned to the IDP • Review the revenue sources of the municipality and proposes option for financing of the budget. • Responsible for allocating self-generated revenues to municipal departments based on predetermined formula |

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| <p>IDP and Budget Representative Forum</p> | <p>Chair: Honourable Mayor Secretariat: IDP Executive Committee All Councillors Municipal manager District municipality Ward Committee councillors Representative of Local organised groups(Including Business Sector) Sector departments Ministers Fraternal Community Representatives Local Aids Council Members of people with disability organization Advocates for unorganised groups</p> | <p>IDP Representative Forum shall</p> <ul style="list-style-type: none"> • Represent the interest of various constituencies in the IDP Planning process • Provide an organisational platform and mechanism for discussion, negotiation and decision making between stakeholders • Monitor the performance of the planning and implementation process • Ensure communication between all stakeholders representatives including municipal government |
| <p>Chief Financial Officer</p> | | <ul style="list-style-type: none"> • Convenes the Finance sub committee • Responsible for the day to day management of the budgeting process • Responsible for researching for grants/donations earmarked for the IntsikaYethu Municipality and the sensitise HOD to develop business plans • Ensure that timeframes relating to the budgeting process are being met |
| <p>IDP Manager/ Municipal Manager</p> | | <ul style="list-style-type: none"> • Responsible for the preparation of the IDP Process Plan • Responsible for the day to day management of the planning process under consideration of time, resources, people, ensuring <ul style="list-style-type: none"> ❖ Involvement of all different role players, especially officials ❖ That the timeframes are being adhered to ❖ That the planning process is horizontally and vertically aligned and complies with national and |

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| | | <p>provincial requirements</p> <ul style="list-style-type: none">❖ That the conditions for participation are provided❖ Outcomes are being documented <ul style="list-style-type: none">• Secretariat to IDP/ Budget steering Committee and Rep Forum |
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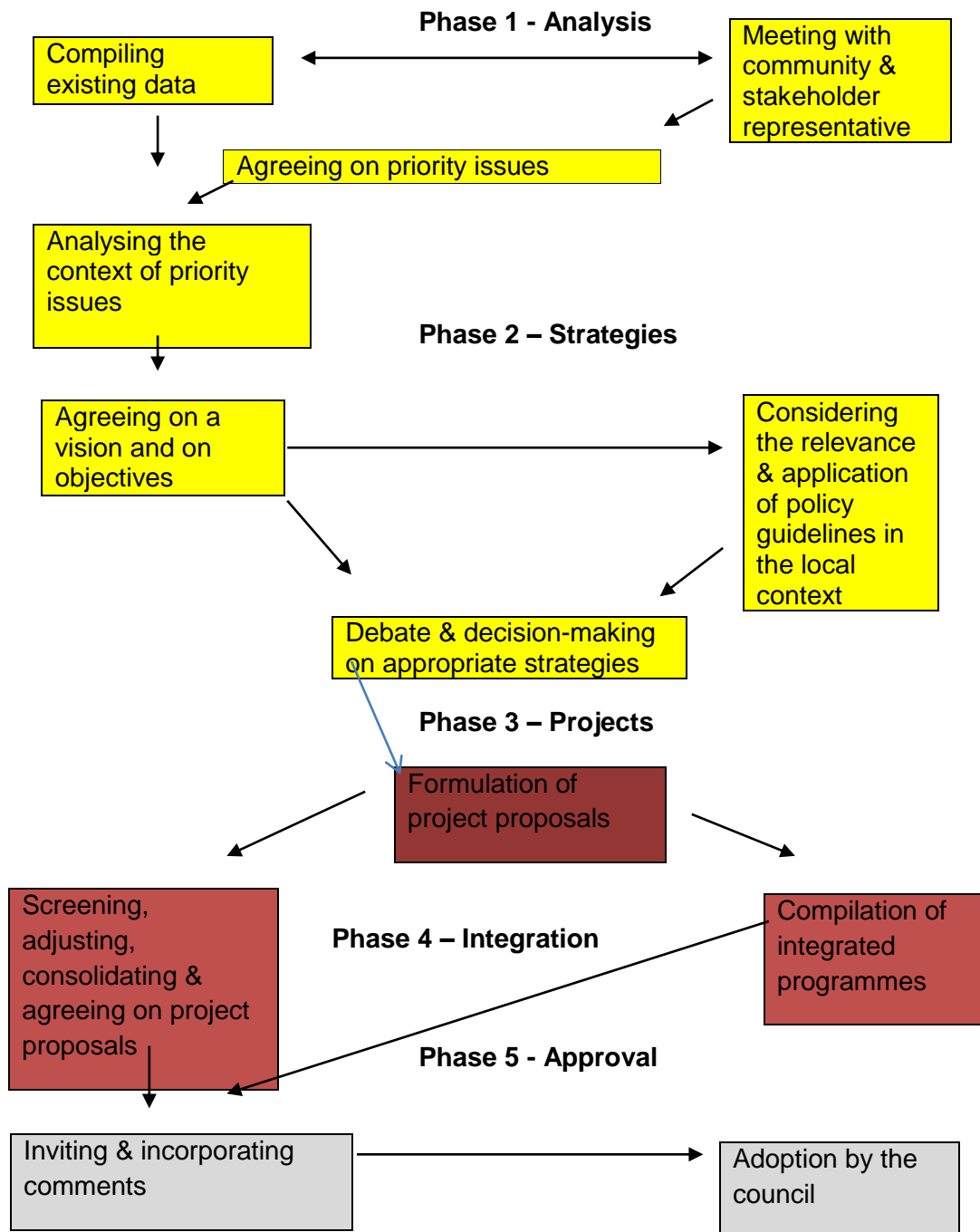
5. The IDP (Methodology/ Process & contents)

The Methodology

The IDP Methodology consists of the following 5 phases and key outputs:

| Phases | Key outputs |
|-----------------|--|
| 1 – Analysis | <ul style="list-style-type: none"> • Assessment of existing level of development • Priority issues or problems identification (community needs) • Information on causes of priority issues/problems • Information on available resources |
| 2 – Strategies | <ul style="list-style-type: none"> • The Vision • Objectives • Strategies • Identified Projects |
| 3 – Projects | <ul style="list-style-type: none"> • Performance Indicators • Project output, targets, location • Project related activities & time schedule • Cost & budget estimates |
| 4 – Integration | <ul style="list-style-type: none"> • 3-yr financial plan • 3-yr capital investment programme (CIP) • Integrated Spatial Development framework • Integrated sectoral programme (LED, HIV, Poverty Alleviation, Gender Equity etc) • Consolidated monitoring/performance management system • Disaster Management Plan • Institutional Plan • Reference to sector plans |
| 5 – Approval | <ul style="list-style-type: none"> • The output of this is an approved IDP for the municipality |

A DIAGRAMATIC OVERVIEW OF THE PLANNING PROCESS



ACTION PLAN:

IDP/PMS AND BUDGET PROCESS PLAN 2021-2022

| NO. | DATE | STRATEGIC ACTIVITES | CO-ORDINATING UNIT/Offial |
|-----|--------------------|--|---|
| 1. | JULY | PLANNING PHASE | |
| | 01-31-July 2020 | Review the Budget Process | CFO |
| 2. | AUGUST | PLANNING PHASE | |
| | 13 August 2020 | Start preparing Medium Forecast and determine Budget Assumption to be used | C FO |
| | August 2020 | Looking at draft process plans for alignment with district | IDP Manager |
| | 19 August 2020 | EXCO : Considers and Note the Draft IDP/Budget Process Plan | IDP Manager |
| | August 2020 | Tabling of Fourth Quarter Performance 2019-2020 | PMS Manager/M.M |
| | August | DIMAFO | Mayor |
| | 27 August 2020 | COUNCIL: Considers and adopt the Final IDP/PMS and Budget Process Plan | M.M/MAYOR |
| | 31 August 2020 | Submit Annual Performance Report/AFS to the Auditor General | PMS Manager/M.M/CFO |
| | 31 August 2020 | Advertising of the IDP & Budget Process Plan on Website, Local Newspaper and Public Amenities such as Public Libraries , Municipal Offices etc. | IDP Manager |
| 3. | SEPTEMBER | ANALYSIS PHASE | |
| | 04 September 2020 | Establishment of IDP/PMS and Budget Steering Committee | MM/CFO/ALL Directors |
| | 09 September 2020 | MEETING WITH DIRECTORS AND MANAGERS: Directorates to be provided with the current Baseline Operating Medium Term Expenditure Forecasts (MTEF)2021 through 2022 that are to be used as a basis for the development of new Operating Medium Term Expenditure | CFO |
| | 22 September 2020 | Hosting IGR Forum | MM/IDP Manager |
| | 25 September 2020 | IDP Representative Forum | MM/IDP Manager |
| | 25 September 2020 | Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years. | CFO |
| | 27 September 2020 | Review of Municipal Profile | MM |
| 4. | OCTOBER | STRATEGY PHASE | |
| | October 2020 | 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 | CFO |
| | 20-22 October 2020 | Commencement of Ward Based Planning Engagements (Collection and prioritisation of Community needs per wards) | \Mayor/ EXCO, Ward Cllrs / MPAC/ MM/IDP Manager |

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| | 23 October 2020 | First quarter informal performance review | MM/ all Directors |
| | 25 October 2020 | Review current tariffs, receive requested changes from directorates and prepare options for consideration | CFO |
| | 30 October 2020 | SUBMISSION OF BASELINE BUDGETS AND SUPPLEMENTAL REQUESTS FROM DIRECTORATES: Final date for submission of all Baseline Operating Budgets, Capital Budgets and Operational plans by Directorates to the budget office. | CFO |
| | 30 October 2020 | Tabling of First Quarter Performance Report 2020/21 | MM/PMS |
| 5. | NOVEMBER | STRATEGY PHASE | |
| | November 2020 | Finalise Medium Term Forecast | CFO |
| | November 2020 | Capital and Operational Briefing Session with Directorates | Budget |
| | November 2020 | Distribution of the Capital Budget Template to Directorates | All Directors |
| | November 2020 | Directorates commence with the Preparation of Capital Budgets | All Directors |
| | 25 November 2020 | DIMAFO | Mayor |
| | 27 November 2020 | Hosting IGR Forum | MM/IDP Manager |
| | 30 November 2019 | IDP Representative Forum | MM/IDP Manager |
| 6. | DECEMBER | STRATEGY/PROJECTS PHASE | |
| | December 2020 | Identification new project | All Directorate |
| | December 2020 | Briefing Sessions with Directorates: Capital and Operational | BTO |
| | December 2020 | Distribution of templates to Directorates: Capital Budget | All Directorates |
| | December 2020 | Directorates Commence with the Preparation of Capital Budgets | All Directorates |
| | December 2020 | COUNCIL: Report on community needs. Present audited Financial Statements and Audit report from the Auditor-General for the 2018/2019 financial year | MM/MAYOR |
| 7. | JANUARY | PROJECT/ INTEGRATION PHASE | |
| | 19 January 2021 | Second Quarter Formal Performance review | MM/All directors |
| | 29 January 2021 | COUNCIL: Consider Mid-Year Assessment for the first half of the Financial Year. Adjustment Budget, and Second Quarter Performance Report | MM/MAYOR (IDP/ PMS/ BUDGET) |
| | 29 January 2021 | Directorates finalise and submit their Draft Operational Budgets to the Budget Office | All Directorates |
| | 31 January 2021 | Submission of Draft Project Plans | All Directorates |
| 8. | FEBRUARY | PROJECT/ INTEGRATION PHASE | |
| | 12 February 2021 | IDP/PMS and Budget Steering to consider proposed amendment to IDP- Annual Budget, | Budget/ IDP Manager/PMS |
| | 15 February 2021 | Mid-year engagement with Treasury | MM/CFO |
| | 17- 19 February 2021 | Institutional Strategic Planning Review of the development strategies, Mid-Year Assessment | All Directorates |

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| | 23 February 2021 | DIMAFO | Mayor |
| | 25 February 2021 | COUNCIL MEETING: Table in a special council meeting the adjustments budget for mid-year | MM/MAYOR |
| | 26 February 2021 | Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years. | CFO |
| 9. | MARCH | PROJECT/ APPROVAL PHASE | |
| | 10 March 2021 | IDP/PMS/BUDGET STEERING COMMITTEE: FINAL ALIGNMENT OF IDP WITH BUDGET | IDP MANAGER, CFO, BUDGET MANAGER |
| | 11 March 2021 | Hosting IGR Forum | MM/IDP Manager |
| | 17 March 2021 | IDP Rep Alignment of Sector Plans | MM/IDP Manager |
| | 25 March 202 | COUNCIL: Consider proposed Draft IDP And Budget | MM/MAYOR(Budget/ IDP/ PMS) |
| | 30 March 2021 | Advertise the Draft IDP on Website, Local Newspaper and Public Amenities such as Libraries, Municipal Offices etc. | IDP |
| | 30 March 2021 | Submit to National Treasury, Provincial Treasury and the MEC responsible for Local Government the Annual Financial Statements, the 2018/19 audit report and any corrective action taken in response to the findings of the audit report. | MUNICIPAL MANAGER, MAYOR |
| | 30 March 2021 | Submit draft budgets in required form to NT, Provincial Treasury | CFO |
| 10. | APRIL | PROJECT/ APPROVAL PHASE | |
| | 16 April 2021 | Benchmark Engagement, Provincial Treasury | MM/CFO |
| | 21-23 April 2021 | Commencement of IDP & Budget Review Roadshow | IDP, Budget |
| | 21 April 2021 | Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years. | CFO |
| | 28 April 2021 | Third Quarter Informal Performance Review | MM/All Directors |
| | 29 April 2021 | Draft budget engagement with treasury | CFO |
| | 30 April 2021 | Directorates are to provide a list of Capital Projects to be rolled over for inclusion in the 2020/21 Budget to the budget office and cash balances forward for grant projects. | ALL DIRECTORS |
| 11. | MAY | APPROVAL PHASE | |
| | 06 May 2020 | Hosting IGR Forum | MM/IDP Manager |
| | 14 May 2020 | IDP Rep | MM/IDP Manager |
| | 14 May 2021 | IDP/budget and PMS Steering Committee: Consider IDP/Budget Road shows Report, Draft Final IDP and Budget Report | IDP/ Budget |
| | 25 May 2021 | DIMAFO | Mayor |
| | 27 May 2021 | COUNCIL: Consider and adopt Final IDP And Budget | MM/MAYOR (IDP/ Budget) |
| | 31 May 2021 | Advertise the Final IDP on Website, Local Newspapers and Public Amenities such as Libraries, Municipal Offices etc. | MM/IDP Manager |

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| 12. | JUNE | MONITORING AND EVALUATION PHASE | |
| | 10 June 2021 | Submit Draft SDBIP to the Mayor for approval | IDP/ PMS |
| | 15 June 2021 | Councillors, Executive Management Team briefing session. (Confirm responsibilities and dates of meetings) | Municipal Manager |
| | 16 June 2021 | Submit 2021-22 IDP/ Budget to the MEC and relevant departments | IDP/ Budget |
| | 18 June 2021 | Stakeholder engagement meeting | MAYOR |
| | 28 June 2021 | Submit SDBIP to the Mayor for approval | IDP/PMS |
| | 29 June 2021 | Procurement Plans | CFO |
| | 29 June 2021 | IDP & Annual Budget reports to National, Provincial Treasury and the District municipality. | CFO |
| 13. | JULY | MONITORING AND EVALUATION PHASE | |
| | 16 July 2021 | Fourth Quarter Performance review | MM/All Directors |
| | 30 July 2021 | Annual Performance Review | MM/All Directors |

**6. COMMUNITY PARTICIPATION
LEGAL REQUIRMENTS IN TERMS OF MUNICIPAL SYSTEMS ACT**

Section 5(1) (a)

Members of the local community have the right through mechanisms and in accordance with processes and procedures provided for in terms of this Act or other applicable legislation to contribute to the decision making process of the municipality.

Section 5(2) (a)

Members of the local community have the duty when exercising their rights, to observe the mechanisms, processes and procedures of the municipality.

Section 16(1)

A municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance, and must for this purpose encourage and create conditions for the local community to participate in the preparation, implementation and review of its IDP.

Section 17(2)

A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality.

Section 17(3)

When establishing mechanisms, processes and procedures in terms of subsection (2) the municipality must take into account the special needs of the people who cannot read or write people with disabilities, women and other disadvantaged groups.

Section 18(1)(a)

The municipality must communicate its community information concerning the available mechanisms, processes and procedures to encourage and facilitate community participation.

Section 20(2)(c)

A municipal council or a committee of the council may not exclude the public, including the media when considering or voting on the municipalities draft IDP, or any amendment of the plan.

7. Mechanisms and procedures for public participation

One of the main features about integrated development planning and budget process is the involvement of community and stakeholder organisations in the process. This insures that the IDP addresses the real issues that are experienced by the citizens. The constitution stipulates that one of the objectives of municipality is “to encourage the involvement of communities and community organisations in the matters of local government”. The White Paper on Local Government also put emphasis on public participation. The participation will vary from internal to external stakeholders. These will include IGR Clusters (various municipal departments) Portfolio Committees, Community Development workers, Ward Councillors, Ward Committees, Chamber of Business, Local Tourism Organisation, Exco and Council, Traditional Councils, IDP Representatives Forums etc.

The aforementioned stakeholders will interact and engage with the process of developing the IDP in the following manner:

1. Use of IDP Representative Forum to verify data & add additional information.
2. Use of IDP representative forum to ensure that community priorities are adequately reflected in the IDP.
3. Use of Councillors’ and Community Development workers to call meetings to keep communities informed on the IDP processes.
4. Publish Annual reports on municipal progress.
5. Newspaper advertisements to inform communities of the process.
6. Pamphlets/summary books on IDP’s & budget.
7. Making the IDP & budget available for public comment.
8. Making the IDP & budget documents accessible to all members of the public.

8. Participation Mechanism for Different Phases

| Planning Phase | Participation Mechanism |
|------------------------------|--|
| Analysis | Analyse the current situation Community meetings Stakeholder meetings CBP/ward committees |
| Strategies | Technical committee craft strategies |
| Project | Technical committees with selected representatives of stakeholder organisation |
| Integration | IDP Representative Forum |
| Approval | IDP Representative Forum Public discussion, consultation process Community meetings Stakeholder meeting Opportunity for comments from the public |
| Monitoring of implementation | IDP representative Forum Community meetings Stakeholder meetings |

9. Communication and logistics

a. Language use

The most appropriate language to be used will be local language *isiXhosa*. In areas where people are not using the local language, interpreters will play a part in this process. As most of the people are illiterate, mass meetings and radio are the most effective way of gathering and disseminating information. Facilitators of meetings and broadcasters have to ensure that they use simple language in explaining concepts so that people can understand the process and become empowered to participate in the IDP process.

b. Appropriate Venues, transport and refreshments

Meetings during the planning stages will be held in Cofimvaba but appropriate venues close to communities will be used during community imbizos and outreach programmes and transport will be provided for those in the outlying regions.

Refreshments will be provided for those who travel far and as an incentive for people to attend meetings.

10. Mechanism for Integration and alignment

The successful implementation of IDP proposals depends largely on whether there is conformity between Province, District and Municipality in respect of quality, process and projects, i.e. alignment. Continual communication between the different levels is important to ensure alignment, as is retrospection after each phase. A prerequisite for alignment is the availability of information regarding existing plans and programs at District and Provincial level. Alignment will be realised from two levels i.e. horizontal and vertical levels. Horizontal alignment will focus on addressing issues at both District and Local Municipality whereas vertical alignment will focus on issues that affect our municipality from National, Provincial Department and other organisations. It is therefore important that planning need to be informed by all stakeholders for effective and efficient allocation and use of scarce resources.

11. Approval

This serves to certify that the final IDP Process Plan for 2021/2022 IDP review has been approved by the Honourable Mayor and the Municipal Manager on the 27 August 2020

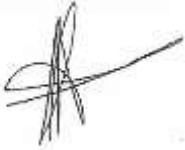
SIGNATURE



27 August 2020

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S. KOYO
MUNICIPAL MANAGER

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DATE



27 August 2020

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**CLLR J. Cengani
MAYOR**

DATE