

**Draft**  
**2020/21**  
**Budget and IDP**  
**Process**  
**Plan**

# TABLE OF CONTENTS

<b>LIST OF ACRONYMS</b> .....	ii
<b>IDP PROCESS PLAN 2020/21 OF MOGALE CITY LOCAL MUNICIPALITY</b> .....	1
1. THE IDP PROCESS PLAN .....	1
1.1 INTRODUCTION.....	1
1.2 IDP/BUDGET REVIEW PROCESS .....	1
1.3 IDP PLANNING PHASE .....	2
1.4 TIMEFRAMES FOR IDP/BUDGET PROCESS PLAN .....	3
1.5 INSTITUTIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES..	6
2. IDP PLANNING PROCESS FLOW .....	8
3. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION	10
4. PROCESS FLOW FOR IDP COMMUNITY NEEDS .....	11
4.1 COMMUNICATION .....	11
4.2 APPROPRIATE LANGUAGE USAGE.....	12
4.3 APPROPRIATE VENUES & TRANSPORT .....	12
5. CONCLUSION .....	12

## LIST OF FIGURES

Figure 1 IDP Cycle of Planning .....	2
Figure 2: IDP Planning and Process Flow .....	9
Figure 3: Process Flow for IDP Community Inputs .....	11

## LIST OF TABLES

Table 1:Activities , responsibilities and timeframes for IDP process plan.....	5
Table 2: Institutional Roles and Responsibilities.....	8

## LIST OF ACRONYMS

BTO	Budget and Treasury Office
CBOs	Community Based Organisation
CDS	Community Development Services
CDWs	Community Development Workers
DIEM	Department of Integrated Environmental Management
EDS	Economic Development Services
FBOs	Faith Based Organisation
GIS	Government Information System
AIDS	Acquired Immune Deficiency Syndrome
HOD	Head of Department
IDP	Integrated Development Planning
M&E	Monitoring and Evaluation
MCLM	Mogale City Local Municipality
MSA	Municipal Systems Act
NGO	Non-Government Organisation
OPMS	Operational Management System
PM	Performance Management
PMS	Performance Management System
SDBIP	Service Delivery and Budget Implementation Plan
SMS	Strategic Management Services

# **IDP PROCESS PLAN 2020/21 OF MOGALE CITY LOCAL MUNICIPALITY**

## **1. THE IDP PROCESS PLAN**

### **1.1 INTRODUCTION**

It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP. The 2020/21 is the fourth revised IDP for 2016-2021 Council.

Local Government: Municipal System Act 28(1) “each municipal council must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan.”

This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A Process Plan is required to include:

- A programme specifying time-frames for the different steps;
- Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- Identify all plans and planning requirements binding on the municipality, and be consistent with any other matters prescribed by legislation.

Local Government: MSA 29(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 pre-determined 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;
  - iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;
- (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”.

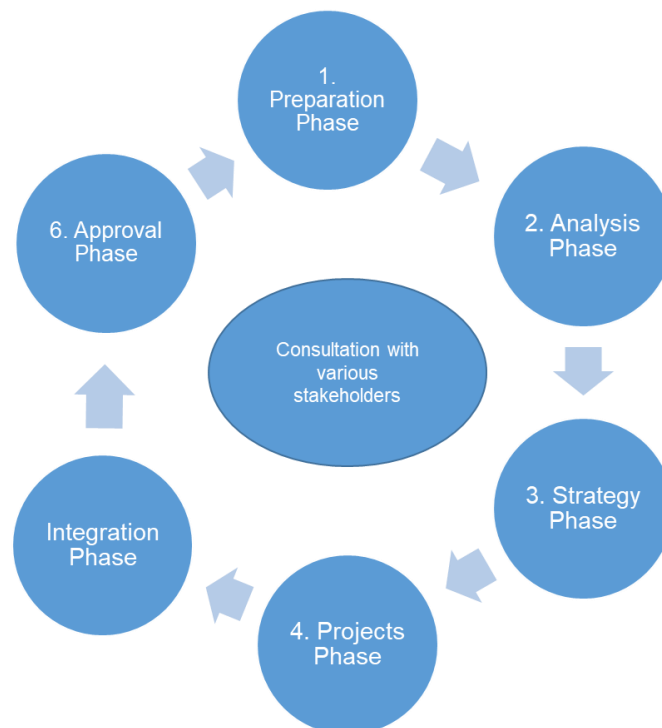
### **1.2 IDP/BUDGET REVIEW PROCESS**

The Local Government: Municipal Systems Act prescribes core component that must be reflected on in the IDP. Section 26 of the MSA, in relation to the Structure of the IDP, states that “An integrated Development plan must reflect:

- a) the Municipal Council's vision for the 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 Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) the Council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the Municipality;
- f) the Council's 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.

To achieve the above, the Municipality will follow the review process that will ensure that all the core components of the IDP are reflected.

### 1.3 IDP PLANNING PHASE



*Figure 1 IDP Cycle of Planning*

The IDP cycle illustrates various phases of the planning cycle. The major phases of are;

- Preparation phase
- Analysis phase
- Strategy phase
- Project phase
- Integration phase
- Approval phase

These phases are related to budget, SDBIP and timeframes.

#### 1.4 TIMEFRAMES FOR IDP/BUDGET PROCESS PLAN

ACTIVITIES	RESPONSIBLE	DATES
<b>PLANNING PROCESS</b>		
Preparation for Revised IDP process plan	IDP	1-30 Jul 2019
Tabling of the 2020/21 IDP/Budget Process Plan to EXCO/Budget Committee for recommendation for approval	IDP	30 August 2019
Adoption of IDP/ Budget Process Plan for 2020/2021 IDP/Budget.	Council	30 August 2019
Public notice of the adopted IDP/Budget Process Plan for 2020/21 IDP/Budget Review	IDP	13 September 2019
Submission of the IDP Process Plan to MEC for Local Government, National & Provincial Treasury Departments	IDP	13 September 2019
<b>PUBLIC CONSULTATION PHASE</b>		
Review of 2019/20 public participation to determine the following: <ul style="list-style-type: none"> <li>• What needs to be improved for the public participation?</li> <li>• What are the possible alternatives for the next public participation?</li> <li>• Presentations of Community Inputs and Service Delivery achievement. by</li> </ul>	EM: SMS; IDP and Public Participation office.	October 2019

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>DATES</b>
Departments to Budget Committee		
Public Participation - IDP Roadshows Presentations	IDP & Public Participation Office;	November/December 2019
IDP Roadshow Report. 1. List of community priority needs 2. List of all community needs submitted to departments for consideration	IDP	1-13 December 2019
<b>STATUS ANALYSIS PHASE</b>		
Demographic & service delivery data analysis	IDP	1-30 Sept 2019
Socio-Economic data analysis	EDS,CDS & IDP	1-30 Sept 2019
Institutional data analysis	CDS& IDP	1-30 Sept 2019
Spatial data analysis	EDS& IDP	1-30 Sept 2019
Environmental sustainability data analysis	DIEM & IDP	1-30 Sept 2019
<b>STRATEGIC ALIGNMENT PHASE</b>		
Vision and Mission	All Departments	Jan/Feb 2020
Objectives and development priorities	All Departments	Jan/Feb 2020
Priority Programme and Project Identification	All Departments	Jan/Feb 2020
<b>PERFORMANCE AND BUDGET REVIEW PHASE</b>		
Submission of Mid-year performance report	M&E	30 Jan 2020
Approval of Budget Adjustment report	Council	28 Feb 2020
<b>PROGRAMME AND PROJECTS PHASE</b>		
Priority Programmes and Projects	All Departments	Feb 2020

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>DATES</b>
CAPEX and OPEX costing	BTO	1-15 March 2020
<ul style="list-style-type: none"> <li>Agreement on changes proposed by Executive Mayor and Councillors on IDP/Budget</li> </ul>	BTO	
<b>ALIGNMENT OF NATIONAL &amp; PROVINCIAL PROGRAMMES PHASE</b>		
Consideration and ensuring that MEC comments are addressed	IDP	1-15 March 2020
Integration and Alignment of sectoral plans into the IDP	IDP	1-15 March 2020
Integration and Alignment of operational plans into the IDP	All Departments	1-15 March 2020
<b>FINAL CONSULTATION AND APPROVAL</b>		
Tabling of the draft IDP/Budget	IDP and BTO	March 2020
Tabling of the draft IDP/Budget/SDBIP to council	EM: SMS and FMS	March 2020
Public Participation - IDP Roadshows Presentations	IDP & Public Participation Office;	April/ May 2020
IDP Roadshow Report. 1. List of community priority needs 2. List of all community needs submitted to departments for consideration	IDP	May 2020
Tabling of Annual IDP/Budget/SDBIP for consideration/ approval.	Council	May 2020
Submission of the approved IDP to the MEC of Local Government	IDP Division	June 2020

Table 1: Activities , responsibilities and timeframes for IDP process plan



## 1.5 INSTITUTIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES

The review of the Integrated Development Plan and Budget involves municipal officials, Councillors, as well as stakeholders external to the Municipality. The proposed roles & responsibilities of institutional structures are described in the table below:

STRUCTURE	COMPOSITION AND RESPONSIBILITY
<p><b>The Executive Mayor of Mogale City Local Municipality</b></p>	<p>The Executive Mayor of Mogale City Local Municipality has the ultimate responsibility for the preparation and implementation of the IDP, Budget &amp; Performance Management. In his/her executive capacity the Executive Mayor has to:</p> <ul style="list-style-type: none"> <li>• be responsible for the overall oversight, development and monitoring of the process or delegate IDP &amp; PMS responsibilities to the Municipal Manager;</li> <li>• ensure that the budget, IDP &amp; budget related policies are mutually consistent &amp; credible;</li> <li>• approve nominated persons that will be responsible for different roles and activities within the IDP/Budget process; and</li> <li>• submit the revised IDP &amp; the Annual Budget to the municipal Council for adoption.</li> </ul>
<p><b>Mogale City Municipal Council</b></p>	<p>The Mogale City Municipal Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> <li>• consider and adopt the IDP Process Plan &amp; time schedule for the preparation, tabling &amp; approval of the annual budget;</li> <li>• consider and adopt the IDP and annual Budget;</li> <li>• ensure the municipal budget is coordinated with and based on the IDP;</li> <li>• adopt a Performance Management System (PMS); and</li> <li>• monitor progress, re. IDP implementation.</li> </ul>
<p><b>Ward Councillors; Ward Committees;</b></p>	<ul style="list-style-type: none"> <li>• Ward Councillors and Ward Committees are the major link between the municipal government and the residents. Role and responsibilities;</li> <li>• Form a link between municipal governance and the community;</li> <li>• link the planning process to their constituencies and/or wards;</li> <li>• ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate;</li> </ul>

STRUCTURE	COMPOSITION AND RESPONSIBILITY
	<ul style="list-style-type: none"> <li>• Facilitate public consultation and participation within their wards;</li> <li>• Provide feedback to their communities on the adopted IDP and Budget and SDBIP.</li> </ul>
<p><b>Joint Portfolio Committee of Finance and Corporate Support Services</b></p>	<p>The Joint Portfolio Committees will provide general political guidance over the IDP/Budget &amp; PMS review process. The Portfolio Committee will be chaired by the Political Head of the Executive Support Services Department and will be constituted of Councillors Corporate Support Services.</p> <p>IDP; BTO</p>
<p><b>Budget Steering Committee</b></p>	<p>The Budget steering committee is responsible for recommending the budget document as well as any other budget related issues such as changes in internally funded projects, prior to approval by council. This committee is chaired by the Executive Mayor or his/her delegated representative, with chairpersons of the portfolio committees and all Section 56 employees serving as members.</p>
<p><b>Municipal Manager and Executive Managers</b></p>	<p>The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation.</p> <p>EMs are responsible for championing IDP/Budget processes with their departments. This is done though:</p> <ul style="list-style-type: none"> <li>• Ensure understanding of the important of integrated planning;</li> <li>• Ensure quality distribution of information related to IDP/Budget processes;</li> <li>• Ensure active participation to all matters related to IDP/Budget processes.</li> </ul>
<p><b>IDP/Budget Steering Committee</b></p>	<p>The IDP/Budget Steering Committee is chaired by the Executive Mayor and has sitting on the Committee of some Executive Manager who will also be the technical leaders of the different Clusters. The tasks of the steering committee are to:</p> <ul style="list-style-type: none"> <li>• Provide technical oversight and support to the IDP/ Budget review and its implementation;</li> <li>• Consider and advise on IDP/ Budget content and process;</li> <li>• Ensure IDP &amp; budget linkage;</li> <li>• Ensure Performance Management is linked to the IDP;</li> </ul>

STRUCTURE	COMPOSITION AND RESPONSIBILITY
	<ul style="list-style-type: none"> <li>• Ensure the organisation is oriented to implement the IDP; and</li> <li>• Ensure time-frames set for the review are met.</li> </ul>
<b>Departments</b>	<p>Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they:</p> <ul style="list-style-type: none"> <li>• Provide technical / sector expertise and information, throughout the IDP Budget process;</li> <li>• Ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements.</li> </ul>
<b>Public Consultation/ IDP Roadshows consultation committee</b>	<p>The Preparation Committee is led by the Mayoral Committee Councillors for IDP, Public Participation and Finance. Members of the technical Committee include:</p> <ul style="list-style-type: none"> <li>• IDP division;</li> <li>• Municipal Governance Support;</li> <li>• Secretariat Division;</li> <li>• Budget &amp; Treasury;</li> <li>• Marketing and Communication; and</li> <li>• Public Safety.</li> </ul> <p>The purpose of the Committee is to provide technical guidance and ensure the administrative co-ordination of key public consultations.</p>

Table 2: Institutional Roles and Responsibilities

## 2. IDP PLANNING PROCESS FLOW

The inter-relations between the various structures as identified above as well as the workflow process to be followed in the drafting of the IDP is presented in the diagram below

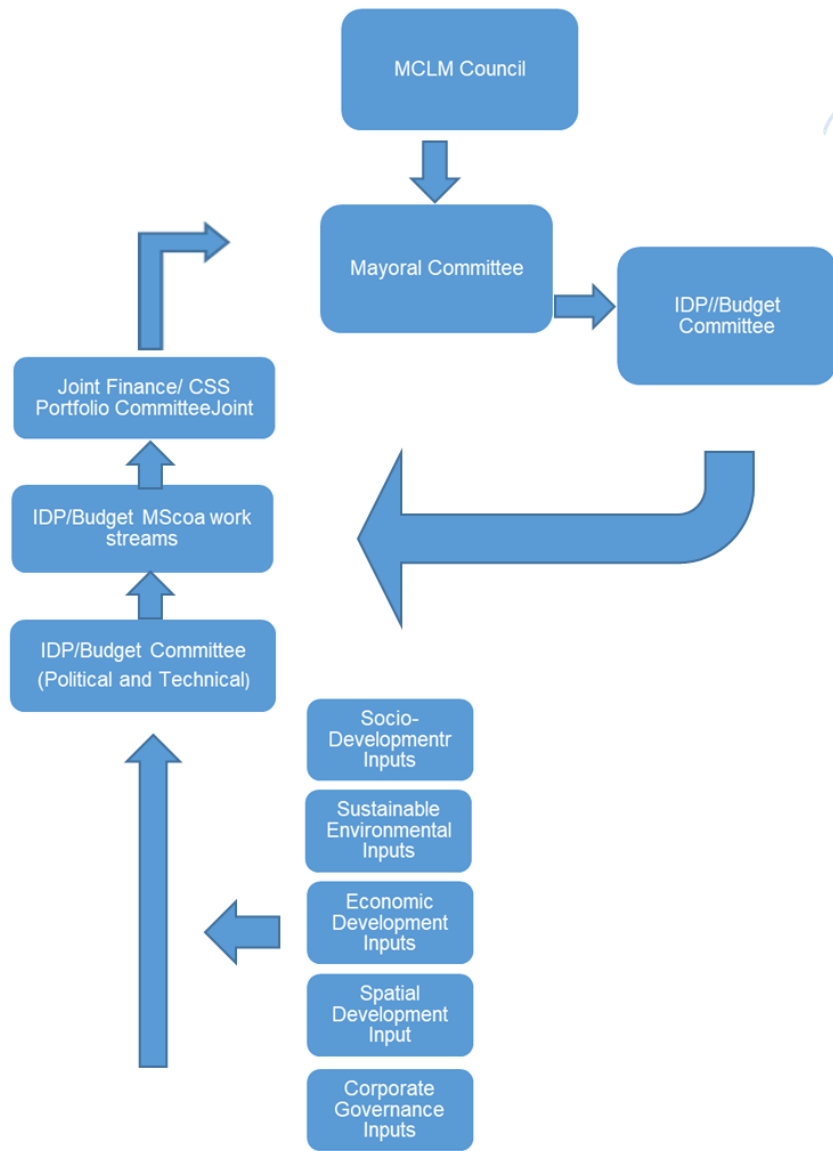


Figure 2: IDP Planning and Process Flow



### 3. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Section 16 of the Local Government MSA prescribes that:

A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in:

- (i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5
- (ii) the establishment, implementation and review of its performance management system in terms of Chapter 6
- (iii) the monitoring and review of its performance, including the outcomes and impact of such performance
- (iv) the preparation of its budget; and
- (v) strategic decisions relating to the provision of municipal services in terms of Chapter 8;

(b) contribute to building the capacity of:

- (i) the local community [to enable it to participate in the affairs of the municipality; and
- (ii) councillors and staff to foster community participation; and
- (c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).”

For purposes of compliance with this legislative requirement, the MCLM has established formal structures for effective participation in the IDP processes. Below is a description of the participatory function of each of the various structures established for the IDP process:

IDP Representative Forum – constituted of formal representatives of various civic and community organisations as well as other formal structures affected by the development efforts of the municipality such as:

- Established forums (business chambers and organisations)
- NGOs
- CBO
- CDWs and Ward Committees
- FBOs

The role of the IDP Forum is to verify and make additions to data collected through non-formal participatory methods.

In addition to the formal process of representation through the IDP Representative Forum engagement and other Council processes, the MCLM consults its communities on an on-going basis to solicit inputs in as far as the development challenges they face are concerned. To do this in an effective, efficient and structured manner, the MCLM has institutionalised a process of community engagement through the Mayoral Imbizos and Outreach programmes

These are community meetings held at the ward level where direct participation by communities is encouraged. To complement this process, ward level planning where planning methods are used to gather data are utilised.

#### 4. PROCESS FLOW FOR IDP COMMUNITY NEEDS



Figure 3: Process Flow for IDP Community Inputs

Figure 3, above, refers to the IDP community needs inputs process flow. The process flow provides a guideline on the IDP capturing of community inputs received during IDP roadshows. Immediately after the IDP Roadshows, the process flow indicates that community needs will be captured.

The ward councillors and ward committee would be consulted to verify and prioritise the IDP community needs, thereafter the IDP priority needs are to be submitted to EXCO and Mayoral Committee.

Finally, the needs would be part of the Budget consideration and presentations for the cluster ward community meetings.

#### 4.1 COMMUNICATION

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and development of

the budget for a financial year. Section 21 of the Act prescribes the various media formats that must be utilised for this purpose.

As such, the MCLM will publicise all IDP meetings and engagements, publicise all documents and solicit inputs from communities, publicise approval of documents, and publicise all IDP/PMS/Budget related activities in the following media forms:

- Print Media (local newspapers, formal notices on municipal buildings);
- Electronic Media (municipal website); and
- Audio-visual Media (community radio stations).

#### **4.2 APPROPRIATE LANGUAGE USAGE**

English will be used as the medium of exchange. However, in community meetings, the dominant and a local language would be utilised.

#### **4.3 APPROPRIATE VENUES & TRANSPORT**

All community engagement sessions will be held at venues central to those communities being visited and that are within ease of access. Particular attention will be made to such venues to ensure that they cater for all people including those people with disabilities. Central venue would be preferred to attract as many as possible. Moreover, bus transport would be made available where possible.

### **5. CONCLUSION**

The 2020/21 IDP Review commences with the approval of the IDP process plan adoption. This report provides an outline of the revision of the IDP to follow from planning until approval. It also provides the timelines, roles and responsibilities of all in the municipality.

The public consultation process is outlined to ensure that the process planning and implementation. This process plan would help to provide a foundation for 2020/21 IDP revision.