



NGQUSHWA LOCAL MUNICIPALITY

2021/2022 IDP/BUDGET & PMS PROCESS PLAN

IDP/Budget & PMS Rep Forum

18 AUGUST 2020

Venue: Ngqushwa Radio Station

Presented by: Cllr. S. S. Maneli
Acting Mayor

"Sikhula Simanyene"



PRESENTATION OUTLINE

1. INTRODUCTION
2. PURPOSE OF PROCESS PLAN
3. PROCESS OF REVIEWING THE IDP
4. 2021/2022 IDP/BUDGET & PMS PROCESS PLAN PHASES
5. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS
6. CONCLUSION



INTRODUCTION

- As required by the Municipal Systems Act (Act 32 of 2000), Municipal Council, within a prescribed period , must adopt a process plan set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP).
- The municipality must through appropriate mechanisms, processes and procedures established, consult the local community before adopting the process plan.
- A municipality must give notice to the local community of particulars of the process it intends to follow.



PURPOSE OF THE PROCESS PLAN

- Involvement of the local community in the development, implementation and review of the municipality's performance
- To allow the community to participate in the setting of appropriate key performance indicators and performance targets for the Municipality
- To depict and commit on time frames for smooth running and sequence of activities
- Cost estimates with dedicated involvement from specific role players in the Municipality.



PROCESS OF REVIEWING THE IDP.

The municipality has developed the following integrated timetable of activities which will focus on the following aspects:

- IDP
- Budget
- Service delivery and Budget Implementation Plan
- Performance Management System & Annual Report



PHASE 1: PLANNING PHASE

Tabling and Approval 2021/2022 IDP/PMS & Budget Process Plan.

NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
1.	18 August 2020	IDP/PMS& Budget Steering Committee (2021/2022 Process plan)	<i>Audio, Print and Electronic media</i>	Mayor/MM/HOD's
2.	18 August 2020	IDP/PMS& Budget Rep Forum Meeting (2021/2022 Process plan)	<i>Audio, Print and Electronic media</i>	Mayor/MM/HOD's
3.	20 August 2020	Council Meeting (Approval 2021/2022 Process plan)	<i>Virtual Meeting</i>	Mayor/Speaker/Councillors/MM and HOD's
4.	6 September 2020	Budget Circular providing guidance on compilation of staff budgets (initiate the budget process)	Audio, Print and Electronic media	CFO
5.	17 September 2020	Inter-Governmental Relations Forum (IGR)	<i>Virtual Meeting</i>	Mayor/MM/HOD's



PHASE 2: SITUATIONAL ANALYSIS

Conduct a community needs analysis through a comprehensive process of public participation

NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
6.	13 November 2020	IDP/PMS& Budget Steering Committee (<i>Situational analysis</i>)	<i>Virtual Meeting</i>	Mayor/MM/HOD's
7.	20 November 2020	IDP/PMS& Budget Rep Forum (<i>Situational analysis</i>)	<i>Audio, Print and Electronic media</i>	Mayor/MM/HOD's
8.	27 November 2020	Inter-Governmental Relations Forum (IGR)	<i>Virtual Meeting</i>	Mayor/MM/HOD's
9.	29 November 2020	Submission of Operating Budget and Capital Estimates to the Finance and Budget Office	Audio, Print and Electronic media	HOD's
		Draft or review budget related policies such credit control and indigent policy, tariff policy, budget policy etc.	Print and Electronic media	CFO



PHASE 3: DEVELOPING STRATEGIES

Develop and review of strategic objectives (Strategic planning session) and MPAC Annual Report Roadshows.

NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
10.	28-29 January 2021	Technical Strategic Planning	<i>Virtual planning session</i>	MM/HOD's/IDP & PMS Manager
11.	16 -19 February 2021	Institutional Strategic Planning	<i>Virtual planning session</i>	Mayor/Speaker/Council/M M and HOD's
12.	26 February 2021	2021 Mid-Year Engagement with Provincial Treasury	<i>Contact session</i>	MM/HOD's
13.	28 February 2021	Tabling of a revised budget through adjustment budget	<i>Virtual session</i>	Mayor/Speaker/Council/M M and HOD's
14.	1 March 2021	Consolidate and prepare proposed budget and plans for next financial years considering previous year performance as per audited financial statements	<i>Virtual Meeting Audio, Print and Electronic media</i>	MM/HOD's



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NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
15.	3/4/5 March 2021	Tabling of 2019/20 Annual Report (MPAC Annual Report Roadshows)	<i>Audio, Print and Electronic media</i>	Mayor/Speaker/MPAC Chairperson/MM and HOD's
16	12 March 2021	IDP/PMS& Budget Steering Committee (Draft 2021/2022 IDP)	<i>Virtual Meeting</i>	Mayor/MM/HOD's
17.	17 March 2021	IDP/PMS& Budget Rep Forum (Draft 2021/2022 IDP)	<i>Audio, Print and Electronic media</i>	Mayor/MM/HOD's
18.	31 March 2021	Special Council Meeting (Draft 2021/2022 IDP/Budget/SDBIP)	<i>Virtual Meeting</i>	Mayor/Speaker/Councillors/MM and HOD's



PHASE 4: INTEGRATION OF SECTOR PLAN AND APPROVAL OF IDP

Align Sector plans and final approval of 2021/2022 IDP/Budget.

NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
19.	14 April 2021	Drafts IDP/ Budget publicized for public comments	<i>Audio, Print and Electronic media</i>	MM/ CFO
20.	20 -21 April 2021	IDP/Budget Roadshows (2021/2022 IDP/Budget)	<i>Audio, Print and Electronic media</i>	Mayor/Councillors/MM/HOD's
21.	30 April 2021	Draft Budget Benchmark and Engagement Date 2022	<i>Contact Session</i>	Mayor/Councillors/MM/HOD's
22.	4 May 2021	Prepare the final budget documentation for approval considering any other new information of a material nature	<i>Print and Electronic media</i>	MM/CFO
23.	6 May 2021	IDP/PMS& Budget Steering Committee (2021/2022 IDP/Budget/SDBIP)	<i>Virtual meeting</i>	Mayor/MM/HOD's
24.	19 May 2021	IDP/PMS& Budget Rep Forum (2021/2022 IDP/Budget/SDBIP)	<i>Audio, Print and Electronic media</i>	Mayor/MM/HOD's



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NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
25.	26 May 2021	Inter-Governmental Relations Forum (IGR)	<i>Virtual Meeting</i>	Mayor/MM/HOD's
26.	27 May 2021	Council Meeting (Final 2021/2022 IDP and Budget)	<i>Virtual Meeting</i>	Mayor/Speaker/Councillors/MM and HOD's
27.	4 June 2021	Approved IDP Review and Budget published/advertised	<i>Print and Electronic media</i>	Mayor/Councillors/MM/HOD's
28.	30 June 2021	<ul style="list-style-type: none"> Submit annual budget reports to National & Provincial Treasuries and District Municipality. Notify department of Local Government in the province about the budget approval. 	<i>Print and Electronic media</i>	MM



ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Mayor

- Responsible for the overall co-ordination and initiation of the review process.

Council's Executive Committee:

- Monitor the Implementation of the IDP, involved in decision making process and provide recommendation to council.

Councillors & Traditional Leaders

- Assist and facilitate in public consultation and participation
- Provide comment on the IDP
- Consider and adopt the process plan and reviewed IDP
- Ensure integration of IDP, the Performance Management System(PMS), and the budget



ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

Municipal Manager

- Facilitate the development of the IDP review;
- Co-ordinate and Manage the process of the review in accordance with the necessary legislation;
- Identify the stakeholders in the IDP process;
- Ensure integration of strategic planning, budgeting and monitoring processes;
- Amend the IDP as per legislation (if required).



ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

External Stakeholder

External stakeholders play an important part in the review of the IDP :

- To solicit inputs and comments from External stakeholders
- Coordination and alignment of plans



CONCLUSION

- 2021/2022 IDP/Budget & PMS process plan will be tabled to Council for approval on the 20th August 2020.
- Stakeholders can get copy of the plan at Ngqushwa Local Municipality – IDP/PMS Office or www.ngqushwamun.gov.za .