

***2023/2024 INTEGRATED
DEVELOPMENT PLAN (IDP) /
BUDGET AND PERFORMANCE
MANAGEMENT SYSTEM (PMS)
PROCESS PLAN***

Ngqushwa Local Municipality

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1. INTRODUCTION

This document describes the proposed process plan to be followed in implementing the Integrated Development Plan (IDP) review for the **2023/2024** financial year. This process is guided and regulated by the Local Government Municipal Systems Act 32 Of 2000, herein-after the "Act" or MSA. The Act prescribes that the municipal Council must review its Integrated Development Plan annually in accordance with its performance measurements and to the extent that changing circumstances so demand.

The IDP is annually reviewed to reflect the impact of previous development initiatives and develop corrective measures to address any problems that may arise. In this sense, the IDP is a strategic document informing other components and business processes including institutional development, financial planning and the operations and relations of spheres government active in the municipal space called Ngqushwa.

The IDP process plan requires the adoption by Council after it has gone through proper consultation with relevant stakeholders. This plan has to include the following: -

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, sector departments, traditional leaders, and other role players in the IDP drafting process;
- An indication of the organizational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment

2. LEGAL CONTEXT

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of municipal planning instruments by suggesting that an IDP, adopted by Council of Municipality, is the key strategic planning tool for the municipality

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the municipality. In terms of this Act, the IDP is therefore: 35 (1) (a)...the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development in the municipality

(b) – binds the municipality in the exercise of its executive authority.

Section 25 of the MSA further prescribes that:

Section 25 of the MSA further prescribes that:—(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which – (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality: (b) aligns the resources and capacity of the municipality with the implementation of the plan: (c) forms the policy framework and general basis on which annual budgets must be based; (d) complies with the provisions of this Chapter; and (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In Accordance with this legislation, the Ngqushwa Local Municipality's IDP, as the principal planning document, sets out the long-term vision of the Municipality as: Ngqushwa Local Municipality IDP also details the:

- Development of priorities and objectives, which contribute towards achieving this vision, over Council's elected term;
- Strategies, which are the means by which these objectives will be achieved
- IDP programmes and projects which link to the strategies and contribute to the achievements of the objectives.

Ngqushwa Local Municipality will review and further develop its IDP and Budget in accordance with the requirements set out in the Municipal Systems Act 32 of 2000, the Local Government Municipal Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

In terms of the Municipal Systems Act, a municipality is required to review its IDP annually. Annual revisions allow the municipality to expand upon or refine plans and strategies, to include additional issues and to ensure that these plans and strategies inform institutional and financial planning. The review and amendment of the IDP thus, further develops the IDP and ensures that it remains the principal management tool and strategic instrument for the Municipality.

MSA 34 a Municipal Council –

(a) must review its integrated development plan

(i) annually in accordance with an assessment of its performance measurements ... 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 Local Government Municipal Systems requires a municipal council to adopt a process to guide the planning, drafting and adoption of its IDP.

MSA 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 provide 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.

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.

3. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESS

The IDP review process is mainly geared towards picking up on early-warning sign for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three processes are summarized in the following diagram:



4. ORGANISATIONAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES

The development of the Integrated Development Plan and Budget involved Municipal Councillors, Officials as well as external stakeholder. The proposed roles and responsibilities of the institutional arrangements are described in the table below:

STAKEHOLDER	COMPOSITION AND RESPONSIBILITY
Mayor of Ngqushwa Local Municipality	- Responsible for the overall co-ordination and initiation of the review process.
Executive Committee of Ngqushwa Local Municipality	- Monitor the Implementation of the IDP, involved in decision making process and provide recommendation to council.
Ngqushwa Local Municipality Council,	- Assist and facilitate in public consultation and participation

	<ul style="list-style-type: none"> - 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
Ward Committees	<ul style="list-style-type: none"> - Link the planning process to their constituencies/and or wards. - Be responsible for organizing public consultation and participation
Municipal Manager	<ul style="list-style-type: none"> - 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).
External Stakeholder	<ul style="list-style-type: none"> - To provide vital information and supporting during planning, evaluation and monitoring processes - To solicit inputs and comments from External stakeholders - Coordination and alignment of plans
Steering Committee	<ul style="list-style-type: none"> - Provides terms of reference for various planning activities - Manage draft action programme - Considers and comments on: <ul style="list-style-type: none"> a) Inputs from sub-committee/s b) Analyse inputs from stakeholders
IDP Representative Forum	<ul style="list-style-type: none"> - The Executive Mayor or Representative chair the forum meeting - Inform interest groups, communities and organizations on relevant planning activities and their outcomes - Analyse issues, determine priorities, negotiate and research consensus - Make recommendation on the planning issues to the Municipal Council.

5. The IDP REVIEW PROCESS

The IDP Review process is described in Figure1 below; as a continuous cycle of planning, implementation and evaluation.

a) Overview of IDP Phases

The integrated Development Plan review process of 2022/23 for 2023/24 IDP consists of 4(four) phases which programme is planned to commence in August 2022 and it should also be bear in mind that the final IDP must be adopted by Council in May 2023.

b) Phases of Preparation

What need to be done in preparation to plan and consolidate Municipal process plan:

Phase 1 (One) - Planning Stage

- What do we want to prepare for?

Phase 2 (Two) - Situational Analysis

- Well understood priority issues

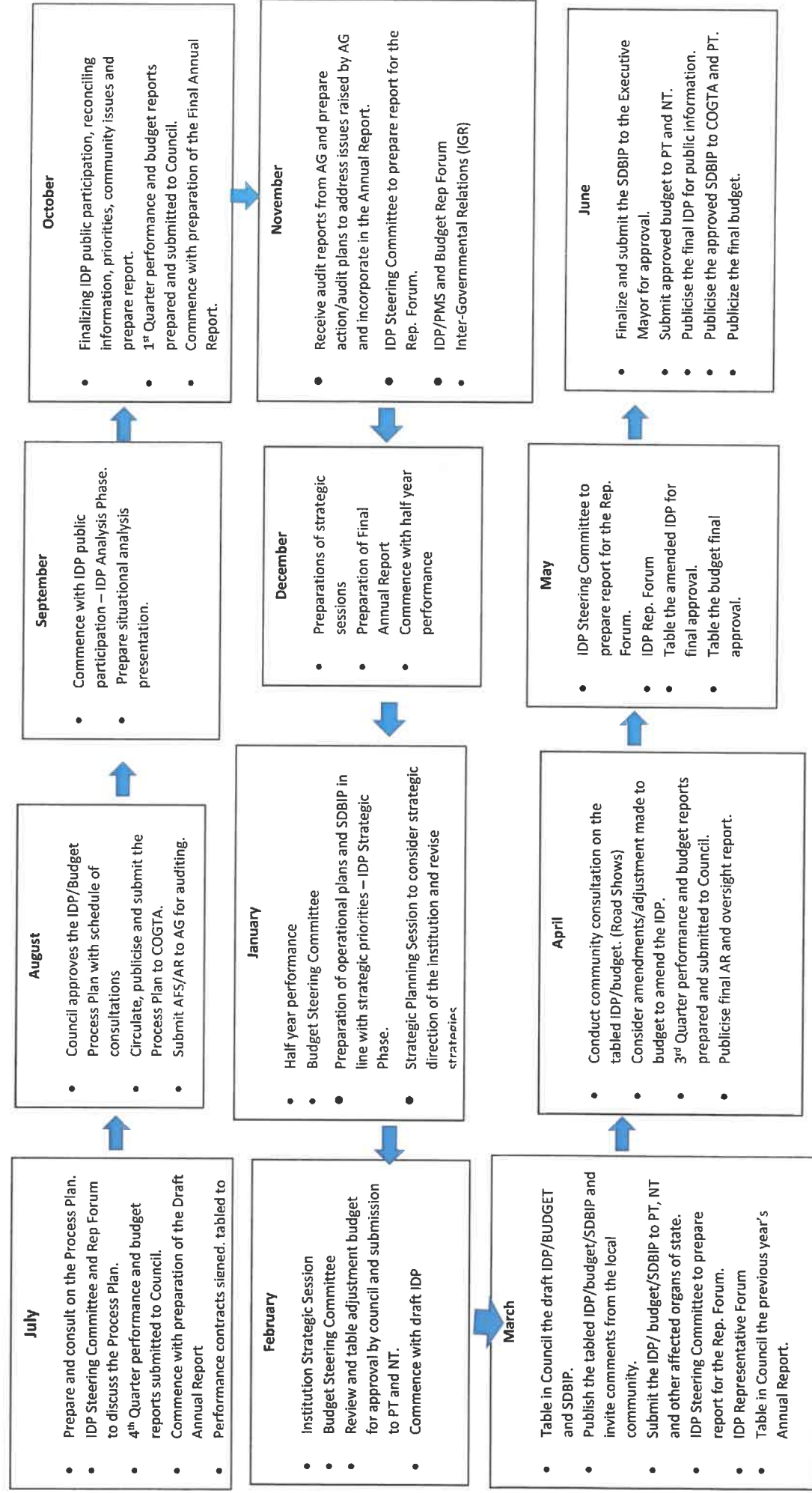
Phase 3 (Three) – Strategies

- What benefits do we want to deliver and how do we get there?
- Efficient and effective strategies
- What project details need to be defined to realize the strategies

Phase 4 (Four) – Integration

- It must be informed by our IGR
- What do we need to manage to make it happen?
- Integrated management programmes and plan
- Once satisfied, the IDP document is referred to Council for approval

Figure 1: IDP, BUDGET AND PMS PLANNING CYCLE



2023/2024 IDP/BUDGET & PMS PROCESS PLAN					
PHASE 1: DEVELOPMENT OF 2023/2024 IDP/BUDGET & PMS PROCESS PLAN FROM JULY – SEPTEMBER 2022					
Tabling and Approval of 2023/2024 IDP/BUDGET & PMS Process Plan.					
NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S	
1.	25 August 2022	IDP/BUDGET & PMS Steering Committee (2023/2024 Process plan)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's	
2.	29 August 2022	IDP/BUDGET & PMS Rep Forum Meeting (2023/2024 Process plan)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's	
3.	30 August 2022	Council Meeting (Approval 2023/2024 Process plan)	Contact Session	Mayor/Speaker/Councillors/Municipal Manager and HOD's	
4.	5 September 2022	Budget Circular providing guidance on compilation of staff budgets (initiate the budget process)	Contact Session, Audio, Print and Electronic media	CFO	
5.	15 September 2022	Inter-Governmental Relations Forum (IGR)	Contact Session	Mayor/Municipal Manager/HOD's	
PHASE 2: SITUATIONAL ANALYSIS FROM OCTOBER –DECEMBER 2021					
Conduct Situational Analysis for 2022/2023)					
NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S	
6.	5-7 October 2022	MPAC Roadshow on Annual Report	Contact Session, Audio, Print and Electronic Media	Mayor/Municipal Manager/HOD's	
7.	10 November 2022	IDP/BUDGET & PMS Steering Committee (Situational analysis)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's	
8.	17 November 2022	Inter-Governmental Relations Forum (IGR)	Contact Session	Mayor/Municipal Manager/HOD's	
9.	23 November 2022	IDP/BUDGET & PMS Rep Forum ((Situational analysis)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's	
10.	30 November 2022	Submission of Operating Budget and Capital Estimates to the Finance and Budget Office	Contact Session, Audio, Print and Electronic media	HOD's	
		Draft or review budget related policies such credit control and indigent policy, tariff policy, budget policy etc.	Contact Session, Audio, Print and Electronic media	CFO	

PHASE 3: STRATEGIES FROM JANUARY -MARCH 2023 (Conduct Strategic Planning Session, 2021/22 Annual Report Roadshows, Tabling and Adopting Draft 2023/2024 IDP/Budget)				
NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
11.	2 nd February 2023 – 3 rd February 2023	Technical Strategic Planning	Contact Session, Audio, Print and Electronic media	Municipal Manager/HOD's/IDP & PMS Manager
12.	14 -17 February 2023	Institutional Strategic Planning	Contact Session, Audio, Print and Electronic media	Mayor/Speaker/Council/Municipal Manager and HOD's
13.	21 February 2023	2023 Mid-Year Engagement with Provincial Treasury	Contact Session, Audio, Print and Electronic media	Municipal Manager/HOD's
14.	27 February 2023	Tabling of a revised budget through adjustment budget	Contact Session, Audio, Print and Electronic media	Mayor/Speaker/Council/Municipal Manager and HOD's
15.	1 st March 2023	Consolidate and prepare proposed budget and plans for next financial years considering previous year performance as per audited financial statements	Contact Session, Audio, Print and Electronic media	Municipal Manager/HOD's
16.	3 rd March 2023	Tabling of 2021/22 Annual Report (MPAC Annual Report Roadshows)	Contact Session, Audio, Print and Electronic media	Mayor/Speaker/MPAC Chairperson/Municipal Manager and HOD's
17.	14 March 2023	IDP/BUDGET & PMS Steering Committee (Draft 2023/2024 IDP)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's
18.	24 March 2023	IDP/BUDGET & PMS Rep Forum (Draft 2023/2024 IDP)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's
19.	30 March 2023	Special NLM Council (2023/24 Draft IDP/Budget/SDBIP)	Contact Session	Mayor/Speaker/Councillors/Municipal Manager and HOD's
PHASE 4: INTERGRATION OF SECTOR PLANS AND APPROVAL OF IDP& BUDGET FROM APRIL – JUNE 2023 (Align Sector Plans and Final Approval of 2023/2024 IDP and Budget)				
NO	DATE	ACTIVITY	MODE OF COMMUNICATION	RESPONSIBLE PERSON'S
20.	5 th April 2023	Drafts IDP/ Budget publicized for public comments	Contact Session, Audio, Print and Electronic media	Municipal Manager/ CFO

21.	19 & 21 April 2023	IDP/Budget Roadshows (Final 2023/2024 IDP/Budget)	Contact Session, Audio, Print and Electronic media	Mayor/Councillors/Municipal Manager/HOD's
22.	28 April 2023	Draft Budget Benchmark and Engagement Date 2023	Contact Session, Audio, Print and Electronic media	Mayor/Councillors/Municipal Manager/HOD's
23.	4 May 2023	Prepare the final budget documentation for approval considering any other new information of a material nature	Contact Session, Audio, Print and Electronic media	Municipal Manager /CFO
24.	12 May 2023	IDP/BUDGET & PMS Steering Committee (2022/2023 IDP/Budget/SDBIP)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's
25.	23 May 2023	Inter-Governmental Relations Forum (IGR)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's
26.	25 May 2023	IDP/BUDGET & PMS Rep Forum (2022/2023 IDP/Budget/SDBIP)	Contact Session, Audio, Print and Electronic media	Mayor/Municipal Manager/HOD's
27.	30 May 2023	Council Meeting (Final 2022/2023 IDP and Budget)	Contact Session, Audio, Print and Electronic media	Mayor/Speaker/Councillors/Municipal Manager and HOD's
28.	6 June 2023	Approved IDP Review and Budget published/advertised	Contact Session, Audio, Print and Electronic media	Mayor/Councillors/Municipal Manager/HOD's
29.	28 June 2023	Approval of Final 2023/2024 SDBIP	Contact Session, Audio, Print and Electronic media	Mayor/Councillors/Municipal Manager/HOD's
30.	30 June 2023	<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. 	Contact Session, Audio, Print and Electronic media	Municipal Manager

6. COMMUNICATION MECHANISM

The Municipal Systems Act 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. In compliance to that Ngqushwa Local Municipality will publicise all IDP meetings and engagements, publicise all documents and solicit inputs from communities, publicise approval of documents, and publicise all IDP/Budget/PMS related activities in the following media forms:

- Print media (Local newspapers, formal notices on municipal buildings)
- Electronic media (Municipal website)
- Audio – Visual Media (Community radio stations)

English will be used as the medium of communication language; however, in community meetings IsiXhosa will be used to ensure maximum public participation by our communities.

7. BINDING LEGISLATION

The municipality shall at all times comply with all relevant legislative requirements during the whole process.

8. CONCLUSION

All Councillors, Municipal Manager, Directors and their respective departments are required to comply with Ngqushwa Local Municipality process plan. The key role players should ensure that they are working within the set time frames so that they would achieve their developmental role.

Compiled by: _____



Mr. V. Mbangi

Acting Municipal Manager

Date: _____

31 August 2022

Endorsed by: _____



Cllr. S.S Maneli

Mayor

Date: _____

31 August 2022