



MTHONJANENI MUNICIPALITY

PROCESS PLAN

FOR

2022-2023

**INTEGRATED DEVELOPMENT PLAN, PMS AND
BUDGET**

TABLE OF CONTENTS

NO.	HEADING	PAGE
1.	Introduction	3
1.1	Background	3
1.2	Legal Context	3
1.3	Requirements of the preparation process	4
1.4	Outline of the Process	5
2.	Distribution of Roles and Responsibilities in the IDP Process	5
3.	Organizational / Institutional Arrangements	7
3.1	Functions of the Municipal Manager / IDP Manager	8
3.2	The IDP Steering Committee	8
3.3	The IDP Representative Forum	9
3.5	IDP / Budget Steering Committee	10
4	IDP and Performance Management Systems	11
5.	Action Programme with Time Frame and Resource Requirements	12
6.	Mechanisms for Public Participation	16
6.1	Ward Committees	16
6.2	Amakhosi (Traditional Authority)	16
6.3	Community Development Workers	17
6.4	Participation / Communication Mechanisms	17
7.	Mechanisms / Procedures for Alignment	18
8.	Binding Legislation and Planning requirements	19
9.	Preparation of Spatial Development Framework	19
10.	Cost Estimate for the Planning Process	19

1. Introduction

1.1 Background

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

A **Process Plan** fulfills the function of a business plan or operational plan for the IDP process. The **Process Plan** will include:

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; and the identification of all **plans and planning requirements binding** on the municipality in terms of national and provincial legislation.

The purpose of this report is to outline the implementation actions in terms of the Process that will be applied in the 2022–2023 IDP review process.

1.2 Legal Context

In order to ensure certain minimum quality standards of the IDP/Budget process and proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the Municipal Systems Act, 2000. It requires:

(a) Adoption of a “process set out in writing” by each municipality, which is supposed to guide the planning, drafting, adoption and review of the IDP and Budget.

Section **26 of the Systems Act (2000)** highlights the following as the core components of the integrated development plans.

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.

The **annual review of the IDP** is a legislative requirement in terms of Section 34 of the Municipal Systems Act No.32 of 2000. It stipulates that the *"municipal council must review its integrated plan annually in accordance with an assessment of its performance measurements in terms of Section 41; and to the extent that changing circumstances so demand; and may amend its integrated development plan in accordance with a prescribed process."*

The **Annual Budget** and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

The Mayor of a municipality must-

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. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

1.3 Requirements of the preparation process

The preparation process requires some consultation with those role players who are expected to participate or to be consulted in the planning process:

- between local municipalities and district municipalities;
- with community and stakeholders groupings who are to be given the opportunity to become part of the organizational arrangements; and
- with financing bodies for aligning resource requirements for the planning process with available resources.

The Process Plan will assist in:

- deciding on the distribution of roles and responsibilities;
- designing organizational structures and institutional arrangements for the IDP drafting process;
- drafting the Action Programme with phases, time schedules, and resource requirements;
- deciding on appropriate participation mechanisms and procedures;
- deciding on contents and mechanisms for co-ordination and alignment;
- identifying binding legislation and planning requirements; and
- preparing the budget for the planning process.

1.4 Outline of the Process

The following is a summary of the key elements to be addressed during the IDP Review Process:

1.4.1 Assessment Issues

- Comments received from the various role-players in the assessment of the IDP Review documentation, particularly during the “IDP Hearings” conducted by the Department of Co-operative Governance and Traditional Affairs as well as the MEC Panel comments; and
- Areas identified through self-assessment.

1.4.2 Review of the Strategic Elements of the IDP in terms of Council’s New Priorities

- Review of the Vision, Mission and Objectives;
- Review of the Strategic elements of the IDP;
- Review of the Spatial Development Framework;

1.4.3 Inclusion of new information where necessary

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process (i.e. MFMA);
- Alignment of the IDP with newly completed Sector Plans;
- The ongoing alignment of the Mthonjaneni Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- Any changes based on the annual performance assessment as contained in the Annual Report; and
- The update of the Financial Plan, the list of projects (both internal and external funded).

2. Distribution of Roles and Responsibilities in the IDP/Budget Process

The involvement and participation of the following role-players will be crucial to the accomplishment of a participatory review process:

2.1 Municipal Council

Municipal Council is responsible for the following:

- Adoption of the IDP Process Plan
- Adoption and approval of the reviewed IDP
- Amendment of the IDP in accordance with the comments by sector departments and MEC
- Approval of the various review phases
- Ensuring that the IDP is linked to the PMS and Municipal Budget

2.2 The Executive Committee:

The Executive Committee has the following responsibilities:

- Recommend to Council the adoption of the IDP Process Plan and reviewed IDP
- Overall management of the IDP Review process
- Monitoring the IDP review process

2.3 The Municipal Manager and IDP Manager

The MM and IDP/PMS Manager IDP are assigned the following responsibilities:

- Management and Co-ordination of the IDP process
- Ensure that there's vertical and horizontal alignment
- Management of the consultants
- Ensuring all stakeholders are informed of the process and their involvement
- Create a conducive environment for public participation.

2.4 IDP Steering Committee

The IDP Steering Committee is assigned the following responsibilities:

- Ensuring the gathering and collating of information while the IDP implementation is Proceeding,
- Support the Municipal Manager and IDP Manager in the management and co-ordination of the IDP,
- Discussion of input and information for the IDP review,
- Ensuring the monitoring and evaluation of the gathered information, and
- Attending to MEC's comments

2.5 Budget Steering Committee

- Provide technical assistant to the Mayor in discharging the responsibilities set out in section 53 of the MFMA.

- Organize and co-ordinate the MTREF Budget and IDP processes.
- Facilitate the participation of the management and other senior officials of the municipality in the budget process.
- Compile the medium Term Budget Policy Statement in October every year.
- Produce the draft and final MTREF Budget document.
- Assist the Accounting Officer in implementing the decisions of the committee.
- Provide effective and efficient support to all Senior Managers with regards to compilation of the MTREF Operating and Capital Budget, and the compilation of the SDBIP.
- Manage the administrative business of the Committee.
- Ensure that the municipality annual budgets, adjustment budget and in-year reports are prepared in accordance with Municipal Budget and reporting Regulations made in terms of section 168 of the MFMA (Act no. 56 of 2003).

2.6 IDP Representative Forum

The IDP Representative Forum is assigned the following responsibilities:

- Recommend reports for approval / adoption,
- Representing interests of the constituents,
- Present a forum for communication and participation for all stakeholders, and
- Monitoring the IDP review process.

2.7 Municipal Officials

The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They have to provide budgetary information and any information on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councilors and Ward Committees and provide guidance and advice that is crucial during the IDP process.

2.8 Ward Committees

The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councilor.

2.9 Sector Departments

The Sector Departments have the following responsibilities:

- Assist in the IDP formulation and review process
- Provide budget information and sector plans
- Provide data and information
- Ensure programme and project alignment between the municipality and province, and

- Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.

2.10 Ward Councilors

Ward Councilors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councilors will be responsible for forwarding this information to the municipal officials. They are also responsible for organizing community meetings and ensuring maximum participation of residents in the IDP review process.

2.11 Traditional Councils

The Traditional Councils will work as a link between the community and Ward Councilors and matters of service delivery and needs of the people. Assist in giving information with regard to land rights and possible available areas for future development.

3. Organizational / Institutional Arrangements

The municipalities will need to establish a set of organizational arrangements to:

- institutionalize the participation process;
- effectively manage the drafting of outputs; and
- give affected parties access to contribute to the decision-making process.

The following **structures/persons** will manage the IDP/Budget Review process:

- Municipal Manager, CFO and Senior Manager Planning
- IDP Steering Committee
- Budget Steering Committee
- IDP Representative Forum
- Project Task Teams.

3.1 Functions of the Municipal Manager, CFO / IDP Manager

- Responsible for the completion of the IDP/Budget Process Plan;
- Responsible for the day to day management of the IDP/Budget review process and the allocation of resources, time, people, thereby ensuring:
 - Involvement of all different role-players, especially councilors and officials;
 - To monitor the continuous participation of all role players;
 - That the time-frames are adhered to;
 - That the participatory, strategic, implementation oriented and sector planning requirements are compiled with;

- That information is gathered, collated and evaluated and properly documented;
- That the information obtained receives attention during the IDP process;
- To ensure that the IDP/Budget process is horizontally and vertically aligned and complies with national and provincial requirements,
- Responsible for coordinating of the IDP Steering Committee and Budget Steering Committee;
- Responsible for the management of the IDP/Budget consultants;
- Ensuring that the MEC's comments are attended to and form part of the IDP/Budget review process.

3.2 The IDP Steering Committee

The IDP Steering Committee must be established during the IDP process and it must continue performing its functions during the IDP review process. It is a technical working group made up of senior officials and Executive Committee members to support the Municipal Manager IDP Manager and ensure a smooth review process. The Municipal Manager, IDP Manager and Mayor can delegate functions to the Committee members. The Municipal Manager / IDP Manager chairs' the IDP Steering Committee and the secretarial duties performed by the municipal officials of Mthonjaneni Municipality.

3.2.1 Terms of Reference for the IDP Steering Committee:

- To act as a secretariat for the IDP Representative Forum
- To ensure alignment at a district and local level,
- To support the Municipal Manager and the IDP Manager
- To support and advise the IDP Representative Forum on technical issues,
- To make content recommendations,
- To prepare facilitate and document meetings,
- To commission relevant and appropriate research studies during the IDP process,
- To consider and comment on the inputs the consultants, study teams, task departments and service providers,
- Processing, summarizing and documentation of project outputs,
- To ensure all stakeholders are included in the IDP Representative Forum

3.2.2 Composition of the IDP Steering Committee:

The IDP Steering Committee is composed of the following:

Chairperson	: Municipal Manager
Secretariat	: IDP/PMS Manager
Members	: All municipal councilors and All municipal Heads of Departments

The IDP Steering Committee has no decision-making powers, but act as an advisory body to the IDP Representative Forum.

3.3 The IDP Representative Forum

This is the structure, which institutionalizes and ensures a participatory IDP review process. It represents the interests of the constituents of the municipality in the review process. It is envisaged that all organizations, stakeholders or interest groups are represented in the forum.

3.3.1 Terms of Reference for the IDP Representative Forum:

- To monitor performance and implementation of the IDP,
- To ensure alignment takes place at the various levels,
- To represent the interest of the constituents in the IDP process,
- To provide input on new strategies and discuss changes to circumstances,
- To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation,
- To ensure communication between all the stakeholders in the IDP process.

3.3.2 Composition of the IDP Representative Forum:

Chairperson	: The Speaker
Secretariat	: IDP/PMS Manager
Members	: All Municipal Councilors, Mayor, Municipal Managers and All Heads of Departments : Other municipal officials from KCDM : Representatives from Sector Departments, NGOs', CBOs'

3.4 IDP / Budget Steering Committee

The responsibilities of the Budget Steering Committee can be defined as compliance with legal provisions of the MFMA, the Municipal Budget and Reporting Regulations together with National Treasury circulars issued from time to time dealing with budgetary matters.

The IDP / Budget Steering Committee as required by the Municipal System Act Regulations have the following functions:

- To compile and annually review the following financial policies with recommendation to the Financial Services committee for adoption :
 - i. The tariffs policy;
 - ii. The credit control and debt collection policy;

- iii. The cash management and investments policy;
- iv. Borrowing policy;
- v. Funding and reserves policy;
- vi. Policy related to long term financial planning;
- vii. Supply Chain Management Policy;
- viii. Fixed Asset Management Policy;
- ix. Infrastructure investment and capital projects policies;
- x. Indigent policy;
- xi. Incentive policy.

- Assist the Mayor with the execution of section 53 of the MFMA
- Deals with any other issue that may be specifically assigned to the Committee by the Financial Services Portfolio Committee;
- A quorum will comprise of 50%+1 member of the total number of members of the Budget Steering Committee;
- The already existing IDP/Budget Task team be responsible for the daily administrative issues relating to IDP and Budget and report to the Budget Steering Committee on a quarterly basis.

The IDP / Budget Steering Committee to consist of the following persons:

- The Mayor;
- The Deputy Mayor
- All ward Councillors
- The Municipal Manager
- The Chief Financial Officer
- The Director Corporate and Community Services
- Director Technical Services
- Senior Manager Planning
- IDP/PMS Manager
- Senior IDP/PMS Officer
- LED Officer

4. IDP AND PERFORMANCE MANAGEMENT SYSTEM

The Municipal System Act requires all municipalities to

Develop a performance management system

- Set targets and monitor and review the performance of the Municipality based on indicators linked to their Integrated Development Plan (IDP)
- Publish an annual performance report on performance of the Municipality forming part of its annual report as per the Municipal Finance Management Act (MFMA).

- Incorporate and report on a set of general (sometimes also referred to as national) indicators prescribed by the Minister responsible for local government.
- Conduct, on a continuous basis, an internal audit of all performance measures

It has been attempted in this Process Plan to align the IDP and Performance Management System review. The linkages between the two processes are summarized as the link between the IDP as the overall strategy and the PMS as the Monitoring & evaluation elements in this process.

5. Action Programme with Time Frame and Resource Requirements

Below is a summary of the key dates for the 2022/2023 IDP and Budget Review Process:

ACTION PROGRAMME: TIME FRAMES: RESOURCE REQUIREMENTS 2022-2023 IDP AND BUDGET REVIEW

2022/2023 MTREF : Schedule of key deadlines for IDP, Budget, Quarterly Reports, Annual Reports, Performance Management Process and Service Delivery and Budget Implementation Plan

DATE	DETAILS	LEGISLATION	RESPONSIBILITY		
			OFFICIAL	COUNCILLOR	
JULY -- 2021					
	IDP PROCESS				
	During July 2021	Submit 2022/23 Process Plan to COGTA	MSA 31 (1)(a)(b)(c)(d)	Senior Manager Planning	
		Advertise Process Plan 2022/23		Senior Manager Planning	
	PERFORMANCE MANAGEMENT PROCESS				
	During July 2021	Commencement of electronic system verification process after adoption			
	During July 2021	Draft 2020/21 Annual Performance Report to internal audit	MSA 41 (e) and MSA 46	Senior Manager Planning	

31 July 2021	Submission of Individual Performance Plans to MEC.	MSA 56/57	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
During July 2021	Submit quarterly oversight report to EXCO for period Apr-June 2021	MFMA 52(d)	Senior Manager Planning & Internal Audit Manager	
AUGUST -- 2021				
BUDGET PROCESS				
31 August 2021	Submit schedule of key deadlines for preparing, tabling and approving the Budget and reviewing the IDP at least 10 months before the start of the budget year, to Council	MFMA 21(1)(b), 53(1)(b)	CFO & Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				
13 August 2021	Submission of sec 57 Performance agreements and Disclosures of interest to the MEC	MSA Mun Perf Regs. Chap 2 (4)5	Senior Manager Planning	
During August 2021	Submit framework community review, in line with the IDP Process	MSA S40 MSA Mun Planning and PM Regs Chap 3 (8)	Senior Manager Planning	
31 August 2021	Submit the 2020/21 audit report and recommendations on Organizational Performance to the Audit Committee and Council	Mun Plan and Perf Regs, 2001 14(1)c(ii) and 14(4) a(ii)-(iii)	Senior Manager Planning, Internal Audit Manager & MM	
31 August 2021	Submit 2021/22 Organizational scorecards to Auditor General	Municipal Systems Act Section 45	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				

During August 2021	Publish the Quarter 4 SDBIP Report on the Website	MFMA 75 (1) k	Senior Manager Planning & Communications Officer	
ANNUAL REPORT PROCESS				
02 August 2021	Departmental contributions to be requested from Clusters	MFMA guidance	Senior Manager Planning	
20 August 2020	Departmental contributions to be received (Excluding AFS)	MFMA guidance	Senior Manager Planning	
SEPTEMBER -- 2021				
BUDGET PROCESS				
September 2021	Strategic Budget Workshops Review of previous years' spending and commitments to inform 2022/2023 budget Discuss and adopt draft Budget Principles which will inform budget process and identify key priorities including strategic objectives for service delivery and addressing backlogs and prioritisation Budget for programme and projects (both capital and operating where feasible) in terms of the IDP 8 point plan and inputs from other stakeholders Budget prioritisation discussion on capital and operating budgets	MFMA guidance	CFO/Senior Manager Planning	
September 2021	Circular providing guidance in compiling the Staff Budgets		B.T.O	

14 September 2021	Annual review of budget related policies (Tariff, Credit Control & Debt Management, Rates etc).	MFMA 21, 61(f)	C.F.O	
September 2021	Confirm with National and Provincial Governments for any adjustments to projected allocations for the next three years.	MFMA guidance	B.T.O	
28 September 2021	Broad Expenditure Parameters, Proposed Social Packages		B.T.O	
30 September 2021	Update Operating MTREF on the System		B.T.O	
30 September 2021	Councillors to meet with Ward Committees to establish community priorities.	MFMA 23		Council
30 September 2021	Commence with the drafting of the Draft Estimate Report	MFMA guidance	B.T.O	
IDP PROCESS				
During September 2021	Alignment of the 2022/23 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	Senior Manager Planning & Budget Officer	
September 2021	Prepare first draft 2022/23 IDP based on Strategic Issues Workshop	MSA 34	Senior Manager Planning	
September 2021	Consultation on the IDP with Business	MSA 29	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				

September 2021	Commence with Organisational Scorecard Planning process for 2022/23		Senior Manager Planning	
September 2021	Finalisation of Performance Assessments for Non Section 57 Senior Management for 2022/23 period		Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
September 2021	Prepare draft 2022/23 SDBIP in line with the budget process	MFMA, Circular 13	Senior Manager Planning/ Budget Officer	
ANNUAL REPORT PROCESS				
September 2021	Continue with preparation of the 2020/21 Annual Report	MFMA guidance	Senior Manager Planning	
OCTOBER -- 2021				
BUDGET PROCESS				
02 October 2021	Obtain proposed price increases from bulk service providers e.g. NERSA etc.	MFMA guidance	B.T.O	
07 October 2021	Continue with the Strategic Budget Workshops with officials	MFMA guidance	B.T.O & Senior Manager Planning	
27 October 2021	Staff Budgets received from the Departments.		B.T.O	
30 October 2021	Submit First Draft Capital Expenditure Budgets 2022/23 to 2024/25 to EXCO.	MFMA guidance	DTS/PMU	
During October 2021	Budget workshop with politicians, reviewing input and impact on tariffs	MFMA guidance	B.T.O	

During October 2021	Continue with the drafting of the Draft Estimate Report	MFMA guidance	B.T.O	
IDP PROCESS				
22 October 2021	Prepare first 2022/23 Draft IDP to EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				
October 2021	Commence Quarterly Individual performance reviews for current year (Verbal)		Senior Manager Planning	
October 2021	Commence with mid term amendments process	Munic Perf. Reg 13(4)(a-b)	Senior Manager Planning	
October 2021	Submit quarterly report to Internal Audit	Mun Plan and PerfRegs, 2001 14(1)c(ii)	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
October 2021	Extract SDBIP reports from the system for authorization by Plan Owners		Senior Manager Planning	
25 October 2021	Quarterly report to be adopted by EXCO for period July - Sept 2021	MFMA 52(d)	Senior Manager Planning	
ANNUAL REPORT PROCESS				
October 2021	Continue with preparation of 2020/21 Annual Report	MFMA guidance	Senior Manager Planning	
NOVEMBER -- 2021				

BUDGET PROCESS				
09 November 2021	Continue updating line item budgets on the system and capture all items.	Best Practice	B.T.O	
12 November 2021	Draft Operating Budget - First Pass	MFMA guidance	B.T.O	
20 November 2021	2nd Draft Capital Budget tabled at EXCO.	MFMA guidance	DTS/PMU	
23 November 2021	Operating budget - first round prioritisation and cuts	Best Practice	B.T.O	
25 November 2021	Consultation on the Capital Budget with Business	MFMA 23	DTS/PMU	
27 November 2021	Draft summarized Operating budgets tabled at EXCO - update	MFMA guidance	B.T.O	
30 November 2021	3rd Draft Capital budget tabled at EXCO	MFMA guidance	CFO	
During November 2021	Continue with the drafting of the Draft Estimate Report	MFMA guidance	B.T.O	
During November 2021	Review of Budget Related Policies continues	MFMA 21, 61(f)	CFO	
IDP PROCESS				
During November 2021	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				

November 2021	Draft KPI's for the 2022/23 period	MSA 41 (e)	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
November 2021	Update website with quarterly SDBIP Report	MFMA 53.3	Senior Manager Planning & Communications	
November 2021	Hold meetings to discuss SDBIP discrepancies and commence with the finalization of the first draft	MFMA, Circular 13	Senior Manager Planning	
ANNUAL REPORT PROCESS				
November 2021	Update and amend Annual Report		Senior Manager Planning	
DECEMBER -- 2021				
BUDGET PROCESS				
08 December 2021	Draft summarized Operating Budget tabled at EXCO		B.T.O	
08 December 2021	Draft summarized Operating budgets tabled at Council.		B.T.O	
08 December 202	Capital Budget approved in principle by Council			Council
08 December 2021	First draft of the Draft Estimate Report	MFMA guidance	CFO	
11 December 2021	Review of Budget Related Policies concluded	MFMA guidance	CFO	
IDP PROCESS				
During December 2021	Prepare first draft 2022/23	MSA 34	Senior Manager Planning	

PERFORMANCE MANAGEMENT PROCESS				
December 2021	1st draft of the 2022/2023 scorecard received from Plan Owners	MSA 39 & 40	Senior Manager Planning	
December 2021	Draft of mid-term amendments for 21/22 scorecard	Mun. Plan. And Perf. Reg.11. (1)(2)	Senior Manager Planning	
ANNUAL REPORT PROCESS				
December 2021	Final Draft of the 2020/21 annual report to Municipal Manager	MSA 44	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
December 2021	1st Draft of new (2022/23) SDBIP received from plan owners	MFMA 54c	Senior Manager Planning	
JANUARY -- 2022				
BUDGET PROCESS				
During January 2022	Note Presidents "State of the Nation Address" for budget priorities	MFMA guidance		Council
January 2022	Commence with a series of meetings to review the Draft Operating Budgets and amendments/cuts made at line item level	MFMA guidance	B.T.O	
20 January 2022	Engagement with Provincial Treasury	Best Practice	B.T.O	
21 January 2022	Mid year Budget and Performance Assessment Report submitted to Finance and Procurement Committee/Council	MFMA 72	Municipal Manager	
January 2022	Update Operating budgets	MFMA guidance	B.T.O	

January 2022	Incorporate National and Provincial allocations to municipalities	MFMA guidance	B.T.O	
January 2022	Review and submit draft estimates report to senior management for perusal and comment		B.T.O	
January 2022	Second draft of the Draft Estimate Report	MFMA guidance	B.T.O	
27 January 2022	Adoption of amended budget related policies and update Council on the status of the budget	MFMA guidance		Council
IDP PROCESS				
31 January 2022	Continue preparing second draft of 2022/23 IDP	MSA 34	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				
January 2022	Commence Mid-year Individual Performance Review	MSA-Reg 28 (2006), MSA 45	Senior Manager Planning	
January 2022	Receive Mid term Scorecard report from HOD's	MFMA 88(1)(a)	Senior Manager Planning	
January 2022	Municipal Manager to assess Performance of the Municipality and its entities for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72, Reg.14 (1) (c) (i) (ii)	Senior Manager Planning	
January 2022	Submit Mid-Year Performance Report to Internal Audit	MSA 45, Mun Plan and Perf Regs, 2001 14(1)c(ii)	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
24 January 2022	Submit quarterly oversight report to EXCO for period Oct - Dec 2020	MFMA 52(d)	Senior Manager Planning	

January 2022	Access 2021/22 Performance for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72,MFMA Bud Regs 35	Municipal Manager	
January 2022	Commence with IDP and SDBIP Alignment for 2022/23		IDP/PMS	
January 2022	Submission of draft SDBIP 2022/23 Mid-term Amendments to council and commence with public participation for 2022/23 SDBIP amendment process.	Mun Plan and Perf Reg.3 (4)(b)	IDP/PMS Manager	
January 2022 (Within 5 working days of 25 January)	The Municipal Manager must make the mid-year budget & performance assessment public by placing on the municipal website	MFMA Budget Reg.34 (1)(2)	Municipal Manager & Communication Officer	
By 31 January 2022	First draft of the new financial year SDBIP for review	n/a	Senior Manager Planning	
31 January 2022	Submit draft SDBIP to IDP		Senior Manager Planning	
ANNUAL REPORT PROCESS				
January 2022	Prepare for the public participation process of the annual report	MFMA 127	IDP/PMS Manager	
January 2022	Table at council the draft annual report (including entities) and post on website	MFMA 127(2)	Senior Manager Planning / MM	
FEBRUARY -- 2022				
BUDGET PROCESS				
February 2022	Review Draft Operating Budget and update	MFMA guidance	B.T.O	

February 2022	Commence with preparations of Provincial Treasury's Mid - Year Visits	MFMA guidance	B.T.O	
February 2022	Consultation on the Operating Budget with Business	MFMA 23	B.T.O	
Not later than 28 February 2022	2021/22 Adjustments budget to Council	MFMA 28	CFO	
February 2022	Update the Draft Estimate Report	MFMA guidance	B.T.O	
IDP PROCESS				
February 2022	Meeting COGTA and Municipalities on IDP Submission and Assessment Process	MSA 31(a)(b)(c)(d)	Cogta & Senior Manager Planning	
February 2022	Prepare First 2021 /2022 IDP draft based on public comment received from public participation	MSA 34	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				
February 2022	Finalization of Mid-term reviews for Senior Management	Performance Policy1	Senior Manager Planning	
February 2022	Submit the Scorecard Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustment Budget	Mun Plan and Perf Regulation 3 (3), MFMA (54)©	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
February 2022	Update Website with quarterly SDBIP Report	MFMA 53.3	Senior Manager Planning & Communications	

February 2022	Submit the SDBIP Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustments Budget	Mun Plan and Perf Regulation 3 (3)	Senior Manager Planning & CFO	
ANNUAL REPORT PROCESS				
February 2022	Make public the Annual Report and invite local communities to submit representations.	MFMA 127(5)(a)	Senior Manager Planning	
February 2022	Submit the Annual Report to the Auditor General, Provincial Treasury and COGTA.	MFMA 127(5)(b)	Senior Manager Planning	
MARCH -- 2022				
BUDGET PROCESS				
March 2022	Review Provincial and National legislation including DORA to establish any new reporting requirements	New/amended legislation	B.T.O	
March 2022	Draft Estimate Report updated and submitted for approval to the DCM: Treasury.	MFMA guidance	CFO	
March 2022	Arrange printing of Budget and other documents.		B.T.O	
March 2022	Receive bulk resource providers price increases as tabled in Parliament/Provincial Legislature	MFMA 42	B.T.O	
March 2022	Advertise in the local newspapers, the public hearings on the budget		B.T.O	
17 March 2022	Engagement with Provincial Treasury		CFO	
31 March 2022	Table Annual Budgets – EXCO	MFMA 16(2), 17, 87(3)	CFO	

31 March 2022	Table Annual Budgets - Council	MFMA 16(2), 17, 87(3)	CFO	
IDP PROCESS				
March 2022	Advertise first draft 2022/23 IDP in press for public comment	MSA 29(1)(b)	Senior Manager Planning	
March 2022	First draft 2022/23 to be tabled at EXCO and Council for 'noting '	MSA 34	Senior Manager Planning	
March 2022	First draft 2022/23 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				
March 2022	Publish adopted 2021/22 Scorecard Mid-term amendments on the website	MFMA 54 (3) MSA s25 (4)	Senior Manager Planning/MM	
March 2022	Community KPI review	MSA 42	Senior Manager Planning/MM	
March 2022	Submit reviewed 2022/23 KPIs and Targets to IDP Office	MSA 34	Senior Manager Planning/MM	
ANNUAL REPORT PROCESS				
March 2022	Preparation of an Oversight Report on the Annual Report	MFMA guidance	Senior Manager Planning	
March 2022	Council to adopt the Oversight Report after consideration of the 2020/21 Annual Report	MFMA 129(1)	Senior Manager Planning	Council Committees
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
March 2022	Submit Draft 2022/23 SDBIP to Treasury, for submission to Mayor, to be tabled with Annual Budget	MFMA, Circular 13	Senior Manager Planning/ Municipal Manager	

Immediately after annual budget is tabled	Submit to National Treasury in both printed and electronic forms the draft SDBIP	Budget Regs S15	Senior Manager Planning	
APRIL -- 2022				
BUDGET PROCESS				
By 01 April 2022	Tabled Budget to be submitted to National Treasury in an electronic formats and corresponding mSCOA data strings	MFMA 22	CFO	
	Draft Budget, Budget Related Policies and other budget documentation placed on the Website	MFMA 22	CFO	
	Advertise in the local newspapers, the public hearings on the budget & publish draft budget	MFMA 22	CFO	
During April 2022	Public Hearings on the Budget, including meeting various Organs of State	MFMA 23, MFMA guidance		Mayor
During April 2022	Regional hearings to be held on the Budgets	MFMA 23, MFMA guidance		Mayor
During April 2022	Revise budget documents (DER) incorporating comments from National and Provincial Treasury and stakeholders	MFMA 68, MFMA guidance	CFO	
During April 2022	Print and distribute all budget documents including draft SDBIP	MFMA guidance	CFO	
Thursday, 29 April 2022	Budgets tabled at EXCO - update	MSA	CFO, MM, Senior Manager Planning	

During April 2022	Views of community and other stakeholders considered and amendments, if necessary, be made to budgets. Feedback to be incorporated into report prepared for EXCO	MFMA 68, 23(1), (2) guidance	MFMA MFMA	Municipal Manager	
IDP PROCESS					
During April 2022	IDP Assessment by COGTA	MSA 31(a)(b)(c)(d)		Senior Manager Planning	
	Sector Forums with National and Provincial Sector Departments	MSA 26 (d)		Senior Manager Planning	
	Present First 2022/23 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)		Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS					
During April 2022	Development of new KPI's for S57 employees			Senior Manager Planning	
During April 2022	Public hearings for 2020/21 Performance Information aligned to IDP Process	MSA 42, 44		Senior Manager Planning	
During April 2022	Quarterly report to Internal Audit	Mun Plan and Perf Regs, 2001 14(1)(c)(ii)		Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN					
23 April 2021	Submit quarterly oversight report to EXCO for period Jan - Mar 2022	MFMA 52(d)		Senior Manager Planning	
ANNUAL REPORT PROCESS					
01 April 2022	Adopted Oversight Report to be made public, 7 days after adoption and submit to Provincial Legislative	MFMA 129(3), 132(2)		Senior Manager Planning	

MAY -- 2022				
BUDGET PROCESS				
26 May 2022	Approval of final budgets 2022/23 – Tabled at EXCO	MFMA (16)(1),24(2),53(1)(C)(1)		EXCO
26 May 2022	Approval of final budgets 2022/23– Tabled at Council			Council
Immediately after annual budget is tabled	Submission of approved budgets 2022/23 to National and Provincial Treasury in electronic formats and corresponding mSCOA data strings	MFMA 24(3)	CFO	
Immediately after annual budget is tabled	Approved Annual Budget placed on website.	MFMA 71(a), (b)	CFO	
IDP PROCESS				
During May 2022	Draft 2023/24 IDP Process Plan	MSA 28 (1)	Senior Manager Planning	
	Commence fourth 2022/23 IDP draft based on public comment from Regional/Cluster hearings and COGTA assessment feedback	MSA 34	Senior Manager Planning	
	IDP Festival / Roadshows	MSA 21	Senior Manager Planning	
	Second draft 2022/23 IDP review to be completed	MSA 25(1)	Senior Manager Planning	
	Reviewed IDP draft 4 to be tabled at EXCO	MSA 32 (1) (a)(b)(c)	Municipal Manager	
	Reviewed IDP draft 4 to be tabled at Council for adoption	MSA 28 (1)	Municipal Manager	

PERFORMANCE MANAGEMENT PROCESS				
Within 14 days after approval of the budget	Accounting officer to submit 2021/22 draft annual performance agreements to MSA S57 to the Mayor	MFMA S69 (3)	Accounting Officer	
Within 28 days after the approval of the annual budget	The Mayor must ensure that the annual performance agreements are concluded in accordance with MSA S57	MFMA 53 (1)(c)	Senior Manager Planning	Mayor
ANNUAL REPORT PROCESS				
	No entry			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 14 days after the approval of the annual budget	Submit the 2022/23 SDBIP to the Mayor	MFMA S69(3)(a)	Municipal Manager	
Within 28 days after the approval of the annual budget	Approval of 2022/23 SDBIP by Mayor	MFMA S53(1)(c)(ii)	Municipal Manager	
JUNE -- 2022				
BUDGET PROCESS				
During June 2022	Update and finalize Budget Working Paper Files		B.T.O	
IDP PROCESS				
During June 2022	Submit 2022/23 IDP to MEC	MSA 32 (1) (a)(b)(c)	Senior Manager Planning	
PERFORMANCE MANAGEMENT PROCESS				

During June 2022	Performance agreements made public (website) within 14 days after approval of SDBIP - Copies must be submitted to the council and the MEC for local government in the province.	MFMA 53(3)(b)	Senior Manager Planning	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 10 working days after approval of SDBIP	Annual budget, supporting documentation, and resolutions are to be made public (SDBIP)	MFMA Budget Reg18	Senior Manager Planning	
Within 10 days of approval of the Annual budget by Council	Within 10 days of approval of the plan by Mayor, submit to National Treasury in both printed and electronic forms the approved SDBIP	MFMA s24(3) Budget Regs S20(2) b	Senior Manager Planning	
28 June 2022	Appoint and budget for a performance audit committee.	MSA Reg 14(2)	Municipal Manager & CFO	
ANNUAL REPORT PROCESS				
	No entry			

6. Mechanisms for Public Participation

The following mechanisms for participation will be utilized:

6.1 Ward Committees

Mthonjaneni Municipality has 13 ward committees that are functional. Their existence and functions are according to the prescriptions in the **Municipal Structures Act (s 17(4))**. They are a clear statutory structure at the disposal of the municipality to be used for public participation / communication.

Functions and responsibilities:

- Serve as the formal unbiased communication channel between the community and the municipality through the Ward Councilor;
- Ensure co-operative partnership that is constructive and harmonious between the Municipality and the community;
- A key community consultative body on the IDP, budget, LED, Performance Management and any policy affecting the community;
- Receive queries and complaints from residents and communicate through respective Ward Councilor;
- Make recommendations to Council regarding any matter affecting the respective ward;
- Deal with other functions assigned by the Council.

6.2 Amakhosi (Traditional Authority)

The Structures Act (s81) prescribes that municipal councils should allow Amakhosi to attend and participate in the proceedings of the Council. This therefore necessitates the need for proper communication that will consider the protocols of the norms and values of the traditional system.

Amakhosi have their own public participation structures, which may complement and sometimes contradict the Municipality. It is therefore crucial that any communication or public participation system observes the dynamics of Amakhosi areas.

Functions and responsibilities:

- Promote good relations and co-operation between the Municipality and the communities under traditional rule;
- Advise Council on any policy that impacts on communities under the traditional authority;
- Participate and encourage communities to strongly participate in the Municipality's consultation processes of the IDP, budget, LED, Performance Management and any matter on the agenda for community participation and communication;
- Support the municipality in the implementation of development programmes; and

- Participate and encourage communities' involvement in the initiatives to monitor, review and evaluate council's programmes, particularly regarding rural up-liftment and development.

6.3 Community Development Workers

The Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all spheres of Government. They answer a range of questions and requests for information from citizens while out in the field, across the full spectrum of the Government.

Functions and responsibilities:

- Liaise, co-ordinate, inform and assist communities with access to services provided by the spheres of Government;
- Forge and sustain partnerships;
- Identify community needs and facilitate development of projects and programmes;
- Focus on poverty eradication, job creation, reintegration of marginalized individuals-families-groups and communities, and capacity building for self-sufficiency;
- Advocate the protection of rights for children, women and people with disabilities and those affected by violence; and
- Educate, provide life skills and economic empowerment for youth and women;
- Actively participate in Council's public participation structures and programmes.

6.4 Participation/Communication Mechanisms

Depending on whether the public is to be consulted, informed or involved, various forms of participation can be used. The Systems Act (s17) prescribes that the municipality must establish appropriate mechanisms, which take into consideration the special needs of people who cannot read nor write, people with disabilities, women and other disadvantaged groups. The following mechanisms are thus in line with the prescriptions of the Systems Act:

- a) Ward Committee meetings (Clusters);
- b) Departmental meetings;
- c) Public meetings (Izimbizo)
- d) Outreach Programmes;
- e) Amakhosi Forum;
- f) Community Development Forum;
- g) Government Events;
- h) Notices;
- i) Newsletters;
- j) Community Talking Boxes;

- k) Website;
- l) Petitions;
- m) Municipal Interdepartmental meetings;
- n) Loud hailing

a) Media

Local newspapers and the Municipal newsletter will be used to inform the community of the progress of the IDP/Budget/PMS.

b) Information sheets

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

c) The Mthonjaneni Municipality's Website

The website will also be utilized to communicate and inform the community. Copies of the IDP, Budget and SDBIP will be placed on the website for people and service providers to download.

7. Mechanisms / Procedures for Alignment

7.1 Alignment between National and Local Government

The municipality will endeavor to align the IDP/Budget/PMS review process with relevant National legislation, policies, programs (CBPWP, ASGISA, Water, ISRDP, Urban Renewal Programme, etc.) and financial plans (e.g. MTEF, MTEP).

7.2 Alignment between Provincial and Local Government

Alignment between the province and the municipality will occur at the Mthonjaneni IDP/Budget Representative Forum. The process will have to be able to integrate the plans, programmes and budgets of the Provincial Sector Departments into the Municipal IDP. Although it is expected that the Municipality will invite a wide range of Service Providers and Provincial Departments; the IDP Manager of Mthonjaneni will have to assess whether this is sufficient and based on the Municipal context he/she may choose to hold additional meetings with other Service Providers or Departments.

7.3 Alignment between District and Local Municipality

Alignment at this level will be coordinated at the Mthonjaneni Municipality's IDP/Budget Steering Committee and various other meeting conveyed by the District Municipality. The main function of the Committee is to monitor progress in the various review processes and to ensure agreement between the local municipalities in terms of the framework plan.

It is also imperative that alignment be achieved between the Provincial Government and Local Government. This is to ensure that Sector Department Budgets are reflected in the local IDP's where relevant.

7.4 Alignment at Local Municipal Level

The IDP Manager with the support of the IDP/Budget Steering Committee will ensure that all the role-players are performing their duties. Performance in terms of expected roles and responsibilities will be monitored at the Steering Committee meetings and corrective measures be taken should there be unsatisfactory performance.

The alignment with other border municipalities i.e. uMlalazi, Nkandla and Ulundi should be strengthened as and when necessary.

8. Binding Legislation and Planning Requirements

The IDP/Budget and PMS process should proceed within the context of all applicable legislation, policies and development planning requirements. The impact of the pieces of legislation on the IDP must be taken into account.

8.1 Legislation:

The Constitution of the Republic of South Africa (Act No. 108 of 1996)

- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Structures Amendment Act, 2000 (Act No. 33 of 2000)
- Local Government Transitional Act
- Municipal Finance Management Act
- Municipal Property Rates Act
- Local Authorities Ordinance
- Development Facilitation Act, 1995 (Act No. 67 of 1995)
- Town Planning Ordinance Water Services Act, 1997 (Act No. 108 of 1997)
- National Environmental Management Act, 1998
- Ingonyama Trust Act, 1994 (Act No. 3 of 1994)
- National Land Transport Transition Act, (Act No. 22 of 2000)
- National Housing Act, 1997 (Act No. 107 of 1997)
- KwaZulu Natal Planning and Development Act, 1998 (Act No. 6 of 1998)
- Ingonyama Trust Amendment Act, 1997 (Act No. 9 of 1997)
- KwaZulu-Natal Provincial Roads Act
- Disaster Management Act
- Division of Revenue of 2001

8.2 Policies:

- Urban Renewal Programme (URP)

- Growth, Employment and Redistribution Strategy (GEAR)
- Reconstruction and Development Programme
- Accelerated Shared Growth Initiative of South Africa (ASGISA)
- African Peer Review Mechanism (APRM)
- Health Planning Policies
- Environmental Planning Policies
- Integrated Sustainable Rural Development Strategy (ISRDP)
- Environmental Health Policies
- Local Agenda 21 Provincial Growth and Development Strategy

9. Preparation of Spatial Development Framework

It is acknowledged by the Municipality that the Provincial Planners Forum has and from the MEC's comments on several occasions recommended that the municipality prepare /review its Spatial Development Framework.

It is therefore reported that the municipality has been prioritized by the Department of Rural Development and Land Reform as a municipality requiring financial assistance in reviewing its SDF.

The Mthonjaneni Municipality Spatial Development was last adopted in February 2012. The SDF will be reviewed again in house with the assistance from COGTA: Spatial planning business unit during the 2020/2021 financial year and will be submitted to COGTA together with the reviewed 2022-2023 IDP document.

10. Estimated Costs for the Planning and Preparation for the 2022/2023 IDP/Budget.

The Mthonjaneni Municipality 2022-2023 IDP/Budget review will be done in house.

A cost estimate cost of R500 000 (five hundred thousand rand) has been set aside for the planning and preparing of the Mthonjaneni Municipality 2022/2023 Integrated Development Plan and Budget processes.

Activity	Cost
Public Participations:	
1) Advertising in local newspapers	R10 000,00
2) 2 X IDP/budget Representative Forum	R20 000,00
3) IDP/Budget Road-shows for 13 Wards (Travelling and catering)	R450 000,00
4) Visiting neighbouring municipalities and IDP/Budget Alignment Sessions.	R 5 000.00
5) IDP/Budget Working session with Ward Committees	R 15 000,00

Sub Total	R500 000,00
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TECH & PLAN	:	26.08.2021
EXCO	:	30.08.2021
SPECIAL COUNCIL	:	30.08.2021

MLMSC 21/102
FINAL INTEGRATED DEVELOPMENT PLAN, PMS AND BUDGET
PROCESS PLAN 2022/2023

COUNCIL RESOLVED THAT:

1. Final Integrated Development Plan, PMS And Budget Process Plan for 2022/2023 financial year be approved.
2. The Final Process Plan 2022/2023 be submitted to the KZN Departments of Corporative Governance and Traditional Affairs and KZN Provincial Treasury.
3. The Final IDP, PMS, and Budget Process Plan 2022/2023 be uploaded into the Municipal website.
4. The Final IDP, PMS and Budget Process Plan 2022/2023 be advertised.



Signed by: Hon. Speaker

Cllr N.A. Mbatha

03 . 09 . 2021

Date