

# **NTABANKULU IDP,BUDGET,PMS PROCESS PLAN**



**2021/2022 FINANCIAL YEAR FOR 5 YEAR IDP PLANNING & DEVELOPMENT  
2022/2023-2026/2027 FINANCIAL YEARS**

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## **1. PURPOSE OF IDP, BUDGET, AND PMS PROCESS PLAN**

The purpose of formulating a Process Plan is to ensure the following:

- 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 space.

**The Process Plan therefore aims to address the following aspects:**

- Distribution of roles and responsibilities in the IDP Process.
- Organizational Structures/Institutional Arrangements for the IDP Process.
- Action Plan with time frames and resource requirements.
- Mechanisms and procedures for community and stakeholder participation.
- Mechanisms and procedures for alignment.
- Binding plans and planning requirements from provincial and national level; and
- Cost estimate for the planning process.
- Performance Management System.

## **2. LEGISLATIVE BACKGROUND**

The need for an IDP review is raised in a number of pieces of legislation whereby some give direct guidance and directions on the path to be followed in reviewing IDPs. Therefore, the preparation of this IDP Process Plan is a legal requirement as according to the Municipal Systems Act 32 of 2000 Section 28 (1).

### **2.1 Constitution of RSA Act 108 of 1996**

The Constitution mandates that a municipality must undertake developmentally orientated planning so as to ensure that it:

- a) strives to achieve the objects of local government set out in section 152.
- b) gives effect to its developmental duties as required by section 153.
- c) together with other organs of state contribute to the progressive realization of fundamental rights contained in sections 24, 25, 26, 27 and 29.

## 2.2 White Paper

The White Paper established the basis for a new developmental local government and characterized it as a system, which is committed to working with citizens, groups and communities to create sustainable human settlements which provide for a decent quality of life and meet the social, economic and material needs of communities in a holistic way. To achieve developmental outcomes will require significant changes in the way local government works. The White paper further puts forward three interrelated approaches which can assist municipalities to become more developmental:

- Integrated development planning and budgeting.
- Performance management.
- Working together with local citizens and partners.

## 2.3 Municipal Systems Act 32 of 2000 as amended

The Municipal Systems Act (32 of 2000) is the key legislation that gives direction and guidance on the development processes of the IDP. Chapter five of the act details the process as follows:

Section 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 a predetermined programme specifying timeframes for different steps.

Section 27 mandates the district municipality, in consultation with the local municipalities – to adopt a framework for integrated development planning, which shall bind both the district municipality and its local municipalities.

On the basis of the agreed framework plan, Section 28 mandates that each municipal council must adopt a process plan to guide the planning, drafting and adoption and reviewing of its integrated development plan.

Once the IDP document has been prepared, one should bear in mind that thereafter it will have to be reviewed annually as enshrined in section 34:

- (a) A municipal council **must review** its integrated development plan
  - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41; and
  - (ii) To the extent that changing circumstances so demand; and
- (b) May amend its integrated development plan in accordance with prescribed process.

## **2.4 Local Government: Municipal Planning and Performance Management Regulations, 2001**

To develop further guidelines and clarity in the issues of IDP, regulations were issued in 2001. The Municipal Planning and Performance Management Regulations set out in detail requirements for Integrated Development Plans.

## **2.5 Municipal Finance Management Act, 2003**

The MFMA (56 of 2003) speaks about promotion of cooperative governance and makes special emphasis on alignment of the IDP and the Budget. This is enshrined in chapter five of the MFMA (Act 56 of 2003) S 35.

## **3. THE FRAMEWORK PLAN**

The Alfred Nzo District Municipality will prepare framework informed by individual local municipalities. *The function of the Framework plan is to ensure that the process of the district IDP and local IDP's are mutually linked and can inform each other ensuring co-operative governance as contained in section 41 of the Constitution. The Framework must:*

- a. Identify the plans and planning requirements binding in terms of national and provincial legislation and identify those which were omitted in the past IDP process.
- b. Identify the matters to be included in the district and local IDP's that require alignment.
- c. The preparation and review of relevant sector plans and their alignment with the IDP.
- d. Determine procedures for consultation between the district municipality and the local municipalities.
- e. Determine the procedures to effect amendments to the Framework Plan
- f. Incorporate comments from the MEC and those derived from self-assessments.
- g. Provide guidelines for the Performance Management System and IDP implementation and communication plans.

#### **4. MECHANISMS AND PROCEDURES FOR ALIGNMENT**

Alignment is the instrument to blend and integrate the top-down and bottom-up planning process between different spheres of government. There are two main types of alignment required:

- Between municipalities and the district to ensure that planning processes and issues are coordinated and addressed jointly.
- Between local government (municipalities/districts) and other spheres especially provincial/national sector departments, particularly in terms of programmes and budget alignment.

The District Municipality has the responsibility to ensure that alignment between the local municipalities occurs.

It is important for municipalities to take note of both National and provincial budgeting cycles to ensure relevant and useful input into the budgeting processes of national and provincial government at strategic times. In so doing, municipalities will ensure that their priorities are captured and addressed and that IDP implementation is facilitated.

#### **5. ALIGNMENT WITH OTHER GOVERNMENT PROGRAMMES/POLICIES**

To ensure that all relevant binding and non-binding national and provincial legislation including policies, government priority programmes and strategies are considered in the IDP process of the municipality, as a district we looked at the relevant information pertaining to the district to address issues emanating from the programmes/policies listed below.

##### **5.1 National Government Priority Areas**

The National Government has committed itself to make a difference in the lives of people by addressing five key priority areas being education, fighting crime, health, employment and rural development. Government is moving with speed to ensure that the aims of its five key priorities are met.

##### **5.2 Improved Health care Services**

Plans are already in place to set up a National Health Insurance (NHI) by 2013. This will ensure that all South Africans, even those who are not on medical aid, will have access to affordable quality healthcare.

##### **5.3 Rural Development**

On rural development, government, through the Department of Rural Development and Land Reform, started the Comprehensive Rural Development Programme in provinces that were hardest hit by under-development.

This has seen government's War on Poverty Programme being the central point of the Rural Development Programme. It involves various other departments including Social Development, Agriculture and Water Affairs.

#### **5.4 Job Creation through New Growth Path**

National Government through the Department of Economic Development announced its plan to create more than 50 000 jobs every year. The plan is known as the New Growth Path (NGP) and all government stakeholders need to play a role towards realization of the national government approach towards creation of decent jobs. This approach will assist in reducing high dependence on social security grants.

#### **5.5 Fighting Crime**

Government has recently strengthened its crime-fighting programmes with more resources. These include equipment and vehicles, as well as more staff for the South African Police Force.

#### **5.6 Improved quality of basic Education**

On the education front, the Department of Higher Education and Training announced that government would begin fulfilling its promise of providing free education to poor students at institutions of higher learning. These include universities, universities of technology and colleges for Further Education and Training (FET).

#### **5.7 National Spatial Development Perspective**

A number of initiatives have been launched over the past couple of years, one of which, the National Spatial Development Perspective (NSDP), was launched by the Presidency in May 2003. The NSDP describes the national spatial development vision of government and the normative principles that underpin this vision. The basic principles of the NSDP underpinning this vision are:

- Economic growth as a prerequisite for the achievement of other policy objectives, key among which would be poverty alleviation.
- Government spending on fixed investment,
- Efforts to address past and current social inequalities should focus on people not places.

In order to overcome the spatial distortions of apartheid, future settlement and economic development opportunities should be channeled into activity corridors and nodes that are adjacent to or link the main growth centers.

### **5.8 Vision 2030 Provincial Growth and Development Plan**

The Provincial Growth and Development Plan underline the strategic key focus areas for intervention which are:

- Goal 1: A growing, inclusive and equitable economy
- Goal 2: An educated, empowered and innovative citizenry
- Goal 3: A healthy population
- Goal 4: Vibrant, equitably enabled communities
- Goal 5: Capable, Conscientious and Accountable Institutions

### **5.9 Provincial Spatial Development Plan**

In order to plan and manage the spatial implementation of development in the Province it is crucial that all core values of the province are seriously considered by all stakeholders. The core values are intended to achieve integration between stakeholders through better linkages between sectoral programmes, aligned infrastructure, social services, government spending, private sector investment and economic development. The core values or broad development codes for the Eastern Cape Province are recommended to be the following:-

- Environmental integrity and sustainability through achieving a balance between safeguarding natural resources, optimizing the livelihoods of communities and developing a flourishing economy;
- Optimum use of existing resources including agriculture, forestry, renewable energy potential, already impacted land (brown field areas) minerals, bulk infrastructure, roads, transportation and social facilities;
- Reduced settlement sprawl and more compact formalized settlement through densification and diverse, mixed land uses;
- Economy and efficiency of development clustered along strategic transport routes;
- Integration, synergy and linkages between urban and rural areas supported by appropriate infrastructure;
- Community based spatial planning and enforceable land use management based on agreed sustainable community development codes with unified provincial legislation; and



- Correction of the historically distorted spatial patterns of settlement with optimum use of existing infrastructure, integration of residential and employment opportunities in close proximity to each other;
- Achieving integrated development at community level;

Moving towards sustainable communities in our province will require adaptation of the way we plan and focus our resources to address seven major components of sustainability (Governance, transport and connectivity, appropriate and adequate services, environmental quality, a flourishing and diverse economy, a quality built and natural environment and finally vibrant harmonious and inclusive communities).

#### **5.10 Accelerated and Shared Growth Initiative for South Africa**

The following are the highlights that will be considered in the municipal IDP:

- Expanding women's access to economic opportunities
- Improve budgeting in government, particularly at micro level where they tend revenue and overestimate expenditure.
- Ensure improvement in expenditure management particularly in government capital investment.
- Address human capacity issues including skills development.

#### **5.11 New IDP Framework for B4 Local Municipalities**

The municipality is categorized as B4 (one or two small towns with the majority of the municipal area being rural in its nature) and will have to develop its' IDP in accordance with the new Simplified IDP Framework.

#### **5.12 Community Based Planning and Sustainable Livelihoods**

The Department of Local Government and Traditional Affairs has appointed Service Provider on behalf of Ntabankulu Local Municipality to conduct community based planning. All IDP projects to be implemented will be the results of the above approach. Community based planning is done annually through Mayors outreach programs.

#### **5.13 Expanded Public Works Programme**

Programmes like the Expanded Public Works Programme (EPWP) are already being implemented through implementation of municipal projects. Refer to Chapter 7: of the Ntabankulu IDP.

#### **5.14 Cabinet Lekgotla Reports**

Decisions on issues at the Lekgotla mostly inform the content of the Medium- Term Strategic Framework which in turn guide the budgeting process for the next three years. Therefore the resolutions taken at Cabinet Lekgotla have been considered in drafting municipal IDP. The three strategic focus areas for local government are:

- Mainstreaming of hands on support to improve government and accountability;
- Addressing the structure and arrangement of the state and way of operating; and
- Refine and check policies, regulations and financial calendar fiscal environment that exist and see if they are empowering local government.

#### **5.15 Community Development Workers Programme**

Community Development Workers (CDWs) are a key programme of the South African government emanating from the president's 2003 state of the nation address aimed at bridging the gap between government and communities. CDWs are community-based resource persons who liaise, co-ordinate, inform, and assist communities with access to services provided by government with the aim of learning how to progressively meet their needs, achieve goals, realize their aspirations and maintain their well-being.

They are participatory change agents who work with and within communities in which they live, to foster the implementation of Government's programmes. The CDWs are accountable to Government and supported financially and functionally by a range of government spheres and departments.

#### **5.16 Government Outcome Based Approach**

The Cabinet Lekgotla adopted 12 Outcomes Approach that strategically address the main strategic priorities for government and these strategic outcomes and outputs will be the strategic focus for of government until 2014. As Local Government Sphere, Ntabankulu Local Municipality will put more emphasis in realizing within its planning and implementation of IDP outputs (Output 7-Single Window of Coordination where local government is the entry point of coordination of government programmes<sup>4</sup> for Outcome 9 and that does not exclude other Outcomes, however the municipality can play a coordinating role in relation to other Outcomes.

## 5.17 New Growth Path

There is growing consensus that creating decent work, reducing inequality and defeating poverty can only happen through a new growth path founded on a restructuring of the South African economy to improve its performance in terms of labour absorption as well as the composition and rate of growth. To achieve that step change in growth and transformation of economic conditions requires hard choices and a shared determination as South Africans to see it through. The Government is committed to forging such a consensus and leading the way by identifying areas where employment creation is possible on a large scale as a result of substantial changes in conditions in South Africa and globally. Developing a policy package to facilitate employment creation in these areas, above all through:

- a. A comprehensive drive to enhance both social equity and competitiveness;
- b. Systemic changes to mobilize domestic investment around activities that can create sustainable employment; and
- c. Strong social dialogue to focus all stakeholders on encouraging growth in employment-creating activities.

The New Growth Path must provide bold, imaginative and effective strategies to create the millions of new jobs South Africa needs. It must also lay out a dynamic vision for how we can collectively achieve a more developed, democratic, cohesive and equitable economy and society over the medium term, in the context of sustained growth. The strategy sets out critical markers for employment creation and growth and identifies where viable changes in the structure and character of production can generate a more inclusive and greener economy over the medium to long run. To that end, it combines Macro-economic and microeconomic interventions.

The shift to a new growth path will require the creative and collective efforts of all sections of South African society. It will require leadership and strong governance. It takes account of the new opportunities that are available to us, the strengths we have and the constraints we face. We will have to develop a collective national will and embark on joint action to change the character of the South African economy and ensure that the benefits are shared more equitably by all our people, particularly the poor. Achieving the New Growth Path requires that we address key trade-offs. Amongst other decisions, government must prioritize its own efforts and resources more rigorously to support employment creation and equity; business

must take on the challenge of investing in new areas; and business and labour together must work with government to address inefficiencies and constraints across the economy and partner to create new decent work opportunities.

It was therefore imperative for NLM to outline its 5 year strategic development plan with legislative framework as summarized above. Chapter 6 & Chapter 7 Objectives and Strategies, Projects of the IDP directly link the National Priorities, Provincial Priorities with Ntabankulu Strategic Priorities.

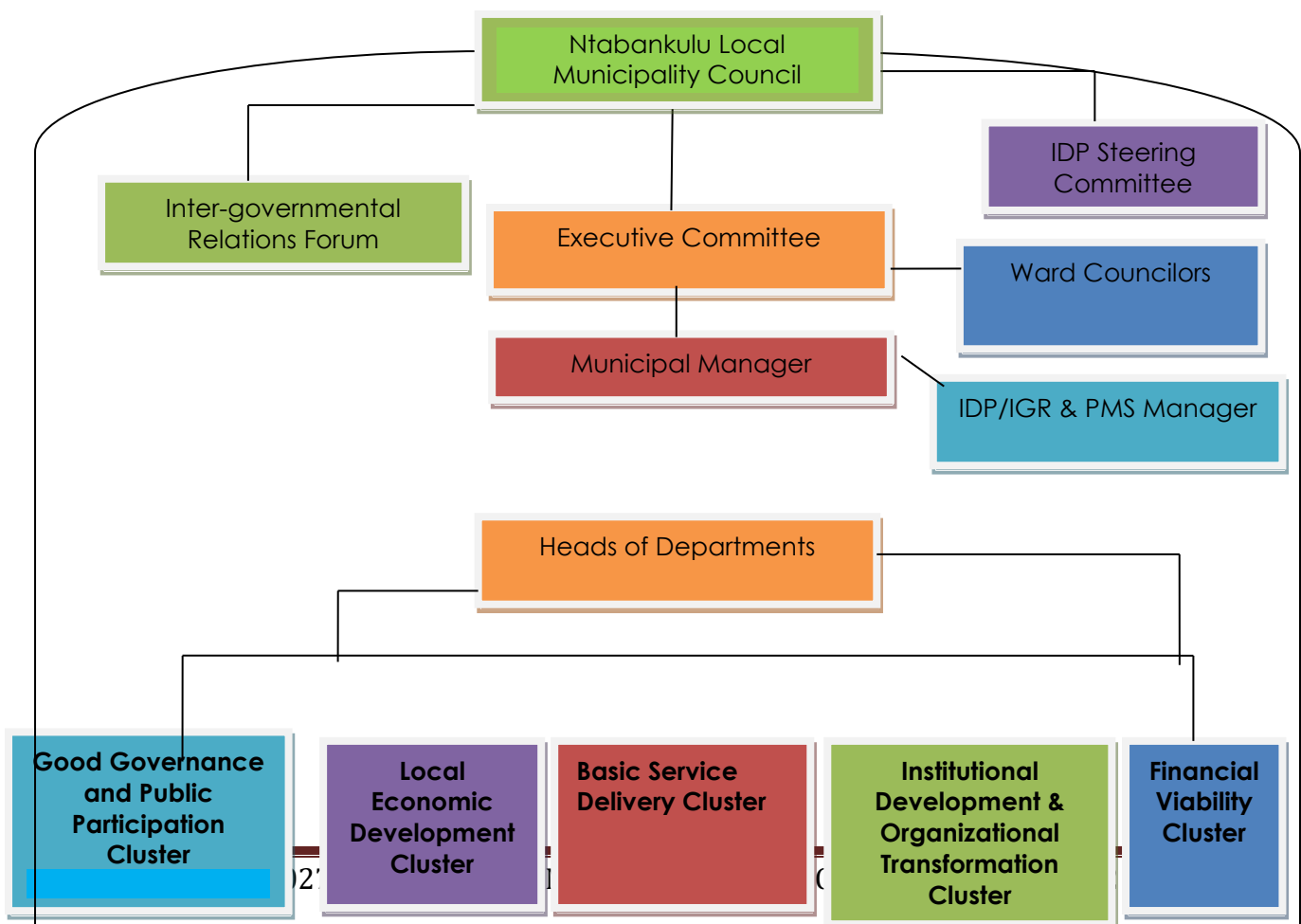
## 6. INSTITUTIONAL ARRANGEMENTS

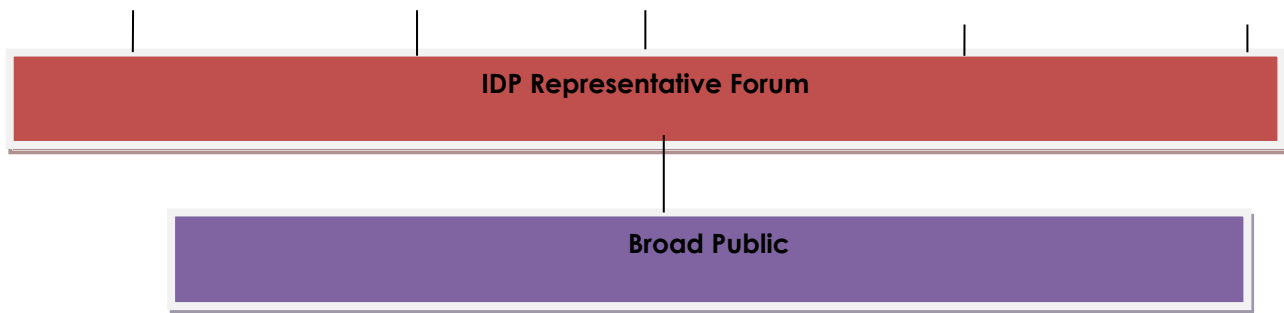
### 6.1 DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE INTEGRATED DEVELOPMENT PLAN

It is extremely important to define the roles and responsibilities of the various parties involved in the Integrated Development Plan (IDP) at the beginning of the process. This ensures that the IDP is finalized within the given time frame and according to the prescribed procedure with wide participation and involvement.

The major role-players in this process are depicted in the organizational structure below in figure 1:

#### ORGANISATIONAL STRUCTURE IN THE IDP, BUDGET, SDBIP & PMS PROCESS





**The formulation of the IDP has been done through a bottom up approach, therefore the roles and responsibilities that each individual plays in the IDP are described accordingly.**

### **Broad Public**

The significance of public participation is emphasized in the Municipal Systems Act, 2000 as the foundation for the IDP Process. It is the responsibility of the Ntabankulu Local Municipality through the ward councilors and Strategic Services Manager to ensure that the public is encouraged to participate in the affairs of governance through Community Based Planning.

These planning sessions are focuses on creating an understanding of the community requirements, thereby using community strengths and eliminating weaknesses, exploring opportunities and minimizing threats, thus making the Integrated Development Plan most relevant to the community needs and conditions.

The public also participates in formulating a vision for Ntabankulu; the overall needs assessment, objectives and Strategies, Spatial Development Framework and Implementation Plan.

- **The media**

Notices will be posted in the relevant media (local and provincial newspaper). Where possible the local radio station (Alfred Nzo Community Radio & Inkonjane Community Radio) will be engaged. This will all be an effort to ensure that the public is kept abreast regarding the proceedings.

- **Ward Based outreach programme**

The elected representatives led by the Mayor will lead in community outreach programmes in community halls and public areas to hear firsthand what the public have to say. The review process will be explained to the public so that they have as complete understanding as possible as to the status of the participation and their previous submissions

- **Information notices in public areas**

Notices will be posted at popular spaces in around the municipality also to ensure we reach as many community members as possible.

- **Schools**

In an attempt to reach young people and encourage their participation in the development of their community we shall attempt to design a programme that will be made relevant to them whereby we shall encourage senior high school pupils to attend their ward based meetings. This would be done together with the respective councilors and possibly life orientation educators.

- **IDP Representative Forum**

While the need for broad public participation in the IDP Process is by no means underscored, it is also recognized that a smaller, purpose-made vehicle for more intensive public participation is required. Thus the IDP Representative Forum comprising of the following members will be constituted:

- Mayor
- Members of the Executive Committee
- Councilors;
- Traditional leaders
- Ward Committees
- Heads of Departments/nominated officials from departments;
- District Municipality
- Neighboring municipalities
- Representatives from organized stakeholder groups;
  - ✓ NGO's
  - ✓ CBO's
  - ✓ Organized Business
  - ✓ SMME's
  - ✓ Implementing Agents/Parastals/NGO's
- Representatives from Un-organized groups (identified from broad public participation);
- Nominated Community Representatives;
- Resource Persons; and
- Other interested and affected parties identified from the broad public participation process.

The Mayor or chairperson of the Executive Committee chairs this Forum. The IDP Representative Forum represents the interests of the community. It provides a vehicle for discussion and communication between all stakeholders. This Forum is intensively involved in the identification of needs, formulation of objectives and strategies, identification of projects and formulation of the Spatial Development Framework. The Forum is also responsible for monitoring the implementation of the IDP.

The Forum meets frequently through the course of the formulation of the IDP, to provide input. It is also expected to meet regularly after the IDP had been submitted to the MEC for Local Government to monitor progress made in the implementation of the IDP.

- **IDP Steering Committee**

This committee ensures cooperation and coordination within the Ntabankulu Local Municipality in the IDP Process. The IDP addresses the full spectrum of local government services and institutional matters and therefore requires interaction between the following stakeholders:

This committee is constituted of the following:

- Mayor
- Speaker
- Whips of all Parties
- Executive Committee Members
- Directors

This Committee gives technical and financial input into the analysis needs assessment, determination of priority issues and proposed projects. The Mayor will therefore table recommendations of this Committee to Council. This Committee also takes responsibility for implementing the IDP as well as monitoring and evaluating the outcomes of the IDP process to ensure that implementation targets are reached.

- **IDP, Budget & PMS Technical Committee**

The Strategic Services Manager is responsible for the management and coordination of the implementation of the IDP, Budget, and SDBIP/PMS Process Plan.

Specific aspects the Strategic Services Manager and IDP/PMS and Budget Technical Committee are responsible:

- Formulation of the Process Plan; ensuring alignment with Alfred Nzo District Municipality Framework Plan
- Management and coordination of the implementation IDP, Budget, SDBIP and PMS process;
- Ensuring involvement of all role players and stakeholders,
- Ensuring that community involvement is effective
- Ensuring that the IDP is completed within the time frames and is aligned to budget;
- Responding to inputs from participants and stakeholders on the draft IDP;
- Consolidate inputs and propose amendments in accordance with the proposals from the MEC for Local Government.

- **Municipal Manager**

The Municipal Manager is responsible for spearheading the IDP, Budget, SDBIP & PMS Process within the Ntabankulu Local Municipality and ensuring coordination between councilors, officials and stakeholders in the process.

In particular integrated planning, budgeting, monitoring service delivery performance is the responsibility of the accounting officer.

- **Councillors**

Councillors are the link between the Ntabankulu Local Municipality and the communities. They are therefore responsible for informing communities of the IDP Process and encouraging them to participate. Ward Councillors coordinate and spearhead the processes of community based planning in the respective wards, which determines IDP objectives, strategies and projects.

- **Executive Committee and Council**

These bodies remain the decision-making bodies in the IDP Process. Although public participation is essential to the process, the Council is responsible for prioritization, oversight role on the implementation of priorities, evaluating and monitoring institutional performance.

The Council also decides on the adoption of the Process Plan which determines the course for the IDP formulation. They also consider the delegation of responsibility for managing, coordinating, implementing and monitoring of the process. The nomination of persons to be in charge of activities in the process is also be decided upon by the Executive Committee & Council.

- **Ntabankulu Inter- Governmental Forum**

Ntabankulu Local Municipality Inter-governmental Forum Terms of Reference have been drafted towards adoption by Council, in line with the Intergovernmental Relations Framework Act 13 of 2005,

Amongst its roles and responsibilities is ensuring:

The main objective of the Ntabankulu IGR Forum is to enhance integrated development and consider priorities in the entire municipality. Additional objectives include the following:

- (a) Development of a Local Programme of Action in relation to the National, Provincial and District programmes.
- (b) To facilitate the coordination and integration of provincial and municipal strategic planning and to put in place mechanisms and procedures that will ensure that both the district and provincial strategic planning inform and are informed by the IDP of the Ntabankulu LM.
- (c) To consult on policy issues that materially affects Local Government.
- (d) To develop and provide mechanisms to engage provincial government, the Office of the Premier and DLGTA on IGR related matters and/or challenges.
- (e) To consider such other matters of mutual interest as either party may place on the agenda of a meeting from time to time.
- (f) To promote economic growth and development through trade, investment and tourism.
- (g) To share knowledge and expertise in local governance generally or in agreed functional areas



## 7. METHODOLOGY AND KEY ACTIVITIES TO BE PERFORMED

The process to be undertaken based on IDP guidelines. The process will ensure that each phase complied with the required legislation and municipal needs and is within the municipality's available financial and human resources.

The 'core elements' of the IDP Review Phase correspond to the core functions of municipalities as outlined in the Municipal Structures Act and other legislation, the Department of Provincial and Local Government's IDP Guide Pack III and VI, as well as critical elements that have arisen from the preparation of the IDP's over the past year.

The core components of the IDP Review process are grouped as follows:

Comments received from the various role-players in the IDP process including the

- Comments from the MEC
- Areas requiring additional attention in terms of legislative requirements;
- Areas identified through self-assessment;
- The preparation of Operational and Sector Plans;
- Performance Management System (PMS); and

The three key factors that will guide the NLM in prioritizing areas to be covered during the review process are

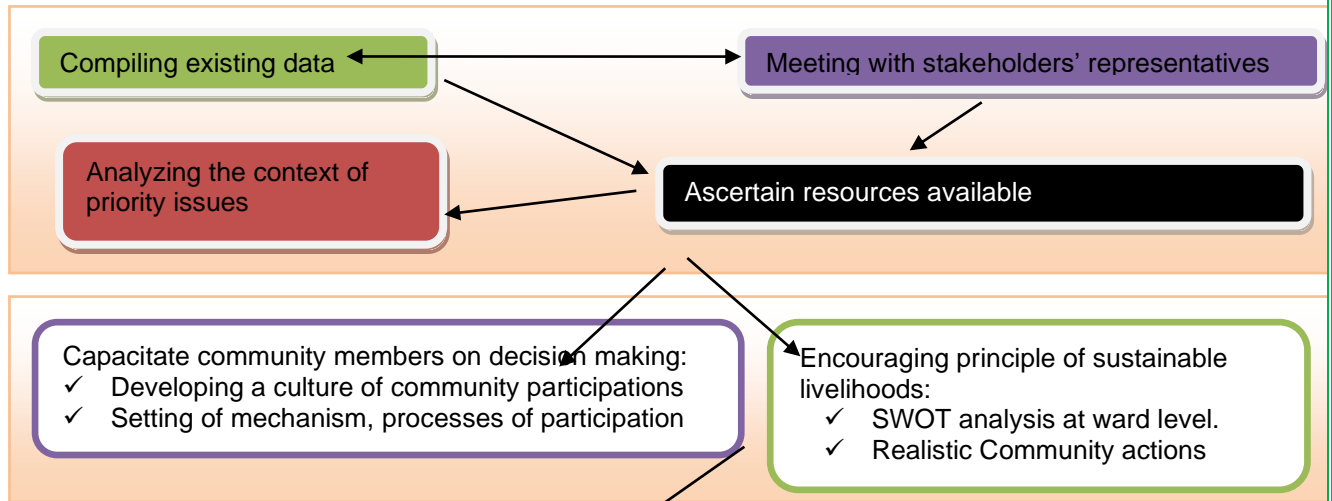
- the availability of funding for the plan or programme in question
- the degree to which the plan or programme is related to the municipality's priority issues
- whether the plan or programme is a legal requirement or not

### Activity Steps:

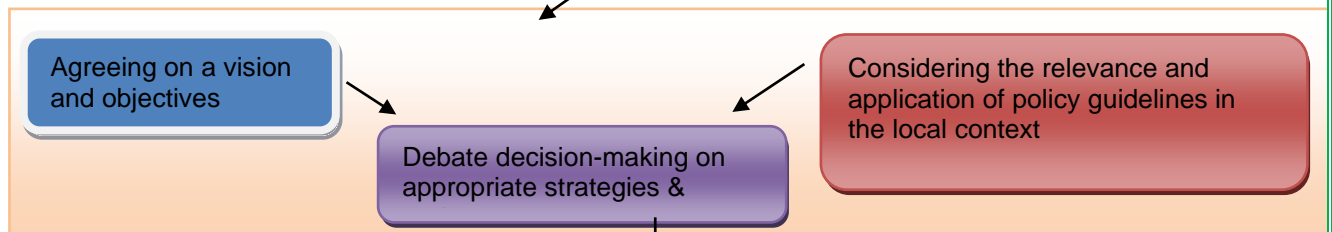
1. Presentation of draft to Municipal Manager
2. Strengthening existing IDP Organisational Structures
3. Advertising of Process Plan for stakeholder participation
4. Adoption of process plan
5. Review Situational Analysis
6. Identification and assessment focal areas
7. Collection of relevant information where required
8. Improvements and amendments
9. Discussion of plans and programmes by the Steering Committee and IDP Representative Forum
10. Draft Reviewed IDP
11. Advertisement for stakeholder comments on the Reviewed IDP document
12. Consolidation of comments
13. Approval of Final Reviewed IDP
14. Approved Reviewed IDP to the MEC for Local Government

Figure 2: depicts the five (5) planning phases in respect of purpose, process and outputs.

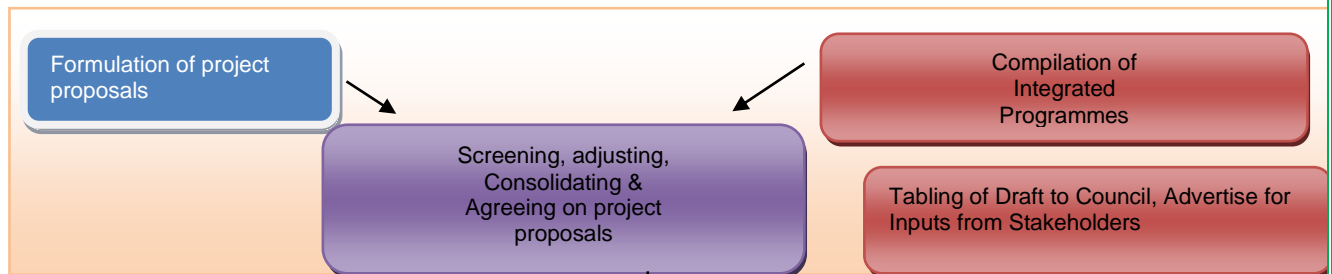
**Phase 1: ANALYSIS**



**Phase 2: OBJECTIVES, STRATEGIES**



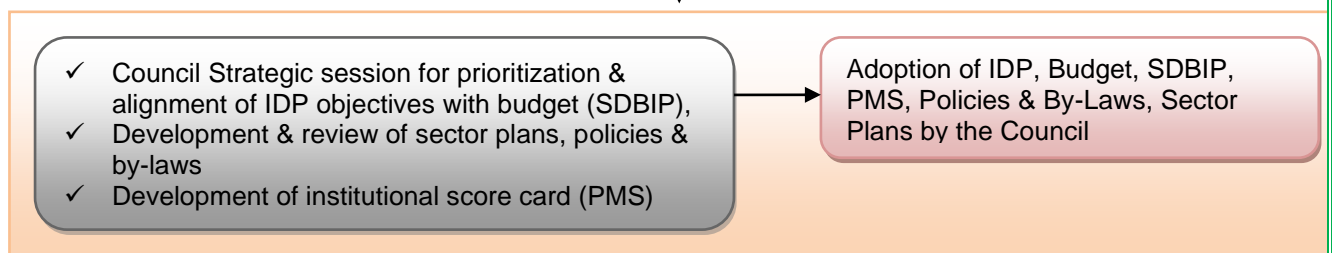
**Phase 3: PROJECTS**



**Phase 4: INTEGRATION**



**Phase 5: APPROVAL**



The table below gives further details of the process in **Figure 2**

<b>1. ANALYSIS</b>		
<b>Purpose</b>	<b>Process</b>	<b>Output</b>
<p>To ensure that decisions are based on:</p> <ul style="list-style-type: none"> <li>- People’s priority needs and problems</li> <li>- Knowledge on available and accessible resources</li> <li>- Proper information and on a profound understanding of the dynamics influencing the development in a municipality.</li> </ul>	<ol style="list-style-type: none"> <li>1. Data-based analysis of service standards/gaps (including sector-specific data).</li> <li>2. Participatory problem analysis issues prioritization (cross-sectoral)</li> <li>3. In-depth analysis related to identified priority issues (population and available resources, etc).</li> <li>4. Performance review of the previous financial year, first quarter of the municipality and two quarters of the Departments</li> </ol>	<ol style="list-style-type: none"> <li>1. Situational Analysis Reviewed</li> </ol>
<b>2. OBJECTIVES AND STRATEGIES</b>		
<b>Purpose</b>	<b>Process</b>	<b>Output</b>
<p>To ensure that there is a broad Inter-governmental Forum debate on the most appropriate ways and means of tackling priority issues.</p> <p>Consideration of policy guidelines and principles, available resources, inter-linkages, competing requirements and an agreed vision.</p>	<ol style="list-style-type: none"> <li>1. Integration of quarterly reports by sub- forums</li> <li>2. Inter-Governmental Forum engagement session for open discussions on ways and means of dealing with the priority issues/problems</li> <li>3. Strategic debates on cross-boundary issues and inter-government/sector alignment issues</li> </ol>	<ul style="list-style-type: none"> <li>• Vision (for the municipality)</li> <li>• Objectives (for each priority issue)</li> <li>• Strategic options</li> <li>• Financial framework for projects</li> </ul>
<b>3. PROJECTS</b>		
<p>To ensure a smooth planning/delivery link by providing an opportunity for a detailed and concrete project planning process.</p> <p>This phase gives the sector specialists their appropriate roles in the planning process, thereby contributing to a smooth planning – implementation link.</p>	<ul style="list-style-type: none"> <li>• IDP/PMS Clusters which include the officers from the agencies in charge of implementation (departments, corporate sector agencies).</li> <li>• Domain specialists charged with the task of working out project proposals in consultation with specialists from provincial/National agencies and from the communities or stakeholders affected by the project.</li> </ul>	<p>Indicators (quantities, qualities) for objectives</p> <ul style="list-style-type: none"> <li>• Identification of projects.</li> <li>• Project outputs with targets and location</li> <li>• Major activities, timing</li> <li>• Responsible agencies/actors</li> <li>• Costs and budget estimates and sources of finance</li> </ul>

<b>4. INTEGRATION</b>		
To ensure that the results of project planning are checked for their compliance with vision, objectives, strategies and resources and that they are all in harmony.	<p>1. Presentation of project proposals to the IDP Representative Forum and discussion</p> <ul style="list-style-type: none"> <li>• Revision by IDP/PMS Clusters</li> <li>• Compilation of revised proposals</li> </ul>	<p>Revised project proposals</p> <p>- for priority projects</p> <ul style="list-style-type: none"> <li>• 3-year financial plan</li> <li>• 5-year municipal action plan</li> <li>• Integrated programmes for LED, environmental issues, poverty alleviation, gender equity and HIV/AIDS</li> <li>• References to sector plans</li> </ul>
<b>5. APPROVAL</b>		
To ensure that before adoption of IDP, Budget, SDBIP and PMS, all relevant stakeholders and interested parties, including other spheres of government Has been given an opportunity to comment on the draft plan.	<ul style="list-style-type: none"> <li>• Discussion of Draft IDP</li> <li>• Providing opportunity for discussion and consideration of public and MEC comments</li> <li>• Amendments in line with comments</li> <li>• Approval &amp; adoption by Municipal Council</li> </ul>	<p>Adoption of Integrated Development Plan, Budget, SDBIP &amp; Performance Management System Adoption of Sector Plans, Policies &amp; By-laws</p>

## 8. ALIGNMENT OF IDP & BUDGET TO PROVINCIAL AND NATIONAL PLANS & BUDGET TIMELINES

- Critical dates for planning and budget alignment are as follows:

• June – August	National and Provincial Departments prepare MTEF Budgets
• September	National and Provincial Departments prepare adjustments estimates
• October	Extended National Cabinet Finalize Division of Revenue
• November	Provincial Cabinet approved Budget proposals – Departments allocations
• December -January	Council Budget Adjustment Adoption of Annual Report
• February – March	National/Provincial tabling of Budget Council table Draft IDP & Budget
• April	IDP Review & Budget advertised for public comment National DORA and Provincial budgets legislated and DORA gazette notices published
• May	Council Finalizes IDP, Budget, SDBIP & PMS
• June-July	Reviewed IDP & Budget advertised Council Finalizes Performance Agreements

## 9. FUNDING MECHANISMS

**Ntabankulu Local Municipality has budgeted for IDP Planning and Development Activities.**

## 10. IDP, BUDGET & PMS ACTION PLAN FOR DEVELOPMENT AND REVIEW 2022/2023-2026/2027

Presented hereunder is a schedule of the programme to be followed by Ntabankulu Local Municipality in its process of the IDP Planning and Development for the IDP 2022/2023-2026/2027. This schedule is developed as per the Section 28 and 29 of the Municipal Systems Act 32 of 2000 and will be adhered to ensure that the process of the planning, drafting and adoption of the IDP is credible and adheres to the principles contained in the Act.

ACTIVITY NO	PRIORITY AREA	ACTIVITY	PURPOSE/OUTPUT	TARGET DATE	RESPONSIBLE PERSON
<b>PLANNING PHASE: PREPARATION- JULY-SEPTEMBER</b>					
<b>JULY 2021</b>					
1.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	12 July 2021	Chief Financial Officer
2.	PMS	Quarter 4 2020/2021 & Draft Annual Performance Report 2020/2021 submitted to Strategic Services Manager	Evaluate performance targets and identify service delivery gaps	09 July 2021	All Directors
3.	IDP, Budget, SDBIP & PMS	Submit Signed Performance Agreements 2021/2022 of MM & Senior Managers to CoGTA	Signed Performance Agreements 2021/2022 for Senior Managers	23 July 2021	Strategic Services Manager
4.	PMS	Quarter 4 2020/2021 & Draft Annual Performance Report 2020/2021 submitted to Internal Audit Manager	Evaluate performance targets and identify service delivery gaps	14 July 2021	Strategic Services Manager
5.	PMS	Executive Management Meeting for Quarter 4 2020/2021 and draft Annual Performance Report 2020/2021	Evaluate performance targets and identify service delivery gaps	15 July 2021	MM & Directors
6.	PMS	Submission of 4 <sup>th</sup> Quarter 2020/2021 and Annual Performance Report 2020/2021 to Audit Committee	Evaluate Achievement of targets and identify service delivery gaps	22 July 2021	Internal Audit Manager
7.	PMS	Submission of 4 <sup>th</sup> Quarter 2020/2021 and Annual Performance Report 2020/2021 to Standing Committee	Evaluate Achievement of targets and identify service delivery gaps	23 July 2021	All Directors & Portfolio Heads

8.	PMS	Submission of 4th Quarter 2020/2021 and Annual Performance Report 2020/2021 to Executive Committee	Evaluate Achievement of targets and identify service delivery gaps	27 July 2021	MM & All Directors
9.	PMS	Submission of 4th Quarter 2020/2021 and Annual Performance Report 2020/2021 to Ordinary Council Meeting  Section 52(d) –The Mayor must, within 30 days of the end of each quarter ,submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality	Evaluate Achievement of targets and identify service delivery gaps	30 July 2021	Mayor, Speaker & MM

**AUGUST 2021**

10.	IDP, Budget, SDBIP & PMS	Departments compiling the draft annual report 2020/2021 as per Treasury Template and CoGTA	Compliance with MFMA Circular 63	04,05-06 August 2021	All Directors & Strategic Services Manager
11.	IDP, Budget, SDBIP & PMS	Departments submit the draft annual report 2020/2021 as per Treasury Template and CoGTA to the Strategic Services Manager for consolidation	Compliance with MFMA Circular 63	11 August 2021	All Directors
12.	IDP, Budget, SDBIP & PMS	Executive Management for consideration of July 2021/2022 performance report	Evaluate performance targets and identify service delivery gaps	16 August 2021	All Directors

13.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	13 August 2021	Chief Financial Officer
14.	IDP, Budget, SDBIP & PMS	Submit draft annual report 2020/2021 to Internal Audit for Auditing	Compliance with MFMA Circular 63	16 August 2021	Strategic Services Manager
15.	IDP, Budget, SDBIP & PMS	IDP/Budget/PMS Technical Committee Meeting	Presentation of Draft IDP/Budget and PMS Process Plan for IDP planning and development 22/23-2026/2027	18 August 2021	MM & Strategic Services Manager
16.	IDP, Budget, SDBIP & PMS	Submission of IDP/Budget & PMS Process to: 1. ANDM for alignment to District Framework	Alignment of plans with the district municipality	20 August 2021	Strategic Services Manager
17.	IDP, Budget, SDBIP & PMS	Submit draft annual report 2020/2021 to Audit Committee for review	Compliance with MFMA Circular 63	20 August 2021	Strategic Services Manager
18.	IDP, Budget, SDBIP & PMS	<b>Presentation of draft annual report 2020/2021 and Annual Financial Statements to Audit Committee</b>	Compliance with MFMA Circular 63, MFMA S 126,	23 – 24 August 2021	Strategic Services Manager Chief Financial Officer
19.	IDP, Budget, SDBIP & PMS	<b>Presentation of the Draft Annual Report 2020/2021, Annual Financial Statements 2020/21 and IDP Process Plan 2022/2023 to EXCO</b>	Executive Committee meeting to recommend documents	26 August 2021	Mayor, MM & All Directors



20.	IDP, Budget, SDBIP & PMS	<b>Presentation of the Draft Annual Report 2020/2021, Annual Financial Statements 2020/21 and IDP Process Plan 2022/2023 to Council Meeting</b>	Compliance with S28 (1) of the MSA 2000, MFMA S 126,	31 August 2021	Mayor, Speaker & MM
21.	PMS	<b>Submit Draft Annual Report 2020/2021 &amp; Annual Financial Statements 2020/2021 to Auditor General</b>	Compliance with S28 (1) of the MSA 2000, MFMA S 126,	31 August 2021	Municipal Manager
22.	IDP, Budget, SDBIP & PMS	<b>Submit Draft Annual Report 2020/2021 to MPAC for oversight</b>	Compliance with MFMA Circular 63	31 August 2020	Municipal Manager
23.	IDP/Budget	Submit IDP Process Plan with Council Resolution to ANDM & CoGTA	MSA of 2000	31 August 2020	Strategic Services Manager
<b>ANALYSIS PHASE: SEPTEMBER 2021</b>					
24.	IDP, Budget, SDBIP & PMS	Advertise Adopted IDP Process Plan for community consumption to Local Newspapers, Website & Ntabankulu Facebook page	Ensure community participation in line with S28 (3) of MSA 32 of 2000	03 September 2021	Strategic Services Manager
25.	IDP, Budget, SDBIP & PMS	Advertise Draft Annual Report for community consumption to Local Newspaper, Website & Ntabankulu Facebook page	MFMA Circular 63 & MFMA Section 75(1) (c)	03 September 2021	Strategic Services Manager
26.	IGR	Basic Service Delivery Cluster meeting	Planning, implementation, monitoring and evaluation of but not limited to co-ordination of electricity reticulation, eradication of infrastructure backlogs and ensuring existence of enabling infrastructure for economic growth and development.	06 September 2021	Strategic Services Manager
27.	IGR	Socio Economic Development Cluster Meeting	Planning, implementation, monitoring and evaluation of socio-economic development initiatives.	06 September 2021	Strategic Services Manager

28.	IGR	Good Governance and Public Participation cluster meeting	To attend to issues of Governance and Public Participation	09 September 2021	Strategic Services Manager
29.	IGR	Institutional Development and Organizational Transformation and Financial Viability and Management cluster.	Shall deal with issues of organizational development; transformation and administration and as well as financial management.	09 September 2021	Strategic Services Manager
30.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	10 September 2021	Chief Financial Officer
31.	PMS	Executive Management for August Performance Report 2021/2022	Evaluate performance targets and identify service delivery gaps.	13 September 2021	MM, Directors, Managers
32.	IDP, Budget, SDBIP & PMS	IDP/Budget Rep Forum/IGR Session Q1	Presentation of the Consolidated Service Delivery Progress Reports from clusters meetings	28 September 2021	Mayor, MM

**OCTOBER 2021**

33.	PMS	Submission of 1 <sup>st</sup> Quarter Performance Report 2021/2022 to Strategic Services Manager	Evaluate Achievement of targets and identify service delivery gaps	11 October 2021	All Directors
34.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality’s budget.	MFMA Section 71 Reports	11 October 2021	Chief Financial Officer
35.	PMS	September Performance Reports and 1 <sup>st</sup> Quarter Performance Reports 2021/2022 presented to Executive Management	Presentation of Performance Reports and evaluate achievements	13 October 2021	MM, Directors, Managers
36.	PMS	1 <sup>st</sup> Quarter Performance Reports 2021/2022 submitted to Internal Audit	Evaluate Achievement of targets and identify service delivery gaps	14 October 2021	Strategic Services Manager
37.	PMS	Submission of 1 <sup>st</sup> Quarter Performance Report 2021/2022 to Audit Committee	Evaluate Achievement of targets and identify service delivery gaps	19 October 2021	Internal Audit Manager
38.	PMS	1 <sup>st</sup> Quarter Performance Reports 2021/2022 submitted to Standing Committee	Presentation of Performance Reports and evaluate achievements	21 October 2021	MM & All Directors
39.	PMS	1 <sup>st</sup> Quarter Performance Reports 2021/2022 submitted to Executive Committee	Presentation of Performance Reports and evaluate achievements by Ordinary Executive Committee	26 October 2021	Mayor, MM & All Directors
40.	Budget & PMS	Ordinary Council Meeting for 1 <sup>st</sup> Quarter Performance Reports 2021/2022 submitted to Council.  Section 52(d) –The Mayor must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality.	Presentation of Performance Reports and evaluate achievements	29 October 2020	Mayor & MM

**STRATEGIES AND OBJECTIVES REVIEW PHASE: NOVEMBER 2021**

41.	PMS	MM & Section 54,56 Managers Performance Evaluation (informal)	Performance Reviews for the 1 <sup>st</sup> Quarter 2021/2022	03 - 04 November 2021	MM & All Directors
42.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	11 November 2021	Chief Financial Officer
43.	PMS	October Performance Reports presented to Executive Management	Evaluate performance targets and identify service delivery gaps	12 November 2021	MM, Directors Managers
44.	IDP, Budget, SDBIP & PMS	Mayors IDP Outreach Program: Review of ward priorities at Ward Level (Ward 1-17)	Feedback on IDP Implementation and review of community ward-based plans for all wards	15 – 18 November 2021	Strategic Services Manager
45.	IDP, Budget, SDBIP & PMS	1. IDP/Budget Technical Committee	Presentation of IDP Outreach Report, reviewed ward-based plans & Presentation of previous year IDP MEC Comments	22 November 2021	MM, Strategic Services Manager
46.	IGR	Basic Service Delivery Cluster meeting	Planning, implementation, monitoring and evaluation of but not limited to co-ordination of electricity reticulation, eradication of infrastructure backlogs and ensuring existence of enabling infrastructure for economic growth and development.	24 November 2021	Strategic Services Manager
47.	IGR	Socio Economic Development Cluster Meeting	Planning, implementation,	24 November 2021	Strategic Services Manager

			<i>monitoring and evaluation of socio-economic development initiatives</i>		
48.	<i>IGR</i>	<i>Good Governance and Public Participation cluster meeting</i>	<i>To attend to issues of Governance and Public Participation</i>	<i>25 November 2021</i>	<i>Strategic Services Manager</i>
49.	<i>IGR</i>	<i>Institutional Development and Organizational Transformation and Financial Viability and Management cluster.</i>	<i>Shall deal with issues of organizational development; transformation and administration and as well as financial management.</i>	<i>25 November 2021</i>	<i>Strategic Services Manager</i>
50.	<i>IDP IGR</i>	<i>IDP/Budget Rep Forum/IGR Session</i>	<i>Presentation of the Consolidated Service Delivery Progress Reports from clusters meetings</i>	<i>30 November 2021</i>	<i>Mayor, MM</i>

**DECEMBER 2021**

51.	IDP IGR & PMS and Budget	<b>Extended Exco Lekgotla for provision of progress and update to Council IDP Planning &amp; Implementation, Policies, Sector Plans, SDBIP 2021/2022</b>	IDB, Budget, SDBIP 2021/2022	06 – 10 December 2021	Strategic Services Manager, Directors & MM
52.	IDP, IGR & PMS and Budget	<b>Extended Management Lekgotla in preparation for adjustment 2021/2022</b>	Midterm performance report 2021/2022, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022	06 – 10 December 2021	Strategic Services Manager Directors & MM
53.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	10 December 2021	Chief Financial Officer
54.	IDP IGR & PMS and Budget	<b>Council Strategic Session 1 for provision of progress and update to Council IDP Planning &amp; Implementation, Policies, Sector Plans, SDBIP 2021/2022</b>	IDB, Budget, SDBIP 2021/2022	13,14 & 15 December 2021	Strategic Services Manager, Directors & MM
55.	PMS	Council meeting for Audited Annual Report 2020/2021 & Council Recess	<b>Mayor tables audited Annual Report &amp; audited Financial Statements to Council with Auditor General's Report &amp; Council Recess</b>	17 December 2021	MM & Mayor

56.	PMS	Audited Annual Report with Oversight report is made public (Municipal Website, Local Newspapers, All Municipal Sites)	MFMA Circular 63 & MFMA Section 75(1) (c )	17 December 2021	Strategic Services Manager
<b>PROJECT PRIOTISATION PHASE: JANUARY 2022</b>					
57.	IDP, IGR & PMS and Budget	Submission of Midterm performance Report 2021/2022 & SDBIP Turnaround 2021/2022 to Internal Audit	Audited Midterm performance 2021/2022	5 January 2022	Strategic Services Manager
58.	Budget	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	11 January 2022	Chief Financial Officer
59.	PMS	Submission of Midterm Performance Report 2021/2022 & SDBIP Turnaround 2021/2022 to Audit Committee	Review 2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022	07 January 2022	Internal Audit Manager
60.	IDP IGR & PMS and Budget	<b>Council Strategic Session 2 for Midterm performance report 2021/2022, Budget Adjustment 2021/2022 &amp; SDBIP Turnaround 2021/2022</b>	2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022.	10,11,12 & 13 January 2022	MM/Council
61.		<b>Standing Committee meetings</b>	2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022.	10,11,12 & 13 January 2022	All Directors & Portfolio Heads
62.	PMS	<b>Ordinary Executive Committee Meeting</b>	2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022.	18 January 2022	MM, Directors

63.	SDBIP and PMS	<b>Ordinary Council Meeting</b>	2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022.	25 January 2022	MM, Council
64.	SDBIP and PMS	Submission of 2021/2022 Midterm performance report, Budget Adjustment 2021/2022, SDBIP Turnaround 2021/2022 to Treasury (PT & NT)	MFMA Section 72(b)	27 January 2022	Strategic Services Manager and Chief Financial Officer
<b>FEBRUARY 2022</b>					
65.	IDP IGR & PMS and Budget	Management Lekgotla for IDP Planning and development 2022/2023-2026/2027 Vision, Mission, values, SWOT Analysis, Objectives, strategies, projects, Policy & Bylaws Review and development, Organizational Structure & Draft SDBIP 2022/2023	Overarching Strategy Planning and Development 2022/2023-2026/2027	07,08,09,10 & 11 February 2022	MM, Strategic Services Manager
66.	Budget	Submission of 71 Reports to Provincial & National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	11 February 2022	Chief Financial Officer
67.	Treasury	2021/2022 midyear budget and performance assessment and 2021/2022 Municipal Budget and Benchmark engagement	2021/2021 midyear budget and performance assessment and 2021/2022 Municipal Budget and Benchmark engagement	14 February 2022	MM, CFO & Strategic Services Manager
68.	PMS	Annual 2020/2021 & Midyear 2021/2022 Individual Performance Evaluations (Senior Managers, Managers and Officers)	Annual 2020/2021 & Midyear 2021/2022 Individual Performance Evaluations (Senior Managers, Managers and Officers)	17 & 18 February 2022	Directors, Managers, Officers
69.	PMS	Executive Management Meeting for January Performance Report 2021/2022	Evaluate performance targets and identify service delivery gaps	21 February 2022	MM, Directors, Managers



70.	PMS & Budget	Treasury Midyear engagements	Midyear engagements	22 February 2022	MM, Directors, Strategic Services Manager & Chief Financial Officer
71.	IGR	Basic Service Delivery Cluster meeting	Planning, implementation, monitoring and evaluation of but not limited to co-ordination of electricity reticulation, eradication of infrastructure backlogs and ensuring existence of enabling infrastructure for economic growth and development.	24 February 2022	Strategic Services Manager
72.	IGR	Socio Economic Development Cluster Meeting	Planning, implementation, monitoring and evaluation of socio-economic development initiatives	24 February 2022	Strategic Services Manager
73.	IGR	Good Governance and Public Participation cluster meeting	To attend to issues of Governance and Public Participation	25 February 2022	Strategic Services Manager
74.	IGR	Institutional Development and Organizational Transformation and Financial Viability and Management cluster.	Shall deal with issues of organizational development; transformation and administration and as well as financial management.	25 February 2022	Strategic Services Manager
75.					
<b>APPROVAL PHASE: MARCH 2022</b>					
76.	IDP IGR & PMS and Budget	IDP/IGR Forum Meeting	Presentation of the Consolidated Service Delivery Progress Reports from clusters meetings	03 March 2021	MM & Mayor
77.	Budget	Submission of 71 Report to Provincial & National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than 10 working	MFMA Section 71 Reports	11 March 2021	Chief Financial Officer

		<i>days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.</i>			
78.	<i>PMS</i>	<i>February Performance Reports presented to Executive Management</i>	<i>Presentation of Performance Reports and evaluate achievements</i>	<i>14 March 2022</i>	<i>MM, Directors, Managers</i>
79.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Council Strategic Session 3 for IDP Planning and development 2022/2023-2026/2027 Vision, Mission, values, SWOT Analysis, Objectives, strategies, projects, Policy &amp; Bylaws Review and development, Organizational Structure &amp; Draft SDBIP 2022/2023</i>	<i>Overarching Strategy Planning and Development 2022/2023-2026/2027</i>	<i>15,16,17,18 March 2022</i>	<i>Mayor &amp; MM</i>
80.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Consolidation of Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i>	<i>Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i>	<i>21-22 March 2022</i>	<i>Strategic Services Manager</i>
81.	<i>IDP IGR &amp; PMS and Budget</i>	<b><i>Executive Committee Meeting for tabling of the Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i></b>	<i>Executive Committee for consideration of the Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i>	<i>25 March 2022</i>	<i>Mayor, MM &amp; All Directors</i>
82.	<i>IDP IGR &amp; PMS and Budget</i>	<b><i>Ordinary Council Meeting for tabling of the Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i></b>	<i>Adoption of the Draft IDP 2022/2023-2026/2027, Draft Budget, Draft SDBIP 2022/2023, Policies and Organizational Structure</i>	<i>31 March 2022</i>	<i>Mayor, Speaker and MM</i>

**APRIL 2022**

83.	<i>PMS &amp; Budget</i>	<i>Treasury Draft Budget engagements</i>	<i>Draft Budget</i>	<i>04 April 2022</i>	<i>Chief Financial Officer</i>
84.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Advertise Draft IDP 2022/2023-2026/2027, Draft Budget 2022/2023-2024/2025 &amp; SDBIP 2022/2023.</i>	<i>Solicit public comments (observe 21 days from the date of advertisement)</i>  <i>Local Government: Municipal planning and performance management regulations (GNR. 796 of 24 August 2001) Reg 15(3)</i>	<i>08 April 2022</i>	<i>Strategic Services Manager</i>
85.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Send copies of Draft IDP/Budget&amp; Draft SDBIP to relevant stakeholders(CoGTA, NT,PT,AGSA,Legislature)</i>	<i>MSA Section 32 (1) (a) compliance</i>	<i>08 April 2022</i>	<i>Strategic Services Manager</i>
86.	<i>PMS</i>	<i>Submission of 3<sup>rd</sup> Quarter Performance Reports 2021/2022 to Strategic Services Manager</i>	<i>Evaluate 3<sup>rd</sup> Quarter Performance 2021/2022 against set targets and verification of submitted Portfolio of Evidence</i>	<i>11 April 2022</i>	<i>Strategic Services Manager</i>
87.	<i>Budget</i>	<i>Submission of 71 Reports to Provincial &amp; National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality’s budget.</i>	<i>MFMA Section 71 Reports</i>	<i>12 April 2022</i>	<i>Chief Financial Officer</i>
88.	<i>PMS</i>	<i>Executive Management Meeting for 3<sup>rd</sup> Quarter 2021/2022 Performance Report</i>	<i>Presentation of Performance Reports and evaluate achievements.</i>	<i>13 April 2022</i>	<i>MM, Directors and Managers</i>

89.	PMS	3 <sup>rd</sup> Quarter Performance Reports submitted to internal audit 2021/2022	Audited 3 <sup>rd</sup> Quarter Performance 2021/2022	14 April 2022	Strategic Services Manager
90.	PMS	Submission of 3 <sup>rd</sup> Performance Report 2021/2022 & to Audit Committee	Review 2020/2022 3 <sup>rd</sup> Quarter performance report	19 April 2022	Internal Audit Manager
91.	PMS	Standing Committees for 3 <sup>rd</sup> Quarter Performance 2021/2022	3 <sup>rd</sup> Quarter Performance 2021/2022	20 April 2022	Portfolio Heads, Directors
92.	PMS	Executive Committee for 3 <sup>rd</sup> Quarter Performance 2021/2022	3 <sup>rd</sup> Quarter Performance Report 2021/2022	25 April 2022	Mayor, MM, Directors
93.	PMS	Ordinary Council Meeting for 3 <sup>rd</sup> Quarter Performance Reports 2021/2022	Adopted 3 <sup>rd</sup> Quarter Performance Reports 2021/2022	29 April 2022	Mayor, Speaker & MM
<b>MAY 2022</b>					
94.	PMS	Individual Performance Evaluations for 3 <sup>rd</sup> Quarter Performance 2021/2022	3 <sup>rd</sup> Quarter Performance Review Reports	03 & 04 May 2022	Directors & MM
95.	IDP IGR & PMS and Budget	IDP/Budget Roadshows: consulting communities on the Draft IDP 2022/2023-2026/2027	Inform community of Draft IDP/Budget	03, 04, 05, & 06 May 2022	Council, Directors, MM & Strategic Services Manager
96.	PMS	April Performance Reports presentation to Executive Management Meeting	Presentation of Performance Reports and evaluate achievements	12 May 2022	All Directors
97.	Budget	Submission of 71 Reports to Provincial & National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury	MFMA Section 71 Reports	13 May 2022	Chief Financial Officer

		<i>a statement in the prescribed format on the state of the municipality's budget.</i>			
98.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Consolidate inputs into the Draft IDP 2022/2023-2026/2027</i>	<i>To inform priority projects in the IDP</i>	<i>10- 13 May 2022</i>	<i>Strategic Services Manager</i>
99.	<i>IDP IGR &amp; PMS and Budget</i>	<i>IDP/IGR Technical Committee Meeting</i>	<i>Presentation of inputs from Roadshows and Presentation of SOMA Concept note</i>	<i>16 May 2022</i>	<i>Strategic Services Manager</i>
100.	<i>PMS</i>	<i>Management Session for refinement of Final IDP 2022/2023-/2026/2027, Final Budget 2022/2023-2024/2025, SDBIP 2022/2023, Demand Management Plan 2022/2023, Policies, Organizational Structure in preparation for adoption by Council</i>	<i>Final IDP, Budget, SDBIP, Policies, Organogram</i>	<i>18, 19 – 20 May 2022</i>	<i>MM, Directors</i>
101.	<i>IDP IGR &amp; PMS and Budget</i>	<i>Executive Committee Meeting for tabling of Final IDP 2022/2023-2026/2027, Budget 2022/2023-2024/2025, SDBIP 2022/2023, Policies, Organizational Structure</i>	<i>Final IDP, Budget, SDBIP, Policies, Organogram</i>	<i>24 May 2022</i>	<i>MM</i>
102.	<i>IDP/Budget and PMS</i>	<i>Ordinary Council Meeting Adopting Final IDP 2022/2023-2026/2027, Budget 2022/2023-2024/2025, SDBIP 2022/2023, Policies, Organizational Structure</i>	<i>Adoption Final IDP, Budget, SDBIP, Sector Plans, Policies, Organogram</i>	<i>31 May 2022</i>	<i>Mayor, Speaker &amp; MM</i>
<b>JUNE 2022</b>					
103.	<i>IDP/Budget and PMS</i>	<i>Public notices/Adverts /Municipal Website of the adopted IDP 2022/2023-2026/2027, Budget 2022/2023-2024/2025, SDBIP 2022/2023</i>	<i>MSA sec. 25(4)(a) and (b)</i>	<i>03 June 2022</i>	<i>Strategic Services Manager</i>
104.	<i>IDP/Budget and PMS</i>	<i>State of the Municipal Address</i>	<i>Tabling of the Budget Speech by the Mayor to all Stakeholders</i>	<i>07 June 2022</i>	<i>Mayor &amp; MM</i>
105.	<i>IDP/Budget and PMS</i>	<i>Submission of the Adopted IDP &amp; Budget to relevant Stakeholders (CoGTA, AGSA, NT,PT &amp; Legislature)</i>	<i>MSA sec. 32(1)(a)</i>	<i>09 June 2022</i>	<i>Strategic Services Manager</i>

106.	Budget	Submission of 71 Reports to Provincial & National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	MFMA Section 71 Reports	13 June 2022	Chief Financial Officer
107.	PMS	May Performance Reports presentation to Executive Management	Presentation of Performance Reports and evaluate achievements	16 June 2022	All Directors
108.	IGR	Basic Service Delivery Cluster meeting	Planning, implementation, monitoring and evaluation of but not limited to co-ordination of electricity reticulation, eradication of infrastructure backlogs and ensuring existence of enabling infrastructure for economic growth and development.	21 June 2022	Strategic Services Manager
109.	IGR	Socio Economic Development Cluster Meeting	Planning, implementation, monitoring and evaluation of socio-economic development initiatives	21 June 2022	Strategic Services Manager
110.	IGR	Good Governance and Public Participation cluster meeting	To attend to issues of Governance and Public Participation	22 June 2022	Strategic Services Manager
111.	IGR	Institutional Development and Organizational Transformation and Financial Viability and Management cluster.	Shall deal with issues of organizational development; transformation and administration and as well as financial management.	22 June 2022	Strategic Services Manager
112.	IDP/Budget and PMS	IDP/IGR Forum Meeting	Presentation of the Consolidated Service Delivery Progress Reports from clusters meetings	29 June 2022	Strategic Services Manager







## 11. CONCLUSION

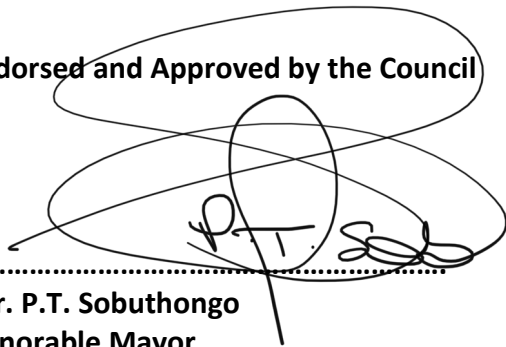
This process plan is another attempt in our endeavor as a municipality to continuously improve on the alignment of our processes both internally and externally as envisaged by South Africa's legislative framework.

The focus of the IDP formulation and budget process as detailed above is to improve on the implementation aspect, financial sustainability and clear linkage between the two processes, resulting in increased and better service delivery to all the communities of Ntabankulu Local Municipality. Ntabankulu IDP, budget and PMS Process Plan will be aligned to Alfred Nzo District Municipality Framework Plan and legislative requirements. The Process Plan will further be submitted to Council for approval and to the MEC for Local Government.

This was signed at Ntabankulu Local Municipality on this 1<sup>st</sup> day of September 2021

**Resolution number: OCM/1/22/008.4**

**Endorsed and Approved by the Council**

A handwritten signature in black ink, appearing to read 'P.T. Sobuthongo', is written over a horizontal dotted line. The signature is enclosed within a large, hand-drawn oval shape.

**Cllr. P.T. Sobuthongo**  
**Honorable Mayor**