



# **IDP /BUDGET /PMS PROCESS PLAN FOR 2019/2020**



<b>1.</b>	<b>INTRODUCTION</b>	<b>3</b>
<b>2.</b>	<b>LEGAL FRAMEWORK: IDP AND BUDGET PROCESS PLAN</b>	<b>4</b>
<b>2.1</b>	Integrated Development Plan (IDP)	5
<b>2.2</b>	Annual Budget	6
<b>2.3</b>	Service Delivery and Budget Implementation Plan (SDBIP)	6
<b>3.</b>	<b>INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS</b>	<b>7</b>
<b>3.1</b>	IDP and Budget Steering Committee	7
<b>3.1.1</b>	Terms of reference for the IDP and Budget Steering Committee	7
<b>3.2</b>	IDP Representative Forum	8
<b>3.2.1</b>	Terms of reference of the IDP Representative Forum	8
<b>3.3</b>	Ward Committees	9
<b>4.</b>	<b>ROLES AND RESPONSIBILITIES</b>	<b>9</b>
<b>4.1</b>	Internal stakeholders	10
<b>4.2</b>	Municipality and external stakeholders	10
<b>5.</b>	<b>MECHANISMS FOR PUBLIC PARTICIPATION</b>	<b>11</b>
<b>6.</b>	<b>PHASES OF THE IDP AND BUDGET PROCESS</b>	<b>12</b>
<b>7.</b>	<b>INTERGOVERNMENTAL ALIGNMENT</b>	<b>14</b>
<b>7.1</b>	Alignment of the IDP, Budget and Performance Management	14
<b>7.2</b>	Horizontal and Vertical alignment	14
<b>7.2.1</b>	District alignment	14
<b>7.2.2</b>	Alignment with sector departments	15
<b>8.</b>	<b>REPORTING REQUIREMENTS</b>	<b>15</b>
<b>9.</b>	<b>INTEGRATED STRATEGIC TIME SCHEDULE</b>	<b>16</b>
<b>10.</b>	<b>PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS</b>	<b>23</b>

# 1. INTRODUCTION

Integrated Development Planning is an elaborate and dynamic process which produces a strategic plan to guide the municipality to eradicate service delivery backlogs, encourage socio-economic development, preserve the natural environment as well as address the spatial disparities of development. The end result should not only be the drafting of the IDP document but rather the implementation of programmes and projects in an integrated sustainable manner which will ultimately create a conducive environment which enhances the socio-economic prosperity for all people in the Kouga Municipal Area.

The Kouga Municipality is committed to bring a better life for all the people within its jurisdiction as expressed in its vision. The Vision has a clear direction and that is to govern the municipality effectively and efficiently and to render the best basic services to the community. Its aim is also to inspire to community to enhance public participation and to attract the best talent and investment to the municipality.

**VISION:** “Good governance through service excellence”

**MISSION:**

It is the mission of the municipality to offer the people of Kouga area:

- To create a government that addresses the needs and respects the values of Ubuntu in our communities.
- To create a better life for all through delivering inclusive and affordable services to residents.
- To create a safe environment with diverse opportunities for economic growth and development.
- To create a responsive, accountable and caring government for all its people.
- To create an efficient, well-managed, corruption free and legally compliant municipality.
- To create and maintain an effectively governed administration that is committed to financial sustainability.

The process plan briefly outlines the activities in the processes which the municipality will undertake in drafting its 2018/2019 Review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as ward committees, and representative forums.

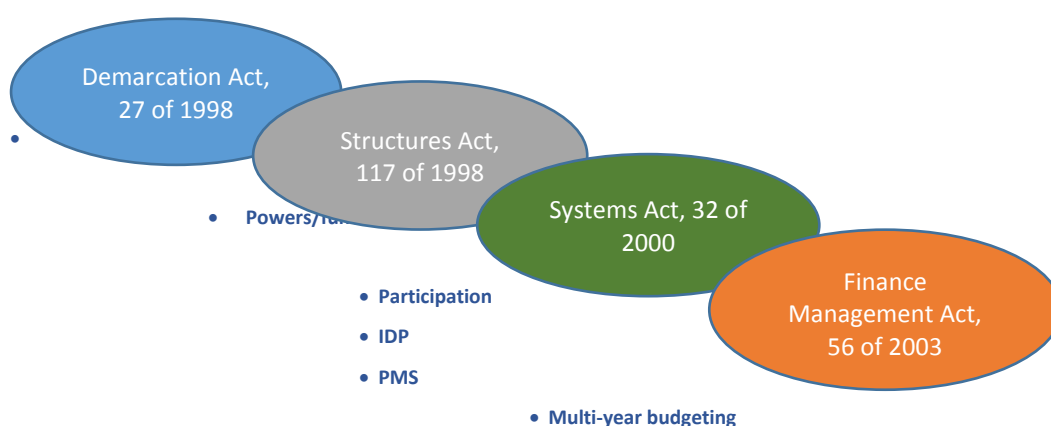
## 2. LEGAL FRAMEWORK: IDP AND BUDGET PROCESS PLAN

Section 28(1) of the Local Government: Municipal Systems Act, no 32 of 2000 prescribes that a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development plan. The plan must include the following:

- A programme specifying the time frames for the different planning phases;
- 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;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

Section 21(1) of the Municipal Finance Management Act No 56 of 2003 further prescribes that the mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the following legislation:



*Municipal Legislative background*

## 2.1 Integrated Development Plan (IDP)

**Chapter 5, Section 25(1) of the Municipal Systems Act No 32 of 2000 indicates that:**

*Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which:*

- (a) Links, integrates and coordinates plans and takes in account proposals for the development of the municipality;*
- (b) Aligns the resources and capacity of the municipality with the implementation of the plan;*
- (c) Complies with the provisions of this Chapter; and*
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

**Section 28 of the Municipal Systems Act, No 32 of 2000 prescribes that:**

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.*
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) A municipality must give notice to the local community to particulars of the process it intends to follow.*

**Section 29(1) of the Municipal Systems Act, No 32 of 2000 prescribes that:**

*The process must:*

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –*
  - (i) the local community to be consulted on its development needs and priorities;*
  - (ii) the local community to participate in the drafting of the integrated development plan; and*
  - (iii) organs of the state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) be consistent with any other matters that may be prescribed by regulation.*

## 2.2 Annual Budget

The annual budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act No 56 of 2003.

Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:

*The Mayor of a municipality must:*

- (b) at least 19 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 Structures 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).*

## 2.3 Service Delivery and Budget Implementation Plan (SDBIP)

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue and Expenditure Framework. Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

*Section 1 of the MFMA defines the SDBIP as:*

- (a) detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*
  - (i) revenue to be collected, by source; and*
  - (ii) operational and capital expenditure, by vote.*
- (b) Service delivery targets and performance indicators for each quarter.*

## 3. INVOLVEMENT OF THE COMMUNITY AND STAKEHOLDERS

The municipality needs to establish a set of organisational arrangements to:

- Institutionalise the participation process of all stakeholders;
- Effectively manage outputs; and
- Give affected parties access to contribute to the decision-making process.

The municipality should consider existing arrangements, use and adapt them, if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements/structures.

### 3.1 IDP and Budget Steering Committee

As part of the IDP & Budget preparation process the Executive Mayor must establish an IDP & Budget Steering Committee which is constituted as per section 4 of the Local Government: Budget and Reporting Regulations as follow:

*Section 4(1) the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act.*

The committee will act as an advisory and support structure to the Executive Mayor in providing a platform for her to provide political guidance and to monitor progress made in the IDP and budget process. National Treasury has introduced a new Standard Charter of Accounts commonly referred to as mSCOA. The municipality has already established a mSCOA Budget Steering Committee which comprise of the following councillors and officials as prescribed in section 4(2) of the Budget and Reporting Regulations:

- Executive Mayor
- Mayoral Committee
- Municipal Manager
- Chief Financial Officer
- All senior managers
- Manager IDP
- Manager Budget and Treasury

#### 3.1.1 Terms of reference for the IDP and Budget Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

- Provides terms of reference for the various planning activities
- Commissions research studies
- Process, summarize and document outputs

- Makes recommendations
- Prepare, facilitate and document meetings
- Compile a status quo report in respect of spatial planning
- Consider and process all comments received from various stakeholders in respect of the draft IDP, budget and SDF subsequent to a public participation process.

## 3.2 IDP Representative Forum

The IDP Representative Forum is constituted as part of the preparations phase of the IDP and will continue its functions throughout the IDP Review process. The composition of the IDP Representative Forum is as follows:

- Executive Mayor
- Mayoral Committee
- Councillors
- Ward Committees
- Community Development Workers (CDW's)
- Municipal Manager
- All senior managers
- Stakeholder representatives of organised sector groups
- NGO's
- Sector departments
- Parastatals organisations

### 3.2.1 Terms of reference of the IDP Representative Forum

The forum will be responsible for:

- Representing the interests of their constituents in the IDP process
- Providing an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality to fulfil the public participation requirements in terms of the budgeting, performance management and service level agreement processes;
- Ensuring communication between all the stakeholder representatives;
- Monitoring the performance of the planning and implementation process;
- Discuss and comment on the draft IDP and Budget.



### 3.3 Ward Committees

The ward committees will serve as the official advisory and consultation platform with the community of Kouga throughout the IDP and budget process. The role of ward committees in respect of the IDP and budget will be to:

- Assist the ward councillor to identify service delivery needs and development challenges
- Mobilise communities to attend IDP/Budget meetings
- All committee members must be present at the IDP community meetings to assist marginalised groups and those who cannot read or write
- Participate in the ward based planning process
- Prioritise the community inputs and determine the top five (5) priorities of the ward
- Give details on priority issues and problems
- Monitor the implementation of projects and programmes in the ward

## 4. ROLES AND RESPONSIBILITIES

### 4.1 Internal Stakeholders

	ROLE-PLAYER	ROLES AND RESPONSIBILITIES
INTERNAL ARRANGEMENT	<b>Council</b>	<ul style="list-style-type: none"> <li>• Approves and adopts the IDP process plan and budget time table</li> <li>• Approves the IDP and Budget</li> <li>• Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary</li> </ul>
	<b>Executive Mayor and Mayoral Committee</b>	<ul style="list-style-type: none"> <li>• Consider the IDP Process Plan and Budget time table and submit it to the Council for approval</li> <li>• Overall management, coordination and monitoring of the IDP and budget process</li> <li>• Assign and delegate responsibilities to the Municipal Manager. Submit the draft and final IDP and Budget to Council for approval</li> <li>• Provide political guidance in respect of the IDP and budget process</li> </ul>
	<b>Speaker</b>	<ul style="list-style-type: none"> <li>• Overall monitoring of the public participation process.</li> <li>• Establishment and oversight of the ward committee system</li> </ul>
	<b>Ward Councillors</b>	<ul style="list-style-type: none"> <li>• Liaison between the public and the municipality</li> <li>• Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and Budget processes</li> <li>• Oversee the public meetings and other engagements in their respective wards</li> <li>• Monitor the implementation of the IDP with respect of their particular wards</li> </ul>
	<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>• Fulfill the duties and responsibilities of the Accounting Officer as per the MFMA</li> <li>• Managing and coordinate the entire IDP and budget process</li> <li>• Chairperson of the IDP and Budget Steering Committee</li> </ul>

	<b>Chief Financial Officer</b>	<ul style="list-style-type: none"> <li>• Performs all the budgeting duties as delegated by the Accounting Officer in terms of Section 81 of the MFMA</li> <li>• Managing and co-ordinates the entire budgeting process</li> <li>• Ensures proper alignment and implementation of programmes/projects identified in the IDP</li> </ul>
	<b>IDP Manager</b>	<ul style="list-style-type: none"> <li>• Prepare the IDP process plan and co-ordinate the implementation thereof</li> <li>• Manage and co-ordinate the day to day activities of the entire IDP process</li> <li>• Facilitate effective engagements for public and stakeholder participation in all wards</li> <li>• Represent the municipality at inter-governmental engagements with other spheres of government</li> <li>• Drafting of all IDP documentation</li> <li>• Submit the draft IDP to the MEC for comment</li> <li>• Publish the draft IDP for comment to the public</li> <li>• Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality</li> <li>• Facilitate alignment between the IDP and Budget</li> <li>• Amend the IDP document in accordance with the comments of the MEC</li> </ul>
	<b>Senior Managers</b>	<ul style="list-style-type: none"> <li>• Provide technical and financial information in respect of analysing the priority issues of communities</li> <li>• Provide technical and budgetary input in respect of the development and operational strategies of the municipality</li> <li>• Preparation of project proposals and business plans for priority projects</li> <li>• Ensure integration of all projects and programmes culminating from the IDP process</li> <li>• Submit project proposals and business plans to the relevant authorities for funding and or technical support</li> <li>• Facilitate the incorporation and updating of all relevant sector plans in the IDP</li> </ul>

## 4.2 Municipality and External Stakeholders

	<b>ROLE-PLAYER</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>INTERNAL ARRANGEMENT</b>	<b>Kouga Municipality</b>	<ul style="list-style-type: none"> <li>• Prepare and adopt the IDP</li> <li>• Undertake the overall planning, management and coordination of the IDP Process</li> <li>• Consider the comments of the MEC on the IDP and adjust the IDP if necessary</li> <li>• Ensure the linkage between the Budget and IDP</li> </ul>
	<b>Local communities, residents and stakeholders</b>	<ul style="list-style-type: none"> <li>• Represents interests and contributes knowledge and ideas in the IDP process by participating in and through the ward committee</li> <li>• Keep constituencies informed on IDP activities and outcomes</li> </ul>
	<b>Sarah Baartman District Municipality</b>	<ul style="list-style-type: none"> <li>• Ensuring vertical and horizontal alignment of the IDP between the municipality and the district municipality as well as neighbouring municipalities</li> <li>• Facilitate district wide IDP engagements to foster cross-border planning between municipalities and the Sarah Baartman District</li> <li>• Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government structured inter-governmental engagements between the municipality and provincial government</li> <li>• Assessment of the MTREF to improve the responsiveness of the budget</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparation of joint strategy workshops with local municipalities; provincial and national role-players and other subject matter specialists.</li> </ul>
	<b>Provincial Government: Cogta and DLGTA</b>	<ul style="list-style-type: none"> <li>• Ensure horizontal alignment of the municipal IDP with all the relevant provincial sector departments</li> <li>• Facilitate structured inter-governmental engagements between the municipality and provincial government</li> <li>• Participate in the IDP processes through local offices</li> <li>• Assessment and commenting on draft IDP's strengthen the credibility thereof</li> <li>• Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities</li> <li>• Provincial Treasury provide guidelines for the preparation</li> <li>• Efficient financial management of provincial IDP grants;</li> <li>• Monitor the progress of the IDP process;</li> <li>• Facilitate resolution of disputes related to the IDP;</li> <li>• Assist municipalities in the IDP drafting process where required; and</li> <li>• Coordinate and manage the MEC's assessment of IDP's.</li> </ul>
	<b>Sector Departments</b>	<ul style="list-style-type: none"> <li>• Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects;</li> <li>• Provide sector plans and programmes for inclusion in the IDP</li> </ul>
	<b>National Government</b>	<ul style="list-style-type: none"> <li>• National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets</li> <li>• Assist with funding and technical support in respect of projects and programmes emanating from the IDP process</li> </ul>

## 5. MECHANISMS FOR PUBLIC PARTICIPATION

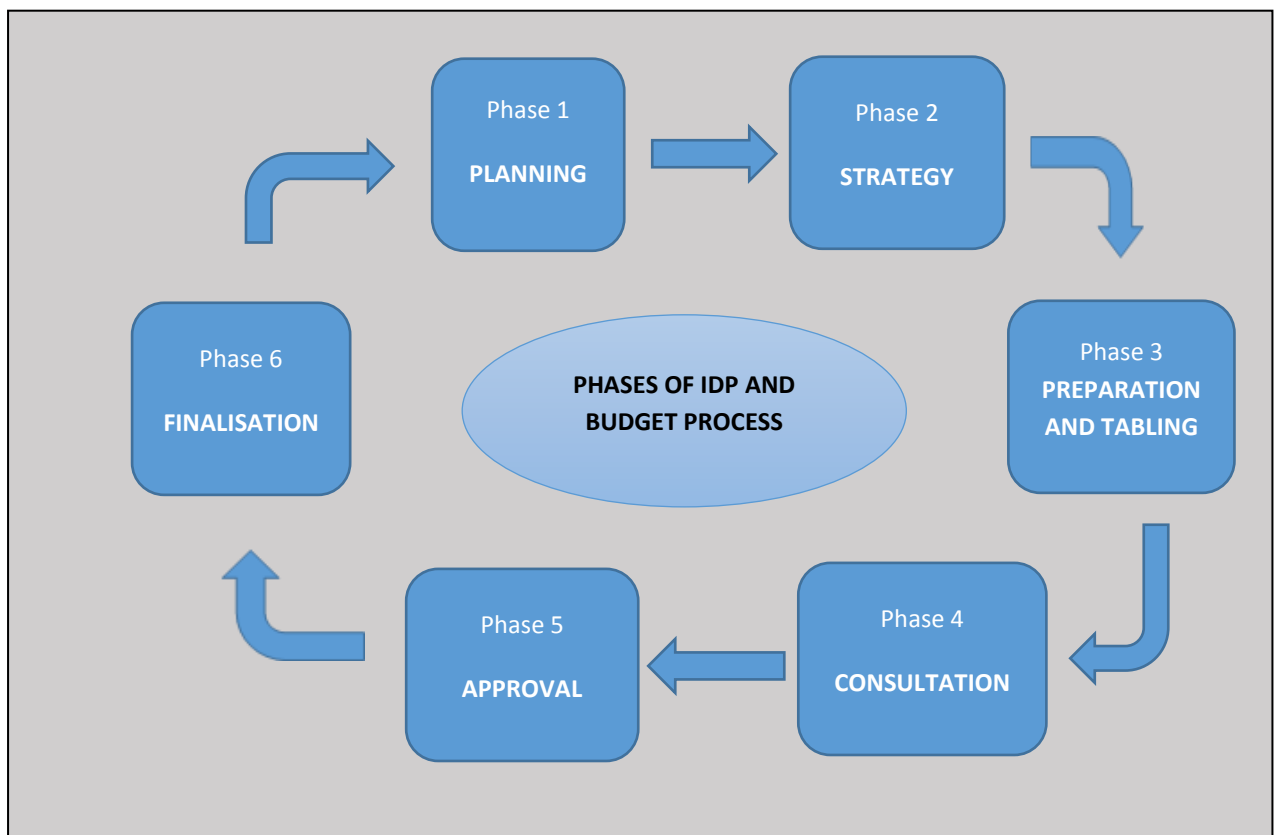
The involvement of the community stakeholders in the IDP process is one of the main features of the review process. Participation by all stakeholders ensures that the IDP addresses issues experienced by the communities. The following means of communication can be utilized:

- Municipal website and intranet
- Notices at all municipal offices
- Municipal newsletters and press releases
- Loud hailing prior to the public meetings
- Adverts in local newspapers
- Radio announcements
- Emails and bulk sms's to all on consolidated municipal database
- Social media platforms i.e. facebook

MECHANISM	REASON
<b>Newspaper publications</b>	<ul style="list-style-type: none"> <li>To invite comments from the public for both the draft and the final documents</li> <li>To ensure the municipality adheres to legislation in terms of publishing notices in the local newspapers</li> </ul>
<b>Loud hailing</b>	<ul style="list-style-type: none"> <li>To alert the community on the IDP process as well to ensure the message is carried out within the community to attend the public participation meetings in order to identify needs</li> </ul>
<b>Ward Committee Meetings</b>	<ul style="list-style-type: none"> <li>Ward committees serves as an official specialised participatory structure within the municipality and a mobilizing agent for community agent for community action within the wards</li> <li>Ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward residents meetings and other community development forums.</li> </ul>
<b>Mayoral roadshows</b>	<ul style="list-style-type: none"> <li>To interact with communities in the different wards in order to keep track of the issues they face as well as give feedback regarding various municipal matters</li> </ul>
<b>Public engagements</b>	<ul style="list-style-type: none"> <li>Ensure that venues for public meetings is selected in a manner that enables easy access for community members to attend.</li> </ul>

## 6. PHASES OF THE IDP AND BUDGET PROCESS

The phases of the IDP and Budget process is indicated in the diagram below. The process speaks to planning, preparation, implementation and monitoring of the IDP, Budget and PMS.

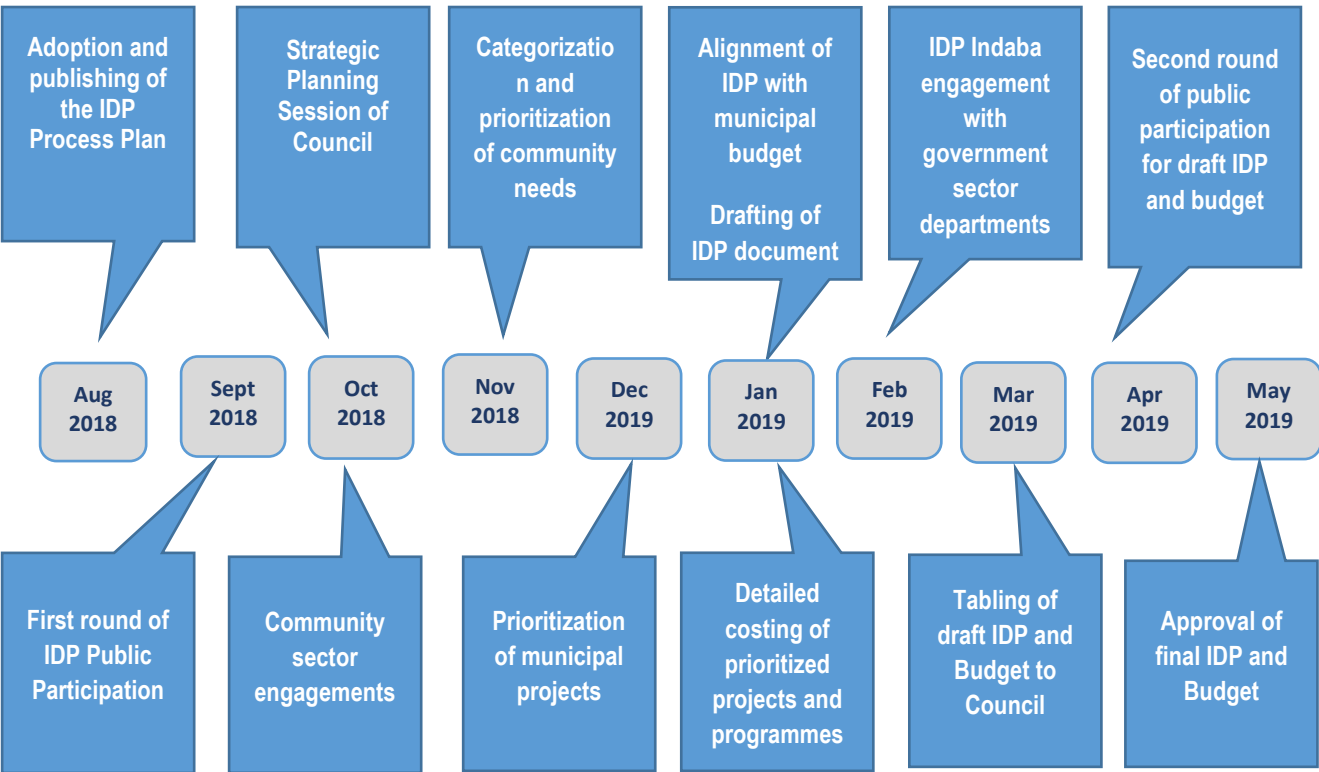


The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

PHASE	ACTIVITIES	DIRECTORATE/STRUCTURE
<b>Preparation</b>	<ul style="list-style-type: none"> <li>Approval of IDP Process Plan</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
<b>Analysis</b>	<ul style="list-style-type: none"> <li>Establishment of ward committees</li> </ul>	<ul style="list-style-type: none"> <li>AME &amp; SP</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct community needs analysis through a comprehensive process of public participation</li> </ul>	<ul style="list-style-type: none"> <li>Executive Mayor</li> <li>IDP Manager</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct a socio-economic analysis</li> </ul>	<ul style="list-style-type: none"> <li>All directorates</li> </ul>
	<ul style="list-style-type: none"> <li>Develop ward based development plans</li> </ul>	<ul style="list-style-type: none"> <li>IDP Manager</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct an organizational SWOT analysis</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>Develop strategic objectives through a strategic planning session of Council</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
	<ul style="list-style-type: none"> <li>Set specific service delivery and development targets</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
	<ul style="list-style-type: none"> <li>Review all sector plans</li> </ul>	<ul style="list-style-type: none"> <li>All directorates</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>Develop business plans to give effect to the strategic objectives of Council</li> </ul>	<ul style="list-style-type: none"> <li>All directorates</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>Horizontal and vertical alignment of council strategic objectives with other spheres of government</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> </ul>
	<ul style="list-style-type: none"> <li>Actively participate in relevant inter-governmental engagements</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> <li>All directorates</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>Apply all legislative requirements to ensure the credibility of the IDP process</li> </ul>	<ul style="list-style-type: none"> <li>Executive Mayor</li> <li>Council</li> </ul>

The summary below illustrates the different phases of the drafting of the 2018/2019 IDP Review with key milestones:

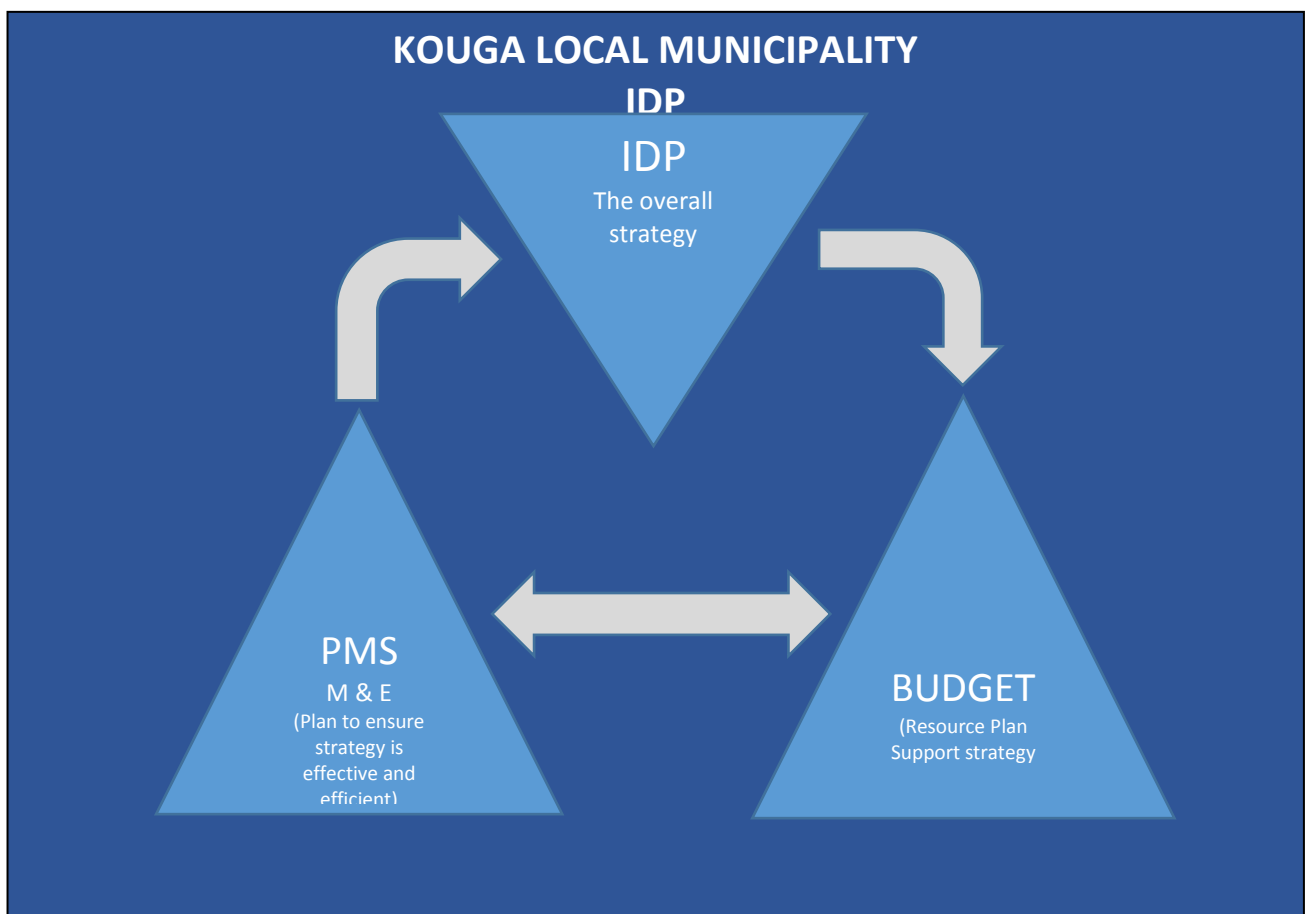
The illustration below describes processes followed to develop the IDP of the Kouga Local Municipality:



## 7. INTERGOVERNMENTAL ALIGNMENT

### 7.1 Alignment of the IDP, Budget and Performance Management

The IDP review process is mainly geared towards identifying early-warning signs for corrective action whenever it is required. The performance indicators are flowing from the IDP and constitute the heart of the Performance Management System. The IDP Process Plan 2019/2020 aligns the IDP, Budget Process and Performance Management in order to adhere to the legislative requirements. The linkages of the three processes are summarised in the following diagram:



### 7.2 Horizontal and Vertical alignment

#### 7.2.1 District Alignment

Sarah Baartman District Municipality has established a District IDP Engagement Forum which are also attended by the Department of Co-operative Governance, Human Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's. The IDP preparation process utilizes this forum to ensure vertical and horizontal alignment.

## 7.2.2 Alignment with Sector Departments

Alignment with sector departments is essential in order to ensure that the priorities of Kouga Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document.

# 8. REPORTING REQUIREMENTS

FREQUENCY	MSA/MFMA REPORTING ON PMS	SECTION
<b>Quarterly reporting</b>	<ul style="list-style-type: none"> <li>The municipal manager collates the information and draft the organisational performance report, which is submitted to Internal Audit.</li> <li>The Internal Auditors (IA) must submit quarterly reports to the Municipal Manager.</li> </ul>	<i>MSA Regulation 14(1)(c)</i>
<b>Mid-year reporting</b>	<ul style="list-style-type: none"> <li>The Performance Audit Committee must review the PMS and make recommendations to the Council.</li> </ul>	<i>MSA Regulation 14(4)(a)</i>
	<ul style="list-style-type: none"> <li>The Performance Audit Committee must submit a report at least twice during the year a report to Council.</li> </ul>	<i>MSA Regulation 14(4)(a)</i>
	<ul style="list-style-type: none"> <li>The municipality must report to Council at least twice a year.</li> </ul>	<i>MSA Regulation 14(4)(a)</i>
	<ul style="list-style-type: none"> <li>The Accounting Officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Department.</li> </ul>	<i>MFMA S72</i>
<b>Annual Reporting</b>	<ul style="list-style-type: none"> <li>The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee.</li> </ul>	<i>MFMA S121(3)(c)(j) &amp; MSA S46</i>
	<ul style="list-style-type: none"> <li>The Accounting Officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relates.</li> </ul>	<i>MFMA S126(1)(a)</i>
	<ul style="list-style-type: none"> <li>The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report.</li> </ul>	<i>MFMA S126(3)(a)(B)</i>
	<ul style="list-style-type: none"> <li>The Mayor of a municipality must, within seven months after the end of the financial year, table in the municipal council the annual report of the municipality.</li> </ul>	<i>MFMA S127(2)</i>
	<ul style="list-style-type: none"> <li>The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the Province and any prescribed organ of state, if the accounting officer of the entity fails to comply with subsection (2) and (3).</li> </ul>	<i>MFMA S127(4)(a)</i>
	<ul style="list-style-type: none"> <li>Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.</li> </ul>	<i>MFMA S127(5)(b)</i>
	<ul style="list-style-type: none"> <li>The Council of the municipality must consider the annual report by no later than two months, from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report</li> </ul>	<i>MFMA S129(1)</i>
	<ul style="list-style-type: none"> <li>The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning and annual report are to be taken, must be open to the public and any organ of state.</li> </ul>	<i>MFMA S130(1)</i>
	<ul style="list-style-type: none"> <li>The cabinet member responsible for local government must annually report to Parliament on actions taken by the MEC's for local government to address issues by the Auditor-General.</li> </ul>	<i>MFMA S134</i>

## 9. INTEGRATED STRATEGIC TIME SCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2019/2020 FINANCIAL YEAR

<b>PHASE 0</b>					
<b>PREPARATION PHASE /PRE- PLANNING</b>					
<b>ACTION</b>	<b>PURPOSE</b>	<b>RESPONSIBIITY</b>	<b>PROPOSED DATE</b>	<b>ACTUAL DATE</b>	<b>EVIDENCE</b>
<b>Sarah Baartman District Municipality Framework IDP Co-ordinator meeting</b>	Workshop CDMF with all LM – alignment	Sarah Baartman District Municipality and IDP Coordinators	Before 30 July 2018	5 July 2018	Draft District framework
<b>Lock budget</b>	Uploading of adopted budget for 2018/19 and issue certificate of captured data.	CFO	15 July 2018		Issued Certificate
<b>Upload SDBIP 2018/19 on website and publicise</b>	Notify the public of set targets and performance indicators	PMS Manager	Not later than 5 August 2018		Website access
<b>4th Quarter Performance Report and finalize Annual Performance Evaluation</b>	Evaluate performance according to the Performance Agreements	MM and Mayor	31 July 2018		Evaluated Reports
<b>Q4 review by Internal Audit Unit</b>	Prepare of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	31 July 2018		Reviewed Reports
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance Evaluation Reports in preparation for Council's consideration for adoption	MPAC and Council	End August 2018		Moderated Reports adopted by Council
<b>Finalise Performance Agreements (2018/19) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days</b>	Legal Requirement	Municipal Manager	31 July 2018		Formal Letter and website access
<b>Review Process Plan and develop IDP and Budget time schedule for 2019/20 (MFMA S35(1)).</b>	Alignment with Draft Sarah Baartman DM Framework.	(Legal requirement) Sarah Baartman DM and Local Municipality.	Before end of July 2018		Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.



<b>1st Meeting with Cogta-EC</b>	To monitor development of Process Plans as per sect 31 of MSA	Local Municipalities in Sarah Baartman Region	August 2018		Areas identified for monitoring.
<b>Submit reviewed IDP and Budget time schedule / Process Plan for the 2019/20 planning cycle, to the Mayor</b>	Legal Requirement and for political guidance	Municipal Manager, CFO and IDP Official	Before end of July 2018		Draft reviewed IDP and Budget time schedule / Process Plan
<b>Table IDP and Budget time schedule / Process Plan and District Framework Plan to Council for adoption</b>	Council adoption - Legal Compliance	Municipal Manager, Mayor, Council, IDP official and CFO	Before end of July 2018		Council Resolution. 16/07/AME3
<b>Upload the IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper</b>	To notify stakeholders of key dates and encourage participation in these processes.	Municipal Manager and IDP Official	within 10 days of adoption (specify own specific date)		Advertisement
<b>Call for civil society to register for Representation on Rep Forum; Update database and reconstitute public participation structures (e.g. IDP Representatives Forum) (Same advert as above)</b>	Legislative requirement to ensure inclusivity in budgetary and planning processes.	Municipal Manager, CFO, IDP Official	September 2018		Advertisement
<b>Submit adopted Process Plans and Council Resolution to EC-COGTA.</b>	Enable EC-COGTA to monitor implementation of process plan as legislated (S31 of MSA) and compile Provinces planning calendar	MM and IDP Manager	Within 10 days of adoption		E-mail or formal letter
<b>Submit Performance Agreements (2018/19) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days after approval by Council</b>	<b>S53 MFA 14-days after adoption.</b>	Municipal Manager	30 August 2018		Check legal requirement
<b>PHASE 1 - ANALYSIS PHASE</b>					
<b>Ward based planning</b>	Conduct ward based planning with all 15 ward committees	IDP Manager, ward councillors and ward committee members	2nd week of September 2018		Kouga Municipality

<b>Conduct situation analysis and update the status quo (Strategic Planning Session)</b>	SWOT Analysis on the internal and external environment; determine existing level of development and backlogs. Consider changes in the current environment: Gap analysis of the IDP Assessment 2019/20 and 2018/19 Annual Performance Reports and develop corrective action plans	IDP Manager (Administration and Council)	Before conducting community engagements (September /October2018)		Corrective action plans
<b>In collaboration with Council, develop &amp; publicise Community Based Planning Programme</b>	Make community aware of CBP sessions. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	September 2018		CBP Programme
<b>Undertake ward-wide public participation meetings</b>	Present IDP Process Plan / Time Schedule; Present 2019/20 ward priorities; report back on project progress; cost implications and challenges. Obtain new needs to be prioritised for 2019/20.	Municipal Manager, Directors, IDP Officer, Mayor and Council	October/November 2018		Attendance Registers, presentations and minutes and new priorities.
<b>Submission of 2017/18 Annual Financial Statements to Office of the Auditor-General</b>	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End of August 2018		Letter of Acknowledgement by Office of the AG.
<b>Submit draft 2017/18 annual performance report to the Auditor-General</b>	Legal compliance	Municipal Manager and PMS Manager	End of August 2018		Letter of Acknowledgement by Office of the AG.
<b>Submit draft 2017/18 annual performance report</b>	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End of August 2018		Letter of Acknowledgement by Office of the AG
<b>Attend District IDP Rep Forum Meetings</b>	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	13 September 2018		Attendance Register
<b>Attend District IDP Consultation Committee meeting</b>	Alignment and information sharing.	IDP Co-ordinators and Mayors	26 October 2018		Attendance Register
<b>Organogram review</b>	Legal Compliance to Enable the IDP implementation	Municipal Manager, Directors and Council	October 2018 to January 2019		Attendance Register and organogram status
<b>Q1 Performance Reporting</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	Municipal Manager and PMS Manager	15 October 2018		Evaluation Reports
<b>Q1 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM and PMS Officer and Internal Audit Unit	October 2018		PMS Manager
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	Before end of November 2018		Moderated Reports adopted by Council

<b>Submit first quarter returns 30 days after the end of the quarter</b>	MFMA compliance	MM, CFO	Before the end of October 2018		Acknowledgement of receipt from National and Provincial Treasury
<b>Convene 1<sup>st</sup> IDP and Budget Steering Committee Meeting</b>	Report on community based planning, proposed amendments to organogram. Present consolidated directorate projects and budget needs	Municipal Manager, Council and CFO and directors	March 2019		Attendance register and organogram status
<b>Convene 1<sup>st</sup> IDP Representative Forum Meeting</b>	Present adopted Process Plan. IDP Review and Assessment. Progress on planned projects.	Council, Municipal Manager, CFO, directors, public representatives and sector departments	24 September 2018		Attendance register, presentation and minutes
<b>PHASE 2 - STRATEGIES</b>					
<b>Draft 3-year Budget forecast on human resources costs</b>	To ensure that the budget cost on human resource stays within the prescribed percentage	CFO and AME Director	October 2018		3-year budget forecast report
<b>Submit proposed DRAFT 2019/20 Operating and Capital Budget requirements by directorates to the CFO</b>	Preparation of the proposed adjustment budget and indicative 2019/20 forecast.	Municipal Manager, CFO and Section 56 Managers (Directors)	Last week of October 2018		Directorate draft budget requirements.
<b>Review Budget related policies</b>	Legal Compliance -review, update and check relevance	CFO	January 2019		Council Resolution
<b>Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager</b>	To inform the review and updating of the IDP and Institutional SDBIP	Municipal Manager, CFO and Directors	By end of October 2018		KPA input and SDBIP per directorate
<b>Mid year engagements with Provincial Treasury and Cogta</b>	To monitor the budget process and ensure that timeframes and compliance issues are met	Municipal Manager, CFO and Directors	18 February 2016		Attendance registers and presentations
<b>PHASE 3 – PROJECTS</b>					
<b>Attend District IDP Consultation Committee meeting</b>	Alignment and information sharing.	IDP Co-ordinators and Mayors	14 March 2019		Attendance Register

<b>Convene the 2<sup>nd</sup> IDP and Budget Steering Committee meeting.</b>	Report on refined objectives and strategies, planned strategic interventions and proposed amendments to the organogram in response to overcome challenges. Present consolidated proposed directorate projects and budget needs.	Municipal Manager and CFO and directors	May 2019		Reports, presentations, minutes and attendance register
<b>Convene the 2<sup>nd</sup> IDP Representatives Forum meeting to present 1<sup>st</sup> Draft IDP for consideration</b>	Present the <b>FINAL IDP</b> . Report on public engagement and outcome of the 21-days public inspection and invite any last changes or additions to sector project register.	Municipal Manager, Mayor and IDP Official	21 March 2019		Presentations, minutes and attendance register
<b>2<sup>nd</sup> Meeting with COGTA-EC</b>	To monitor the implementation of planning phases identified in the Time Schedule /Process Plan as per sect 31 of MSA	EC-COGTA & IDP Officer	1st week in December 2018		Minutes and attendance register
<b>Prepare and submit audit action plan.</b>	To address the shortfalls identified by the AG.	Municipal Manager and CFO	End December 2018		Copy of the Audit Action Plan.

## PHASE 4 – INTEGRATION PHASE

<b>Table the 2018/19 Adjustment budget</b>	Legal compliance, if necessary to adjust existing budget	Municipal Manager and CFO	28 February 2019		
<b>Finalise the annual review of tariffs, fees and charges</b>	To determine increase to be undertaken to cover service delivery	Municipal Manager, CFO and directors	28 February 2019		Amended tariff list
<b>Submission of the Sec 72 Performance Report</b>	Legal Compliance	MM, CFO and Mayor	25 January 2019		Reports
<b>Q2 Performance Reporting.</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	January 2019		Evaluation Reports
<b>Q2 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End of January 2019		Reviewed Reports
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	End of February 2019		Moderated Reports adopted by Council
<b>IGR Session to facilitate alignment</b>	Align provincial and national programmes with IDP	Municipal Manager	By end of February 2019		Attendance Register

<b>Confirm National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling</b>	To incorporate grant funding from National and Provincial Government into the Draft Budget.	CFO	Publication of DORA toward mid- to-end February 2019 Specify your own date		Allocation circular
<b>Attend the 2<sup>nd</sup> District IDP Representatives Forum meeting – alignment</b>	Present the Final Draft IDP, Draft Budget and Draft SDBIP. Sector Dept. report on project implementation for 2018/19 and confirm project and budget allocations for 2019/20. (Finalise external project alignment)	Municipal Manager, Mayor, CFO and IDP Official	14 March 2019		Presentations, minutes and attendance register
<b>Convene the 3<sup>rd</sup> IDP and Budget Steering Committee – alignment</b>	Finalise internal alignment and project register. Ensure budget alignment between the Draft IDP and Draft SDBIP with agreed upon targets and performance indicators per project.	Municipal Manager, IDP Manager, CFO and directors	May 2019		Reports, presentations, minutes and attendance register
<b>In collaboration with Council develop and publicise the final Draft IDP and Budget 2019/20 Community Engagement Programme</b>	Make citizens aware of outreaches, prior to the adoption of the final Draft IDP and Budget. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	March/April 2019		Public notices.
<b>Budget and Benchmark engagements with Provincial Treasury and Cogta</b>	To monitor the budget process and ensure that timeframes and compliance issues are met.	Municipal Manager, CFO and Directors	29 April 2019		Attendance registers and presentations
<b>Table 2019/20 Draft IDP and Capital and Operating Budgets, ward based budgets and draft tariffs, fees and charges</b>	Council to consider and adopt the final Draft IDP and Budget.	Municipal Manager and CFO	Not later than end March 2019		Adopted Final Draft IDP and Budget resolution.
<b>Submit adopted draft IDP to the MEC for local government</b>	Pre- assessment interaction.	MM and IDP Officer	Within 10 days of adoption		Letter of acknowledgement/email
<b>Upload the Council Approved Draft IDP and Budget (2019/20) on the municipal website and place a notice in local newspapers for public inspection (21days)</b>	Legal Requirement to allow public to raise objections / comments on the adopted Draft IDP and Budget.	Municipal Manager; CFO and IDP Officer	Within 10 days of adoption		Advertisement and website

<b>Forward 2019/20 Draft Capital and Operating Budgets and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget</b>	Legal compliance as a control measure between Treasury and the LM.	Municipal Manager and CFO	Within 10 days of adoption		E-mail and Tracking
<b>Q3 Performance Reporting.</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	End of April 2019		Evaluation Reports
<b>Q3 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End April 2019		Reviewed Reports
<b>Review of performance by MPAC</b>	Moderate Performance Evaluation Reports	MPAC and MM	End April 2019		Moderated Reports adopted by Council
<b>IDP Pre- assessment interaction.</b>	Monitor state of readiness to adopt Final IDP and Budget.	COGTA and LM	during April 2019		Minutes
<b>Undertake ward-wide public participation meetings</b>	Allow opportunity for community to be part of municipal planning and be informed of the impact of IDP within their ward.	Office of the Mayor, Ward Councillors, Municipal Manager, CFO and Directors	April/May 2019		Attendance Registers presentations and minutes.
<b>Consolidate all public participation inputs and comments in respect of 2019/20 Draft IDP and Budget</b>	Table to Mayor for consideration before the adoption of the Final 2019/20 IDP and Budget.	Municipal Manager and CFO	Last week in April 2019		Consolidated ward comments
<b>Attend District IDP Representative Forum</b>	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	15 May 2019		Attendance Register
<b>Convene 4th IDP and Budget Steering Committee - consider comments and finalise</b>	Interrogate community comments and finalise SDBIP/IDP alignment and any necessary amendments to the IDP and budget.	Municipal Manager and IDP Official and CFO	11 May 2019		Reports, presentations, minutes and attendance register
<b>Adopt the Final 2019/20 IDP and MTEF Budget.</b>	Legal compliance. Council to consider and approve.	Municipal Manager, CFO and Council	Before end May 2019 Align to Council Calendar		Adopted IDP and council resolution

<b>Upload adopted Final 2019/20 IDP and MTEF Budget on the municipal website</b>	Legal compliance and access to strategic documents.	Municipal Manager and CFO	10 days after adoption		Website access.
<b>Submit approved IDP and Budget to the MEC for local government</b>	Legal compliance	Municipal Manager	Within ten days of adoption		Formal letter
<b>Final IDP Provincial Assessment 2019/20</b>	MEC comments	DM, LM, KPA leaders, COGTA, Sector Departments	July/August 2019		Signed MEC comments and individual assessment reports

## 10. PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2018/2019 IDP REVIEW AND BUDGET CYCLE

### 1<sup>st</sup> CONSULTATION MEETING 1 OCTOBER 2018 TO 7 NOVEMBER 2018

DATE	TIME	VENUE	WARD	COUNCILLOR
1 October 2018	18:00	<b>Oyster Bay Community Hall</b>	<b>1</b>	<b>Zolani Mayoni</b>
2 October 2018	18:00	<b>Sea Vista Community Hall</b>		
3 October 2018	18:00	Pellsrus Community Hall	<b>2</b>	Timothy Meleni
4 October 2018	18:00	Newton Hall	<b>3</b>	Willem Gertenbach
8 October 2018	18:00	Baps Hall	<b>4</b>	Freddy Campher
9 October 2018	18:00	Kruisfontein Community Hall	<b>5</b>	Wilma Coenraad
10 October 2018	18:00	<b>Tent site to be organised</b>	<b>6</b>	Velile Vumazonke
11 October 2018	18:00	<b>Loerie Community Hall</b>	<b>7</b>	<b>Eldridge February</b>
15 October 2018	18:00	<b>Katrien Felix Community Hall</b>		
16 October 2018	18:00	Newton Hall	<b>8</b>	Ludwig Vorster
18 October 2018	18:00	Vuzumzi Landu Hall	<b>9</b>	Sibongile Jujwana
22 October 2018	18:00	Dan Sandi Community Hall	<b>10</b>	Amos Mabukane
23 October 2018	18:00	Andrieskraal Hall		
24 October 2018	18:00	Newton Hall	<b>11</b>	Hatting Bornman
25 October 2018	18:00	<b>St Francis Bay Village Hall</b>	<b>12</b>	<b>Ben Rheeder</b>
29 October 2018	15:00	<b>NG Church Hall – Paradise Beach</b>		
30 October 2018	18:00	<b>Humansdorp Country Club (Tent to be arranged)</b>		
31 October 2018	18:00	Weston Community Hall	<b>13</b>	Magareth Peters
5 November 2018	10:00	<b>Marina Martinique Hall</b>	<b>14</b>	<b>Sindiswa Mandeka</b>
5 November 2018	18:00	<b>Tokyo Sexwale Sportsfield (Tent to be arranged)</b>		
6 November 2018	18:00	Humansdorp Country Club <i>(Tent to be arranged)</i>	<b>15</b>	<b>Horatio Hendricks</b>
6 November 2018	15:00	Ons Tuiste Humansdorp		
7 November 2018	13:00	Kouga Business Chamber		Executive Mayor



## 2<sup>ND</sup> CONSULTATION MEETING FROM 16 APRIL 2018 TO 23 MAY 2018

DATE	TIME	VENUE	WARD	COUNCILLOR
3 April 2019	18:00	Oyster Bay Community Hall	1	Zolani Mayoni
4 April 2019	18:00	Sea Vista Community Hall		
8 April 2019	18:00	Pellsrus Community Hall	2	Timothy Meleni
9 April 2019	18:00	Newton Hall	3	Willem Gertenbach
10 April 2019	18:00	Babs Hall	4	Freddy Campher
11 April 2019	18:00	Kruisfontein Community Hall	5	Wilma Coenraad
15 April 2019	18:00	<b>Tent to be arranged</b>	6	Velile Vumazonke
16 April 2019	18:00	Loerie Community Hall	7	Eldridge February
17 April 2019	18:00	Katrien Felix Community Hall		
23 April 2019	18:00	Newton Hall	8	Ludwig Vorster
24 April 2019	18:00	Vuzumzi Landu Hall	9	Sibongile Jujwana
25 April 2019	18:00	Dan Sandi Community Hall	10	Amos Mabukane
29 April 2019	18:00	Andrieskraal		
30 April 2019	18:00	Newton Hall	11	Hatting Bornman
6 May 2019	18:00	St Francis Bay Village Hall	12	Ben Rheeder
7 May 2019	15:00	NG Church Hall – Paradise Beach		
7 May 2019	18:00	Humansdorp Country Club ( <b>Tent to be arranged</b> )		
8 May 2019	18:00	Weston Community Hall	13	Magareth Peters
9 May 2019	10:00	Marina Martinique Hall	14	Sindiswa Mandeka
9 May 2019	18:00	Tokyo Sexwale Club House ( <b>Tent to be arranged</b> )		
13 May 2019	15:00	Ons Tuiste Humansdorp	15	Horatio Hendricks
13 May 2019	18:00	Humansdorp Country Club ( <b>Tent to be arranged</b> )		
14 May 2019	13:00	Kouga Business Forum		Executive Mayor

## OFFICIAL SIGN-OFF

It is hereby certified that this IDP Process Plan for 2019/20 review:

- ✓ Was developed by the IDP Manager under the guidance of the Municipal Manager.
- ✓ Was prepared in line with the current strategic plan of the municipality which took into consideration all the relevant legislation, policies and other mandates especially from the public through public participation processes.

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**Ms Colleen Dreyer**

**IDP Manager**

**Date: 26 July 2018**

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**Mr C Du Plessis**

**Municipal Manager**

**Date: 26 July 2018**

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**Councillor H Hendricks**

**Executive Mayor**

**Date: 26 July 2018**