



**IDP /BUDGET /PMS PROCESS PLAN
FOR
2021/2022**

**FINAL REVIEW OF THE 5 YEAR PLAN
2017/2022**

Approved 28 August 2020

Council Resolution 20/08/MM2

1. INTEGRATED STRATEGIC TIME SCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2021/2022 FINANCIAL YEAR

PHASE 0					
PREPARATION PHASE /PRE- PLANNING					
ACTION	PURPOSE	RESPONSIBIITY	PROPOSED DATE	ACTUAL DATE	EVIDENCE
Sarah Baartman District Municipality Framework IDP Co-ordinator meeting	Workshop CDMF with all LM – alignment	Sarah Baartman District Municipality and IDP Coordinators	31 July 2020		Draft District framework
Lock budget	Uploading of adopted budget for 2018/19 and issue certificate of captured data.	CFO	15 July 2020		Issued Certificate
Upload SDBIP 2019/20 on website and publicise	Notify the public of set targets and performance indicators	PMS Manager	Not later than 5 August 2020		Website access
4th Quarter Performance Report and finalize Annual Performance Evaluation	Evaluate performance according to the Performance Agreements	MM and Mayor	31 July 2020		Evaluated Reports
Q4 review by Internal Audit Unit	Prepare of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	31 July 2020		Reviewed Reports
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council’s consideration for adoption	MPAC and Council	End August 2020		Moderated Reports adopted by Council
Finalise Performance Agreements (2019/20) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days	Legal Requirement	Municipal Manager	31 July 2020		Formal Letter and website access
Review Process Plan and develop IDP and Budget time schedule for 2020/21 (MFMA S35(1)).	Alignment with Draft Sarah Baartman DM Framework.	(Legal requirement) Sarah Baartman DM and Local Municipality.	19 July 2020		Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.

Table IDP and Budget time schedule / Process Plan and District Framework Plan to Council for adoption	Council adoption - Legal Compliance	Municipal Manager, Mayor, Council, IDP official and CFO	Before end of August 2020		Council Resolution. (20/08/MM2)
Upload the IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper	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/Notice Website
Submit adopted Process Plans and Council Resolution to EC-COGTA.	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
Submit Performance Agreements (2019/20) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days after approval by Council	S53 MFA 14-days after adoption.	Municipal Manager	30 August 2020		Check legal requirement
PHASE 1 - ANALYSIS PHASE					
Ward based planning	Conduct ward-based planning with all 15 ward committees	IDP Manager, ward councillors and ward committee members	2nd week of October 2020		Kouga Municipality
Conduct situation analysis and update the status quo (Strategic Planning Session)	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 /October2020)		Corrective action plans
In collaboration with Council, develop & publicise Community Based Planning Programme	Make community aware of CBP sessions. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	October 2020		CBP Programme
Undertake ward-wide public participation meetings	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 2020/21.	Municipal Manager, Directors, IDP Officer, Mayor and Council	October/November 2020		Attendance Registers, presentations and minutes and new priorities.

Submission of 2018/19 Annual Financial Statements to Office of the Auditor-General	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End of August 2020		Letter of Acknowledgement by Office of the AG.
Submit draft 2018/19 annual performance report to the Auditor-General	Legal compliance	Municipal Manager and PMS Manager	End of August 2020		Letter of Acknowledgement by Office of the AG.
Submit draft 2018/19 annual performance report	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End of August 2020		Letter of Acknowledgement by Office of the AG
Attend District IDP Rep Forum Meetings	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	10 September 2020		Attendance Register
Attend District IDP Consultation Committee meeting	Alignment and information sharing.	IDP Co-ordinators and Mayors	23 October 2020		Attendance Register
Organogram review	Legal Compliance to Enable the IDP implementation	Municipal Manager, Directors and Council	October 2020 to January 2021		Attendance Register and organogram status
Q1 Performance Reporting	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	Municipal Manager and PMS Manager	15 October 2020		Evaluation Reports
Q1 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM and PMS Officer and Internal Audit Unit	October 2020		PMS Manager
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	Before end of November 2020		Moderated Reports adopted by Council
Submit first quarter returns 30 days after the end of the quarter	MFMA compliance	MM, CFO	Before the end of October 2020		Acknowledgement of receipt from National and Provincial Treasury
Convene 1st IDP and Budget Steering Committee Meeting	Report on community-based planning, proposed amendments to organogram. Present consolidated directorate projects and budget needs	Municipal Manager, Council and CFO and directors	March 2021		Attendance register and organogram status
PHASE 2 - STRATEGIES					
Draft 3-year Budget forecast on human resources costs	To ensure that the budget cost on human resource stays within the prescribed percentage	CFO and AME Director	October 2020		3-year budget forecast report

Submit proposed DRAFT 2019/20 Operating and Capital Budget requirements by directorates to the CFO	Preparation of the proposed adjustment budget and indicative 2019/20 forecast.	Municipal Manager, CFO and Section 56 Managers (Directors)	Last week of October 2020		Directorate draft budget requirements.
Review Budget related policies	Legal Compliance -review, update and check relevance	CFO	January 2021		Council Resolution
Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager	To inform the review and updating of the IDP and Institutional SDBIP	Municipal Manager, CFO and Directors	By end of October 2020		KPA input and SDBIP per directorate
Mid-year engagements with Provincial Treasury and Cogta	To monitor the budget process and ensure that timeframes and compliance issues are met	Municipal Manager, CFO and Directors	18 February 2021		Attendance registers and presentations
PHASE 3 – PROJECTS					
Attend District IDP Consultation Committee meeting	Alignment and information sharing.	IDP Co-ordinators and Mayors	12 March 2020		Attendance Register
Convene 1st IDP Representative Forum Meeting	Present adopted Process Plan. IDP Review and Assessment. Progress on planned projects.	Council, Municipal Manager, CFO, directors, public representatives and sector departments	March 2021		Attendance register, presentation and minutes
Convene the 2nd IDP and Budget Steering Committee meeting.	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 2021		Reports, presentations, minutes and attendance register
Meeting with COGTA-EC	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 2020		Minutes and attendance register
Prepare and submit audit action plan.	To address the shortfalls identified by the AG.	Municipal Manager and CFO	End December 2020		Copy of the Audit Action Plan.

PHASE 4 – INTEGRATION PHASE

Table the 2019/20 Adjustment budget	Legal compliance, if necessary to adjust existing budget	Municipal Manager and CFO	28 February 2021		
Finalise the annual review of tariffs, fees and charges	To determine increase to be undertaken to cover service delivery	Municipal Manager, CFO and directors	28 February 2021		Amended tariff list
Submission of the Sec 72 Performance Report	Legal Compliance	MM, CFO and Mayor	25 January 2021		Reports
Q2 Performance Reporting.	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	January 2021		Evaluation Reports
Q2 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End of January 2021		Reviewed Reports
Review of performance by MPAC and adoption by Council	Moderate Performance Evaluation Reports in preparation for Council	MPAC and Council	End of February 2021		Moderated Reports adopted by Council
IGR Session to facilitate alignment	Align provincial and national programmes with IDP	Municipal Manager	By end of February 2021		Attendance Register
Confirm National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	To incorporate grant funding from National and Provincial Government into the Draft Budget.	CFO	Publication of DORA toward mid- to-end February 2021 Specify your own date		Allocation circular
Attend the 2nd District IDP Representatives Forum meeting – alignment	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	8 April 2021		Presentations, minutes and attendance register
Convene the 3rd IDP and Budget Steering Committee – alignment	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 2021		Reports, presentations, minutes and attendance register

Convene the 1st IDP Representatives Forum meeting to present 1st Draft IDP for consideration	Present the FINAL IDP . 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	March 2021		Presentations, minutes and attendance register
In collaboration with Council develop and publicise the Draft IDP and Budget 2020/21 Community Engagement Programme	Make citizens aware of outreaches, prior to the adoption of the Draft IDP and Budget. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	March/April 2021		Public notices.
Budget and Benchmark engagements with Provincial Treasury and Cogta	To monitor the budget process and ensure that timeframes and compliance issues are met.	Municipal Manager, CFO and Directors	29 April 2021		Attendance registers and presentations
Table 2020/21 Draft IDP and Capital and Operating Budgets, ward-based budgets and draft tariffs, fees and charges	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.
Submit adopted draft IDP to the MEC for local government	Pre- assessment interaction.	MM and IDP Officer	Within 10 days of adoption		Letter of acknowledgement/email
Upload the Council Approved Draft IDP and Budget (2020/21) on the municipal website and place a notice in local newspapers for public inspection (21days)	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
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	Legal compliance as a control measure between Treasury and the LM.	Municipal Manager and CFO	Within 10 days of adoption		E-mail and Tracking
Q3 Performance Reporting.	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	End of April 2021		Evaluation Reports
Q3 review by Internal Audit	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End April 2021		Reviewed Reports
Review of performance by MPAC	Moderate Performance Evaluation Reports	MPAC and MM	End April 2021		Moderated Reports adopted by Council

IDP Pre- assessment interaction.	Monitor state of readiness to adopt Final IDP and Budget.	COGTA and LM	during April 2021		Minutes
Undertake ward-wide public participation meetings	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 2021		Attendance Registers presentations and minutes.
Consolidate all public participation inputs and comments in respect of 2020/21 Draft IDP and Budget	Table to Mayor for consideration before the adoption of the Final 2019/20 IDP and Budget.	Municipal Manager and CFO	Last week in April 2021		Consolidated ward comments
Convene the 2nd IDP Representatives Forum meeting to present Final Draft IDP for consideration	Present the FINAL IDP . 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	May 2021		Presentations, minutes and attendance register
Attend District IDP Representative Forum	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	19 May 2021		Attendance Register
Convene 4th IDP and Budget Steering Committee - consider comments and finalise	Interrogate community comments and finalise SDBIP/IDP alignment and any necessary amendments to the IDP and budget.	Municipal Manager and IDP Official and CFO	May 2021		Reports, presentations, minutes and attendance register
Adopt the Final 2020/21 IDP and MTEF Budget.	Legal compliance. Council to consider and approve.	Municipal Manager, CFO and Council	Before end May 2021 Align to Council Calendar		Adopted IDP and council resolution
Upload adopted Final 2020/21 IDP and MTEF Budget on the municipal website	Legal compliance and access to strategic documents.	Municipal Manager and CFO	10 days after adoption		Website access.
Submit approved IDP and Budget to the MEC for local government	Legal compliance	Municipal Manager	Within ten days of adoption		Formal letter
Final IDP Provincial Assessment 2020/21	MEC comments	DM, LM, KPA leaders, COGTA, Sector Departments	July/August 20/21		Signed MEC comments and individual assessment reports

OFFICIAL SIGN-OFF

It is hereby certified that this IDP Process Plan for 2021/22 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.

Ms Colleen Dreyer

IDP Manager

Date: 28 August 2020

Mr C Du Plessis

Municipal Manager

Date: 28 August 2020

Councillor H Hendricks

Executive Mayor

Date: 28 August 2020