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MC A/6147/08/2023

9.A.24 [FS AND DP]: 2024/2025 INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW –
PROCESS PLAN INCLUDING KEY DEADLINES FOR THE COMPILATION OF
THE IDP, SDBIP AND BUDGET DURING 2024/2025 FINANCIAL YEAR

2/9/2

WARD: ALL

COMPETENCY: COUNCIL

IT WAS UNANIMOUSLY RESOLVED:

1. That the 2024/2025 IDP Review Process Plan (Annexure A) including key deadlines for the compilation of the IDP, SDBIP and Budget during 2024/2025 financial year, be approved.
2. That the Budget Steering Committee continue to oversee the budget compilation process.



**INTEGRATED DEVELOPMENT PLAN (IDP)
REVIEW
2024/2025**

**FINAL PROCESS PLAN
August 2023**

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1. Introduction

An Integrated Development Plan (IDP) is defined by Section 25 of the Municipal Systems Act, (Act 32 of 2000), as a “single” inclusive and “strategic” plan that:

- Links, integrates and co-ordinates a municipality’s sector-specific plans;
- Aligns the resources and capacity of the municipality to the overall development objectives of the municipality;
- Forms the policy framework on which annual budgets rests;
- Informs, and is informed, by similar development plans at National and Provincial level.

Section 28 of the Municipal Systems Act, Act 32 of 2000, requires that each Municipal Council, within a prescribed period after the start of its elected term, adopts a process plan that would guide the planning, drafting, adoption, and review of the IDP. The Process Plan should have clear and established mechanisms, procedures, and processes to ensure proper consultation with the local communities.

Therefore, the Process Plan should indicate clearly how the IDP process will be implemented, the roles and responsibilities of all stakeholders, timeframes, milestones to be achieved, and alignment with the budget. Midvaal Local Municipality is in the process of the annual review of the IDP towards the adoption of the 2024/2025 Midvaal IDP review.

2. Contents of the Process Plan

The Midvaal Local Municipality Process Plan include amongst others, the following;

- Institutional arrangements (internal and external role players)
- Mechanisms and procedures for public participation
- The IDP year planner (Key deadlines)
- Alignment of the IDP

3. Roles and Responsibilities

To ensure the effective revision of the Midvaal IDP various internal and external role players are involved. The responsibilities of each role player are highlighted below:

3.1 Internal Role Players

Ward Councillors

Ward Councillors are the link between Midvaal Local Municipality and residents. Ward Councillors, therefore, need to inform residents of the IDP process and encourage

participation. Project prioritisation must be conducted by Ward Councillors in conjunction with Ward Committee members to ensure priority projects are represented in the IDP. Furthermore, ward councillors are responsible for attending public engagements and encourage public participation by their communities. Ward Councillors will represent the residents in decisions made by the Council in the IDP process mandating their involvement during public workshops and in the IDP Representative Forum meetings.

Mayor and Mayoral Committee

The Executive Committee or Executive Mayor of a municipality must, in accordance with section 29 of the Municipal Systems Act-

- a) manage the drafting of the municipality's integrated development plan;
- b) assign responsibilities in this regard to the municipal manager;
- c) submit the draft plan to the municipal council for adoption by the council.

The responsibility of drafting of the IDP has been assigned to the municipal manager and delegated to the IDP coordinator within Development and Planning.

Office of the Speaker

The Office of the Speaker is responsible for the coordination and implementation of public engagements including collection of community needs to be submitted to be IDP coordinator to incorporated into the IDP.

The Municipal Manager

As Chief Accounting Officer, the Municipal Manager is the head of the administration and is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with the implementation of the plan. The Municipal Manager is also responsible for championing the IDP process and reports to the Executive Mayor.

IDP Coordinator

It is the responsibility of the IDP Coordinator, as delegated, to;

- Prepare the Process Plan;
- Undertake the overall management and coordination of the planning process;
- Ensuring that the process plan is finalised and adopted by Council;
- Be responsible for the day-to-day management of the IDP drafting process;
- Monitoring the participation of role-players;
- Ensuring that the correct procedures are followed as per the requirements of the Municipal Systems Act;

- Review the IDP in accordance with the MEC'S proposals

Heads of Departments and Municipal Officials

As the persons in charge of implementing IDPs, Heads of Departments and Municipal Officials must be involved in the IDP process as well as be responsible for the compilation and execution of relevant business and sectoral plans. They are responsible to:

- provide relevant technical, sector and financial information for analysis for determining priority issues;
- contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- draft annual operational business plans (SDBIP) to align the IDP with business operations;
- provide operational and capital budgetary information;

Council

The municipal council must adopt an IDP Process Plan that will outline the process towards the adoption of the final IDP. Council must ensure

- all relevant actors are appropriately involved;
- appropriate mechanisms and procedures for public consultation and participation are applied;
- the planning events are undertaken in accordance with the time schedule;
- the IDP Process is related to the real burning issues in the municipality and that it is a strategic and implementation-oriented process; and
- the sector planning requirements are satisfied.
- Adopt and approve the IDP.
- Review the IDP in accordance with the MEC for Local Government's proposals.
- Ensure that the annual business plans, budget, and land use management decisions are linked to and based on the IDP.

The Budget Steering Committee

The IDP and Budget compilation process will be monitored via the Budget Steering Committee as required by the MFMA. This committee is chaired by the Executive Mayor with the following members:

- Executive Mayor (Chairperson)
- MMC Finance
- MMC Development and Planning

- MMC Engineering Services
- MMC Community Services
- MMC Corporate Services
- MMC Public Safety and Roads
- Municipal Manager
- Chief of Staff
- Chief Financial Officer
- ED Development and Planning
- ED Engineering Services
- ED Community Services
- ED Corporate Services
- ED Public Safety and Roads

3.2 External Role Players

District Municipality

Sedibeng District Municipality must provide co-ordination between Midvaal and the District to ensure vertical alignment between the district and local planning as well as horizontal alignment of the IDPs of the municipalities within Sedibeng District.

In addition, the District Municipality must facilitate vertical alignment of IDPs with other spheres of government and sector departments in terms of providing events for joint workshops with local municipalities, provincial and national role players and other relevant specialists.

Gauteng Department of Cooperative Governance and Traditional Affairs

The MEC for Cooperative Governance and Traditional Affairs in the province may, assist a municipality to plan, draft, adoption and review its IDP. This includes facilitating the coordination and alignment of IDPs of different municipalities, as well as align with the sector plans and projects of national and provincial departments.

Government Sector Departments

Provincial sector departments should contribute relevant information on the plans, programmes, budgets, objectives, strategies, and projects in a concise and accessible manner. This includes providing sector expertise and technical knowledge to the formulation of municipal strategies and projects.

IDP Representative Forum

The Representative Forum will be coordinated and engaged with by the Office of the Executive Mayor to their discretion. This will include meetings to facilitate discussion on community needs, the IDP process and strategic planning using the Forum as focus groups.

Communities

Communities play an active part throughout the review process of the IDP by providing their community needs and demand for effective and efficient service delivery by the local municipality. Community participation is conducted in the form of public engagements, ward committee meetings, public representative forms, participating in online surveys and providing community needs to be included in the IDP.

4. Mechanisms and Procedures for Effective Public Participation.

4.1 Legislative Context for Public Participation

In terms of Section 16 (1) of the Municipal Systems Act, 2000, a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

- (a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—
 - i. the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
 - ii. the establishment, implementation, and review of its performance management system in terms of Chapter 6;
 - iii. the monitoring and review of its performance, including the outcomes and impact of such performance;
 - iv. the preparation of its budget; and
 - v. strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- (b) contribute to building the capacity of—
 - (i) the local community to enable it to participate in the affairs of the municipality; and
 - (ii) Councillors and staff to foster community participation; and
- (c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).

In addition, Section 29(1)(b) of the Municipal Systems Act (Act 32 of 2000) states that through appropriate mechanisms, procedures and processes the municipality must ensure that:

- 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 state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

4.2 Process and Methods of Participation and Communication

Based on the legislative requirements outlined above, public participation forms an integral part of the Midvaal IDP process. Communities will be afforded the right to make representations and engage in the drafting of the IDP considering the needs of their communities.

Notwithstanding the provisions of the Municipal Systems Act, Midvaal Local Municipality utilises several communication channels to convey information to the community. The approved traditional methods of communication have changed over time however Midvaal adheres as far as possible to the stated provisions of the Municipal Systems Act (32 of 2000)

The municipality has acknowledged that innovation and technology can also be used to ensure communities are included in the IDP process. The following avenues may be utilised to ensure effective public participation and communication:

- Physical or virtual meetings
- Print and Social Media
- Public Notices
- E-Mails
- Online Surveys
- Community Need Forms
- Ward Committee's involvement in soliciting community needs
- My Midvaal App
- IDP Representative Forum

In making use of the different platforms, the municipality commits to adhering to the POPI requirements.

5. The IDP Milestones

The IDP process includes various milestones that will be outlined in detail in section 6, below. The following is an outline of the key milestones to be achieved.

- **Assessment of the Existing Level of Development**

Relevant chapters, sector plans and status of project lists in the current IDP are provided to departments within the municipality to verify if information and status are still relevant and provide updated information for the compilation of the draft IDP document. This process will be undertaken from August 2023 to February 2024.

- **Community Needs Collection**

During January/February 2024 community needs will be collected/confirmed to be included in the IDP. The Ward Committees play a vital role in this process including the mechanisms outlined in Section 4 above.

- **Updating of Projects/Programmes**

Once the community needs have been collected, the projects/programmes are updated and finalised as part of Annexure A of the IDP This is to be completed by the end of February 2024. The prioritised projects will then be included in the Budget process.

- **Compilation of IDP Document**

The draft IDP document must be compiled for submission for approval by Council during March/April 2024. The draft document will be made available to the community using the avenues outlined in section 4. In addition, the IDP document will be provided to the District Municipality and neighboring municipalities for comments. The Draft document will also be submitted to the MEC: COGTA in terms of section 32 Municipal Systems Act (32 of 2000).

The final IDP must be approved by Council during May/June 2024. The final IDP will thereafter also be submitted to the MEC: COGTA in terms of section 32 of the Municipal Systems Act (32 of 2000), published on the municipal website.

6. Alignment of the IDP, Budget and PMS

Amongst other core components to be included in the IDP, Section 26 of the Municipal Systems Act (Act 32 of 2000) refers to the alignment of budget and performance management processes to the IDP process.

The IDP Manager will ensure the alignment of the IDP with the municipal budget and performance management. It is thereafter the function of the Executive Mayor, with the assistance of the Municipal Manager and Chief Financial Officer to monitor the implementation of the IDP through the Service Delivery & Budget Implementation Plan (SDBIP).

The municipality must ensure the coordination between their internal departments to provide information and process. It is recommended that the key deadlines be as follows:

Proposed Date	Activity
15 August 2023	Final Virements for the 2022/2023 financial year to be approved by the Mayoral Committee.
30 August 2023	Council approval of the Annual Financial Statements and Draft Annual Report for the 2022/2023 financial year.
30 August 2023	Approval of Key Deadlines as required by Section 21 of the MFMA as well as the IDP Process Plan as required by the Municipal Systems Act.
31 August 2023	Submission of Annual Financial Statements and Draft Annual Report for the 2022/2023 financial year to the Auditor General for auditing.
6 October 2023	Finance department to submit Draft Budget for 2024/2025 to departments for comments (including proposed tariffs) including Draft Capital budget.
October 2023	Departments to prepare draft mSCOA compliant operating budgets – particular focus on Fund, Project and Item. Projects to be derived from IDP and a clear link to be established.
3 November 2023	Departmental submissions of Draft Capital Budget for 2024/2025: <ul style="list-style-type: none"> - Compilation of project plans (including outputs and outcomes to be achieved) - Motivations for new projects - Analysis of impact on the operating budget. - mSCOA compliant, particular focus on Region and Project. Departmental submissions on the Draft Operational Budget for 2024/2025
17 November 2023	Departmental submissions of Adjustments Budget for 2023/2024
28 November 2023	MM / HOD's meeting to discuss Adjustments Budget for 2023/2024 financial year.

5 December 2023	Budget Steering Committee to review Adjustment budget submissions as well as the approval of parameters for the compilation of the 2024/2025 budget.
9 January 2023	Budget Steering Committee to consider Draft Adjustments Budget for 2023/2024
January - February 2024	Public Engagement in terms of sections 28 and 29 of the Municipal Systems Act.
January 2024	Accounting Officer to assess the performance of the municipality during the first half of the financial year and make recommendations as to whether an adjustments budget is necessary and recommend revised projections for revenue and expenditure to the extent that this may be necessary.
25 January 2024	Council to approve 2023/2024 mid-year review.
25 January 2024	Council to approve main adjustments budget for the 2023/2024 financial year.
25 January 2024	The tabling of Annual Report (inclusive of Final AFS and AG report) and MPAC Report for the 2022/2023 financial year to Council: <ul style="list-style-type: none"> - Tabling of Annual report to Council - Annual report made public - Oversight report made public.
January 2024	Corporate Services to confirm all tariff submissions and by-laws for legal compliance.
06 February 2024	Budget Steering Committee to consider Draft Operating Budget for 2024/2025 (inclusive of tariff increases) & Draft Capital Budget
12 March 2024	Budget Steering Committee to consider final balanced budget and budget-related policies, IDP and SDBIP (final consideration, weekly meetings).
28 March 2024	Formal tabling of Draft IDP, Budget and SDBIP to Council in terms of the MFMA and the Municipal Systems Act.
April 2024	Advertise and publish the final draft of IDP and Budget for public comment and submit to the National and Provincial Treasury and others as prescribed by the MFMA and Municipal Systems Act.

	<p>Submission of IDP to MEC for Comments.</p> <p>Submission of Budget to NT for Comments (Including upload files in printed and electronic format).</p> <p>Submission of draft IDP / Budget to organs of state.</p>
April 2024	Engagements with National and Provincial Treasury regarding the tabled IDP, Budget and SDBIP.
April 2024	Workshop with all councillors regarding the IDP and Budget.
April 2024	<p>IDP and Budget Hearings in terms of section 16 of the Municipal Systems Act and section 23 of the MFMA:</p> <ul style="list-style-type: none"> - Conduct IDP/Corporate Scorecard / Budget Public Hearings to obtain public comment and inputs from communities, the provincial government, and other relevant stakeholders (performed through ward councillors) - Comments to be provided in writing - Acknowledgement of comments received - Response to public comment i.r.o. Budget, tariffs and policies (to Budget Steering Committee).
7 May 2024	Budget Steering Committee to consider final IDP, Budget and SDBIP.
20 May 2024	Section 80 Committee to recommend final IDP, Budget and SDBIP.
21 May 2024	Mayoral Committee to recommend final IDP, Budget and SDBIP.
30 May 2024	<p>Council to approve final IDP and Budget. SDBIP to be noted by Council.</p> <p>Council must give final approval of the IDP/Corporate Scorecard and Budget document by resolution, setting taxes and tariffs, approving changes to the IDP and budget-related policies, and approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year as required by sections 23 and 24 of the MFMA and section 25 of the MSA.</p>
June 2024	<p>Making public of approved IDP / Budget as per the MFMA and MSA requirements.</p> <p>Tariff and By-law Promulgation.</p>

	<p>Submission of approved IDP to MEC for Local Government and Housing.</p> <p>Submission of approved IDP and Budget to NT (Including upload files in printed and electronic format).</p>
June 2024	<p>Submission of Draft SDBIP to Executive Mayor:</p> <ul style="list-style-type: none"> - Executive Mayor to receive Draft Municipal SDBIP within 14 days after approval of the budget.
June 2024	<p>Approval of SDBIP by Executive Mayor:</p> <ul style="list-style-type: none"> - Executive Mayor to approve Municipal SDBIP within 28 days after approval of the budget - Place all Directorate Executive Summaries and SDBIPs and Department Business Plans and SDBIPs on the website.
June 2024	<p>Section 57 (MSA) Performance Agreements:</p> <ul style="list-style-type: none"> - Submit performance agreements to the Executive Mayor within a month after the beginning of the financial year. - Council to note New Section 57 Scorecards. - Performance agreements of Municipal Manager and senior managers to be made public no later than 14 days after the approval of the SDBIP.

Table 1: Key Deadlines for the Compilation of the 2024/2025 IDP, SDBIP and Budget

Note: These key deadlines must be read in conjunction with the IDP Process Plan

7. Conclusion

Section 25 of the Municipal Systems Act (Act 32 of 2000) defines that each Municipality must have an Integrated Development Plan, and Section 28 of the said Act requires that a Municipality, in the process of adopting the IDP, shall have a Process Plan. The municipality is the responsible authority for the IDP. However, the successful adoption and implementation of the IDP depend heavily on an effective public participation process and communication strategy. It is by setting clearly defined roles and responsibilities that the seamless revision of the IDP can be achieved. The Midvaal Local Municipality is relentlessly aiming at improving not only the quality of the IDP but also the management of the implementation of the IDP through the SDBIP, by tracking municipal income per vote as well as capital and operational spending regularly.