



# SENQU MUNICIPALITY

## **2023/2024 IDP & BUDGET Process Plan**

Adopted 30  
August 2022

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## 1. LEGISLATIVE BACKGROUND

### 1.1 Background

An Integrated Development Plan (IDP), adopted by the Municipal Council, is a key strategic planning tool for the municipality. It is described in the Municipal Systems Act (MSA) 32 of 2000 as:

35(1) (a) "...the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality";  
(b) "...binds the municipality in the exercise of its executive authority...";

Senqu Local Municipality will review its IDP and Budget in accordance with the requirements as set out in the Local Government: Municipal Systems Act (MSA) 32 of 2000, the Local Government: Municipal Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

### 1.2 Adoption of a Process Plan

The MSA 28(1) states that *each municipal council ... must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.*

This Process Plan outlines the programme to be followed and provides details on issues specified in the Act. A Process Plan must according to MSA 29 (1):

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures establish in terms 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 IDP; and*
  - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;*
- (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. SECTOR PLANS AND BINDING PLANS TO BE INCLUDED IN THE IDP

The Local Government: Municipal Structures Act 117 of 1998, Municipal Systems Act 32 of 2000 and Municipal Finance Management Act 56 of 2003 are specific to municipalities and are the key important legislations for the development of the IDP. National legislation also contains various kinds of requirements for municipalities to undertake planning.

A list of National and Provincial legislation impacting on the development and review of the IDP and Budget is attached as an **Annexure A**.

## 2.1 KEY SECTOR PLANS

The Process Plan must identify key plans and planning requirements that must be taken into account in reviewing municipal IDPs. Table 1 below provides a summary of the plans required and the list is not exhaustive.

**Table 1: Key sector plans to be included in IDP**

<b>SECTOR PLANS &amp; POLICIES</b>
Senqu Spatial Development Framework
JGDM Area Based Plan
JGDM Integrated Transport Plan
Senqu Responsible Tourism Plan
JGDM Environmental Management Plan
JGDM Water Services Development Plan
Senqu Integrated Waste Management Plan
Senqu Public Participation Strategy
Senqu HIV and AIDS Plan
Senqu Communication Strategy
Senqu Workplace Skills Development Plan
JGDM Gender Mainstreaming Strategy
Senqu Employment Equity Plan
Senqu Human Resources Plan
Senqu Performance Management Policy
Senqu Scarce Skills and Retention Strategy
Senqu Anti-Fraud and Anti-Corruption Strategy
Senqu LED Strategy
Senqu Comprehensive Infrastructure Plan

## 2.2 OTHER PLANS AND ISSUES TO BE CONSIDERED

In terms of Section 153 of the Constitution municipalities must participate in national and provincial development programmes. Moreover, Section 25 of the MSA states that an IDP adopted by the Municipality must be compatible with national and provincial development plans and planning requirements binding on the municipality. Thus, the following plans and issues must also be considered:

- The National Development Plan

- National Spatial Development Perspective
- Medium Term Strategic Framework and the Provincial Strategic Framework
- Provincial Growth and Development Plan
- Mandate of Local Government
- Sustainable Development Goals
- Comments and inputs emanating from IDP processes and stakeholder engagements
- Comments emanating from IDP engagement sessions
- Resource allocation and prioritization
- Organizational development and its intricacies
- Reviewed sector plans;
- Council's strategic planning sessions
- National Key Performance Indicators
- Credible IDP Framework and one plan process

### **3. IDP PROCESS**

The IDP Process is a continuous cycle of planning, implementation and evaluation. Annexure B & D outlines the time schedules.

#### **3.1. INSTITUTIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES**

The review of the IDP and Budget involves Municipal Officials, Councillors as well as stakeholders/actors outside the Municipality. The following arrangements have been set in place to institutionalise community/ stakeholder participation and also to enable the municipality to manage the drafting of the output. Further, these organisational arrangements will provide an organised platform for the accessing of the decision-making process by all the affected and interested stakeholders in the IDP Review process.

##### ***Council***

The Council is chaired by the Speaker.

##### ***Council Terms of Reference***

The Council shall:

- Oversee the review of the IDP
- Adopt the reviewed IDP
- Prepare, decide and adopt a Process Plan
- Overall management and co-ordination of plan
- Co-ordinate public participation
- Review sector plans
- Adopt and approve the reviewed IDP
- Align reviewed IDP with key performance indicators developed by COGTA

##### ***Executive Committee***

The Executive Committee is chaired by the Mayor.

##### ***Executive Committee Terms of reference***

As the Senior Governing Body of the municipality, it has to:

- Decide on the Process Plan.
- Manage, co-ordinate and monitor the process and review the IDP (or delegate to the MM)

### ***IDP Manager***

The Municipal Manager (Mr. Yawa) as the IDP Manager will delegate the authority of managing the IDP to the Director D&TPS who will delegate it to the Manager IPED. However, his office will still maintain the overall responsibility for the IDP.

#### ***Terms of reference for the IDP Manager***

The IDP Manager shall, in accordance with the provisions of the IDP legislation framework:

- Ensure that the IDP and budget process plan is drafted and adopted by Council
- Ensure that the IDP and budget are reviewed and adopted by Council
- Ensure that a PMS and SDBIP's are developed and adopted by Council
- Manage the IDP review by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources;
- Encourage an inclusive participatory planning process and compliance with action programme
- Ensure that the planning process outcomes are properly documented
- Manage service providers for the reviewed IDP
- Co-ordinate with various government departments to ensure that all the projects, strategies and objectives of Senqu are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa.

### ***IDP & Budget Steering Committee***

In terms of the Municipal Budget and Reporting Regulations of 2009 S4 (1) The Mayor of a municipality must establish a budget steering committee to assist the Mayor in discharging the responsibilities set out in Section 53 of the Act.

#### **Members of the IDP & Budget Steering Committee**

Based on Sect 4 of the Municipal Budget and Reporting Regulations the IDP & Budget Steering Committee for Senqu Municipality will consist of the following persons:

- Mayor (Chairperson)
  - Chairperson: Budget & Treasury Standing Committee
  - Municipal Manager
  - Chief Financial Officer
  - Director: D&TPS (Development & Town Planning Services)
  - Director: Technical & Engineering Services
  - Director: Community & Social Services
  - Director: Corporate & Support Services
  - Manager: Strategic Planning
  - Manager: Governance and Compliance
  - Manager: IGR
  - Manager: Budget & Treasury
  - Manager: IPED
- } *Secretariat*

**ROLES & RESPONSILITIES**

Municipal Manager	<ul style="list-style-type: none"> <li>• Assist the Mayor in performing the assigned budgetary functions</li> <li>• Provide the Mayor with administrative support, operational resources and the information necessary to perform these functions.</li> <li>• Assist the Mayor with the preparation of the IDP</li> </ul>
Chief Financial Officer & BTO	<ul style="list-style-type: none"> <li>• Preparing the draft annual capital and operating budgets (including the budget components required for the ensuing two financial years),</li> <li>• Any required adjustments budget</li> <li>• The projections of incomes from own revenue and from the National and Provincial DORA required for the budget process</li> <li>• Recording of past operational expenditures</li> <li>• The projections of revenues and expenses for the service delivery and budget implementation plan</li> <li>• Draft Tariff Structure</li> <li>• Draft Budget-Related Policies</li> </ul>
Manager IPED & BTO	<ul style="list-style-type: none"> <li>• Development of the IDP and budget process plan as per legislation</li> <li>• Secretariat of the IDP &amp; Budget Steering Committee</li> </ul>
IDP Manager (Manager IPED)	<ul style="list-style-type: none"> <li>• Co-ordination of the public participation strategy in conjunction with the Manager IGR and Mayor</li> <li>• Co-ordinate, develop and review the IDP according to legislation</li> <li>• Co-ordination of the IPPF in conjunction with the Manager IGR and Mayor</li> </ul>
Manager IGR	<ul style="list-style-type: none"> <li>• Development, organisation and implementation of the public participation strategy in conjunction with the Manager IPED and Mayor</li> <li>• Secretariat of public participation meetings including outreaches</li> <li>• Organise, develop and implement the IPPF and outreaches in conjunction with the Mayor</li> </ul>



<p>Manager Governance &amp; Compliance</p>	<ul style="list-style-type: none"> <li>• Development of the SDBIP</li> <li>• Development of the Institutional PMS Scorecard</li> <li>• Monitoring of the Institutional PMS Scorecard</li> </ul>
<p>Senior management</p>	<ul style="list-style-type: none"> <li>• Assist the Municipal Manager in managing and co-ordinating the financial administration of the municipality</li> <li>• Provide the necessary information for the IDP</li> <li>• Participate in developing and reviewing the IDP</li> <li>• Ensure that all information required for compliance with the MFMA and IDP legislation is timeously submitted</li> <li>• Develop annual departmental and Municipal wide SDBIP in conjunction with staff</li> <li>• Develop and revise departmental IDP objectives and targets</li> <li>• Develop departmental scorecards based on the IDP and SDBIP</li> <li>• Submit quarterly SDBIP reports</li> </ul>

#### Function of the Committee

- Co-ordinate the processes of public participation to ensure that community needs are brought to the forefront of budget processes. The actual co-ordination of the public participation will be done by the Manager IPED, the Manager IGR and the Mayor.
- Co-ordination of the budget processes including the adjustment budget if needed in accordance with the annual IDP Budget process plan. The plan will be developed annually by the Manager IPED and BTO and submitted to the Committee for approval before adoption by Council.
- Co-ordination of the IDP review.
- Finalise priority needs per department and ward.
- Cost priorities and ensure that organogram is in line with the stated objectives of the municipality and that it is reviewed and funded on an annual basis.
- Prepare draft reviewed IDP, Capital and Operational Budget, Organogram, Tariff Structure and Budget-Related Policies for tabling to Council by the Mayor.
- Ensure that draft reviewed IDP, Budget and other budget-related documents are advertised as per legislative requirements.
- Deal with all comments / representations received from community, stakeholders, National and Provincial Treasury and if needed amend IDP, Budget and other budget-related documents accordingly.

- Prepare final reviewed IDP, Budget and budget related documents for submission to Council by the Mayor.
- Facilitate the development of the SDBIP and PMS scorecard on an annual basis and in accordance with legislated timeframes. The Committee will ensure that the scorecards reflect IDP targets and objectives according to legislated timeframes.

**Meeting Schedule**

The IDP & Budget Steering Committee will meet as per the timetable.

***Integrated Participatory Planning Forum (IPPF)***

The Municipal Mayor, will chair the IPPF. The IPPF will consist of:

- All Councillors
- HODs (Section 56 Managers)
- All CDWs
- 2 Reps from Traditional Leaders
- 1 Rep from each Stakeholder representative
- 2 Reps from Community representatives
- 2 Reps from Sector Depts.
- 2 Reps from Advocates for unorganized groups

***Integrated Participatory Planning Forum Terms of Reference***

The Integrated Participatory Planning Forum shall:

- Represent the interest of various constituencies in the IDP planning process
- Provide an organizational platform and mechanism for discussion, negotiation and decision making between stakeholders including the district municipality
- Provide a communication mechanism for the exchange of ideas and opinions among the various stakeholder interest groups
- Participate in the setting up of key performance indicators including the monitoring thereof in line with the adopted Performance Management System
- Monitor the performance of the planning and implementation process
- Discuss issues relating to the effectiveness and how to improve public participation.
- Discuss issues relating to service delivery and how to improve or address them.

**OTHER ACTORS**

<b>ACTORS</b>	<b>ROLES AND RESPONSIBILITIES</b>
Ward Councillors /Ward Committees (assisted by CDWs)	<ul style="list-style-type: none"> <li>• Major link between municipality and residents</li> <li>• Link the planning process to their wards or constituencies</li> <li>• Organize public consultation and participation</li> <li>• Represent the ward at the IPPF</li> <li>• Analyze ward-based issues, determine priorities, negotiate and reach consensus.</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Represents interests, contribute knowledge and ideas to the IPPF</li> <li>• Inform interest groups, communities and organizations</li> <li>• Analyze issues, determine priorities, negotiate and reach consensus</li> <li>• Participate in designing project proposals</li> <li>• Discuss and comment on the draft reviewed IDP</li> <li>• Monitor performance in implementation</li> <li>• Conduct meetings with groups, communities, etc to prepare</li> </ul>

	<p>for and follow-up on relevant planning activities.</p> <ul style="list-style-type: none"> <li>• Bring issues around service delivery and proposals on how to fix or alleviate them.</li> </ul>
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## **4.MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER PARTICIPATION**

One of the main features about IDP and Budget Processes is the involvement of community and stakeholder organizations in the process. This ensures that the IDP addresses the real issues that are being experienced by the citizens.

### Participation Mechanisms

Provisions of MSA Chapter 4 Section 17 provide for mechanisms for participation:

- IPPF to verify, monitor implementation progress and add data
- JGDM District Municipality's Representative Forum to ensure that local priorities are adequately reflected in the District's IDP
- Use Ward Councillors to call meetings to keep communities informed about the IDP progress (including Ward Committees, war rooms and CDWs)
- Publish annual reports on municipal progress
- Advertise in local newspapers for public comment periods
- ExCo outreaches
- Develop pamphlets and booklets on IDP where necessary
- Making the IDP document available to all units and in public places for public comments
- Making use of municipal website.
- Published annual reports on municipal progress
- Interaction with Traditional Leaders
- Established forums
- Invitations for public inputs on policies, by-laws and planning documents
- Representation of stakeholders on project subcommittees
- Invitation of public to Council meetings
- Municipal newsletters
- Facebook page and other social media platforms
- Utilising radio stations to meet with communities
- Utilising virtual platforms for meetings
- Utilising the Municipal Facebook and website to publicise IDP issues

### Appropriate Language Use

English will be used as the language of communication. However, in community meetings languages that are spoken in that community will also be used.

### Appropriate Venues and Transport

- Officials will be responsible for arranging venues and transport;
- Senqu Local Municipality will be responsible for the costs of these meetings
- Officials will be responsible for setting up meeting platforms for people to connect remotely to meetings.

## 5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP Manager (Municipal Manager) and the Manager IPED of Senqu Municipality will be responsible for ensuring smooth co-ordination of the IDP process and its alignment with the District's IDP through bilateral discussions with affected sector departments and neighbouring Municipalities. Inter-Governmental Forums will also be used to ensure that beneficial alignment of programmes and projects do occur. Other activities that will facilitate alignment can be summarised as follows:

- Information on Priority issues to DM
- Participation in District IDP meetings
- Municipal level strategy workshops
- Technical inputs into project planning
- Sector programmes under responsibility of Prov/Nat sector Departments
- Submission and commenting on draft IDP
- Concurrent community meetings with the District and sector departments

## ANNEXURES

### Annexure A: Binding Legislation

The Senqu Local Municipality's IDP & Budget formulation and implementation processes will be bound by the following set of legislations (the inventory in the table below is not exclusive of other applicable legislation that may be omitted for lack of information or other reasons):

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION	APPLICABILITY
<b>GENERAL MANAGEMENT</b>		
Constitution of the Republic of South Africa, 1996	<ul style="list-style-type: none"> <li>• To introduce the constitution and to provide for matters incidental thereto</li> </ul>	<ul style="list-style-type: none"> <li>• Relates to the powers and functions of local government</li> </ul>
Local Government: Municipal Systems Act 32, 2000 as amended	<ul style="list-style-type: none"> <li>• To give effect to "developmental local government"</li> <li>• To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all</li> <li>• To set a framework for planning, performance management, resource mobilization and organizational change and community participation</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for municipalities to implement and develop PMS</li> <li>• Guidelines for municipalities to implement and develop an IDP</li> <li>• Guidelines for municipalities to implement and develop community participation</li> </ul>
Local Government: Municipal Structures Act 117, 1998 as amended and Act No. 3 of 2021: Local Government: Municipal Structures Amendment Act, 2021	<ul style="list-style-type: none"> <li>• To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities, the division of functions and powers between municipalities and appropriate electoral systems</li> <li>• To regulate internal systems, structures and office-bearers</li> </ul>	<ul style="list-style-type: none"> <li>• Relates to the powers and functions of local government</li> </ul>
Local Government: Municipal Demarcation Act 27, 1998	<ul style="list-style-type: none"> <li>• To provide for the demarcation of boundaries of municipalities for the establishment of new municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes the municipal boundaries and determination of ward boundaries</li> </ul>
Occupational Health and Safety Act, 1993	<ul style="list-style-type: none"> <li>• To provide for occupational health and safety in the workplace and the protection of persons outside the workplace against hazards to health and safety arising from activities of persons at the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Assists the municipality with guidelines on how to ensure worker safety</li> </ul>
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> <li>• To control and regulate the right of all persons to access to information</li> </ul>	<ul style="list-style-type: none"> <li>• To provide guidelines for the public on how to access municipal documents</li> </ul>

Promotion of Fair Administrative Justice Act, 2000	<ul style="list-style-type: none"> <li>To give effect to the right to administrative action that is lawful, reasonable and procedurally fair in terms of the Constitution of the Republic of South Africa</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality deals with the public in a fair manner</li> </ul>
Promotion of Equality and Prevention of Unfair Discrimination Act, 2000	<ul style="list-style-type: none"> <li>To give effect to Section 9 read with Item 23(1) of Schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment.</li> <li>To promote equality and to eliminate unfair discrimination and to prevent and prohibit hate speech and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal recruitment procedures are transparent and free of prejudice</li> </ul>
<b>FINANCE</b>		
Local Government: Municipal Finance Management Act, 2003	<ul style="list-style-type: none"> <li>To regulate financial management in the local sphere of government to require that all revenue, expenditure, assets and liabilities of municipalities and municipal entities are managed efficiently and effectively.</li> <li>To determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To provide municipalities with guidelines on how to ensure good financial management</li> <li>To outline the roles and responsibilities of administrators and Councillors in financial management</li> </ul>
Public Finance Management Act, 1999	<ul style="list-style-type: none"> <li>To regulate financial management in the national and provincial government and, inter alia, provincial public entities</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal finance guidelines adhere to provincial and national guidelines</li> </ul>
Local Government: Municipal Property Rates Act, 2004	<ul style="list-style-type: none"> <li>To regulate the power of a municipality to impose rates on property</li> <li>To make provision for fair and equitable valuation methods on properties.</li> </ul>	<ul style="list-style-type: none"> <li>To improve the financial viability of municipalities</li> </ul>
<b>TOWN PLANNING AND SPATIAL DEVELOPMENT</b>		
Development Facilitation Act, 1995	<ul style="list-style-type: none"> <li>To provide for IDPs, reflecting current planning and to institutionalise development tribunals for evaluation applications</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that spatial planning occurs in a sustainable manner</li> </ul>
Land Use Management Bill, 2002	<ul style="list-style-type: none"> <li>To establish a uniform land use management system.</li> </ul>	<ul style="list-style-type: none"> <li>To assist municipalities to District IDP Manager take responsibility for land administration</li> </ul>
Physical Planning Act, 1991	<ul style="list-style-type: none"> <li>To provide guidelines for the drafting of urban development plans.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that spatial planning occurs in a sustainable manner</li> </ul>
<b>ENVIRONMENT</b>		
Environmental Conservation Act, 1989	<ul style="list-style-type: none"> <li>To provide for environmental impact assessments and exemptions, noise control areas etc.</li> <li>To provide for the effective protection and controlled utilisation of the environment and for matters incidental therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that development occurs in a sustainable manner</li> </ul>
National Environmental Management Act, 1998	<ul style="list-style-type: none"> <li>To provide for co-operative environmental governance by establishing principles for decision making on matters affecting the environment and to provide for matters connected therewith.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that local government takes responsibility for protecting its environment for its citizens</li> </ul>
<b>ENGINEERING/TECHNICAL SERVICES</b>		
National Water Act, 1998	<ul style="list-style-type: none"> <li>To provide for fundamental reform of the laws relating to water resources</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for protecting water resources</li> </ul>
Water Services Act, 1997	<ul style="list-style-type: none"> <li>To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans.</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines on roles and responsibilities regarding water provision</li> </ul>
Regulations on Advertisements on or Visible from National Roads, 1998	<ul style="list-style-type: none"> <li>To control all advertising on national and regional roads</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipalities do not erect signposts that are in contravention of advertising laws</li> </ul>
<b>SAFETY AND SECURITY</b>		
Road Traffic Management Corporation Act, 1999	<ul style="list-style-type: none"> <li>To provide, in the public interest, for co-operative and co-ordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that traffic in municipal areas is managed in a sustainable manner</li> </ul>
Prevention of Illegal Eviction from and Unlawful Occupation of Land	<ul style="list-style-type: none"> <li>To provide for the eviction of unlawful occupants of land the protection of the rights of such</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that people are not illegally convicted</li> </ul>

Act, 1998	occupants under certain conditions	
National Road Traffic Act, 1996	<ul style="list-style-type: none"> <li>To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that road users adhere to road traffic regulations in municipal areas</li> </ul>
National Land Transport Interim Arrangements Act, 1998	<ul style="list-style-type: none"> <li>To make arrangements relevant to transport planning and public road transport services.</li> </ul>	<ul style="list-style-type: none"> <li>To regulate passenger road services</li> </ul>
Disaster Management Act, 2002	<ul style="list-style-type: none"> <li>To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality establishes the necessary structures and plans to deal with and prevent disasters</li> </ul>
<b>HEALTH AND WELFARE</b>		
Hazardous Substance Act, 1973	<ul style="list-style-type: none"> <li>To control matters relating to gas, petrol and liquids</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the transport and storage of these substances in the municipal area</li> </ul>
National Policy for Health Act, 1990	<ul style="list-style-type: none"> <li>To provide for control measures to promote the health of the inhabitants of the Republic of South Africa and for matters connected thereto</li> </ul>	<ul style="list-style-type: none"> <li>To provide a role for the municipality to play in the health of its inhabitants</li> </ul>
<b>HUMAN RESOURCES</b>		
Employment Equity Act, 1998	<ul style="list-style-type: none"> <li>To promote the constitutional right of equality and the exercise of true democracy</li> <li>To eliminate unfair discrimination in employment</li> <li>To redress the effect of unfair discrimination in the workplace to achieve a workforce representative of the population</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal recruitment procedures are transparent and free of prejudice</li> </ul>
Basic Conditions of Employment Act, 1997	<ul style="list-style-type: none"> <li>To give effect to the right to fair labour practices</li> <li>To provide for the regulation of basic conditions of employment.</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the municipality on conditions of employment for its workers</li> </ul>
Labour Relations Act, 1995	<ul style="list-style-type: none"> <li>To regulate the organizational rights to trade unions, the right to strike and lock-outs</li> <li>To promote and facilitate collective bargaining and employee participation in decision making</li> <li>To provide simple procedures for labour disputes</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the municipality on how to deal with labour matters</li> </ul>
Skills Development Act, 1998	<ul style="list-style-type: none"> <li>To provide for the implementation of strategies to develop and improve the skills of South African workforce</li> <li>To provide for Learnerships</li> <li>To regulate the employment services and the financing of skills development</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that training occurs within the municipality</li> </ul>
Compensation of Occupational Injuries and Diseases Act, 1993	<ul style="list-style-type: none"> <li>To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality assists those injured on duty</li> </ul>
Skills Development Levies Act, 1999	<ul style="list-style-type: none"> <li>To provide for the imposition of a skills development levy and for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality sets aside an annual budget for training</li> </ul>
<b>ELECTRICITY</b>		
Electricity Act, 1987	<ul style="list-style-type: none"> <li>To provide for and regulate the supply of electricity and matters connected thereto.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality understands its role and function in electricity</li> </ul>

## Annexure B: Detailed IDP and Budget Action Plan

	Activity	Purpose	Responsibility	Time frame
1.	IDP and Budget Steering Committee	To ensure that management and political leadership agrees on the draft IDP and budget timeframes	Manager IPED BTO	27 July 2022
2.	Integrated Participatory Planning Forum	To discuss IDP Review process	Manager IPED Manager IGR	10 August 2022
3.	Present draft IDP Process Plan to Council for adoption	Guide development of 2023-2024 IDP Review	Mayor	30 August 2022
4.	Adopt Process Plan	To guide the planning, drafting, adoption of the IDP and budget Establish committees and consultation forums for the IDP and Budget process	Council	30 August 2022
5.	Publish and make known Process Plan (i.e. key activities and deadlines)	Inform public of the process to be followed in developing the IDP	Manager IPED BTO	2 September 2022
6.	Public engagement and consultation	Consult local communities on their raised development needs and priorities. This will be done on a ward by ward basis with the ward committees and Councillors	Manager IPED & IGR Public Participation Ward Councillors	6 September – 17 October 2022
7.	Integrated Participatory Planning Forum	Finalise issues raised in the outreach with Communities	Manager IPED Manager IGR	19 October 2022
8.	Departmental Strategic sessions	Departments meet and revise 5-year priorities, targets and programmes based on NDP and community needs where necessary	HOD's	24 – 28 October 2022
9.	Municipal Strategic Session	Municipal Top Management and Ex-Co meet to review municipal objectives, strategies, objectives, targets and budget proposals.	DTPS & OMM	5- 9 December 2022
10.	Draft Annual Report	Draft Annual Report to be completed.	OMM	17 January 2023
11.	Report on mid-year and performance assessment	Evaluate performance of the municipality to guide future decisions as well as for the new financial year	Municipal Manager to report to Executive Committee	24 January 2023
12.	Council	Council notes the mid year report and draft annual report	Director Corporate Services	31 January 2023
13.	Advert for comments on draft Annual report and MPAC Public participation on the Oversight report	21-day comment period on annual report	Manager: Governance & Compliance	1 – 22 February 2023
14.	Draft Budget departmental consultations	For draft budget and adjustment budget	MM & CFO	6-10 February 2023
15.	Alignment Meeting	To meet and discuss high level SDBIP amendments	Manager IPED BTO Manager Compliance	22 & 23 February 2023
16.	IDP & Budget Steering Committee Meeting	To meet and finalise budget proposals, incorporate information from the Strategic session and adjustment budget	Manager IPED BTO	24 February 2023

	<b>Activity</b>	<b>Purpose</b>	<b>Responsibility</b>	<b>Time frame</b>
17.	MPAC	To finalise oversight report on draft Annual report	MPAC Chairperson	27 February 2023
18.	Special Council Meeting	To approve adjustment budget	Municipal Manager CFO	28 February 2023
19.	Meeting with Provincial Treasury	Mid year engagement	CFO	10 March 2023
20.	IDP & Budget Steering Committee	Present draft IDP, budget and high level SDBIP	Manager IPED, Manager Governance and Compliance BTO	24 March 2023
21.	Integrated Participatory Planning Forum	To meet and discuss draft IDP and budget	Manager IPED	28 March 2023
22.	Council	Mayor presents draft IDP, Budget and high level SDBIP to Council. Mayor presents final Annual report to council	Mayor	31 March 2023
23.	Advert for draft IDP and Budget. Advert for final Annual report adoption	Advert for comment period to appear on website, municipal notice boards and in newspapers from 8 April to 6 May 2022. Draft IDP & Budget loaded on website	BTO Manager IPED Manager Governance & Governance	7 April 2023
25.	Submission of draft IDP & Budget	To submit draft IDP and Budget to DLG&TA, Prov & Nat Treasury	BTO Manager IPED	10 April 2023
26.	Meeting with Provincial Treasury	Benchmark engagement	CFO	19 April 2023
27.	Public outreach and comments	Meet communities and receive inputs and comments on the draft budget and IDP	Ward Councillors Manager IPED Manager IGR	12 April – 12 May 2023
28.	Management session	To finalise priorities and programmes for inclusion in the final budget To align strategies and projects and budget with PMS targets	CFO MM	9 May 2023
29.	IDP & Budget Steering Committee	Final, IDP, budget and SDBIP	CFO Manager IPED	16 May 2023
30.	Integrated Participatory Planning Forum	To discuss high level SDBIP	Mayor Manager IPED	23 May 2023
31.	Table municipal budget and revised IDP	Consolidate plans for delivery of services and attainment of the development trajectory of the Municipality	Mayor	31 May 2023
32.	Advert of IDP and budget adoption		Manager IPED BTO	9 June 2023
33.	Final IDP to MEC and IDP summaries printed. Final Budget submitted	Submit final IDP and Budget to DLG &TA, Prov & Nat Treasury. Final IDP & Budget to go on website	Manager IPED BTO	10 June 2023



	Activity	Purpose	Responsibility	Time frame
34.	SDBIP to Mayor	Mayor receives a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA .  Mayor approves SDBIP and ensures annual performances contracts are concluded in accordance with s 57(2) of the MSA	Municipal Manager Director Corporate Services	28 June 2023
35.	SDBIP to Council	SDBIP given to Council for approval	Mayor	28 July 2023
36.	SDBIP made public	SDBIP made public. Put on website	Manager Compliance and Governance	7 August 2023

**ANNEXURE C: TIME SCHEDULE KEY DEADLINES AND ACTIVITIES**

Time Frames	Mayor and Council	Administration - Municipality
<b>July 2022 – December 2022</b>	<p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53</p> <p>IDP &amp; Budget Steering Committee Meeting to discuss draft IDP &amp; Budget process plan <b>27 July 2022</b></p> <p>Integrated Participatory Planning Forum to discuss process plan and review analysis <b>10 August 2022</b></p> <p>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year <b>30 August 2022</b>. MFMA s 21,22, 23; MSA s 34, Ch 4 as amended</p> <p>Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75</p>	<p>Accounting officers and senior officials of municipality begin planning for next three-year budget MFMA s 68, 77</p> <p>Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements by <b>21 December 2022</b></p>
<b>January 2023</b>		<p>Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36</p>

Time Frames	Mayor and Council	Administration - Municipality
<b>February 2023</b>	IDP and Budget Steering Committee <b>24 February 2023</b>	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report  Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2)
<b>March 2023</b>	IPPF to discuss draft IDP <b>28 March 2023</b>  IDP & Budget Steering Committee meeting to develop draft high level SDBIP <b>24 March 2023</b>  Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34 <b>31 March 2023</b>	Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42
<b>April – May 2023</b>	Public hearings on the budget <b>12 April to 12 May 2023</b> , and Council debate. Council considers views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration MFMA s 23, 24; MSA Ch 4 as amended  IDP & Budget Steering Committee meeting to conclude SDBIP and budget submissions <b>16 May 2023</b>  IPPF to discuss high level SDBIP <b>23 May 2023</b>  Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc <b>MFMA s 21</b>  Council to consider approval of budget and plans at least 30 days before start of budget year, <b>31 May 2023</b> . MFMA s 23, 24; MSA Ch 4 as amended  Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year <b>31 May 2023</b> MFMA s 16, 24, 26, 53  IDP submitted to Mec of Local Government <b>10 June 2023</b>	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended  Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year  Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature  Accounting officers of Municipality publishes adopted budget and plans <b>10 June 2023</b> MFMA s 75, 87

Time Frames	Mayor and Council	Administration - Municipality
<p><b>June – July 2023</b></p>	<p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. <b>28 June 2023.</b></p> <p>The Mayor submits the approved SDBIP and performance agreements to Council <b>28 July 2022</b>, MEC for local government and makes public within 14 days after approval <b>7 August 2023.</b> MFMA s 53; MSA s 38-45, 57(2)</p> <p>Council must finalise a system of delegations. MFMA s 59, 79, 82; MSA s 59-65</p>	<p>Accounting officer submits to the Mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA (<b>14 June 2023</b>). MFMA s 69; MSA s 57</p>

Abbreviations: **IDP** - Integrated Development Plan; **MFMA** - Local Government: Municipal Finance Management Act, No. 56 of 2003; **MSA** - Local Government: Municipal Systems Act, No. 32 of 2000, as amended; **MTBPS** - National Treasury annual publication, Medium Term Budget and Policy Statement; **NT** - National Treasury; **PT** - Provincial Treasuries; **SDBIP** - Service Delivery and Budget Implementation Plan

## 6. CONCLUSION

This IDP & Budget Process Plan was compiled in terms of the Local Government Municipal Systems Act (Act 32 of 2000) and it outlines the process which Council will follow in reviewing its IDP.