

MOGALAKWENA LOCAL MUNICIPALITY

2021/2022 PROCESS PLAN IDP, BUDGET AND PMS COMPILATION



TABLE OF CONTENTS

1. INTRODUCTION AND BACKGROUND

1.1	Purpose of this document	1
1.2	Background	2
1.3	Alignment between IDP, Budget and PMS	3
1.4	Guiding principles	4
1.5	Structure of the process plan	5

2. ALLOCATION OF ROLES AND RESPONSIBILITIES

2.1.	Overview	7
2.2.	Distribution of roles and responsibilities	7
2.1.2.	Roles and responsibilities of internal role players	7
2.1.2.	Roles and responsibilities of external role players	8

3. INSTITUTIONAL ARRANGEMENTS FOR IDP REVIEW

3.1.	IDP review structure	8
3.2.	IDP institutional and management arrangements	10

FIGURES

Figure 1: The linkages between IDP, Budget and PMS

Figure 2: IDP review structure

4. MECHANISMS AND PROCEDURE FOR PUBLIC PARTICIPATION IN THE IDP PROCESS

4.1.	Overview	11
4.2.	Mechanisms for participation	11
4.3.	Suggested activities and mechanisms for participation per IDP planning phase	13

5. MECHANISMS AND PROCEDURE FOR ALIGNMENT

5.1.	Alignment with stakeholders	14
5.2.	Stakeholders in the IDP process	14

6. LEGISLATION AND PLANNING REQUIREMENTS

6.1.	Legal framework	14
6.2.	COVID-19 Changes to the 2021-2022 Municipal Budget and Planning Process Plan	18

7. COST ESTIMATES/BUDGET

7.1.	Budget for review	19
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8. KEY IDP, BUDGET AND PMS TIME SCHEDULE OF EVENTS

8.1.	IDP, Budget & PMS time schedule	20
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1. INTRODUCTION AND BACKGROUND

1.1 Purpose of this document

This document outlines the process that needs to be followed in the review of the IDP/Budget/PMS for 2021/2022 Financial Year. It serves as the road map and it is the second in a series of documents to be produced as part of the IDP/Budget/PMS Review exercise. This process plan provides a general background to the IDP process, approach to be adopted, institutional arrangements, methodology and mechanisms for public participation, project information regarding the approach adopted, the IDP document as a product, IDP task team as well as consultation and programme.

1.2 Background

The IDP is a strategic document that guides decision – making and public sector investment. It assumes a five year horizon, but makes provision for a much longer – term vision and objectives. The IDP is a legal document which is reviewed annually to cater for the changes in priorities, development trends and pattern, and approach to service delivery. The IDP informs the budget.

The 2021/2022 IDP Review is also targeted to address the gaps that existed in 2019/20 IDP including the quality of the information and the quality of the analysis which serves to inform decision – making, as well as addressing the comments from the MEC (which reported a number of shortfalls on the 2019/20 IDP document) and enhancing the IDPs credibility in terms of assessing and responding to the issues of Sustainable Human Settlements (SHS) and Robust Local Economy.

In terms of the 2021/2022 IDP Review, the municipality intends to achieve an IDP that is even more credible than our currently adopted 2020/21 IDP.

1.3 Alignment between IDP, Budget and PMS

In terms of the Municipal Systems Act, municipalities are required to prepare organizational performance management system that must be linked to the IDP. Tremendous progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS). Every endeavor was made in the 2020/21 financial year to link and integrate these three processes to an even greater extent through the Process Plan. It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

The PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes;
- Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt has been made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarized in the following diagram:

Figure 1: The linkages between IDP, Budget and PMS

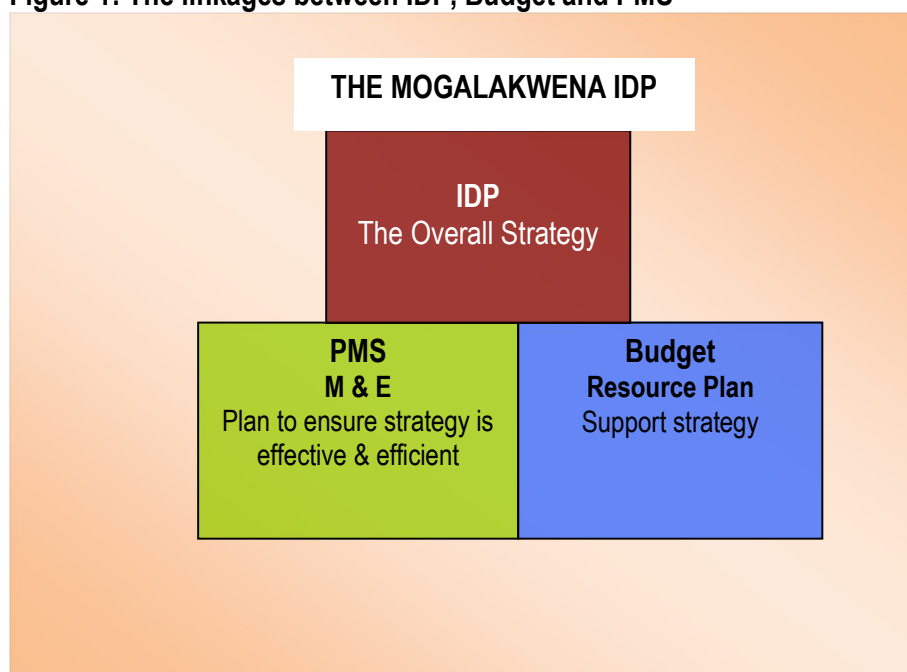


Table 1: Cyclical linkages of the IDP-PMS-Budget

MONTH	IDP	PMS	BUDGET
July	<p>Print and distribute final approved IDP.</p> <p>Development of 2021/2022 IDP Process Plan that guide the planning, drafting, adoption of the plan.</p> <p>Give notice to local community of particulars of the Process Plan.</p>	<p>Conclude annual performance agreements</p> <p>Print and distribute final approved SDBIP</p>	<p>Place approved annual budget and policies on the municipal Web site</p> <p>Print and distribute final approved budget</p> <p>Establish appropriate committees and consultation forums</p>
August	<p>Table to EXCO, council the IDP Process Plan for approval.</p> <p>Conduct stakeholder registration.</p> <p>Consider comments from various stakeholders during 2019/20 IDP Roadshows</p>	<p>Place annual performance agreements on the municipal website</p> <p>Development and submission of annual performance report</p>	<p>Table in council IDP, PMS and budget process plan</p>
September	<p>Consider proposals received from MEC, if any.(IDP preparation process)</p> <p>Coordinate public consultation in terms of Tariffs, Indigent Credit, Credit Control and FBE.</p> <p>Public consultation in terms of CBP.</p>		<p>Implement process plan</p> <p>Commence community and stakeholder consultative process, review inputs, financial models, assess impacts on tariffs and change and consider funding decisions</p>
October	<p>Setting new strategic agenda for the IDP in light of the new focus of Council.</p>	<p>Develop and submit the 1st Quarter Performance Report to Council and CoGHSTA</p>	<p>Consolidate community inputs on proposed tariffs.</p>
November & December	<p>Horizontal and vertical alignment with District, Province and other stakeholders begins.</p>		<p>Finalize inputs from bulk resource providers and agree on proposed price increase</p>
January	<p>Horizontal and vertical alignment with District, Province and other stakeholders continues.</p> <p>Departments identify projects/programmes.</p>	<p>Development and consideration by Municipal Manager of the mid-year performance Report.</p> <p>Finalize, and publicize Mid-year report.</p> <p>Table the draft Annual Report to Council.</p>	<p>Note the president's "State of the Nation Address " for further budget priorities</p>
February	<p>Horizontal and vertical alignment with District, Province and other stakeholders continues.</p>	<p>Make the draft Annual Report public for comments.</p>	<p>Note National budget for provincial and national allocations to municipalities for incorporation into budget</p>

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

MONTH	IDP	PMS	BUDGET
	Departments identify projects/programmes.		
March	Finalize Capital Investment Plan and Financial Plan. Tabling of draft IDP and budget before council. Publication of tabled draft IDP, budget and invite local communities and stakeholders for comments and inputs.	Submit the draft Annual Report to MPAC. Submit the oversight report on the Annual Report to Council for approval.	Table in council the draft IDP, annual budget and all supporting documentation Publicize the tabled draft budget
April	Prepare and conduct IDP/Budget roadshows.	Prepare SDBIPs linked to IDP strategies, objectives, KPI's and targets. Develop and submit the 3 rd Quarter Performance Report to Council and COGHSTA	Consultation on tabled draft budget, publicize and conduct public hearing
May	EXCO recommends adoption of the IDP to Council. Council sitting to approve IDP, and budget.		Consideration of community views and other stakeholders and revise budget if necessary Approval of annual budget, including taxes, tariffs and policies.
June	Submission of approved IDP to the COGHSTA and Provincial Treasury	Prepare final SDBIPs linked to IDP strategies, objectives, KPI's and targets. Submission of draft SDBIPs and Annual PAs to Mayor. Mayor approves SDBIPs	Submission of approved Budget to the COGHSTA, Provincial Treasury and National Treasury

1.4 Structure of the process plan

This plan consists of eight sections. These sections provide basic guidance, purposes, contents and processes of the IDP. Each section has its importance and a role it plays during the implementation of the IDP and these sections can be briefly described as follows:-

- Allocation of roles and responsibilities – the IDP review needs to be undertaken as a collaborative effort by different role players and the distribution of the roles and responsibilities is thus critical especially within the municipality to ensure that each role player is adequately aware of the required input and capacity that he/ she should provide within the lifespan of the IDP review process.
- Institutional arrangements for implementation – this is the composition of the key representatives who are critical for the management, execution and implementation of the IDP process.
- Mechanisms for public participation – as previously indicated public participation is a compulsory principle and a legal requirement with regards to the annual review of the IDP process.
- Mechanisms and procedures for alignment – this provides a brief overview regarding the required procedures for vertical and horizontal alignment that the IDP needs to achieve. The vertical alignment will include aligning the IDP with National and Provincial policies and District strategies, while the horizontal alignment will include aligning the IDP with the Sector Plans and adjacent municipalities.
- Binding legislations and planning requirements – the proposed IDP review needs to show consciousness by Mogalakwena Municipality of its constitutional and policy mandate for developmental local government including its powers and functions. This section will list the key legislations and policies that must be considered for the review of the IDP.
- Monitoring of the process plan – this process highlights the series of interrelated stages which will culminate the production of the IDP process.
- Action plan with timeframes – the IDP review is a process that is action driven and time bound. This section will therefore set the overall targets and a framework by which the IDP Tasks Team will abide to in order to ensure that the overall process is undertaken and completed within the required timeframes.
- Costs estimates for the review process – This presents the financial implications that will be incurred through allocating the required resources that are needed for undertaking the scope of the review exercise.

2. ALLOCATION OF ROLES AND RESPONSIBILITIES

2.1 Overview

The IDP process is a consultative and participatory process in its nature and this therefore necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. The stakeholders are expected to comply with all the roles and responsibilities that are listed below since they will be applied throughout the process.

2.2 Distribution of roles and responsibilities

The IDP process is a consultative and participatory process in its nature and this therefore necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. The stakeholders are expected to comply with all the roles and responsibilities that are listed below since they will be applied throughout the process.

2.2.1 Roles and responsibilities of internal role players

Table 2: Roles and responsibilities of internal role players

ROLE PLAYER	ROLES AND RESPONSIBILITIES	SYSTEMS ACT SECTION
Council	<ul style="list-style-type: none"> Adoption of an IDP Adoption of a Process Plan Annually Review IDP Amend IDP under changing circumstances 	<ul style="list-style-type: none"> Sec 25(1) Sec 28(1) Sec 34(a) Sec 34(b)
EXCO	<ul style="list-style-type: none"> General management of the drafting of the IDP. Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. Recommend the IDP draft plan to the Council for adoption. 	<ul style="list-style-type: none"> Sec 30(a) Sec 30(b) Sec 30 (c)
Councillors	<ul style="list-style-type: none"> Linking the IDP process with their constituencies. Organize public participation meetings with the relevant stakeholder in their constituencies. Confirm and prioritize ward based needs 	<ul style="list-style-type: none"> Sec 29(b) Sec 29(b) Sec 29(b)
Portfolio Committees	<ul style="list-style-type: none"> Scrutinize and prioritize basic needs of the municipality Play an oversight role on the review of municipal and sector departmental plans To make recommendation to EXCO. 	<ul style="list-style-type: none"> Struc Act Struc Act Struct Act
Municipal Manager	<ul style="list-style-type: none"> Decide on planning process; Develop and compile a draft IDP; Monitor the process of IDP Review; Overall Management and co-ordination; Provide the necessary resources for the compilation and implementation of the IDP Ensure that the Budget and SDBIP is informed by the approved IDP Submit a draft IDP to the EXCO 	<ul style="list-style-type: none"> Sec 30(b) Sec 30(b) Sec 30(b) Sec 30(b) Sec 30(b) Sec 30(b) Sec 30(b)
Section 56 Managers	<ul style="list-style-type: none"> Provide technical/ sector expertise. 	<ul style="list-style-type: none"> Sec 35 (1)

ROLE PLAYER	ROLES AND RESPONSIBILITIES	SYSTEMS ACT SECTION
	<ul style="list-style-type: none"> • Prepare and review selected draft Sector Plans. • Prepare draft progress reports and proposals. 	<ul style="list-style-type: none"> • Sec 29 (c) • Sec 35(1)
IDP Divisional Head	<ul style="list-style-type: none"> • Day-to-day management of the process. 	<ul style="list-style-type: none"> • Sec 30(b)
IDP Steering Committee	<ul style="list-style-type: none"> • Assist and support the Municipal Manager and Representative Forum. • Information “GAP” identification. • Oversee the alignment of the planning process internally with those of the local municipality areas. 	<ul style="list-style-type: none"> • Sec 35 (b) • Sec 29(b) • Sec 29(b)

2.2.2 Roles and responsibilities of external role players

Table 3: Roles and responsibilities of internal role players

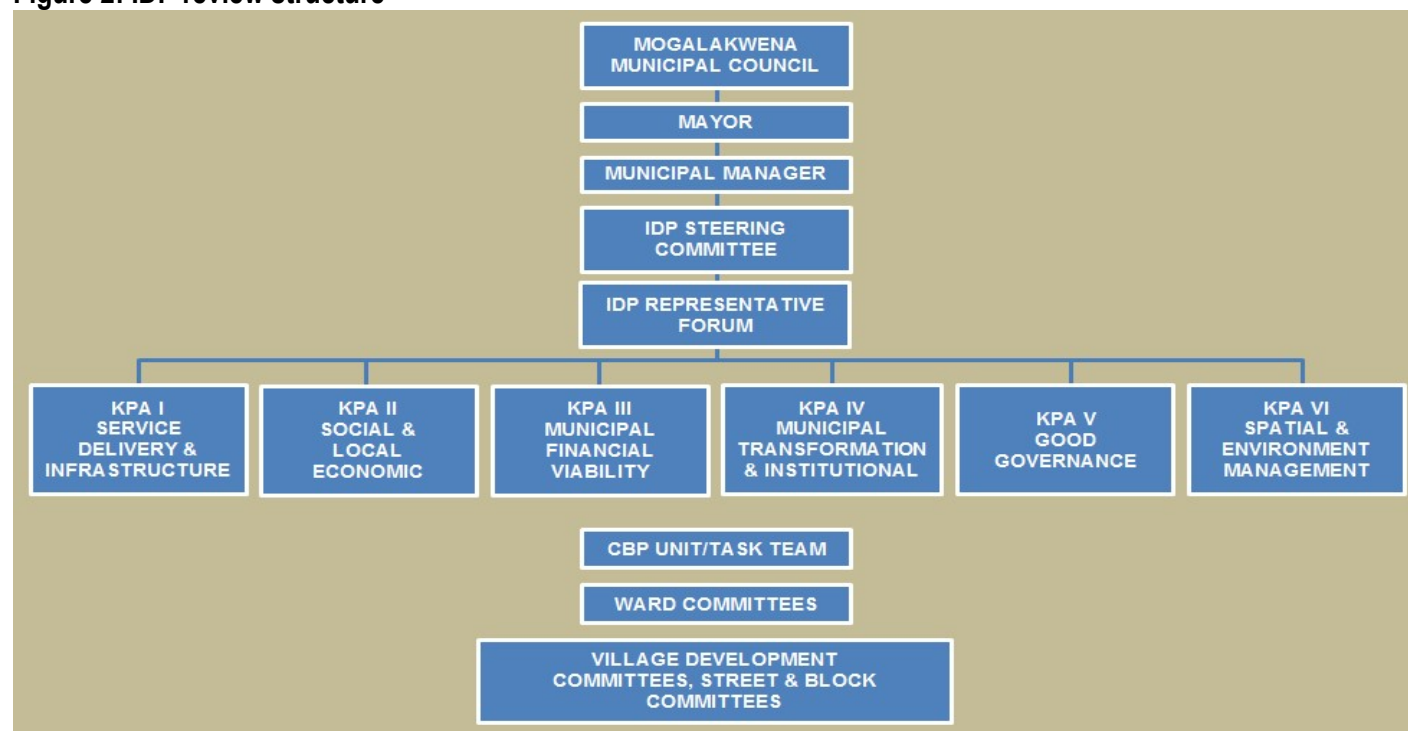
ROLE PLAYER	ROLES AND RESPONSIBILITIES
Planning Professionals	<ul style="list-style-type: none"> • Methodological guidance. • Facilitation of planning workshops. • Assist in compiling Sector Plans.
Representative Forum/ Civil Society/ Ward Committees	<ul style="list-style-type: none"> • Representing sector interests and contributing local knowledge and ideas in respect of Needs Identification and Prioritization (See terms of reference).
Government Departments	<ul style="list-style-type: none"> • Provide sector information. • Sectoral guidelines and compliance requirements. • Provide professional and technical support.

3. INSTITUTIONAL ARRANGEMENTS FOR THE IDP IMPLEMENTATION

3.1 IDP review structure

The IDP process needs to be managed effectively and it is very important that institutional arrangements are properly made. The following structure and persons are recommended:-

Figure 2: IDP review structure



3.2 IDP institutional and management arrangements

It is critical that certain organizational and institutional arrangements be made by the Municipality during the IDP process.

This would have as purpose:

- Institutionalization of participation;
- Effective management of drafting of outputs; and
- Afford affected parties the opportunity to contribute to the process.

Institutionalization of participation, especially in the case of Mogalakwena, where there are **328 905** residents, spread over a land area of 6156.07 square kilometers would promote equal rights to participation.

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision-making/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- Nominated EXCO members as IDP Steering Committee of politicians to drive the process, and make key strategic decisions needed at various points on the way;
- IDP Task Team across directorates to drive the IDP;
- Programme task teams including external stakeholders to revise the programmes;

The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP. Wards will be making their proposals and inputs through the community-based planning process, but will also form part of the Stakeholder Forum. Programme Task Teams will be established by respective directorates involving external stakeholders in the review of development programmes.

4. MECHANISMS AND PROCEDURE FOR PUBLIC PARTICIPATION IN THE IDP PROCESS

4.1. Overview

In line with section 16 of the Municipal Systems Act 2000, the IDP review process would involve an intensive and structured public and stakeholder's participation process. Public participation has become one of the key features of developmental government. The aspect of public participation has been entrenched in the constitution and chapter 4 of the Municipal Systems Act is a legislative requirement. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality. The establishment of the Representative Forum ensures that public participation is indeed put into practice by the local municipality.

4.2. Mechanisms for participation

Section 17 of the Municipal System Act, 2000 deals with the mechanism, process and procedures for community participation. In terms of this section, community participation in the IDP Process has been structured as follows:

(a) Ward Committees

Meetings will be held with ward committees to inform local community about the IDP Review process, provide report back on the progression of the implementation of the review process as well as on projects that are currently being implemented in the municipal area, review the existing IDP project list and identify new projects.

(b) IDP & Budget roadshows and Community Based planning

Mogalakwena Municipality, in conjunction with Waterberg District Municipality, intends to undertake the community based planning during September – October 2019 for needs identification per ward and April – May 2019 for mayoral roadshows for final community inputs in the IDP/Budget documents. This summit will comprise of the administrative and political offices within both Mogalakwena Municipality and Waterberg District Municipality. The invitation will be extended to the councilors, ward committees and CDWs. The District will present the programs and projects as captured on the draft district wide IDP.

(c) Strategic planning

Strategic planning will be undertaken in the form of the workshop with Senior, Middle Management, Municipal Mayor, labor unions, and EXCO Members. The session will be undertaken in November 2019 and it will entail the review of the strategic planning framework. This Strategic Framework should indicate the strategic direction of the municipality, and form the basis for updating the Vision, Mission, Values, Objectives and Strategies. Furthermore, the most important aspect here is the formulation of key performance indicators.

(d) IDP Representatives Forum

The forum should be restructured so as to include ward committees, sector departments and other community – based organizations. There are four proposed IDP Forum meetings to be held during the review process. The table below indicates the details with regards to the meetings that will be undertaken.

Table 4: IDP representatives' forum meeting purpose and output

Proposed Forum Meetings MEETING	PURPOSE	OUTPUT
First IDP Forum Meeting	The first meeting will be undertaken at the analysis phase of the IDP process. The aim of this meeting is to highlight the past performance of the previous financial years in terms of the success, challenges and achievements in meeting the intended goals, strategic objectives and addressing the backlogs. The second aim will primarily focus on the presentation of the reviewed analysis in order to examine the relevance of previous priority issues and to assess new issues.	IDP Analysis Report
Second IDP Forum Meeting	The primary aim of this meeting is to align the development strategy with the new priorities including those of the district and the sector departments. Its objectives are as follows:- To review the development strategic framework, To receive the presentations from the sector departments on their priorities.	Strategic Planning Framework
Third IDP Forum Meeting	The primary aim of this meeting is to integrate information obtained from the ward committees meetings. Its objectives are as follows:- Discussion regarding the existing IDP Priority issues and projects, Submission of additional projects within the municipality, Developing a municipal list of priority projects.	List of Priority Projects
Fourth IDP Forum Meeting	The primary aim of this meeting is to integrate information obtained from all stakeholders. Its objectives are as follows:- Incorporate in-puts by all stakeholders Give feed-back to the community	Approved IDP with community inputs.

4.3. Suggested activities and mechanisms for participation per IDP planning phase

Table 5: Mechanisms for participation activities per IDP phase

PLANNING PHASE	ACTIVITIES	MECHANISM
PREPARATION PHASE	Inputs into the process plans and framework for IDP review.	Meetings/ Workshops
ANALYSIS PHASE	To participate in gaps identification. To ensure that identified gaps are in line with developmental issues.	Meetings/ Workshops
STRATEGY PHASE	Ensure that developmental objectives are realistic. Ensure that reviewed strategies are in line with localized guidelines. Ensure that reviewed strategies are in line with development priorities. Participate in discussions to formulate and adopt alternative strategies.	Meetings/ Workshops
PROJECT PHASE	Discussions on the reviewed project proposals.	Meetings/ Workshops
INTEGRATION PHASE	Integrating all reviewed activities and programmes.	Meetings/ Workshops
APPROVAL	Comments.	Meetings/ Workshops

5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment within the review process serves as an instrument to synthesize and integrates the top down and bottom up planning processes between different spheres of government. The IDP planning processes is a local process, which requires inputs and support from all spheres of government so that the IDP is in line with provincial and national policies and strategies. This will make sure that such plans are then considered for financial allocations or departmental budgets and conditional grants.

Cross-border alignment with neighboring municipalities is also necessary to ensure the spatial coordination of development effort. This can be achieved by using the existing Provincial Coordinating Committee as well as strategic discussions between neighboring local municipalities.

5.1. Alignment with stakeholders

Alignment with stakeholders is essential in order that the Waterberg District Municipality and Mogalakwena's priorities can be reflected in their project prioritization process, as well as reflecting those projects in the IDP. It is anticipated that the IDP/Budget Roadshows and IDP Representatives Forum which will be led by EXCO and Section 56 Managers will create such a platform as well as a series of individual meetings with key organs of the state.

5.2. Stakeholders in the IDP Process

- *Mogalakwena Local Municipality*
The IDP guides the development plans of the local municipality.
- *Councillors*
The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.
- *Communities and other stakeholders*
The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.
- *National and provincial sector departments*
Many government services that affect communities at local level are delivered by provincial and national government departments for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided on how to use their resources to address local needs.

6. LEGISLATION AND PLANNING REQUIREMENTS

6.1. Legal framework

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, No 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government.

As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level. The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, No 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicate 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 into 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.

In terms of the core components of the integrated development plan, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicate that: An integrated development plan must reflect:

- a) The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national and provincial sector plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- f) The council's operational strategies;
- g) Applicable disaster management plans;
- h) A financial plan, which must include a budget projection for at least the next three years; and
- i) The key performance indicators and performance targets determined in terms of section 41.

Section 27 stipulates that:

- 1) Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- 2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities;
- 3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

The IDP requires that municipal planning processes be in line with the national and provincial legislation, policies, programmes and strategies which in turn will be able to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well co – ordinated and integrated information sharing and dissemination between specific sector departments and municipalities.

The following is a list of binding legislation and requirements considered during the IDP planning processes and should also apply during review processes.

Table 6: Binding legislation and requirements

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
CoGHSTA Cogta National and Provincial Treasury	IDP PMS Financial Management /Financial Plan (Budgeting)	Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act	Co – ordination of Development
Cogta/Presidency Department of Environment and Tourism Department of Economic Development	NDP/LDP/IDP/MTSF Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development	Cabinet Lekgotla Decision NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa's biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act	Alignment and co-ordination of development Attainment of Local Agenda 21 Promotion of economic growth and job creation Attainment of millennium development goals
DWAE	WSDP	Water Services Act	Management of scarce water resources. Regulation of water services.
DOH/CoGHSTA	Housing strategy and targets/ Housing Chapter of the IDP	National Housing Policy Housing Act	Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement
DOT	Integrated Transport Plan	National Transport Act	Co – ordination and standardization of transportation
DLA	Land Reform Development and Planning / LUMS/ Directive Principles	South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill	Redress to the previously disadvantaged and Promote sustainable human settlements

6.2. COVID-19 Changes to the 2021-2022 Municipal Budget and Planning Process Plan

- Shortly after the Lockdown was announced on 23 March 2020, the Minister of COGTA issued Regulations and Directions. These prohibited municipalities from convening council and community meetings. This immediately makes all physical community engagement sessions impossible.
- The Minister instructed all municipalities to cede all executive authority related to the pandemic to the Mayor and the Municipal Manager, who were to report to council after the state of disaster.
- On 30 March, the National Treasury exempted all municipalities from undertaking actions required by the MFMA during the period of the national state of disaster.
- While the MFMA exemption freed municipalities of many strictures related to budgeting and financial management, there was no similar exemption in terms of the Municipal Systems Act. When it came to the review of the IDP, therefore, municipalities were still required to comply with the Act and facilitate public participation in the IDP review process, including the abovementioned 21-day consultation period.

With the slow easing of the Lockdown, the legal regime for municipal governance and budgeting was changed again on 7 May 2020:

- The Directions were amended to provide that municipalities were required to perform various legislated functions including the adoption of IDPs, deliver municipal services and collect revenue. They were instructed to ensure, that, in doing so “there is strict adherence to all COVID-19 public health and containment prescripts, especially those relating to gatherings, physical distancing, health and safety”.
- The ban on council meetings was lifted and municipalities were now instructed to convene meetings via online platforms, such as teleconferencing and video conferencing. This was directed at political and administrative meetings such as the council, municipal planning tribunals and boards of municipal entities.
- When reviewing IDPs and drafting budgets, municipalities were still required to consult communities despite the ban on gatherings. They were directed to replace contact sessions for such consultations with alternative methods of consultation, including the media.

The prohibition on community gatherings meant that contact sessions such as IDP Representatives Forum meetings and IDP-Budget Mayoral Roadshows to consult local communities on the IDP and the budget remain impossible. This will exclude communities from the budget process if Mogalakwena Local Municipality does not seek alternatives. The municipality has developed a non-contact public participation strategy that was approved by Municipal Council on the 29th May 2020 centred on the following aspect:

- The Municipality will issue a Notices to inform the public about 2021/22 IDP/Budget Review developments into Chapter 4 of the MSA and Section 24 of MFMA;
- The notice will be placed on the Municipal Website and physically be posted at strategic locations such as malls, taxi ranks in town, peri-urban and rural areas;
- Extracts of the plans will be shared on municipal face-book page and also be displayed at strategic locations such as malls, taxi ranks in town, peri-urban and rural areas;
- Arrange Radio interviews for the Mayor to present the extracts of the IDP/Budget Review documents;
- Post the extract of the IDP/Budget Review documents on the national & local newspaper – online;
- Develop the new Mogalakwena Citizen App to allow residents to submit their inputs on the Draft IDP/Budget Review remotely via cell phone or computer.

7. COST ESTIMATES/BUDGET

Table 7: Cost components for the IDP review process:

NO.	DESCRIPTION	BUDGETED AMOUNT
1.	Road shows and Public participation	R608,185.00
2.	Workshops & Meetings	
3.	Advertisements	
4.	Printing Documentation	
TOTAL		R608,185.00

8. KEY IDP, BUDGET AND PMS TIME SCHEDULE OF EVENTS

In accordance with section 28 of the Local Government: Municipal Systems Act 32 of 2000 that stipulates 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 of particulars of the process it intends to follow.

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

To give effect to the above mentioned requirements the table below depicts various phases and timeframes for the review of the IDP:

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Preparation phase	Develop draft 2021/22 IDP, Budget and PMS process plan	Planning and Development Services	MSA No. 32 of 2000 (s27, 28, 29 and 41) MFMA No.56 of 2003 (s21)	15 July – 17 August 2020
	District IDP & PMS Managers Meeting (Alignment with WDM framework for IDP)	Waterberg District Municipality	MSA No. 32 of 2000 (s27) MFMA No.56 of 2003 (s21)	15 July 2020
	Advertise Draft IDP, Budget & PMS Process Plan for public comments	Planning and Development Services	MSA No. 32 of 2000 (s28)	27 July – 16 August 2020
	First IDP Steering Committee	Planning and Development Services	MSA No. 32 of 2000 (s 17 and 28)	11 August 2020
	First District IDP Representative forum	Waterberg District Municipality	MSA No. 32 of 2000 (s28)	17 August 2020
	First IDP Representative forum	Planning and Development Services	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	18 August 2020
	Table Draft 2021/22 IDP, Budget and PMS process plan to council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s28)	25 August 2020
	Give notice to the local community of particulars of the Process Plan	Planning and Development Services	MSA No. 32 of 2000 (s28)	28 August – 11 September 2020

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Analysis phase	Public engagement/Community Based Planning session	Planning and Development Services	MSA No. 32 of 2000 (s16 and 17)	21 September – 15 October 2020
	District Municipal Manager's Forum	Waterberg District Municipality	MFMA No.56 of 2003 (s21and 24)	01 October 2020
	Community Consultation Forums on proposed 2021/22 tariffs, indigent credit, credit control, and free basic services	Finance	MFMA No.56 of 2003 (s21and 24)	2 November 2020 to 26 February 2021
	Second IDP Steering Committee	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 17 and 28)	16 October 2020
	Second IDP Representatives Forum	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	23 October 2020
	Second District IDP Representative forum	Waterberg District Municipality	MFMA No.56 of 2003 (s21and 24)	04 November 2020

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Strategies phase	Strategic Planning session	Planning and Development Services	MSA No. 32 of 2000 (s 26)	25 – 27 November 2020
	Consolidation and alignment with national, provincial and district strategies	Planning and Development Services	MSA No. 32 of 2000 (s 26)	30 November – 11 December 2020
Project phase	Project identification	Planning and Development Services	N/A	11 – 15 January 2021
	Task team consultation	Planning and Development Services	N/A	18 – 22 January 2021
	Report on the Mid-Term performance of the SDBIP	Office of the Municipal Manager	MFMA No.56 of 2003 (s72)	25 January 2021
	Table the Draft Annual Report to council	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	30 January 2021

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Project phase	Consolidation and alignment	Planning and Development Services	N/A	25 – 29 January 2021
	District IDP & PMS Managers Meeting	Waterberg District Municipality	MFMA No.56 of 2003 (s21 and 24)	05 February 2021
	Make the Annual Report public	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	09 February 2021
	Third IDP Steering Committee	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 17 and 28)	26 February 2021
	Third IDP Representative Forum	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	12 March 2021
	Budget Steering Committee for Draft 2020/21 Budget	Finance	MFMA No.56 of 2003 (s53)	12 March 2021
	Third District IDP Representative Forum	Waterberg District Municipality	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	18 March 2021
	Table Draft 2021/22 IDP & Budget to Council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s30)	23 March 2021
	Approval of the Oversight Report	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	23 March 2021

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Integration phase	Advertise Draft 2021/22 IDP & Budget for public comments	Planning and Development Services	MSA No. 32 of 2000 (s25)	01 – 30 April 2021
	Final alignment with Waterberg District Municipality, Provincial and National Programmes	Planning and Development Services	MFMA No.56 of 2003 (s21) MSA No. 32 of 2000 (s29)	19 March – 9 April 2021
	District IDP & PMS Managers Meeting	Waterberg District Municipality	MFMA No.56 of 2003 (s21 and 24)	28 April 2021
	IDP/Budget Roadshows	Mayor and Steering Committee	MFMA No.56 of 2003 (s23) MSA No. 32 of 2000 (s16 and 17)	05 - 30 April 2021
	Screening, alignment and consolidation of inputs from communities	Planning and Development Services	MFMA No.56 of 2003 (s23)	03 – 07 May 2021
	Fourth IDP steering committee	Planning and Development Services	MFMA No.56 of 2003 (s23)	07 May 2021

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Approval phase	Consolidation and alignment	Planning and Development Services	N/A	10 – 15 May 2021
	Budget Steering Committee for Final 2021/22 Budget	Finance	MFMA No.56 of 2003 (s53)	17 May 2021
	Fourth IDP Representative Forum	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	21 May 2021
	Fourth District IDP Representative Forum	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	24 May 2021
	Table the 2021/22 IDP & Budget to council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s30)	25 May 2021
	Submission of approved IDP & Budget to CoGHSTA and Provincial Treasury	Office of the Municipal Manager	MSA No. 32 of 2000 (s 32)	26 May – 07 June 2021
	Publish approved 2021/22 IDP & Budget	Planning and Development Services	MSA No. 32 of 2000 (s25)	01 – 30 June 2021
	Approval of SDBIP	Office of the Municipal Manager	MSA No. 32 of 2000 (s38)	01 – 30 June 2021

Proposed IDP/Budget & PMS Process Plan as per COVID-19 Impact

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Preparation phase	Develop draft 2021/22 IDP, Budget and PMS process plan	Planning and Development Services	MSA No. 32 of 2000 (s27, 28, 29 and 41) MFMA No.56 of 2003 (s21)	15 July – 17 August 2020
	District IDP & PMS Managers Meeting (Alignment with WDM framework for IDP)	Waterberg District Municipality	MSA No. 32 of 2000 (s27), MFMA No.56 of 2003 (s21)	15 July 2020
	Advertise Draft IDP, Budget & PMS Process Plan for public comments	Planning and Development Services	MSA No. 32 of 2000 (s28)	27 July – 16 August 2020
	First IDP Steering Committee	Planning and Development Services	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	18 August 2020
	Table Draft 2021/22 IDP, Budget and PMS process plan to council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s28)	25 August 2020
	Give notice to the local community of particulars of the Process Plan	Planning and Development Services	MSA No. 32 of 2000 (s28)	28 August – 11 September 2020
Analysis phase	Public engagement/Community Based Planning session	Planning and Development Services	MSA No. 32 of 2000 (s16 and 17)	21 September – 15 October 2020
	Community Consultation Forums on proposed 2021/22 tariffs, indigent credit, credit control, and free basic services	Finance	MFMA No.56 of 2003 (s21and 24)	2 November 2020 to 26 February 2021
	Second IDP Steering Committee	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	23 October 2020

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Strategies phase	Strategic Planning session	Planning and Development Services	MSA No. 32 of 2000 (s 26)	25 – 27 November 2020
	Consolidation and alignment with national, provincial and district strategies	Planning and Development Services	MSA No. 32 of 2000 (s 26)	30 November – 11 December 2020
Project phase	Project identification	Planning and Development Services	N/A	11 – 15 January 2021
	Task team consultation	Planning and Development Services	N/A	18 – 22 January 2021
	Report on the Mid-Term performance of the SDBIP	Office of the Municipal Manager	MFMA No.56 of 2003 (s72)	25 January 2021
	Table the Draft Annual Report to council	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	30 January 2021

2021/22 IDP, BUDGET & PMS PROCESS PLAN FOR MOGALAKWENA LOCAL MUNICIPALITY

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Project phase	Consolidation and alignment	Planning and Development Services	N/A	25 – 29 January 2021
	District IDP & PMS Managers Meeting	Waterberg District Municipality	MFMA No.56 of 2003 (s21and 24)	05 February 2021
	Make the Annual Report public	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	09 February 2021
	Third IDP Steering Committee	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	12 March 2021
	Budget Steering Committee for Draft 2020/21 Budget	Finance	MFMA No.56 of 2003 (s53)	12 March 2021
	Table Draft 2021/22 IDP & Budget to Council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s30)	23 March 2021
	Approval of the Oversight Report	Office of the Municipal Manager	MFMA No.56 of 2003 (s127)	23 March 2021

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Integration phase	Advertise Draft 2021/22 IDP & Budget for public comments	Planning and Development Services	MSA No. 32 of 2000 (s25)	01 – 30 April 2021
	Final alignment with Waterberg District Municipality, Provincial and National Programmes	Planning and Development Services	MFMA No.56 of 2003 (s21) MSA No. 32 of 2000 (s29)	19 March – 09 April 2021
	District IDP & PMS Managers Meeting	Waterberg District Municipality	MFMA No.56 of 2003 (s21and 24)	28 April 2021
	Screening, alignment and consolidation of inputs from communities	Planning and Development Services	MFMA No.56 of 2003 (s23)	03 – 07 May 2021

IDP PHASE	DELIVERABLE	CO-ORDINATING/ RESPONSIBLE DEPARTMENT	LEGISLATIVE REQUIREMENT	TIMEFRAME
Approval phase	Consolidation and alignment	Planning and Development Services	N/A	10 – 15 May 2021
	Fourth IDP steering committee	Mayor and Municipal Manager	MSA No. 32 of 2000 (s 16, 17 and 28) MFMA No.56 of 2003 (s21)	21 May 2021
	Budget Steering Committee for Final 2021/22 Budget	Finance	MFMA No.56 of 2003 (s53)	17 May 2021
	Table the 2021/22 IDP & Budget to council	Mayor and Municipal Manager	MSA No. 32 of 2000 (s30)	25 May 2021
	Submission of approved IDP & Budget to CoGHSTA and Provincial Treasury	Office of the Municipal Manager	MSA No. 32 of 2000 (s 32)	26 May – 07 June 2021
	Publish approved 2021/22 IDP & Budget	Planning and Development Services	MSA No. 32 of 2000 (s25)	01 – 30 June 2021
	Approval of SDBIP	Office of the Municipal Manager	MSA No. 32 of 2000 (s38)	01 – 30 June 2021