



NEWCASTLE LOCAL MUNICIPALITY
IDP, BUDGET AND PMS
FINAL PROCESS PLAN
(2021/22)

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THE FINAL PROCESS PLAN 2021/22 FOR THE NEWCASTLE INTEGRATED DEVELOPMENT PLAN, PMS AND BUDGET.

SECTION ONE: INTRODUCTION & BACKGROUND.

1. INTRODUCTION.

In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the Process Plan has been referenced from the Municipal Systems Act of 2000 (Act No. 32 of 2000). The preparation of a Process Plan, which is, in essence, the IDP Process set out in writing, requires the adoption by Council. This plan has to include the following:-

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

2. LEGAL CONTEXT.

2.1. THE INTEGRATED DEVELOPMENT PLAN.

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

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

- a) Links integrates and coordinates plans and takes 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.”*
- ii. In terms of the core components of integrated development plans, Chapter 5, Section 26 of the Municipal Systems Act of 2000 (Act No. 32 of 2000) indicates 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 sectoral 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 a 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.”*

2.2. THE PROCESS PLAN.

- 2.2.1. In order to establish such an all-encompassing strategic plan for the municipality, Chapter 5, Section 28 of the Municipal Systems Act of 2000 (Act No. 32 of 2000) specifies the adoption of a process in which:

- (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.*

2.3. THE ANNUAL BUDGET.

- 2.3.1. The Annual Budget and the IDP are inseparably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act of 2003 (Act No. 56 of 2003). Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) states that:-

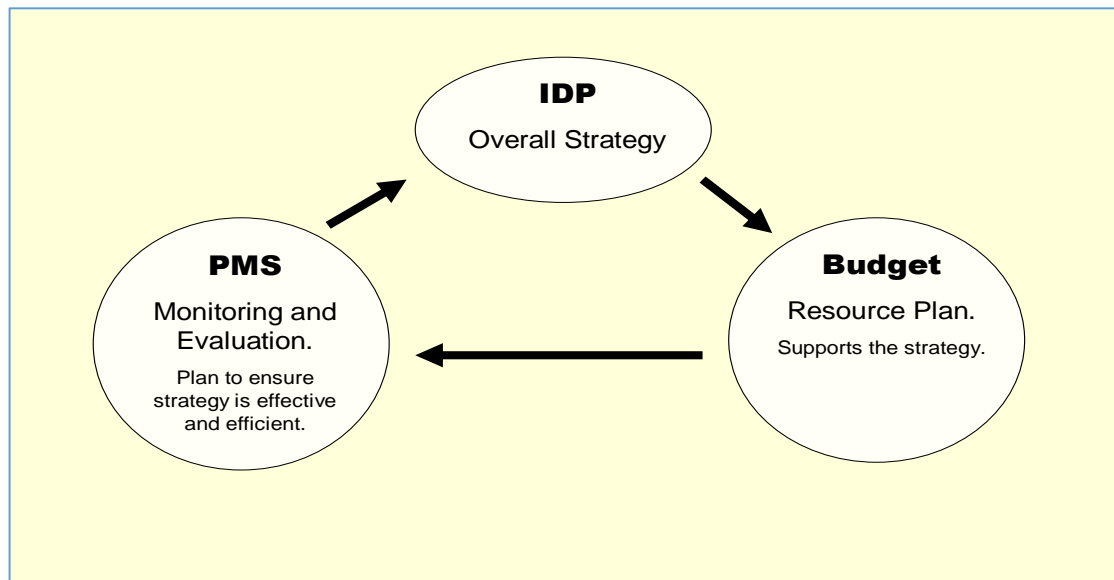
“The Mayor of a municipality must:-

- (b) At least 10 months before the start of the budget year, table in the Municipal Council a time schedule outlining key deadlines for:*
 - i. The preparation, tabling and approval of the annual budget;*
 - ii. The annual review of:*
 - aa) The integrated development plan in terms of Section 34 of the Municipal Systems Act; and*
 - bb) The budget related policies.*
 - iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

3. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES.

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three processes are summarised in the following diagram:-

FIGURE 1: THE NEWCASTLE MUNICIPALITY IDP, BUDGET AND PMS LINKAGES.



Newcastle IDP Process Plan

4. KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS.

The following is a summary of the main activities to be undertaken during this IDP review preparation process:-

4.1. AIMS AND OBJECTIVES OF THE IDP IN TERMS OF COUNCIL'S PRIORITIES.

The primary aim of the proposed IDP initiative is to review the IDP (2017/18 – 2021/22), in line with Newcastle Local Municipality's priorities thus better informing municipal budgeting, and the allocation of resources across all 34 wards within Newcastle, in accordance with the development needs, challenges and trends. The intention is to ensure the promotion of social cohesion, economic development, and environmental sustainability. Its objectives can be summarized as follows:-

- To review the IDP document for Newcastle Local Municipality hence providing strategic direction for the 2021/22 financial year.
- To ensure the development of the NLM IDP along with other sector plans (i.e. Spatial Development Framework; LED Strategy; Housing Sector Plan; Integrated Waste Management Plan; Disaster Management Plan; etc.) in order to respond to issues and concerns of the Newcastle Community.
- To update the status quo report on the basis of new information e.g. backlogs figures as per the Stats SA Community Surveys (2016);

- To review and confirm the objectives and strategies in line with Council and national revised targets, and alignment with the Performance Management System;
- To develop a priority project list reflecting information required for the Medium-Term Expenditure Framework and Financial Plan; and
- To engage stakeholders and role-players in the IDP process and to integrate their concerns and development aspirations to the development agenda of the Municipality.

The IDP forms the basis for good governance, efficiency in the management of municipal affairs, and accelerated development. It embraces the notion of sustainability and promotes integrated development and planning.

4.2. INCORPORATION OF COMMENTS FROM THE EXTERNAL ROLE PLAYERS/ LEGISLATIVE REQUIREMENTS.

- Incorporate comments from the MEC for Co-Operative Governance and Traditional Affairs (COGTA) regarding the assessment of Newcastle Local Municipality's Final IDP (2020/21) Review;
- Incorporate comments from the Auditor General in respect of the latest audit report;
- Incorporation of comments from external organisations i.e. Department of Economic Development, Tourism and Environmental Affairs, Department of Rural Development and Land Reform, Department of Water Affairs and Sanitation etc.;
- Incorporate comments from the Internal Audit Committee;
- Incorporate comments from municipal line departments;
- Gap analysis on the Final IDP document for the 2020/21 financial year.
- Incorporation of inputs made by the members of the public including NGOs, NPOs, Organised Business, Youth Structures etc. specifically in relation to the IDP document.
- Alignment of the IDP with both the Provincial and National policies and programmes (i.e. PGDS, NDP, NSDP, N-KPA).
- Enhancement of public participation on the IDP through the CBPs.
- Improve the capacity building on the IDP both internally and external to the organisation.
- Improved engagements with internal and external structures through the IDP Steering Committee and the IDP Representative Forum.
- Enhanced alignment of the IDP with the CBP.
- Improved alignment of the IDP with mSCOA.
- Research on methods towards enhancing statistical data on the IDP.
- Research on methods towards enhancing alignment with the various hierarchy of plans.
- Improve spatial representation of information both on the IDP and on the CBPs.
- Facilitate the development of sector plans that are aligned to the IDP.

5. ANALYSIS OF THE IDP GAPS TO BE INCLUDED IN THIS ROUND OF THE IDP.

The following activities will be undertaken as part of the analysis phase of the IDP:-

- Review of the IDP in line with the gaps identified by various role players.
- Review of all applicable sector plans, and the spatial development framework;
- Focused intergovernmental and organisational engagements to determine emerging trends and issues;
- Focused sessions (i.e. IDP Representative Forum) with government sector departments, ward committees, NGOs, NPOs, religious leaders, traditional leaders, the local business community, organised youth structures and interested and/or affected stakeholders in order to better spear head in the development of Newcastle;
- Identification of the organisational shortcomings in terms of the applicable key performance areas; and
- Addressing areas that require additional attention in terms of new development in relation to legislative requirements.

5.1. DEVELOPMENT OF THE NEWCASTLE MUNICIPALITY FINANCIAL PLAN.

- To provide an overview of the 3-year municipal budget, as well as analysis and explanation thereof.
- To provide insight on the allocated funds for operations and maintenance costs of municipal fixed assets.
- To give a reflection on the sound financial strategies of the Newcastle Municipality (Revenue enhancement strategies and Expenditure management plan).
- To give an overview of the projects with committed funding, which are not on the municipal budget but from other service providers (MTEF allocations inclusive of sector department's allocations/projects).

5.2. NEWCASTLE MUNICIPALITY'S BACK TO BASICS PROGRAMME.

- The Back to Basics Programme is a country wide initiative aimed towards dealing with factors undermining local government and to foster efforts that support, educate and where needed, enforce implementation.
- Achieving South Africa's transformation agenda requires functional municipalities and a capable machinery at a local level that has the ability to create safe and healthy economically-sustainable areas where citizens and people can work, live and socialize.
- The Back to Basics Programme is premised on the recent review of all the 278 municipalities within South Africa which distinguishes between three groups of municipalities namely the Top Group, Middle Group, and the Lower Group.
- The goal of the Back to Basics Programme is to improve the functioning of municipalities in order to effectively render meaningful basic services to communities.

- It also attempts to address the challenges that are faced by local government by strengthening municipalities and instilling a sense of urgency towards improving the lives of citizens.
- In terms of the programme, clear benchmarks are set and these are directed towards increasing performance in Government's efforts to ensure that all municipalities perform these basic functions without compromise.
- The Department of Cooperative Governance has developed a set of indicators to be reported on with the frequency being monthly and these will function thus to measure whether Newcastle Local Municipality is performing in terms of the basics and these are as follows:-
 - Putting people first;
 - Delivering basic services;
 - Good governance;
 - Sound financial management and
 - Building capable local government services.

5.3. ESTABLISHMENT OF A PROJECTS REPORT.

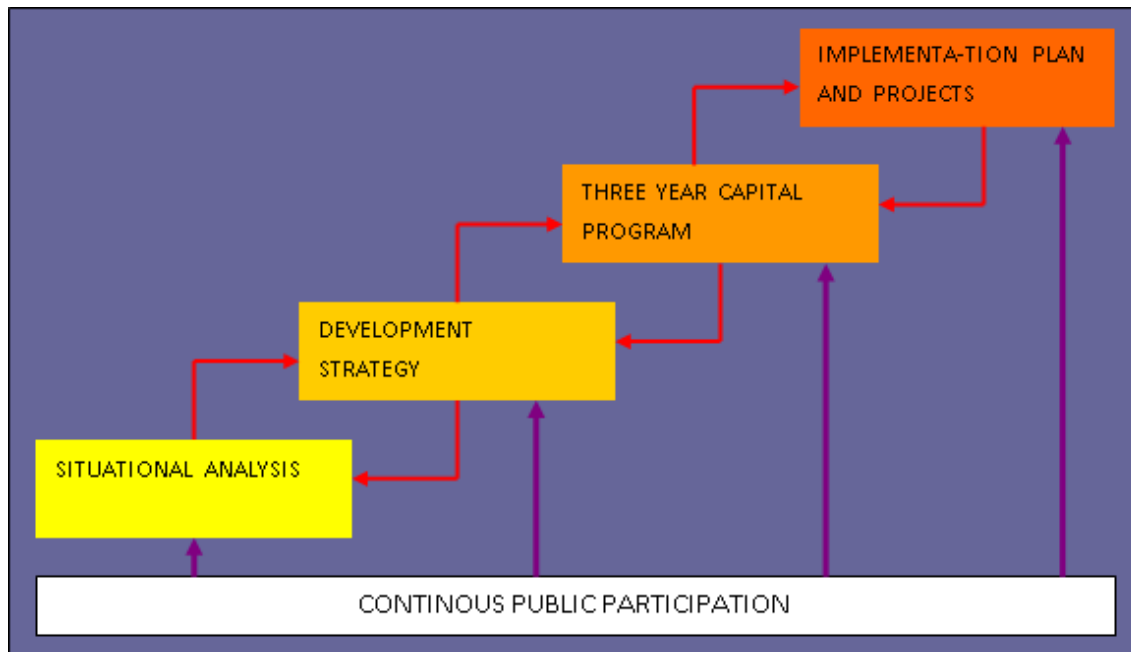
- This activity will focus mainly on the clustering of projects in a manner that promotes integrated planning among line function departments of the municipality and different service providers.
- It will also seek to shift away from a wish list of projects to a clear categorization of projects according to the availability of funds against the priorities.
- Each Ward Councilor collectively his/her respective Ward Committee have been asked to identify ward-based priorities using a pre-determined project identification and prioritization criteria.

5.4. DEVELOPMENT OF THE NEWCASTLE MUNICIPALITY'S SPATIAL DEVELOPMENT FRAMEWORK.

- The recent ward demarcation process which was conducted by the Municipal Demarcation Board resulted in an increase in the number of wards within Newcastle with an additional 3 wards, namely ward 32, ward 33, and ward 34.
- Interactive discussions with all the surrounding municipalities regarding the cross boundary co-ordination of key elements as discussed in Chapter 6 of the current SDF has already been undertaken. Moving forward, participation in such engagements will be continuous throughout the duration of the financial year.
- Update of capital projects in terms of their relevance, budgets, locality and timeframes for implementation toward more accurate indication of a Capital Investment Framework.
- The municipality is currently in the process of finalising its Water Master Plan and it will need to be incorporated in the next SDF.
- Inclusion of all cross cutting issues between the SDF and the Sector Plans.

6. COMPOSITION/COMPONENTS OF THE IDP REVIEW.

Section 26 of the Municipal Systems Act (Act No. 32 of 2000) prescribes the key components of an IDP. In keeping consistency with this section of the Act, Newcastle Municipality's IDP will be presented in four main sections as follows:-



- The Executive Summary which gives the municipal overview and development challenges.
- An outline of the key development issues and trends based on an analysis of the current level of development (Situational Analysis).
- A Strategic Framework which outlines Council's long term vision with specific emphasis on the municipality's most critical development objectives, action plans and strategies.
- A Capital Program including a one year program, three year program aligned to the Medium Term Expenditure Framework and the five year plan.
- An Implementation Framework which includes sector plans particularly the Financial Plan, and the Spatial Development Framework.

7. HORIZONTAL AND VERTICAL ALIGNMENT.

7.1. FRAMEWORK PLAN.

In terms of Chapter 5, Section 26 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), District Municipalities are required to prepare and adopt a Framework Plan, which

indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region and in so doing, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

The Amajuba District Municipality has established the IDP Coordination Committee which is also attended by COGTA to provide strategic direction to the IDPs. This IDP preparation process will also use this forum for vertical and horizontal alignment with other family of municipalities.

As a result, the Newcastle IDP will reflect vertical and horizontal integration of development priorities such that it becomes a document that other development agencies are comfortable with and can use to deliver on their mandates. The IDP preparation process will consider these documents with a particular focus on the extent to which we meet these requirements.

7.2. ALIGNMENT WITH SECTOR DEPARTMENTS.

Alignment with Sector Departments is essential in order for the Newcastle Local Municipality's priorities to be reflected in the project prioritisation process, and also for the projects to be reflected in the IDP documentation. It is anticipated a series of one-on-one meetings with key departments and relevant parastatals will be held in order to better inform this process. There is a proposed IGR Technical Task Team which also addresses issues which are raised during the Operation Sukuma Sakhe meetings.

SECTION TWO: ORGANISATIONAL ARRANGEMENTS.

8.IDP STEERING COMMITTEE.

8.1. INSTITUTIONAL ARRANGEMENTS.

An IDP Steering Committee has been established in order to give guidance to the development of the IDP. The Steering Committee is a technical working team of dedicated heads of departments and senior officials who support the Director IDP/IDP Manager to ensure a smooth planning process. This is essential if the IDP is to be owned by municipal departments and give a true reflection of the current and/or performance thereof towards the relevant KPAs. The Director IDP/IDP Manager is responsible for the IDP process, but will often delegate functions to members of the Steering Committee.

The IDP Steering Committee acts as a support to the IDP Representative Forum, making technical decisions and inputs to the Municipal Manager and Director IDP. The IDP-SC, as well as the Representative Forum will be reconstituted for the IDP preparation process. Afterwards, the IDP public participation process will be extended to Ward Committees in order to enhance participation, involvement and deepening of democracy.

8.2. COMPOSITION OF THE IDP STEERING COMMITTEE.

The Municipal manager is the designated manager for the IDP process, however, should he/she not be able to perform functions of the IDP Manager, the Municipal Manager decides on the following:

- Powers and functions to be delegated;
- Responsibility remaining with municipal manager/accountability; and
- Reporting mechanisms.

Composition of the IDP Steering Committee is as follows:

- Chairperson - Municipal Manager (or IDP Manager)
- Secretariat - Official of the municipality
- Members - Heads of departments/ sectors; and/or
- Senior officials of the municipality and/or provincial departments.

8.3. TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE.

The terms of reference for the IDP-SC are as follows:-

- Provide terms of reference for the various planning activities associated with the IDP;
- Establish subcommittees (if necessary) and decide on relationship/reporting mechanisms;
- Appoint the secretariat.
- Commission research studies as may be required;
- Considers and comments on:-
 - Inputs from sub-committee/s, study teams and consultants;
 - Inputs from provincial sector departments and support providers; and
 - IDP RF members.
- Defining the terms of reference and criteria for members of the IDP representative forum;
- Informing the public about the establishment of the IDP representative forum and request submission of applications from stakeholders/community groups indicating goals, objectives, activities, number of members, and constitution.
- Processes, summarise and document outputs;
- Makes content and technical recommendations;
- Prepare, facilitate and documents meetings; and
- Monitoring and evaluation of the performance.

8.4. THE DIRECTOR/MANAGER IDP AND RESPONSIBILITIES.

Amongst other things, the following responsibilities have been allocated to the Director/Manager IDP for the IDP Process:

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and
- To submit the reviewed IDP to the relevant authorities.

9. IDP REPRESENTATIVE FORUM.

9.1. COMPOSITION OF THE IDP REPRESENTATIVE FORUM.

The IDP Representative Forum (IDP RF) institutionalises and guarantees representative participation in the IDP process. It will be reconstituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes.

The proposed composition of the IDP RF could be as follows:-

- EXCO members and Councillors;
- Traditional leaders;
- Ward Committee members;
- Senior Municipal Officials;
- Stakeholder representatives of organised groups;
- Advocates of unorganised groups;
- Resource persons;
- Other community representatives;
- National and Provincial Departments regional representatives;
- NGO's; and Business groups;
- Various Unions; and
- Parastatal organisations.

9.2. TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM.

The terms of reference for the IDP RF are as follows:-

- Represent the interest of the municipality's constituency in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;
- Ensure communication between all the stakeholder representatives inclusive of municipal government; and
- Monitor the performance of the planning and implementation process of the IDP.

SECTION THREE: ROLES, RESPONSIBILITIES & KEY ACTIVITIES.

10. ROLE PLAYERS.

The Municipality will confirm the identification of the following role players in the IDP Review Process by removing/adding to their list of stakeholders in the IDP Process:-

Internal Role-players.

- Council and the Executive Committee;
- Nominated Councillors;
- Mayor;
- Municipal officials;
- Municipal Manager;
- MANCO and Extended MANCO officials; and
- IDP, PMS and Budget Units.

External Role-players.

- Auditor General (AG);
- Relevant Government Departments;
- Planning professionals/facilitators;
- Municipal officials;
- Representative Forum/Civil Society;
- Business community;
- Interest Groups;
- Rate Payers associations and Chamber of Commerce if there are any; and
- Traditional Authorities.

10.1. ROLES AND RESPONSIBILITIES.

(i). Executive Committee/ Executive Mayor/ Committee of Appointed Councillors:

The executive committee or executive mayor of a municipality or, if the municipality does not have an executive committee or executive mayor, a committee of appointed councillors, must:

- Manage the drafting of the IDP;
- Assign responsibilities in this regard to the municipal manager; and
- Submit the draft plan to the municipal manager council for adoption.

These are the structures already established and required by the Structures Act. The committee of councillors appointed by the municipal council in terms of Section 30 of the Systems Act, is a specific structure established for purposes of the IDP. It is recommended that the responsibility for managing the drafting of the IDP be assigned to the municipal manager or the IDP manager on his behalf.

(ii). The Municipality:

- Prepare, decide on and adopt a process plan.
- Undertake the overall management and co-ordination of the planning process, which includes ensuring that :
 - All relevant stakeholders are appropriately involved;
 - Appropriate mechanisms and procedures for public consultation and participation are applied;
 - The planning events are undertaken in accordance with the set time frame;
 - The planning process is related to the key development priorities in the municipality; and
 - National and provincial sector planning requirements are satisfied.
- Adopt and approve the IDP.
- Amend the IDP in accordance with the requirements of the MEC for local government.
- Ensure that the annual operational business plans and budget are linked to and based on the IDP.

(iii). IDP Manager:

The municipal manager or IDP manager on his behalf, is the responsible person for championing the IDP process. The selection of the appropriate person is crucial for the success of integrated development planning and has to be done as the first step towards preparing the process plan, since the IDP manager is also the responsible person for designing the process plan.

The IDP manager should be a dedicated person that has the required experience and authority to involve all relevant role players, and will have the following responsibilities:

- The preparation of the process plan.
- The day to day management of the planning process in terms of time, resources and people, and ensuring:
 - The involvement of all relevant role players, especially officials;
 - That the time frames are being adhered to;
 - That the planning process is horizontally and vertically aligned and complies with national and provincial requirements;
 - That conditions for participation are provided; and
 - That outcomes are being documented.
- Chairing the steering committee.

- Management of consultants.

(iv). Stakeholder and Community Representatives:

Stakeholder and community representatives have the following roles and responsibilities to fulfil:

- Participating in the IDP representative forum to:
 - Inform interest groups, communities and organisations about relevant planning activities and their outcomes;
 - Analyse issues, determine priorities, negotiate and reach consensus;
 - Participate in the designing of project proposals and/or the evaluation thereof;
 - Discuss and comment on the Draft IDP;
 - Ensure that annual operational business plans and budgets are based on and linked to the IDP; and
 - Monitor the implementation performance of the IDP.
- Conducting meetings or workshops with groups, communities or organisations to prepare and follow-up on relevant planning activities.

(v). Provincial Government:

The provincial local government department and sector departments have the following roles and responsibilities:

- Ensuring horizontal alignment of the metropolitan and district municipalities within the province;
- Ensuring vertical/sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at metropolitan/district level/local level;
- Efficient financial management of provincial IDP grants;
- Monitoring the progress of the IDP processes;
- Facilitation of disputes related to the IDP;
- Assist municipalities in the IDP drafting process when required;
- Facilitation of IDP;
- Co-ordinate and manage the MEC's assessment of the IDP's;
- Provide relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- Provide sector expertise and technical knowledge to the formulation of municipal strategies and projects; and
- Engage in the process of alignment with metropolitan and district municipalities.

(vi). Support Providers and Planning Professionals:

Support providers and professionals such as consultants, NGO's, PIMS- Centres and municipal planning officials have the following roles and responsibilities:

- Providing methodological/technical guidance in terms of the IDP process;

- Facilitation of planning workshops;
- Documentation of planning activity outcomes;
- Special studies or other product related contributions;
- Support to organised and unorganised groups and communities to more effectively engage in and contribute to the planning process; and
- Ensuring that the IDP is aligned with the budget and planning requirements of provincial and national departments.

(vii). District Municipality:

- The district municipality has the same roles and responsibilities as municipalities related to the preparation of a district IDP.
- Co-ordinating roles regarding local municipalities include following:
 - Ensuring horizontal alignment of the IDP's of the local municipalities in the district council area;
 - Ensuring vertical alignment between district and local planning;
 - Facilitation of vertical alignment of IDP's with other spheres of government; and
 - Preparation of joint strategy workshops with local municipalities, provincial and national role players.

10.2. KEY ACTIVITIES.

Below is a summary of key activity dates that will take place in terms of the IDP, Budget and PMS for the 2021/22 IDP Process:-

CYCLE FOR 2021/22 IDP INCLUDING THE SDF, PMS AND BUDGET LINKAGES.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
JULY. 2020	<ul style="list-style-type: none"> Preparation of the Draft IDP/Budget and PMS Process Plan (2021/22). Engagement with the Budget Office, PMS and the Town Planning Directorate (SDF) for alignment purposes. Tabling of the Draft IDP Process Plan (2021/22) to MANCO for comments. EXCO approval of Draft IDP Process Plan (2021/22). Submission of Draft Process Plan (2021/22) to COGTA by the 31st of July 2020. 	<ul style="list-style-type: none"> Compilation of the process plan in line with the approved SDBIP for 2020/21 financial year. Desktop Analysis. 	<ul style="list-style-type: none"> Submission of performance reports for previous quarter/month by the 1st working day of every month by Departments. Review of Performance report by the PMS unit from the 2nd working day. Compilation of the Draft Annual Performance Report PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month. Signing of new performance contracts for 	Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
				<ul style="list-style-type: none"> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53. 	<ul style="list-style-type: none"> Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77 Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA s 76-81 	<ul style="list-style-type: none"> Approve and announce new budget schedule and set up committees and forums. Consultation on performance and changing needs.

MONTH	ACTIVITIES					
	IDP	SDF	PMS		BUDGET	
			Section 54 and 56/57 Managers (Section 69 of the MFMA and Section 57 of the MSA). <ul style="list-style-type: none"> • Roll out of the approved Top Layer SDBIP. • Submission of the Draft Annual performance report for 2019/20 to Internal Audit • Presentation of the Draft Annual Performance Report to the Municipal Manager (Manco). 			
AUGUST. 2020	<ul style="list-style-type: none"> ▪ Posting of the Draft Process Plan (2021/22) on the municipal website in line with the relevant legislative requirements. ▪ Advertising of the Draft Process Plan (2021/22) for public comments in line with the legislative requirements 	<ul style="list-style-type: none"> ▪ Desktop analysis in view of 5 year plan of the SDF as per the requirements of SPLUMA. ▪ Updating Environmental Information. 	<ul style="list-style-type: none"> ▪ PMS Circulation of reporting templates to departments on the 1st working day of the month ▪ Submission of performance reports for previous month by the last working day of the month by departments. 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Accounting Officer to submit AFS to Auditor-General [Due by 31 August, MFMA Sec 126(1)(a)] ▪ IDP Review Process. 	<ul style="list-style-type: none"> ▪ Consultation on performance and changing needs. ▪ Review performance and financial position. ▪ Review external mechanisms. ▪ Start Planning for next three years.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	<p>(MSA No. 32 of 2000).</p> <ul style="list-style-type: none"> Initiation of the Draft IDP (2021/22) preparation process. Tabling of comments to relevant line department for feedback and provision of information. Internal assessment to identify gaps in the IDP. IDP Steering Committee meeting to discuss the requirements of COGTA's Final IDP assessment letter (2020/21) and to provide further inputs to the Final IDP Process Plan (2021/22). Final IDP Process Plan (2021/22) tabled at EXCO and Council for approval. 		<ul style="list-style-type: none"> Audit Committee meeting MFMA Sect 166 & MPPR Reg. 14(3)(a) (Annual Performance Report and Draft Annual Report 2018/19) Address all concerns/findings/gaps on the Draft Annual Performance Report as raised by Internal Audit and Audit Committee Review of all additional performance information that is submitted by departments to address the Internal Audit findings and Gaps identified by PM. Submission of Annual Performance Report to Auditor-General by the 	<p>the start of the budget year.</p> <p>MFMA s 21,22, 23;</p> <p>MSA s 34, Ch. 4 as amended</p> <ul style="list-style-type: none"> Mayor establishes committees and consultation forums for the budget process 		

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	<ul style="list-style-type: none"> Continuous: Obtaining of statistical information from the relevant statistics institutions. 		31 st of August 2020. <ul style="list-style-type: none"> Submission of Monthly progress report on performance to EXCO (Capital). PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Integration of roll-over projects on the Top-Layer SDBIP aligned to cash-flows and PIP's 			
SEPT. 2020	<ul style="list-style-type: none"> Posting of the Final Process Plan (2021/22) onto the municipal website in line with the relevant legislative requirements. Advertisement of the Final IDP Process Plan 	<ul style="list-style-type: none"> Respond to MEC Letter on SDF comments. Alignment of all Local Area Development Planning (LADP) to the IDP Process Plan. 	<ul style="list-style-type: none"> Submission of performance reports for previous month by 1st working day of the month PMS Support meeting with departments from the 15th to the 	<ul style="list-style-type: none"> Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including 	<ul style="list-style-type: none"> Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial 	<ul style="list-style-type: none"> Update policies, priorities and objectives. Determine revenue projections and policies.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	(2021/22) in order to meet AG audit requirements. <ul style="list-style-type: none"> Submission of Final Process Plan (2021/22) to COGTA. Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled comments from COGTA. Continuous: Obtaining of statistical information from the relevant statistics institutions. 	<ul style="list-style-type: none"> Finalise sector plan alignment. Finalise desktop analysis. 	25th of every month <ul style="list-style-type: none"> Scheduling of meeting with SED's and PMS on the 25th working day of every month Monthly progress report on performance to EXCO (Capital). Circulate Quarter 1 reporting templates to departments on the 1st working day of the new month. 	review of provincial and national government sector and strategic plans	allocations to functions and departments for the next financial year after taking into account strategic objectives <ul style="list-style-type: none"> Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) 	
OCT. 2020	<ul style="list-style-type: none"> Convening of the IDP Strategic Planning Workshop. Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled 	<ul style="list-style-type: none"> Review of Boundaries of nodes, activity streets and corridors. Presentation to the District Planning Forum. District and cross-border alignment on – on-going till December 2020. 	<ul style="list-style-type: none"> Submission of performance reports for previous quarter/month by 1st working day of the month PMS review of Quarter 1 Performance Reports from the 2nd working day till 	<ul style="list-style-type: none"> Meeting with Mayor, EXCO and MANCO to discuss the strategic direction and objectives for the 2019/20 fiscal strategies and to discuss the budget preparation process of the budget framework 	<ul style="list-style-type: none"> Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials 	<ul style="list-style-type: none"> Determine revenue projections and policies. Engagement with sector departments, share and evaluate plans, national policies, MTBPS. Draft initial allocations to functions. Draft initial changes to IDP.

MONTH	ACTIVITIES					
	IDP	SDF	PMS		BUDGET	
	comments from COGTA. ▪ Continuous: Obtaining of statistical information from the relevant statistics institutions.		the 13 th working day of the month. ▪ Sect 57 Managers' quarterly assessments (for first quarter of 20/21). ▪ Quarterly progress report on performance to EXCO. ▪ Submission of the Quarter 1 PMS to Internal Audit by the 15 th Working day of the month.	to provide parameters and request budget inputs for 2019/2020.	MFMA s 35, 36, 42; MTBPS	
NOV. 2020	▪ First IDP RF Meeting to present the Final Process Plan (2021/22), the comments received from COGTA on the Final IDP (2020/21). ▪ Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled	▪ First IDP RF Presentation ▪ Incorporation of the Scheme, capturing of Scheme information as required by SPLUMA.	▪ Submission of performance reports for previous quarter/month by 1 st working day of the month. ▪ PMS review of the performance reports from the 2 nd working day to the 13 th working day of every month. ▪ PMS Support meeting with departments from		▪ Accounting officer reviews and drafts initial changes to IDP MSA s 34 ▪ Auditor-General to return audit report [Due by 30 November, MFMA 126(4)]	▪ Draft initial changes to IDP. ▪ Consolidation of budgets and plans. ▪ Executive determines strategic choices for next three years.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	comments from COGTA. ▪ Continuous: Obtaining of statistical information from the relevant statistics institutions. ▪ Obtaining of budget inputs from government sector departments and incorporation thereof into the Draft IDP (2021/22).		the 15th to the 25th of every month ▪ Scheduling of meeting with SED's and PMS on the 25th working day of every month ▪ Develop PMS Templates for 2021/22 based on review of IDP Strategies. ▪ Audit Committee Meeting to consider Q1 Performance Report. ▪ Evaluation Panel Meeting (for evaluation of Section 57 Managers final assessments MPPR Reg.			
DEC. 2020	▪ Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled comments from COGTA.	▪ Finalization of the district and cross border alignment process.	▪ Circulation of PMS templates to departments on the 1 st working day of the month. ▪ Submission of performance reports for previous	▪ Submission of budget guidelines to Departments (First week) ▪ Departmental visit to departments (second week December)	▪ Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year	▪ Executive determines strategic choices for next three years. ▪ Finalise tariff policies.

MONTH	ACTIVITIES					
	IDP	SDF	PMS		BUDGET	
	<ul style="list-style-type: none"> Continuous: Obtaining of statistical information from the relevant statistics institutions. Continuous: Incorporation of budget inputs from government departments into the Draft IDP (2021/22). 		<ul style="list-style-type: none"> quarter/month by the 1st working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Compile annual report for 18/19 (MFMA Sect 121) for tabling Council in January. Circulate Q2/Mid-Year Performance Assessment 2020/21 reporting templates to departments. 		taking into account previous year's performance as per audited financial statements	

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
JAN. 2021	<ul style="list-style-type: none"> Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled comments from COGTA. Continuous: Obtaining of statistical information from the relevant statistics institutions. Continuous Incorporation of budget inputs from government departments into the Draft IDP (2021/22). 	<ul style="list-style-type: none"> Commence with the sector department alignment process – on-going till March 2021. 	<ul style="list-style-type: none"> Circulation of PMS templates to departments on the 1st working day of the month. Submission of performance reports for previous quarter/month by the 5th working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Submission of the Mid-year assessment report to Internal 	<ul style="list-style-type: none"> Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year. MFMA s 87(1) Review the proposed National and Provincial allocations for incorporation into the draft budget. 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
			<p>Audit by the 15th of January 2021.</p> <ul style="list-style-type: none"> ▪ Submit Mid-year performance assessment to Mayor/EXCO by no later than 25th January 2021. ▪ Mayor tables annual report for 18/19 MFMA Sect 127(2) to full Council by 31 Jan 2021. 			
FEB. 2021	<ul style="list-style-type: none"> ▪ Continuous: Integration of inputs from line departments into the Draft IDP (2021/22) in line with the tabled comments from COGTA. ▪ Continuous: Obtaining of statistical information from the relevant statistics institutions. ▪ Continuous: Incorporation of budget inputs from government departments into 	<ul style="list-style-type: none"> ▪ Alignment of the Draft Budget and Capital Investment Framework with the SDF. ▪ Review of the Capital Investment Framework and Implementation Plan. 	<ul style="list-style-type: none"> ▪ Circulate PMS Monthly templates, Revision motivation templates, Top-Layer SDBIP and capital templates to departments on the 1st working day of the month. ▪ Circulation of PMS templates to departments on the 1st working day of the month. ▪ Submission of performance reports for previous quarter/month by 	<ul style="list-style-type: none"> ▪ Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2). ▪ Budget Strategic Planning Workshop. 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ Prepare detailed budgets and plans for the next three years. ▪ Executive adopts budget and plans and changes to IDP.

MONTH	ACTIVITIES					
	IDP	SDF	PMS		BUDGET	
	<p>the Draft IDP (2021/22).</p> <ul style="list-style-type: none"> Conducting of the Budget planning workshop. 		<p>1st working day of the month.</p> <ul style="list-style-type: none"> PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a). Submit annual report to AG, Provincial & CoGTA (MFMA Sect 127). 		<ul style="list-style-type: none"> 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) 	

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
			<ul style="list-style-type: none"> Draft PMS 2021/22 for internal consultation and budget input from IDP and budget. Submission of the Revised PMS 2019/20 to EXCO and Council for approval before the 28th of February 2021 			
MARCH. 2021	<ul style="list-style-type: none"> Second IDP RF Meeting to present on the outcomes of the strategic planning workshop, and to give directive to the Draft IDP (2021/22). EXCO/Council approval of the Draft IDP (2021/22). 	<ul style="list-style-type: none"> Finalization of Local Area Development Planning. 2nd IDP RF Presentation Submission of Draft SDF Review 2021/2022. 	<ul style="list-style-type: none"> Circulation of PMS templates to departments on the last working day of the month. Submission of performance reports for previous quarter/month by 1st working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from 	<ul style="list-style-type: none"> Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month MFMA s 87(2) Mayor tables municipality budget, budgets of entities, 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 	<ul style="list-style-type: none"> 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 reviews any changes in prices for bulk resources as communicated by 15 March 	<ul style="list-style-type: none"> Mayor tables budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.

MONTH	ACTIVITIES					
	IDP	SDF	PMS		BUDGET	
			<p>the 15th to the 25th of every month</p> <ul style="list-style-type: none"> ▪ Scheduling of meeting with SED's and PMS on the 25th working day of every month ▪ Council to consider and adopt an oversight report [Due by 31 March 2020 MFMA Sec 129(1)]. ▪ Set performance objectives for revenue for each budget vote (MFMA Sect 17). ▪ Quarterly progress report on performance to EXCO. ▪ Finalise Draft Top-Layer SDBIP 2021/22 to be included in IDP and Budget 		MFMA s 42	

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
APRIL. 2021	<ul style="list-style-type: none"> Submission of Draft IDP (2021/22) to COGTA. Posting of the Draft IDP (2021/22) on the municipal website in line with the legislative requirements. Advertising of the Draft IDP (2021/22) for public comments (21 days). Integration of additional inputs into the Final IDP (2021/22) including information on the Spatial Development Framework, Budget, PMS, and the comments received from COGTA on the assessment of the Draft IDP (2021/22). Public participation process launched 	<ul style="list-style-type: none"> Finalization of the sector department alignment process. Finalize Capital Investment Framework. 	<ul style="list-style-type: none"> Circulate Q3 performance reporting template to departments. Submission of performance reports for previous quarter/month by the 1st working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Submission of the Quarter 3 Performance assessment report to Internal 	<ul style="list-style-type: none"> Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc. MFMA s 21 Public hearings on the budget, and council debate. MFMA s 23, 24; MSA Ch. 4 as amended. Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendation of the council of the parent municipality. MFMA s 87. 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc. Public hearings on the Budget, Council Debate on Budget and Plans. Public hearings on the Budget, Council Debate on Budget and Plans. Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	<p>through a series of IDP/Budget Roadshows.</p> <ul style="list-style-type: none"> Incorporation of comments received from interested and affected stakeholders (inclusive of the members of the public) into the Final IDP (2021/22). 		<p>Audit by the 15th of April 2021.</p> <ul style="list-style-type: none"> Submit the Quarter 3 performance assessment to Mayor/EXCO by Public Consultation on Draft PMS as part of IDP/Budget 2021/22 roadshows. Publicise Oversight Report MFMA Sec 129(3). Submit Annual Report to Provincial Legislature/MEC Local Government MFMA Sec 132(2). Public Consultation process on Draft PMS together with IDP and Budget. 			
MAY. 2021	<ul style="list-style-type: none"> Third IDP RF meeting to consider the amendments to 	<ul style="list-style-type: none"> IDP RF meeting to deliberate on changes to the SDF. 	<ul style="list-style-type: none"> Circulate performance reporting template to departments by 	<ul style="list-style-type: none"> Council consider views of the local community, NT, PT, other 	<ul style="list-style-type: none"> Accounting officer submits to the mayor no later than 14 	<ul style="list-style-type: none"> Publish budget and plans.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
	<p>the Final IDP document.</p> <ul style="list-style-type: none"> Public Hearing on the Draft budget (2021/22). Finalization of the IDP (2021/22). EXCO/Council adoption/approval of the Final IDP (2021/22). 	<ul style="list-style-type: none"> EXCO recommends adoption of the SDF with IDP to Council. Adoption of the SDF by Council. 	<p>the 1st of the month.</p> <ul style="list-style-type: none"> Submission of performance reports for previous quarter/month by the 1st working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month Community input into the Top-Layer SDBIP Departments to revise PMS based on community. 	<p>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.</p> <ul style="list-style-type: none"> 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 30 days before start of budget year MFMA s 16, 24, 26, 53 Mayor must approve SDBIP 	<p>days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA.</p> <p>MFMA s 69; MSA s 57</p> <ul style="list-style-type: none"> Accounting officers of municipality and entities publishes adopted budget and plans MFMA s 75, 87 	<ul style="list-style-type: none"> Finalise performance contracts and delegation.

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
			<ul style="list-style-type: none"> Approval of the Top-Layer SDBIP and PMS Framework 2021/22 with IDP and Budget. Approval of SDBIP within 28 days of approval of budget. Approval of PMS 2021/22 with IDP and Budget. 	<p>within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with sect 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. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <ul style="list-style-type: none"> MFMA s 53; MSA s 38-45, 57(2) Council must finalise a system of delegations. 		

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				<ul style="list-style-type: none"> MFMA s 59, 79, 82; MSA s 59-65 		
JUNE. 2021	<ul style="list-style-type: none"> Posting of the Final IDP (2021/22) on the municipal website in line with the relevant legislative requirements Public notice on the Final IDP (2021/22). Submission of Final IDP (2021/22) to COGTA in line with relevant legislative requirements. 		<ul style="list-style-type: none"> Circulate templates for Q4/Annual Performance Report and Draft Annual Report 2020/21. Submission of performance reports for previous quarter/month by 1st working day of the month. PMS Review of PMS reports from the 2nd working day of the month to the 13th working day of the month. PMS Support meeting with departments from the 15th to the 25th of every month Scheduling of meeting with SED's and PMS on the 25th working day of every month 	<ul style="list-style-type: none"> Approved budget is uploaded on the test system for review, then after satisfaction that is per council approval, will then uploaded on production system for 1 July 2019. 		

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
			<ul style="list-style-type: none"> Publish Approved PMS 2021/22 to website and local paper. Submit Approved PMS 2021/22 to NT and PT. 			

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION.

11. FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION.

Four major functions can be aligned with the public participation process namely:-

- Needs identification and prioritization;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Community Empowerment.

11.1. MECHANISMS FOR PARTICIPATION.

Public participation is important to determine the exact needs that exist in the communities in relation to the developmental priorities during the public meetings and information gathering. The Newcastle Municipality will be utilizing the following mechanisms for public participation when developing its IDP.

- IDP Representative Forum (IDP RF):** This forum represents all stakeholders and key interested and affected parties. This includes the Ward Committees, AmaKhosi, Non-Governmental Organizations (NGOs), Community Based Organisations (CBOs), Organized Business, Faith Organizations and organized agriculture.
- Media:** Local newspapers will be used to inform the community of the progress of the IDP and further due meetings including the IDPRF and community road shows.
- Radio Slots:** The Newcastle Community radio station will be used to make public announcements where necessary.
- The Newcastle Website:** The Newcastle Municipality's website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for communities, general stakeholders and service providers to download.
- Ward Committees:** The Newcastle Municipality has adopted the Ward Committee policy which has resulted to the establishment of ward committees. The municipality considers ward committees as one of the institutional bodies to fast-track service delivery and deepen democracy. Ward Committees will be represented in the IDPRF and their input is always considered. They will also be used to disseminate information about the developmental agenda of the municipality.

- f) **IDP/ Budget Road Shows:** The Newcastle Municipality will be hosting its community road shows through a ward committee system to publicize the Draft IDP and Budget during April and May. The venues for these meetings will be publicized at the IDPRF, public places as well as through the local print media.
- g) **Issuing of Communication Material:** Communication material in the form of information sheets will be issued thus to inform the community of the progress of the IDP and any other related meetings. The communication material shall be translated into the languages of our communities, particularly IsiZulu, in order to encourage public participation even further.

Kindly note that Newcastle Municipality commits itself to ensuring effective public participation, therefore, all public notices will be given both in English and IsiZulu.

12. PROCEDURES/PROCESS SCHEDULE.

12.1. IDP PROCESS PLAN – ACTIVITIES AND TIMEFRAMES.

EVENTS	DATES	RESPONSIBILITY
FIRST QUARTER (2020/21)		
EXCO/Council to approve Draft Process Plan (2021/22).	29 July 2020	Municipal Manager/Director IDP
Joint meeting for IDP, Budget and PMS for process alignment purposes.	July 2020	Manager IDP
Submission of the Draft Process Plan (2021/22) to COGTA	31 July 2020	Manager IDP
Posting of Draft Process Plan on the Official Municipal Website	03 August 2020	Manager IDP
21 Days advertising period for public consultation on the Draft Process Plan (2021/22).	06 August 2020	Manager IDP
IDP-SC to deliberate on Final IDP Process Plan.	10/22 August 2020	Manager IDP
Final Process Plan to EXCO/Council for approval.	26 August 2020	Manager IDP
Posting of Final IDP Process Plan on the Municipal website.	31 August 2020	Manager IDP
Public notice on the Final IDP Process Plan (2021/22).	03 September 2020	Manager IDP
Submission of Final IDP Process Plan to COGTA.	04 September 2020	Manager IDP
SECOND QUARTER (2020/21)		
Strategic Planning Workshop on the IDP/Budget (2020/21).	October 2020	Manager IDP
COGTA Cross-border Alignment Meeting	November 2020	COGTA/Director IDP
ADM First IDP Representative Forum	13 November 2020	ADM Manager IDP/Director IDP
NLM First IDP Representative Forum:- <ul style="list-style-type: none"> ▪ Presentation of the Final IDP/Budget Process Plan (2021/22). ▪ The provision of feedback on the <i>status quo</i> and strategic framework components of the IDP. ▪ Deliberation on the comments received on the Final IDP Review (2020/21). ▪ Outcomes of the Constituency Meetings/Community Based Planning sessions. 	16 November 2020	Municipal Manager/Director IDP
THIRD QUARTER (2020/21)		
ADM Second IDP Representative Forum	09 February 2021	ADM Manger IDP/Director IDP
IDP Progress Report to IDP-SC.	12 February 2021	Director IDP
Budget Strategic Planning Workshop on the IDP/Budget (2021/22).	February 2021	Director IDP

Second IDP Representative Forum		
<ul style="list-style-type: none"> Presentation on the Draft IDP Review (2021/22) outlining the improvements made in response to the MEC: COGTA comments on the Final IDP Review (2020/21). Presentation on the Draft Budget (2021/22). 	05 March 2021	Director IDP
EXCO approval of Draft IDP Review (2021/22).	19 March 2021	Director IDP
Council approval of Draft IDP Review (2021/22)	22 March 2021	Director IDP
ADM Draft IDP/Budget (2021/22) Consultative Process.	March 2021	ADM Manager IDP
FOURTH QUARTER (2020/21)		
ADM Draft IDP/Budget (2020/21) Consultative Process continued.	April 2021	ADM Manager IDP
Posting of Draft IDP document on Official Municipal Website	27 March 2021	Director IDP
Submission of Draft IDP to COGTA.	31 March 2021	Director IDP
21 Days Advertising period for public comments.	25 March - 14 April 2021	Director IDP
IDP/ Budget Roadshows.	April / May 2021	Director IDP
IDP-SC to deliberate on the Final IDP document.	04 May 2021	Director IDP
Final IDP Representative Forum for adoption.		
<ul style="list-style-type: none"> Feedback on comments received during the 21 day advertising period for public comments on the Draft IDP/Budget. Recommendations by the IDP RF for adoption of the IDP by Council. 	11 May 2021	Director IDP
EXCO to recommend Final IDP Review (2021/22) approval by Council.	17 May 2021	Director IDP
ADM Third IDP Representative Forum.	14 May 2021	ADM Manager IDP/Director IDP
Public Hearing on the IDP and Budget Roadshows.	May 2021	Mayor/Director IDP/SED: BTO
Council meeting to adopt the Final IDP document for the 2021/21 financial year.	24 May 2021	Director IDP
Public notice on the approval/adoption of the Final IDP Review (2021/22).	27 May 2021	Director IDP
Posting of Final IDP Review (2021/22) document on Official Municipal Website	29 May 2021	Director IDP
Submission of Final IDP Document to COGTA.	03 June 2021	Director IDP

12.2. SDF PROCESS PLAN: ACTIVITIES AND TIMEFRAME.

SDF REVIEW PROCESS PLAN 2021/2022	
Month	Activity
July 2020	<ul style="list-style-type: none"> Compilation of process plan in line with the approved SDBIP's for 2020/2021 financial year; Desktop Analysis.
August 2020	<ul style="list-style-type: none"> Review of information from sector plans - on going till September 2020; Update Section Three of the current SDF as per the requirements of SPLUMA, focusing on the restructuring elements, population growth and demand estimates associated for the next five years; Updating environmental information - on going till December 2020.

SDF REVIEW PROCESS PLAN 2021/2022	
Month	Activity
Sep 2020	<ul style="list-style-type: none"> • Capturing of LADP's as extension of SDF on going until March 2021; • Finalise Sector Plan alignment; • Finalise Desktop analysis.
Oct 2020	<ul style="list-style-type: none"> • Review of Boundaries of nodes, activity streets and corridors; • Presentation to District Planning Forum; • District and cross border alignment on going till December 2020.
Nov 2020	<ul style="list-style-type: none"> • Incorporation of Scheme, capturing of Scheme information as required by SPLUMA; • Presentation to the First IDP Representative Forum.
Dec 2020	<ul style="list-style-type: none"> • Finalization of district and cross border alignment process; • Finalization of environmental assessment and alignment.
Jan 2021	<ul style="list-style-type: none"> • Commence with sector departments alignment process on going till March 2021.
Feb 2021	<ul style="list-style-type: none"> • Alignment of the draft budget and Capital Investment Framework with the SDF; • Review of Capital Investment Framework and implementation plan.
Mar 2021	<ul style="list-style-type: none"> • Finalization of Local Area Development Planning; • Presentation to the Second IDP Representative Forum; • Submission of Draft SDF Review 2021/2022.
Apr 2021	<ul style="list-style-type: none"> • Finalization of sector department alignment process; • Finalise Capital Investment Framework.
May 2021	<ul style="list-style-type: none"> • Presentation to the Final IDP RF meeting to deliberate the changes to the SDF; • EXCO recommends adoption of the SDF with IDP to Council; • Adoption of the SDF by Council.

12.3. BUDGET PROCESS PLAN FOR 2020/2021, 2021/22 & 2022/23 MULTI-TERM BUDGET.

DATE	ACTIVITY	RESPONSIBILITY
August 2020	<ul style="list-style-type: none"> • 10 months before start of the budget year: Tabling of time schedule outlining key deadlines to the municipal Council as per MFMA S21 (b). • Roll over process begins 	Mayor/MM
September 2020	<ul style="list-style-type: none"> • Advertising of budget and IDP time schedule. • Conclude initial consultation and review policies, confirm priorities, identify other financial and non-financial parameters including government allocations, and the financial outlook in order to needs and to review fiscal strategies. 	MM/CFO

DATE	ACTIVITY	RESPONSIBILITY
October 2020	<ul style="list-style-type: none"> Meeting with Mayor, Exco and Manco to discuss the strategic direction and objectives for the 2020/21 fiscal strategies and to discuss the budget preparation process of the budget framework to provide parameters and request budget inputs for 2020/2021. Compilation of Salary Budget. Assess impact on tariffs and charges. Finalize inputs from bulk resource providers (NERSA, uThukela) and agree on proposed price increase. 	MM/BTO BTO
November 2020	<ul style="list-style-type: none"> Preparation of budget guidelines Submission of guidelines to portfolio for comments Submission of budget guidelines to EXCO for approval 	BTO/HR
December 2020	<ul style="list-style-type: none"> Submission of budget guidelines to Departments(First week) Budget guidelines workshop with departments 	BTO
January 2021	<ul style="list-style-type: none"> Preparation of Mid-year Review Mid-year submitted to portfolio, EXCO & Council (before 25 January) Review the proposed National and Provincial allocations for incorporation into the draft budget. Report back on progress with Budget inputs. 	BTO/MANCO
February 2021	<ul style="list-style-type: none"> Finalize detailed operational and capital budget, finalize all budget related policies. Budget/IDP Strategic Workshop to discuss budget inputs, link capital and operational plans to the IDP, and determine proposed tariffs. Link all IDP projects to budget & PMS 	Extended MANCO and EXCO
March 2021	Budget Workshop: <ul style="list-style-type: none"> Discussion of budget inputs, link capital and operational plans to IDP and determine proposed tariffs. Validation of budget on the financial system 	EXCO MANCO
March 2021	Draft Budget: <ul style="list-style-type: none"> 90 days before the start of the budget year, Council must consider approval of the draft budget. Submit the draft multi-term operational and capital budget and all budget related policies for approval. Submission of approved budget both printed and electronically to COGTA, National and Provincial Treasury. Make public notice in terms of S22, 75 of the MFMA and 21A of the Municipal Systems Act. 	MAYOR, MM, CFO
April 2021	Public Consultation Process: <ul style="list-style-type: none"> Public Consultation on draft budget throughout the municipality in terms of Chapter 4 of the Municipal Systems Act. Engagement with Provincial Treasury to discuss draft budget 	MAYOR EXCO MM CFO

DATE	ACTIVITY	RESPONSIBILITY
May 2021	Respond to Public Comments in terms of S23 of the MFMA. <ul style="list-style-type: none"> Response to public comments and sector comments. Incorporate recommendations into draft budget. Bilateral engagement with Provincial Treasury. 	MAYOR BTO MM
May 2021	Approval of Final Budget – MFMA S24. <ul style="list-style-type: none"> Approve the final multi-term operational and capital budget together with the adoption of resolutions that may be necessary. 	COUNCIL
June 2021	Publication of Annual Budget. <ul style="list-style-type: none"> Submission of the approved budget printed and electronically to COGTA, National and Provincial Treasury, S22(b). Make public notice in terms of S22(a), 75 of the MFMA and 21A of the Municipal Systems Act. Validation of budget on the financial system. Submission of locking certificate in terms of S74(1) of the MFMA. 	MM BTO

12.4. PUBLIC PARTICIPATION OPERATIONAL PLAN.

FIRST QUARTER (JULY-SEPTEMBER 2020/21)			
1	ACTIVITIES	DATES	RESPONSIBILITY
	Secretaries Forum	03 July 2020	Public Participation Unit
	Submission of Draft CBPs to EXCO	21 July 2020	Public Participation Unit
	Submission of Draft CBPs to Council	26 July 2020	Public Participation Unit
	Ward Councillors quarterly meeting	TBC	Public Participation Unit
	Secretaries Forum	07 August 2020	Public Participation Unit
	Ward Zonal Meetings	17-20 August 2020	Public Participation Unit
	Rapid Response Meeting	27 August 2020	Public Participation Unit
	All Internal department workshop on Public Participation Policy & Strategy	TBC	Public Participation Unit
	Secretaries Forum	04 September 2020	Public Participation Unit
	COGTA Verification Process visit	Date to be confirmed (September 2020)	Public Participation Unit / CoGTA
	COGTA external meeting: District PP Forum(DPPF)	TBC	Amajuba District Municipality/ Public Participation Unit
	COGTA external meeting: Provincial Public Participation Steering Committee(PPPSC)	TBC	CoGTA/Public Participation Unit
	Inter-Governmental Relations Summit / Sector Department	TBC	Public Participation Unit
	Newly elected ward committee members induction	16 October 2020	Public Participation Unit
SECOND QUARTER(OCTOBER-DECEMBER 2020/21)			

2	ACTIVITIES	DATES	RESPONSIBILITY
	Secretaries Forum	02 October 2020	Public Participation Unit
	Ward Zonal Meetings	19-22 October 2020	Public Participation Unit
	Rapid Response Meeting	29 October 2020	Office of the Speaker/ Public Participation Unit
	Ward Councillors Quarterly meeting	30 October 2020	Public Participation Unit
	COGTA verification Process visit	Date to be confirmed (October 2020)	CoGTA / Public Participation Unit
	Constituency meetings in all 34 wards	October – November	Public Participation Unit / Office of the Speaker
	Ward Councillors Quarterly meeting	30 October 2020	Public Participation Unit
	Secretaries Forum	06 November 2020	Public Participation Unit
	Annual meeting “Imbiz o” Event	26-27 November 2020	Office of the Speaker/Public Participation Unit
	Secretaries Forum	04 December 2020	Public Participation Unit
	Ward Committee training	TBC	Public Participation Unit
	COGTA external meeting: District Public Participation Forum(DPPF)	TBC	Public Participation Unit
	COGTA external meeting: Provincial Public Participation Steering Committee(PPPSC)	TBC	CoGTA / Public Participation Unit
THIRD QUARTER(JANUARY-MARCH 2020/21)			
3	ACTIVITIES	DATES	RESPONSIBILITY
	Secretaries Forum	08 January 2021	Public Participation Unit
	Ward Zonal Meetings	18-21 January 2021	Public Participation Unit
	Ward Councillors Quarterly meeting	29 January 2021	Public Participation Unit
	COGTA Verification Process visit	Date to be confirmed (January 2021)	CoGTA/Public Participation Unit
	COGTA external meeting: District Public Participation Forum(DPPF)	TBC	Amajuba District Municipality/Public Participation Unit
	COGTA external meeting: Provincial Public Participation Steering Committee(PPPSC)	TBC	CoGTA/Public Participation Unit
	Secretaries Forum	05 February 2021	Public Participation Unit/CoGTA
	Rapid Response Meeting	18 February 2020	Office of the Speaker/ Public Participation Unit
	Secretaries Forum	05 March 2021	Public Participation Unit
	Submission of Draft CBPs to EXCO	24 March 2021	Public Participation Unit
	Submission of Draft CBPs to Council	01 April 2021	Public Participation Unit
FOURTH QUARTER(APRIL-JUNE 2020/21)			
4	ACTIVITIES	DATES	RESPONSIBILITY
	Ward Councillors Quarterly meeting	04 March 2021	Public Participation Unit
	Ward Zonal Meetings	10-13 March 2021	Public Participation Unit
	Secretaries Forum	02 April 2021	Public Participation Unit

	Submission of Draft CBPs to COGTA	08 April 2021	Public Participation Unit
	21 days advertising period	9 April – 30 April 2021	Public Participation Unit
	COGTA external meeting: District PP Forum(DPPF)	TBC	Amajuba District Municipality/ Public Participation Unit
	COGTA external meeting: Provincial Public Participation Steering Committee(PPPSC)	TBC	CoGTA/Public Participation Unit
	COGTA Verification Process visit	Date to be confirmed (April 2021)	CoGTA/Public Participation Unit
	Secretaries Forum	07 May 2021	Public Participation Unit/CoGTA
	Submission of Final CBPs to EXCO/Council for adoption.	31 May 2021	Public Participation Unit
	Secretaries Forum	04 June 2021	Public Participation Unit
	Posting of all 34 Ward Final CBPs on Municipal Website.	07 June 2021	Public Participation Unit
	Submission of all 34 Final CBPs to COGTA	14 June 2021	Public Participation Unit
	Rapid Response Meeting	17 June 2021	Office of the Speaker/ Public Participation Unit

12.5. IDP ALIGNMENT WITH DISTRICT FRAMEWORK PLAN.

QUARTER ONE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
First IDP Steering Committee meeting (DAPDF)	24 July 2020	Planning and Development
Submission of draft Framework & Process Plan – KZN COGTA	31 July 2020	Planning and Development
Advertisement on the Process for Review 2020/21	31 July 2020	Planning and Development
ExCo approval of IDP Framework Plan 2021/22	19 August 2020	Planning and Development
Council approval of IDP Framework Plan 2020/21	26 August 2020	Planning and Development
Advertisement of approval of Framework Plan	09 September 2020	Planning and Development
QUARTER TWO		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
2020/21 Review – Consultative process (Needs analysis)	5, 8 and 12 October 2020	Office of the Speaker & Office of the Mayor
Second IDP Steering Committee meeting (DAPDF)	06 November 2020	Planning and Development
ADM CoGTA Alignment Session	06 November 2020	CoGTA & ADM
First IDP Representative Forum meeting	13 November 2020	Planning and Development
QUARTER THREE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Second IDP Representative Forum meeting	09 February 2021	Planning and Development
Third IDP Steering Committee meeting (DAPDF)	05 March 2021	Planning and Development
ExCo Approval of Draft IDP 2021/22 – 2025/26	25 March 2021	Planning and Development
Council Approval of Draft IDP 2021/22 – 2025/26	31 March 2021	Planning and Development

QUARTER FOUR		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Submission of Draft IDP 2021/22 – 2025/26 to COGTA	10 April 2021	Planning and Development
Draft IDP/Budget 2021/22 – 2025/26 Consultative process	19 - 21 April 2021	Office of the Speaker & Office of the Mayor
Draft IDP assessment feedback	23 April 2021	Planning and Development
Third IDP Representative Forum meeting	14 May 2021	Planning and Development
Fourth IDP Steering Committee meeting (DAPDF)	04 June 2021	Planning and Development
ExCo approval of Final Draft IDP 2021/22 – 2025/26	25 June 2021	Planning and Development
Council approval of final Draft IDP 2021/22 – 2025/26	30 June 2021	Planning and Development
Submission of Final IDP 2021/22 – 2025/26 to COGTA	10 July 2021	Planning and Development

12.6. IDP ALIGNMENT WITH PROVINCIAL SECTOR DEPARTMENTS.

TASK	TARGET DATE	RESPONSIBLE STAKEHOLDER
Municipalities adopt IDPs	30 June 2020	Municipal Councils
		Municipal Planners
Municipalities submit adopted IDPs to COGTA	10 July 2020	Municipal Planners
	May – July 2020	IDP Co-ordination Business Unit
Management of received IDPs and related documents (information management)	9 - 10 July 2020	MEC Panel
MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs	13 July - 31 July 2020	MEC Panel (at decentralized venues)
IDP Coordination finalise letters, assemble Templates and formulate Report	03 – 31 Aug 2020	IDP Co-ordination Business Unit
	03 - 31 Aug 2020	Spatial Planning Business Unit
	30 September 2020	IDP Co-ordination Business Unit
COGTA finalise comments on Draft Framework and Process Plans	31 July 2020	Municipal planners
	31 July - 31 Aug 20	IDP Co-ordination Business Unit
		Spatial Planning Business Unit
IDP Indaba	18 September 2020	IDP Co-ordination Business Unit
		Municipal representatives
		Sector Departments
		SOEs
Finalization of FP/PP	30 September 2020	Municipal Planners

TASK	TARGET DATE	RESPONSIBLE STAKEHOLDER
		Municipal Councils
		IDP co-ordination
World Planning Day Celebrations	08 November 2020	SAPI
		Municipal representatives
		Sector Departments
IDP Alignment and adopted IDP assessment feedback sessions:	<ul style="list-style-type: none"> 06 Nov 2020 08 Nov 2020 	IDP Co-ordination Business Unit
<ul style="list-style-type: none"> Uthukela, Umzinyathi & Amajuba WORLD PLANNING DAY 		Sector Departments & SOEs
		Municipal representatives
IDP Best Practice Conference and IDP Alignment session	20 November 2020	IDP Co-ordination Business Unit
		Municipal representatives
		Sector Departments & SOEs
Provide support to Municipalities to improve IDPs	November 2020 -March 2021	IDP Co-ordination BU
		Municipal representatives
		Sector Departments & SOEs
IDP Stakeholders Meeting (on 2021/22 Reviewed IDP process)	05 Feb 2021	IDP Co-ordination Business Unit
		Municipal representatives
		Sector Departments & SOEs
Submission of Draft 2021/22 Reviewed IDP's to COGTA for assessment	01 – 31 March 2021	Municipal Planners
		COGTA Planners
		Sector Departments & SOEs
Draft IDP Assessment Sessions:	23 April 2021	IDP Co-ordination Business Unit
<ul style="list-style-type: none"> Amajuba 		Municipal Planners
		Sector Departments & SOEs
Municipalities adopt IDPs	30 June 2021	Municipal Councils
		Municipal Planners

13. COUNCIL APPROVAL OF THE IDP.

This is the most important stage of the IDP process required in terms of Chapter 5 and Section 28 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000), that the *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.*