

# **5<sup>TH</sup> GENERATION PROCESS PLAN (2022 – 2027)**



**NEWCASTLE LOCAL MUNICIPALITY**

**DRAFT IDP/BUDGET/PMS PROCESS PLAN (2023/24)**

**JULY 2022**

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# 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 (Act No. 32 of 2000). The preparation of a Process Plan, which is, in essence, the IDP Process sets out in writing the procedures to be followed within a financial year to produce a credible Integrated Development Plan and 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 states 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 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 –*

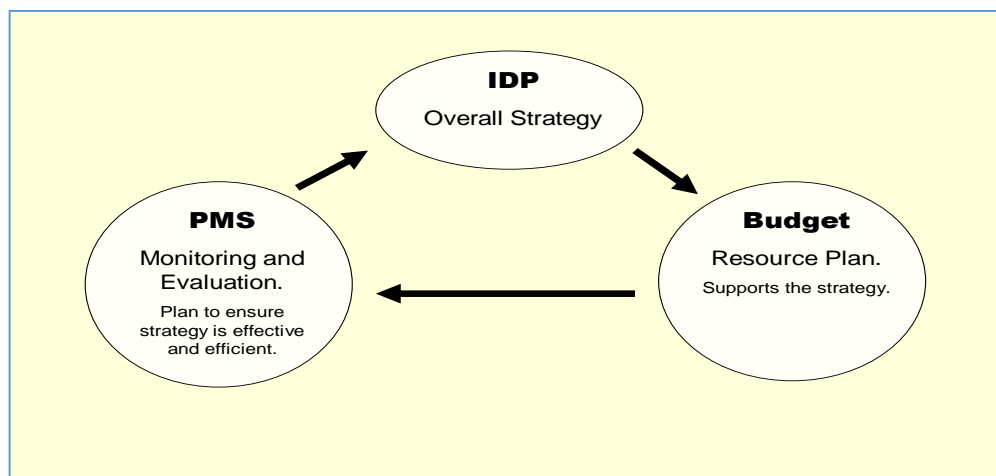
- (b) *At least 10 months before the start of the budget year, table in the Municipal Council a time schedule outlining key deadlines for:*
  - i. *The preparation, tabling and approval of the annual budget.*
  - ii. *The annual review of:*
    - aa) *The integrated development plan in terms of Section 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 Priorities.

The primary aim of the proposed IDP initiative is to guide the IDP (2023/24), 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 2023/24 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.
- To ensure alignment with the requirements of the ADM District Development Model.
- To ensure alignment with the requirements of the Municipal Standards Charts of Accounts (mSCOA).

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 (2022/23) 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 2022/23 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.
- Improved alignment with the ADM-DDM.
- 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 Local Municipality's 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 Local Municipality's Back to Basics Program.**

- 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 Project Report.**

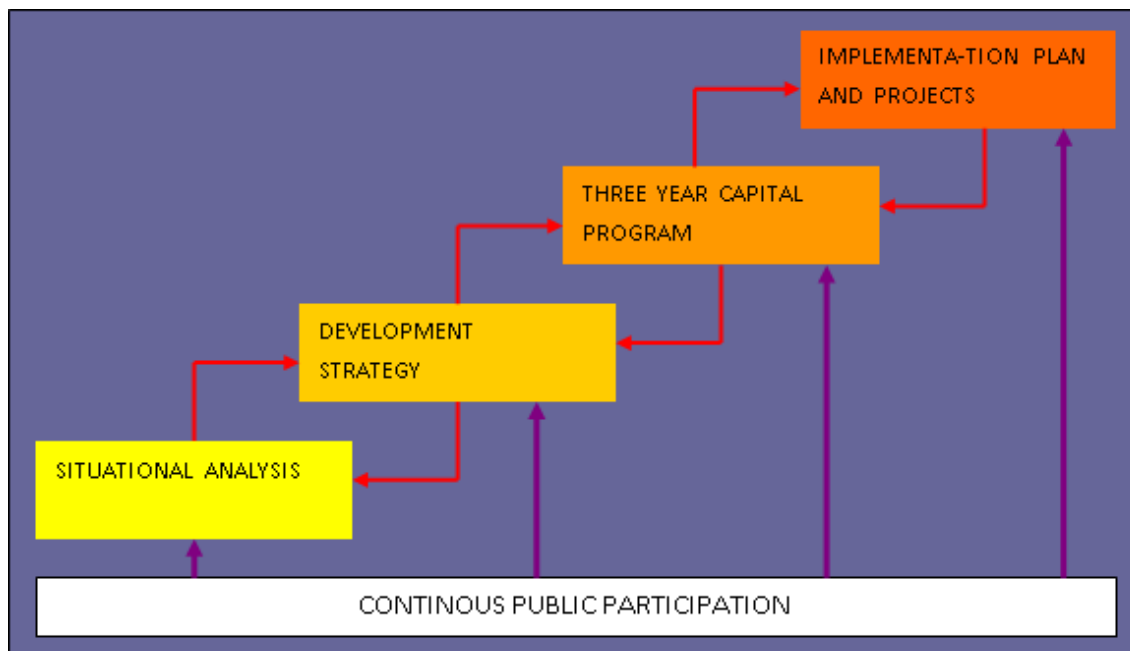
- This activity will focus mainly on the clustering of projects in a manner that promotes integrated planning among line function departments of the municipality and different service providers.
- It will also seek to shift away from a wish list of projects to a clear categorization of projects according 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 Local Municipality's Spatial Development Framework (SDF).**

- 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. The 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 27 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 the 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 through the IDP Representative Forum, and also through the recently introduced District Development Model. This will also entail the participation within other IGR initiatives either by COGTA and/or SALGA, aimed towards enhancing Integrated Development Planning.

## **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/Manager 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 of 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. Terms of Reference for the IDP Representative Forum.**

The NLM IDP Representative Forum is established in terms of Chapter 4, Section 15 of the Local Government: Municipal Planning and Performance Management Regulations (2001). With reference to the said regulations, *a municipality must establish a forum that will enhance community participation in: -*

- (i) *The drafting and implementation of the municipality's IDP; and*
- (ii) *The monitoring, measurement, and review of the municipality's performance in relation to the key performance indicators and performance targets set by the municipality.*

#### **9.2. The responsibilities of the NLM IDP- RF**

- 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.

### **9.3. Composition of the IDP Representative Forum (IDP-RF).**

The IDP Representative Forum (IDP RF) institutionalises and guarantees representative participation in the IDP process. It is established as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. In accordance with the Local Government: Planning and Performance Management Regulations "A Forum must be representative of the composition of the local community of the municipality." With that in mind, this is the proposed composition of the NLM IDP- RF: -

- 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.

## **10.IZINDUNA FORUM.**

### **10.1. Terms of Reference for the NLM Izinduna Forum.**

The Newcastle Local Municipality (NLM) as a government institution, recognizes the presence of traditional communities within its jurisdiction and thus, the traditional hierarchical structure in place within these communities. Traditional leadership is enshrined in Chapter 12, sections 211 & 212 of the Constitution of the Republic of South Africa (Act No. 108 of 1996), which provide for the establishment and recognition of traditional institutions. Moreover, the Traditional Leadership and Governance Framework Act (Act 41 of 2003) together with the Traditional and Khoi-San Leadership Act (Act 3 of 2019) also acknowledge the need for local government to collaborate with Traditional Councils. Therefore, the purpose of this particular forum is as follows: -

- To protect and promote the institution of traditional leadership in accordance with the dictates of democracy within the municipality,
- To restore the integrity and legitimacy of the institution of traditional leadership within the municipality in line with customary law and practices
- To act as a formal structure that the municipality can utilize to provide appropriate support and capacity building to the institution of traditional leadership,
- To ensure that the municipality & traditional leadership work in a cooperative and coordinated manner in delivering programs and services which address traditional community issues.

## **10.2. Objectives of the NLM Izinduna Forum.**

- To support municipality in the identification of traditional community needs,
- To facilitate the involvement of the traditional communities in the development or amendment of the integrated development plan of a municipality in whose area the community resides,
- To participate in development programs of the municipality
- To promote the ideals of cooperative governance, integrated development planning, sustainable development, and service delivery within traditional communities,
- To recommend, after consultation with the relevant local and provincial houses of traditional leaders, appropriate interventions to government that will contribute to development and service delivery within the area of jurisdiction of the traditional leadership,
- To support the municipal Council in the identification of the specific needs of the traditional communities falling within the area of the municipality,
- To facilitate the involvement of traditional communities in the development or amendment of the integrated development plan of the municipality, and
- To support the municipality in promoting integrated local economic development and planning issues related to traditional communities.

## **10.3. Responsibilities of the NLM Izinduna Forum.**

The Newcastle Izinduna Forum shall be responsible for the following,

- To advise the local municipality on matters pertaining to customary law and other traditional customs,
- To advise the municipality on the development of planning frameworks that impact on traditional communities,
- To participate in the development of by-laws that impact on traditional communities,
- To participate in local programs that have the development of traditional communities as an object, and
- To participate in local initiatives that are aimed at monitoring, reviewing, or evaluating government programs in traditional communities.

## **10.4. Meeting procedures for the Izinduna Forum.**

- The Forum shall meet once every quarter, and special provision will be made for urgent meetings and/or meetings brought forth by special circumstances.
- The chairperson will chair the meeting to ensure that all procedures run efficiently.
- The agenda commonly forms part of the notice and/or is attached to it so members receive all the necessary details at once.
- Any reports should be sent out in advance so as to allow people sufficient time to read the documents.
- The time and manner for giving notice of a meeting must be strictly adhered to.
- Inadequate notice may invalidate a meeting.
- All relevant stakeholders who are entitled to attend a meeting must be given proper notice in accordance with the best practices.
- The chairperson must ensure that all members of the forum participate in the Recommendation and Resolution of the meeting to achieve consensus.

- All decisions and discussions should be recorded in the minutes of the meeting.

The NLM Izinduna Forum will be constituted with the following representatives: -

OFFICIAL	RESPONSIBILITIES
Mayor	Chairperson
Amakhosi	Advisory Group
Izinduna	Advisory Group
Executive Committee	Advisory Group
Councillors	Advisory Group
Municipal Manager	Chairperson in absentia of the Mayor
Strategic Executive Directors	Advisory Group
Directors	Advisory Group

## 11.ROLE PLAYERS IN THE IDP REVIEW PROCESS.

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.

### 11.1. 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.

## 12. KEY ACTIVITIES ON THE IDP/BUDGET/PMS PREPARATION PROCESS.

Below is a summary of key activity dates that will take place in terms of the IDP, Budget and PMS for the 2023/24 IDP Process: -

MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
JULY. 2022	<ul style="list-style-type: none"> <li>Preparation of the Draft IDP/Budget and PMS Process Plan (2023/24).</li> <li>Engagement with the Budget Office, PMS and the Town Planning Directorate (SDF) for alignment purposes.</li> <li>Tabling of the Draft IDP Process Plan (2023/24) to MANCO for comments.</li> <li>EXCO approval of Draft IDP Process Plan (2023/24).</li> <li>Submission of Draft Process Plan (2023/24) to COGTA by the 29<sup>th</sup> of July 2022.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Compilation of the process plan in line with the approved SDBIP for 2022/23 financial year.</li> <li>Desktop Analysis.</li> <li>Engagement with the District Municipality on the ADM DDM Plan of its first generation</li> </ul>	<ul style="list-style-type: none"> <li>Submission of performance reports for previous quarter/month by the 1<sup>st</sup> working day of every month by Departments.</li> <li>Review of Performance report by the PMS unit from the 2<sup>nd</sup> working day.</li> <li>Compilation of the Draft Annual Performance Report</li> <li>PMS Support meeting with departments from the 15<sup>th</sup> to the 25<sup>th</sup> of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25<sup>th</sup> working day of every month.</li> <li>Signing of new performance contracts for Section 54 and 56/57 Managers (Section 69 of the MFMA and Section 57 of the MSA).</li> <li>Roll out of the approved Top Layer SDBIP.</li> <li>Submission of the Draft Annual performance report for the 2021/2022 financial year to Internal Audit by the 25<sup>th</sup> working day from the 1st of July</li> </ul>	<ul style="list-style-type: none"> <li>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process. <b>MFMA s 53.</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget <b>MFMA s 68, 77</b></li> <li>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery. <b>MSA s 76-81</b></li> </ul>	<ul style="list-style-type: none"> <li>Approve and announce new budget schedule and set up committees and forums.</li> <li>Consultation on performance and changing needs.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
			2022. Presentation of the Draft Annual Performance Report to the Municipal Manager (Manco). <ul style="list-style-type: none"> <li>Submission and presentation to the Governance Support Portfolio Committee of the Monthly SDBIP</li> </ul>			
<b>AUGUST. 2022</b>	<ul style="list-style-type: none"> <li>Posting of the Draft Process Plan (2023/24) on the municipal website in line with the relevant legislative requirements.</li> <li>Advertising of the Draft Process Plan (2023/24) for public comments in line with the legislative requirements (MSA No. 32 of 2000).</li> <li>Initiation of the Draft IDP (2023/24) preparation process.</li> <li>Tabling of comments to relevant line department for feedback and provision of information.</li> <li>Internal assessment to identify gaps in the IDP.</li> <li>IDP Steering Committee meeting to discuss the requirements of COGTA's Final IDP assessment letter (2022/23) and to provide further inputs to the Final</li> </ul>	<ul style="list-style-type: none"> <li>Desktop analysis in view of 5 year plan of the SDF as per the requirements of SPLUMA.</li> <li>Updating Environmental Information.</li> <li>Consolidation of a 5 Year Implementation Plan as a tool within which the SDF progress has been measured and monitored.</li> </ul>	<ul style="list-style-type: none"> <li>PMS Circulation of reporting templates to departments on the 1<sup>st</sup> working day of the month</li> <li>Submission of performance reports for previous month by the last working day of the month by departments.</li> <li>Audit Committee meeting MFMA Sect 166 &amp; MPPR Reg. 14(3)(a) (Annual Performance Report and Draft Annual Report 2021/2022)</li> <li>Address all concerns/ findings/gaps on the Draft Annual Performance Report as raised by Internal Audit and Audit Committee</li> <li>Review of all additional performance information that is submitted by departments to address the Internal Audit</li> </ul>	<ul style="list-style-type: none"> <li>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. <b>MFMA s 21,22, 23; MSA s 34, Ch. 4 as amended</b></li> <li>Mayor establishes committees and consultation forums for the budget process</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Officer to submit AFS to Auditor-General [Due by 31 August, <b>MFMA Sec 126(1)(a)</b>]</li> <li>IDP Review Process.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation on performance and changing needs.</li> <li>Review performance and financial position.</li> <li>Review external mechanisms.</li> <li>Start Planning for next three years.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
	<p>IDP Process Plan (2023/24).</p> <ul style="list-style-type: none"> <li>Final IDP Process Plan (2023/24) tabled at EXCO and Council for approval.</li> <li>Continuous: Obtaining of statistical information from the relevant statistics institutions.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<p>findings and Gaps identified by PMS</p> <ul style="list-style-type: none"> <li>Submission of Annual Performance Report to Auditor-General by the 31<sup>st</sup> of August 2022.</li> <li>Submission and presentation to the Governance Support Portfolio Committee of the Monthly SDBIP</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Integration of roll-over projects on the Top-Layer SDBIP aligned to cash-flows and PIP's</li> </ul>			
SEPT. 2022	<ul style="list-style-type: none"> <li>Posting of the Final Process Plan (2023/24) onto the municipal website in line with the relevant legislative requirements.</li> <li>Advertisement of the Final IDP Process Plan (2023/24) in order to meet AG audit requirements.</li> <li>Submission of Final Process Plan (2023/24) to COGTA.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to MEC Letter on SDF comments.</li> <li>Alignment of all Local Area Development Planning (LADP) to the IDP Process Plan.</li> <li>Finalise sector plan alignment.</li> <li>Finalise desktop analysis.</li> </ul>	<ul style="list-style-type: none"> <li>Submission of performance reports for previous month by 1<sup>st</sup> working day of the month</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Monthly progress report on performance to the</li> </ul>	<ul style="list-style-type: none"> <li>Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans</li> </ul>	<ul style="list-style-type: none"> <li>Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</li> <li>Engages with Provincial and National sector departments on sector</li> </ul>	<ul style="list-style-type: none"> <li>Update policies, priorities and objectives.</li> <li>Determine revenue projections and policies.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
	<ul style="list-style-type: none"> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line with the tabled comments from COGTA.</li> <li>Continuous: Obtaining of statistical information from the relevant statistics institutions.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<p>Governance and Support Services Portfolio Committee.</p> <ul style="list-style-type: none"> <li>Circulate Quarter 1 reporting templates to departments on the 1<sup>st</sup> working day of the new month.</li> </ul>		<p>specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.)</p>	
<b>OCT. 2022</b>	<ul style="list-style-type: none"> <li>Convening of the IDP Strategic Planning Workshop.</li> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line with the tabled comments from COGTA.</li> <li>Continuous: Obtaining of statistical information from the relevant statistics institutions.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Review of Boundaries of nodes, activity streets and corridors.</li> <li>Presentation to the District Planning Forum.</li> <li>District and cross-border alignment on – on-going till December 2022.</li> </ul>	<ul style="list-style-type: none"> <li>Submission of performance reports for previous quarter/month by 1<sup>st</sup> working day of the month</li> <li>PMS review of Quarter 1 Performance Reports from the 2<sup>nd</sup> working day till the 13<sup>th</sup> working day of the month.</li> <li>Sect 57 Managers' quarterly assessments (for first quarter of 2022/2023).</li> <li>Quarterly progress report on performance to EXCO.</li> <li>Submission of the Quarter 1 PMS to Internal Audit by the 15<sup>th</sup> Working day of the month.</li> </ul>	<ul style="list-style-type: none"> <li>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 2021/2022.</li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials <b>MFMA s 35, 36, 42; MTBPS</b></li> </ul>	<ul style="list-style-type: none"> <li>Determine revenue projections and policies.</li> <li>Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</li> <li>Draft initial allocations to functions.</li> <li>Draft initial changes to IDP.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
<b>NOV. 2022</b>	<ul style="list-style-type: none"> <li>First Izinduna Forum Meeting.</li> <li>First IDP RF Meeting to present the Final Process Plan (2023/24), the comments received from COGTA on the Final IDP (2022/23).</li> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line with the tabled comments from COGTA.</li> <li>Continuous: Obtaining of statistical information from the relevant statistics institutions.</li> <li>Obtaining of budget inputs from government sector departments and incorporation thereof into the Draft IDP (2023/24).</li> <li>ADM-District Development Model monthly meeting.</li> </ul>	<ul style="list-style-type: none"> <li>First IDP RF Presentation</li> <li>Incorporation of the Scheme, capturing of Scheme information as required by SPLUMA.</li> </ul>	<ul style="list-style-type: none"> <li>Submission of performance reports for previous quarter/month by 1<sup>st</sup> working day of the month.</li> <li>PMS review of the performance reports from the 2<sup>nd</sup> working day to the 13<sup>th</sup> working day of every month.</li> <li>PMS Support meeting with departments from the 15<sup>th</sup> to the 25<sup>th</sup> of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25<sup>th</sup> working day of every month</li> <li>Develop the revised 2022/2023 PMS Templates for based on the review of IDP Strategies and the 2021/2022 Budget.</li> <li>Audit Committee Meeting to consider Q1 Performance Report.</li> <li>Evaluation Panel Meeting (for evaluation of Section 57 Managers final assessments MPPR Reg.</li> </ul>		<ul style="list-style-type: none"> <li>Accounting officer reviews and drafts initial changes to IDP <b>MSA s 34</b></li> <li>Auditor-General to return audit report [Due by 30 November, <b>MFMA 126(4)</b>]</li> </ul>	<ul style="list-style-type: none"> <li>Draft initial changes to IDP.</li> <li>Consolidation of budgets and plans.</li> <li>Executive determines strategic choices for next three years.</li> </ul>
<b>DEC. 2022</b>	<ul style="list-style-type: none"> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line</li> </ul>	<ul style="list-style-type: none"> <li>Finalization of the district and cross border alignment process.</li> </ul>	<ul style="list-style-type: none"> <li>Circulation of PMS templates to departments on the 1<sup>st</sup> working day of the month.</li> </ul>	<ul style="list-style-type: none"> <li>Submission of budget guidelines to Departments( First week)</li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial</li> </ul>	<ul style="list-style-type: none"> <li>Executive determines strategic choices for next three years.</li> <li>Finalise tariff policies.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
	<p>with the tabled comments from COGTA.</p> <ul style="list-style-type: none"> <li>Continuous: Obtaining of statistical information from the relevant statistics institutions.</li> <li>Continuous: Incorporation of budget inputs from government departments into the Draft IDP (2023/24).</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<ul style="list-style-type: none"> <li>Submission of performance reports for previous quarter/month by the 1<sup>st</sup> working day of the month.</li> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13<sup>th</sup> working day of the month. PMS Support meeting with departments from the 15<sup>th</sup> to the 25<sup>th</sup> of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25<sup>th</sup> working day of every month</li> <li>Compile the 2022/2023 (MFMA Sect 121) for tabling Council in January.</li> <li>Circulate the Quarter 2/Mid-Year Performance Assessment for the 2022/2023 financial year reporting templates to departments.</li> </ul>	<ul style="list-style-type: none"> <li>Departmental visit to departments (second week December)</li> </ul>	<p>year taking into account previous year's performance as per audited financial statements</p>	
<b>JAN. 2023</b>	<ul style="list-style-type: none"> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line with the tabled comments from COGTA.</li> <li>Continuous: Obtaining of statistical information</li> </ul>	<ul style="list-style-type: none"> <li>Commence with the sector department alignment process – on-going till March 2023.</li> </ul>	<ul style="list-style-type: none"> <li>Circulation of PMS templates to departments on the 1<sup>st</sup> working day of the month.</li> <li>Submission of performance reports for previous quarter/month</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li><b>MFMA s 87(1)</b></li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for</li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
	<p>from the relevant statistics institutions.</p> <ul style="list-style-type: none"> <li>Continuous Incorporation of budget inputs from government departments into the Draft IDP (2023/24).</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<p>by the 5th working day of the month.</p> <ul style="list-style-type: none"> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13th working day of the month.</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Submission of the Mid-year assessment report to Internal Audit by the 15<sup>th</sup> of January 2021.</li> <li>Submit Mid-year performance assessment to Mayor/EXCO by no later than 25<sup>th</sup> January 2021.</li> <li>Mayor tables the 2022/2023 Draft Annual report. (MFMA Sect 127(2) to full Council by 31 Jan 2023).</li> </ul>	<p>Review the proposed National and Provincial allocations for incorporation into the draft budget.</p>	<p>three years must be available by 20 January) <b>MFMA s 36</b></p>	
<b>FEB. 2023</b>	<ul style="list-style-type: none"> <li>Continuous: Integration of inputs from line departments into the Draft IDP (2023/24) in line with the tabled comments from COGTA.</li> <li>Continuous: Obtaining of statistical information</li> </ul>	<ul style="list-style-type: none"> <li>Alignment of the Draft Budget and Capital Investment Framework with the SDF.</li> <li>Review of the Capital Investment Framework and Implementation Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Circulate PMS Monthly templates, Revision motivation templates, Top-Layer SDBIP and capital templates to departments on the 1<sup>st</sup> working day of the month.</li> </ul>	<ul style="list-style-type: none"> <li>Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity <b>MFMA s 87(2).</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Prepare detailed budgets and plans for the next three years.</li> <li>Executive adopts budget and plans and changes to IDP.</li> </ul>



MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
	<p>from the relevant statistics institutions.</p> <ul style="list-style-type: none"> <li>Continuous: Incorporation of budget inputs from government departments into the Draft IDP (2023/24).</li> <li>Conducting of the Budget planning workshop.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<ul style="list-style-type: none"> <li>Circulation of PMS templates to departments on the 1<sup>st</sup> working day of the month.</li> <li>Submission of performance reports for previous quarter/month by 1<sup>st</sup> working day of the month.</li> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13th working day of the month.</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Make public The 2022/2023 Annual Report and invite community inputs into report (MFMA Sect 127 &amp; MSA Sect 21a).</li> <li>Submit annual report to AG, Provincial &amp; CoGTA (MFMA Sect 127).</li> <li>Develop the Draft PMS 2023/2024 aligned to the 2023/2024 Budget and IDP through internal</li> </ul>	<ul style="list-style-type: none"> <li>Budget Strategic Planning Workshop.</li> </ul>	<p>proposed as part of the oversight report for the previous years audited financial statements and annual report</p> <ul style="list-style-type: none"> <li>Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year <b>MFMA s 37(2)</b></li> </ul>	

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
			consultation with departments. ▪ Submission of the Revised PMS 2022/2023 to EXCO and Council for approval before the 28 <sup>th</sup> of February 2023.			
<b>MARCH. 2023</b>	▪ Second Izinduna Forum. ▪ Second IDP RF Meeting to present on the outcomes of the strategic planning workshop, and to give directive to the Draft IDP (2023/24). ▪ EXCO/Council approval of the Draft IDP (2023/24). ▪ ADM-District Development Model monthly meeting.	▪ Finalization of Local Area Development Planning. ▪ 2 <sup>nd</sup> IDP RF Presentation ▪ Submission of Draft SDF Review 2023/2024.	▪ Circulation of PMS templates to departments on the last working day of the month. ▪ Submission of performance reports for previous quarter/month by 1 <sup>st</sup> working day of the month. ▪ PMS Review of PMS reports from the 2 <sup>nd</sup> working day of the month to the 13 <sup>th</sup> working day of the month. ▪ PMS Support meeting with departments from the 15 <sup>th</sup> to the 25 <sup>th</sup> of every month ▪ Scheduling of meeting with SED's and PMS on the 25 <sup>th</sup> working day of every month ▪ Council to consider and adopt an oversight report [Due by 31 March 2023 <b>MFMA Sec 129(1)</b> ]. ▪ Set performance objectives for revenue for	▪ Entity board of directors considers recommendations of parent municipality and submit revised budget by 22 <sup>nd</sup> of month <b>MFMA s 87(2)</b> ▪ Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year <b>MFMA s 16, 22, 23, 87; MSA s 34</b>	▪ Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed <b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b> ▪ Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March <b>MFMA s 42</b>	▪ 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		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
			each budget vote (MFMA Sect 17). <ul style="list-style-type: none"> <li>Quarterly progress report on performance to EXCO.</li> <li>Finalise Draft Top-Layer SDBIP 2023/2024 to be included in IDP and Budget</li> </ul>			
<b>APRIL. 2023</b>	<ul style="list-style-type: none"> <li>Submission of Draft IDP (2023/24) to COGTA.</li> <li>Posting of the Draft IDP (2023/24) on the municipal website in line with the legislative requirements.</li> <li>Advertising of the Draft IDP (2023/24) for public comments (21 days).</li> <li>Integration of additional inputs into the Final IDP (2023/24) including information on the Spatial Development Framework, Budget, PMS, and the comments received from COGTA on the assessment of the Draft IDP (2023/24).</li> <li>Public participation process launched through a series of IDP/Budget Roadshows.</li> <li>Incorporation of comments received from interested and affected stakeholders (inclusive of</li> </ul>	<ul style="list-style-type: none"> <li>Finalization of the sector department alignment process.</li> <li>Finalize Capital Investment Framework.</li> </ul>	<ul style="list-style-type: none"> <li>Circulate Q3 performance reporting template to departments.</li> <li>Submission of performance reports for previous quarter/month by the 1<sup>st</sup> working day of the month.</li> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13th working day of the month.</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Submission of the Quarter 3 Performance assessment report to Internal Audit by the 15th of April 2023.</li> <li>Submit the Quarter 3 performance</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc.</li> <li><b>MFMA s 21</b></li> <li>Public hearings on the budget, and council debate.</li> <li><b>MFMA s 23, 24; MSA Ch. 4 as amended.</b></li> <li>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.</li> <li><b>MFMA s 87.</b></li> </ul>	<ul style="list-style-type: none"> <li>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</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc.</li> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Public hearings on the Budget, Council Debate on Budget and Plans.</li> <li>Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	Mayor and Council / Entity Board	BUDGET Administration - Municipality and Entity	Budget Review Activities
	<p>the members of the public) into the Final IDP (2023/24).</p> <ul style="list-style-type: none"> <li>ADM-District Development Model monthly meeting.</li> </ul>		<p>assessment to Mayor/EXCO by</p> <ul style="list-style-type: none"> <li>Public Consultation on Draft PMS as part of IDP/Budget 2023/2024 roadshows.</li> <li>Publicise Oversight Report <b>MFMA Sect 129(3)</b>.</li> <li>Submit Annual Report to Provincial Legislature/MEC Local Government <b>MFMA Sec 132(2)</b>.</li> <li>Public Consultation process on Draft PMS together with IDP and Budget.</li> </ul>			
<b>MAY. 2023</b>	<ul style="list-style-type: none"> <li>Izinduna Forum.</li> <li>Third IDP RF meeting to consider the amendments to the Final IDP document.</li> <li>Public Hearing on the Draft budget (2023/24).</li> <li>Finalization of the IDP (2023/24).</li> <li>EXCO/Council adoption/approval of the Final IDP (2023/24).</li> <li>ADM-District Development Model monthly meeting.</li> </ul>	<ul style="list-style-type: none"> <li>IDP RF meeting to deliberate on changes to the SDF.</li> <li>EXCO recommends adoption of the SDF with IDP to Council.</li> <li>Adoption of the SDF by Council.</li> </ul>	<ul style="list-style-type: none"> <li>Circulate performance reporting template to departments by the 1<sup>st</sup> of the month.</li> <li>Submission of performance reports for previous quarter/month by the 1<sup>st</sup> working day of the month.</li> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13th working day of the month.</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> </ul>	<ul style="list-style-type: none"> <li>Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration.</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. <b>MFMA s 69; MSA s 57</b></li> <li>Accounting officers of municipality and entities publishes adopted budget and plans <b>MFMA s 75, 87</b></li> </ul>	<ul style="list-style-type: none"> <li>Publish budget and plans.</li> <li>Finalise performance contracts and delegation.</li> </ul>

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
			<ul style="list-style-type: none"> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Community input into the Top-Layer SDBIP</li> <li>Departments to revise PMS based on community.</li> <li>Approval of the Top-Layer SDBIP and PMS Framework 2023/2024 with IDP and Budget.</li> <li>Approval of SDBIP within 28 days of approval of budget.</li> <li>Approval of the 2023/2024 PMS with the 2023/2024 IDP and Budget.</li> </ul>	<p>source and expenditure by vote 30 days before start of budget year  <b>MFMA s 16, 24, 26, 53</b>            Mayor must approve SDBIP 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"> <li><b>MFMA s 53; MSA s 38-45, 57(2)</b></li> <li>Council must finalise a system of delegations.</li> <li><b>MFMA s 59, 79, 82; MSA s 59-65</b></li> </ul>		
JUNE. 2023	<ul style="list-style-type: none"> <li>Posting of the Final IDP (2023/24) on the municipal website in line with the relevant legislative requirements</li> <li>Public notice on the Final IDP (2023/24).</li> </ul>		<ul style="list-style-type: none"> <li>Circulate templates for Q4/Annual Performance Report and Draft Annual Report 2022/2023.</li> <li>Submission of performance reports for previous quarter/month</li> </ul>	<ul style="list-style-type: none"> <li>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 2021.</li> </ul>		

MONTH	ACTIVITIES					
	IDP	SDF	PMS	BUDGET		
				Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
	<ul style="list-style-type: none"> <li>Submission of Final IDP (2023/24) to COGTA in line with relevant legislative requirements.</li> <li>ADM-District Development Model monthly meeting.</li> </ul>		<ul style="list-style-type: none"> <li>by 1<sup>st</sup> working day of the month.</li> <li>PMS Review of PMS reports from the 2<sup>nd</sup> working day of the month to the 13th working day of the month.</li> <li>PMS Support meeting with departments from the 15th to the 25th of every month</li> <li>Scheduling of meeting with SED's and PMS on the 25th working day of every month</li> <li>Publish the Approved PMS 2023/2024 website and local paper.</li> <li>Submit the Approved 2023/2024 PMS to NT and PT.</li> </ul>			

## 13. 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.

### 13.1. 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.

- a) **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.
- b) **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.
- c) **Radio Slots:** The Newcastle Community radio station will be used to make public announcements where necessary.
- d) **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.
- e) **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 (Mayoral) 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.

## 14.PROCEDURES/PROCESS SCHEDULE.

### 14.1. IDP Process Plan – Activities and Timeframes.

EVENTS	DATES	RESPONSIBILITY
<b>FIRST QUARTER (2022/23)</b>		
EXCO/Council to approve Draft Process Plan (2023/24).	27 July 2022	Municipal Manager/Manager IDP
Joint meeting for IDP, Budget and PMS for process alignment purposes.	July 2022	Manager IDP
Submission of the Draft Process Plan (2023/24) to COGTA	29 July 2022	Manager IDP
Posting of Draft Process Plan on the Official Municipal Website	01 August 2022	Manager IDP
21 Days advertising period for public consultation on the Draft Process Plan (2023/24).	21 August 2022	Manager IDP
Final Process Plan to EXCO/Council for approval.	31 August 2022	Manager IDP
Posting of Final IDP Process Plan on the Municipal website.	05 September 2022	Manager IDP
Public notice on the Final IDP Process Plan (2023/24).	05 September 2022	Manager IDP
Submission of Final IDP Process Plan to COGTA.	September 2022	Manager IDP
IDP Indaba	16 September 2022	COGTA/Director IDP
<b>SECOND QUARTER (2022/23)</b>		
Strategic Planning Workshop on the IDP/Budget (2023/24).	October 2022	Manager IDP
ADM Draft IDP/Budget (2022/23) Consultative Process.	13 October 2022	ADM Manager IDP
1 <sup>st</sup> IDP Steering Committee Meeting	10 November 2022	IDP Manager
COGTA Cross-border Alignment Meeting	11 November 2022	COGTA/Manager IDP
COGTA IDP Best Practice	25 November 2022	COGTA/Manager IDP
ADM First IDP Representative Forum	18 November 2022	ADM Manager IDP/Director IDP
NLM Izinduna Forum	16 November 2022	Mayor/ Manager IDP
NLM First IDP Representative Forum: - <ul style="list-style-type: none"> <li>▪ Presentation of the Final IDP/Budget Process Plan (2023/24).</li> <li>▪ The provision of feedback on the <i>status quo</i> and strategic framework components of the IDP.</li> <li>▪ Deliberation on the comments received on the Final IDP Review (2022/23).</li> <li>▪ Outcomes of the Constituency Meetings/Community Based Planning sessions.</li> </ul>	17 November 2022	Municipal Manager/Manager IDP
<b>THIRD QUARTER (2022/23)</b>		
COGTA Cross-border Alignment Meeting	03 February 2023	COGTA/Manager IDP
IDP Progress Report to 2 <sup>nd</sup> IDP-SC.	13 February 2023	Manager IDP
Budget Strategic Planning Workshop on the IDP/Budget (2023/24).	February 2023	Manager IDP
ADM Second IDP Representative Forum	08 February 2023	ADM Manager IDP/Manager IDP
NLM Izinduna Forum	14 March 2023	Mayor/ Manager IDP
Second IDP Representative Forum <ul style="list-style-type: none"> <li>▪ Presentation on the Draft IDP Review (2023/24) outlining the improvements made in response to the MEC: COGTA comments on the Final IDP Review (2022/23).</li> <li>▪ Presentation on the Draft Budget (2023/24).</li> </ul>	15 March 2023	Manager IDP
EXCO approval of Draft IDP Review (2023/24).	22 March 2023	Manager IDP
Council approval of Draft IDP Review (2023/24)	29 March 2023	Manager IDP
<b>FOURTH QUARTER (2022/23)</b>		
ADM Draft IDP/Budget Consultative Process continued.	14 April 2023	ADM Manager IDP
Posting of Draft IDP document on Official Municipal Website	3 April 2023	Manager IDP
Submission of Draft IDP to COGTA.	10 April 2023	Manager IDP
21 Days Advertising period for public comments.	25 April 2023	Manager IDP
IDP/ Budget Roadshows.	April / May 2023	Mayor/Manager IDP/BTO Office



ADM Third IDP Representative Forum	26 May 2023	ADM Manager IDP/Manager IDP
IDP-SC to deliberate on the Final IDP document.	12 May 2023	Manager IDP
NLM Izinduna Forum	15 May 2023	
Final IDP Representative Forum for adoption. ▪ 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.	16 May 2023	Manager IDP
EXCO to recommend Final IDP Review (2023/24) approval by Council.	23 May 2023	Manager IDP
Public Hearing on the IDP and Budget (Mayoral) Roadshows.	31 May 2023	Mayor/Manager IDP/SED: BTO
Council meeting to adopt the Final IDP document for the 2022/23 financial year.	31 May 2023	Manager IDP
Public notice on the approval/adoption of the Final IDP Review (2023/24).	June 2023	Manager IDP
Posting of Final IDP Review (2023/24) document on Official Municipal Website	5 June 2023	Manager IDP
Submission of Final IDP Document to COGTA.	10 June 2023	Manager IDP

## 14.2. SDF Process Plan: Activities and Timeframes.

SDF REVIEW PROCESS PLAN 2023/2024	
Month	Activity
Sep 2022	<ul style="list-style-type: none"> <li>Capturing of LADP's as extension of SDF on going until March 2023.</li> <li>Finalise Sector Plan alignment.</li> <li>Finalise Desktop analysis.</li> </ul>
Oct 2022	<ul style="list-style-type: none"> <li>Review of Boundaries of nodes, activity streets and corridors;</li> <li>Presentation to District Planning Forum;</li> <li>District and cross border alignment on going till December 2022.</li> </ul>
Nov 2022	<ul style="list-style-type: none"> <li>Incorporation of Scheme, capturing of Scheme information as required by SPLUMA;</li> <li>Presentation to the First IDP Representative Forum.</li> </ul>
Dec 2022	<ul style="list-style-type: none"> <li>Finalization of district and cross border alignment process;</li> <li>Finalization of environmental assessment and alignment.</li> </ul>
Jan 2023	<ul style="list-style-type: none"> <li>Commence with sector departments alignment process on going till March 2023.</li> </ul>
Feb 2023	<ul style="list-style-type: none"> <li>Alignment of the draft budget and Capital Investment Framework with the SDF;</li> <li>Review of Capital Investment Framework and implementation plan.</li> </ul>
Mar 2023	<ul style="list-style-type: none"> <li>Finalization of Local Area Development Planning;</li> <li>Presentation to the Second IDP Representative Forum;</li> <li>Submission of Draft SDF Review 2023/2024.</li> </ul>
Apr 2023	<ul style="list-style-type: none"> <li>Finalization of sector department alignment process;</li> <li>Finalise Capital Investment Framework.</li> </ul>
May 2023	<ul style="list-style-type: none"> <li>Presentation to the Final IDP RF meeting to deliberate the changes to the SDF;</li> <li>EXCO recommends adoption of the SDF with IDP to Council;</li> <li>Adoption of the SDF by Council.</li> </ul>

## 14.3. Budget Process Plan for 2023/24, 2024/25 & 2025/26 Multi-Term Budget.

DATE	ACTIVITY	RESPONSIBILITY
August 2022	<ul style="list-style-type: none"> <li>10 months before start of the budget year: Tabling of time schedule outlining key deadlines to the municipal Council as per MFMA S21(b).</li> </ul>	Mayor/MM

DATE	ACTIVITY	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>Roll over process begins</li> </ul>	
September 2022	<ul style="list-style-type: none"> <li>Advertising of budget and IDP time schedule.</li> <li>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.</li> </ul>	MM/CFO
October 2022	<ul style="list-style-type: none"> <li>Meeting with Mayor, Exco and Manco to discuss the strategic direction and objectives for the 2022/23 fiscal strategies and to discuss the budget preparation process of the budget framework to provide parameters and request budget inputs for 2022/2023.</li> <li>Assess impact on tariffs and charges.</li> <li>Finalize inputs from bulk resource providers (NERSA, uThukela) and agree on proposed price increase.</li> <li>Submit all Budget related policies for review.</li> </ul>	MM/BTO  BTO
November 2022	<ul style="list-style-type: none"> <li>Revenue assumptions</li> <li>Fixed cost projections</li> <li>Preparation of budget guidelines</li> <li>Submission of guidelines to portfolio for comments Submission of budget guidelines to EXCO for approval</li> </ul>	BTO/HR
December 2022	<ul style="list-style-type: none"> <li>Submission of budget guidelines to Departments</li> <li>Departmental visit to departments</li> </ul>	BTO
January 2023	<ul style="list-style-type: none"> <li>Preparation of Mid-year Review</li> <li>Mid-year submitted to portfolio, EXCO &amp; Council (before 25 January)</li> <li>Review the proposed National and Provincial allocations for incorporation into the draft budget.</li> <li>Report back on progress with Budget inputs.</li> </ul>	BTO/MANCO
February 2023	<ul style="list-style-type: none"> <li>Finalize operational and capital budget, finalize all budget related policies.</li> <li>Adjustments budget approval</li> </ul>	Extended MANCO and EXCO
March 2023	<b>Budget Workshop:</b> <ul style="list-style-type: none"> <li>Discussion of budget inputs, link capital and operational plans to IDP and determine proposed tariffs.</li> <li>Validation of budget on the financial system</li> </ul>	EXCO MANCO
March 2023	<b>Draft Budget:</b> <ul style="list-style-type: none"> <li>90 days before the start of the budget year, Council must consider approval of the draft budget.</li> <li>Submit the draft multi-term operational and capital budget and all budget related policies for approval.</li> <li></li> </ul>	MAYOR, MM, CFO
April 2023	<b>Public Consultation Process:</b> Submission of approved budget both printed and electronically to COGTA, National and Provincial Treasury.  Submission of the Draft Budget Data Strings  Make public notice in terms of S22, 75 of the MFMA and 21A of the Municipal Systems Act.	MAYOR EXCO MM CFO

DATE	ACTIVITY	RESPONSIBILITY
	Public Consultation on draft budget throughout the municipality in terms of Chapter 4 of the Municipal Systems Act.  Bilateral engagement with Provincial Treasury on the Draft Budget	
May 2023	<b>Respond to Public Comments in terms of S23 of the MFMA.</b> Response to public comments and sector comments. Incorporate recommendations into draft budget.  <b>Approval of Final Budget – MFMA S24.</b> <ul style="list-style-type: none"> <li>Approve the final multi-term operational and capital budget together with the adoption of resolutions that may be necessary.</li> <li>Submission of Data Strings for the Original Budget</li> </ul>	<b>MAYOR</b> <b>BTO</b> <b>MM</b>  <b>CONCIL</b>
June 2023	<b>Publication of Annual Budget.</b> <ul style="list-style-type: none"> <li>Submission of the approved budget printed and electronically to COGTA, National and Provincial Treasury, S22(b).</li> <li>Make public notice in terms of S22(a), 75 of the MFMA and 21A of the Municipal Systems Act.</li> <li>Bilateral engagement with Provincial Treasury on the Final Budget</li> <li>Validation of budget on the financial system.</li> </ul>	<b>MM</b> <b>BTO</b>
July 2023	Budget is uploaded on the production system.  Submission of locking certificate in terms of S74(1) of the MFMA	<b>BTO</b>

**14.4. Municipal Public Accounts Committee - Work Program: 2021/2022**

TIMEFRAME	ACTIVITY	LEGISLATION	ROLE PLAYER
January / February	Prepare oversight progress	➤ MFMA (s129 (2))	MPAC with the assistance of PMS/ Communications
	Publish advert in local Newspaper to inform the that the Annual Report will be available at municipal offices and the municipal website for public comments	➤ MFMA (s129 - 130) ➤ Municipal Systems Act (S21 A)	PMS/ Communications
	Monthly budget statement	➤ MFMA (s71)	Budget and Treasury Office
	Submission to Auditor General of the minutes of the meeting whereby the Annual Report was discussed.	➤ MFMA (129)	PMS/ Communications
	Tabling of the Section 72 Mid- Year Performance Report by the 25 <sup>th</sup> of January	MFMA (S72)	PMS
March	Compile draft oversight report on the Annual Report	➤ MFMA (129 (2)(b))	MPAC with the assistance of PMS
	Present oversight report on the Annual Report to Council	➤ MFMA (130(1) & (2))	MPAC
	Tabling and adoption of Oversight Report		MPAC and Council
	Confirm Annual Financial Statements and Annual Report will be submitted at the end of August to Auditor-General	➤ MFMA (s46) ➤ Municipal Systems Act (s126)	Budget and Treasury Office
	Review the quarter 2 performance reports of the Municipal Manager and S56 Managers	➤ MFMA (s52) ➤ Municipal Systems Act (s41 (1)(e))	PMS and The Accounting Officer
	Adoption of oversight report with comments on Annual Report	➤ MFMA 129 (1)	MPAC/Council
	Publish an advert in the local newspaper that the Oversight Report is available for public comment and review at all municipal offices and the municipal website	➤ MFMA 129 (3)	PMS/ Communications
April	Monthly budget statement	➤ MFMA (s71)	Budget and Treasury Office
	Council adoption of IDP, PMS and Budget	➤ MFMA (s24)	IDP/BTO/PMS
	Verify submission of the approved IDP and Budget to the MEC for Local Government, National Treasury, Provincial Treasury, Auditor-General and legislature	➤ Municipal Systems Act (S25)	
	Verify public notification that the IDP and budget are adopted and are available for public consideration	➤ Municipal Systems Act (s21)	
May	Monthly meetings as required :- • Investigations and dealing with UIFW and Consequence Management • Progress review Section 41 reports (Bulk Services : Eskom and Water Boards)	➤ MPAC Guidelines	

	Verify that IDP/budget/Annual Report and other required docs published on the municipal website	➤ Municipal Systems Act (s21 A) ➤ MFMA (s75)	
June	Ensure that the SDBIP has been submitted to Mayor within 14 days of budget and IDP adoption	➤ MFMA (s53)	M & E UNIT
	Ensure that the draft performance agreements have been submitted to the Mayor within 14 days of budget and IDP adoption	➤ MFMA (s53)	M & E UNIT
August / September	Confirm Annual Financial Statements and Annual Report was submitted to the end of August to the Auditor-General	➤ MFMA (s46) ➤ Municipal Systems Act (s 126)	Budget and Treasury Office
October / November	Review / confirm implementation of annual action plan / audit action plan	➤ MFMA (s 166)	Chief Risk Officer
	1 <sup>st</sup> Quarter progress report and budget implementation report	➤ Municipal Structures Act (s 56)	PMS

## 14.5. Public Participation Schedule of Key Activities.

FIRST QUARTER (JULY-SEPTEMBER 2022)			
1.	ACTIVITIES	DATES	RESPONSIBILITY
	Secretaries Forum	03 July 2022	Office of the Speaker /Public Participation Unit
	Ward Councillors quarterly meeting	15 July 2022	Office of the Speaker /Public Participation Unit
	Submission of Draft CBPs to EXCO	19 July 2022	Office of the Speaker/Public Participation Unit
	Submission of Draft CBPs to Council	27 July 2022	Office of the Speaker /Public Participation Unit
	COGTA Ward Functionality assessment	TBC	Office of the Speaker /Public Participation Unit
	Municipal Rapid Response Team (MRRT) meeting	22 July 2022	Office of the Speaker /Public Participation Unit
	Ward Committee Portfolio meeting	25-29 July 2022	Office of the Speaker /Public Participation Unit
	Secretaries Forum	05 August 2022	Office of the Speaker /Public Participation Unit
	Workshop: Ward Committee Policy Reviewal	26 August 2022	Office of the Speaker /Public Participation Unit
	Zonal meetings: Ward Committee Policy Reviewal	5-8 September 2022	Office of the Speaker /Public Participation Unit
	Secretaries Forum	02 September 2022	Office of the Speaker /Public Participation Unit
	COGTA external meeting: DPPF	TBC	CoGTA / Office of the Speaker /Public Participation Unit
	COGTA external meeting: PPPSC	TBC	CoGTA/ Office of the Speaker/ Public Participation Unit
	COGTA Ward Functionality assessment Process	Date to be confirmed (September 2022)	Office of the Speaker /Public Participation Unit / CoGTA
SECOND QUARTER (OCTOBER-DECEMBER 2022)			
2.	ACTIVITIES	DATES	RESPONSIBILITY
	Ward Councillors Quarterly meeting	03 October 2022	Office of the Speaker /Public Participation Unit
	Secretaries Forum	07 October 2022	Office of the Speaker /Public Participation Unit
	Zonal Meeting	18-22 October 2022	Office of the Speaker /Public Participation Unit
	Municipal Rapid Response Team (MRRT) meeting	21 October 2022	Office of the Speaker/ Public Participation Unit
	Ward committee Secretaries training	20-21 October 2022	Office of the Speaker /Public Participation Unit
	Secretaries Forum	04 November 2022	Office of the Speaker/ Public Participation Unit
	Secretaries Forum	02 December 2022	Office of the Speaker/ Public Participation Unit
	COGTA external meeting: DPPF	TBC	Office of the Speaker/ Public Participation Unit
	COGTA external meeting: PPPSC	TBC	CoGTA / Public Participation Unit/ Office of the Speaker
	COGTA verification Process visit	Date to be confirmed (October 2022)	CoGTA / Public Participation Unit/ Office of the Speaker
	Constituency meetings in all 34 wards	24 October – 26 November 2022	Public Participation Unit / Office of the Speaker
	Ward committee Annual meeting	01-02 December 2022	Office of the Speaker/Public Participation Unit
THIRD QUARTER (JANUARY-MARCH 2023)			
3.	ACTIVITIES	DATES	RESPONSIBILITY
	Secretaries Forum	13 January 2023	Public Participation Unit
	Zonal Meetings	16 -19 January 2023	Public Participation Unit
	Ward Councillors Quarterly meeting	27 January 2023	Public Participation Unit
	COGTA external meeting: DPPF	TBC	Public Participation Unit
	COGTA external meeting: PPPSC	TBC	CoGTA/Public Participation Unit
	COGTA Verification Process visit	Date to be confirmed (January 2023)	CoGTA/Public Participation Unit

	Secretaries Forum	03 February 2023	Public Participation Unit
	Municipal Rapid Response Team (MRRT) meeting	09 February 2023	Public Participation Unit
	Secretaries Forum	03 March 2023	Public Participation Unit
	Submission of Draft CBPs to EXCO	24 March 2023	Public Participation
<b>FOURTH QUARTER (APRIL-JUNE 2023)</b>			
<b>4.</b>	<b>ACTIVITIES</b>	<b>DATES</b>	<b>RESPONSIBILITY</b>
	Secretaries Forum	02 April 2023	Public Participation Unit
	Submission of Draft CBPs to Council	26 April 2023	Public Participation
	COGTA Verification Process visit	Date to be confirmed (April 2023)	CoGTA/Public Participation Unit
	Submission of Draft CBPs to COGTA	12 May 2023	Public Participation Unit
	Ward Councillors Quarterly meeting	19 May 2023	Public Participation Unit
	COGTA external meeting: DPPF	TBC	Public Participation Unit
	COGTA external meeting: PPPSC	TBC	CoGTA/Public Participation Unit
	Secretaries Forum	07 May 2023	Public Participation Unit/CoGTA
	Municipal Rapid Response Team (MRRT) meeting	11 May 2023	Public Participation Unit
	Secretaries Forum	02 June 2023	Public Participation Unit
	Submission of Final CBPs to EXCO/Council for adoption.	31 May 2023	Public Participation Unit
	Posting of all 34 Ward Final CBPs on Municipal Website.	TBC	Public Participation Unit
	Submission of all 34 Final CBPs to COGTA	TBC	Public Participation Unit

#### 14.6. IDP Alignment with District Framework Plan.

QUARTER ONE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
First IDP Steering Committee meeting (DAPDF)	28 July 2022	Planning and Development
Submission of draft Framework & Process Plan – KZN COGTA	30 July 2022	Planning and Development
Advertisement on the Process for Review 2023/24	30 July 2022	Planning and Development
ExCo approval of IDP Framework Plan 2023/24	25 August 2022	Planning and Development
Council approval of IDP Framework Plan 2023/24	31 August 2022	Planning and Development
Advertisement of approval of Framework Plan	10 September 2022	Planning and Development
QUARTER TWO		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
2023/24 Review – Consultative process (Needs analysis)	11, 13 & 15 October 2022	Office of the Speaker & Office of the Mayor
Second IDP Steering Committee meeting (DAPDF)	04 November 2022	Planning and Development
ADM CoGTA Alignment Session	11 November 2022	CoGTA & ADM
First IDP Representative Forum meeting	24 November 2022	Planning and Development
QUARTER THREE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Second IDP Representative Forum meeting	16 March 2023	Planning and Development
Third IDP Steering Committee meeting (DAPDF)	29 March 2023	Planning and Development
ExCo Approval of Draft IDP 2023/24	23 March 2023	Planning and Development
Council Approval of Draft IDP 2023/24	31 March 2023	Planning and Development
QUARTER FOUR		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Submission of Draft IDP 2023/24 to COGTA	13 April 2023	Planning and Development
Draft IDP/Budget 2023/24 Consultative process	10/12/14 April 2023	Office of the Speaker & Office of the Mayor

Draft IDP assessment feedback	28 April 2023	Planning and Development
Third IDP Representative Forum meeting	15 June 2023	Planning and Development
Fourth IDP Steering Committee meeting (DAPDF)	15 June 2023	Planning and Development
ExCo approval of Final Draft IDP 2023/24	22 June 2023	Planning and Development
Council approval of final Draft IDP 2023/24	30 June 2023	Planning and Development
Submission of Final IDP 2023/24 to COGTA	08 July 2023	Planning and Development

### 14.7. IDP Alignment with District Development Model.

AMAJUBA DISTRICT MUNICIPALITY DISTRICT DEVELOPMENT MODEL (DDM) 2022/2023 CALENDAR OF MEETINGS						
Month	POLITICAL HUB	TECHNICAL HUB	SOCIAL CLUSTER	JUSTIC CLUSTER	ECONOMIC CLUSTER	GOVERNANCE CLUSTER
QUARTER 1 MEETINGS						
JULY 2022			01	08	08	08
AUGUST 2022			04	05	12	12
SEPTEMBER 2022	29	22	01	01	02	02
QUARTER 2 MEETINGS						
OCTOBER 2022			03	06	07	07
NOVEMBER 2022	23	16	03	03	04	04
DECEMBER 2022			01	01	02	02
QUARTER 3 MEETINGS						
JANUARY 2023			05	05	06	06
FEBRUARY 2023			02	02	03	03
MARCH 2023	24	17	02	02	03	03
QUARTER 4 MEETINGS						
APRIL 2023			06	06	05	05
MAY 2023			04	04	05	05
JUNE 2023	23	16	01	01	02	02

### 14.8. IDP Alignment with Provincial Sector Departments.

TASK	TARGET DATE	RESPONSIBILITY
➤ Municipalities adopt 2022/23 IDPs	Recommend adopt by 31 May 2022	Municipal Councils
	By latest 8 July 2022	Municipal planners
➤ Management of received IDPs and related documents (information management)	May – 15 July 2022	IDP Coordination BU
	1 July 2022	MEC Panel
	14-15 July 2022	MEC Panel
➤ MEC Panel assess adopted IDPs, populate templates, score IDPs and draft paragraphs	18 July – 2 Aug 2022:	MEC Panel (at virtual/Decentralised venues)
<ul style="list-style-type: none"> <li>• 18 July 2022</li> <li>• 19 July 2022</li> <li>• 20 July 2022</li> <li>• 21 -22 July 2022</li> <li>• 25 July 2022</li> <li>• 26 July 2022</li> <li>• 27 July 2022</li> <li>• 28 July 2022</li> <li>• 29 July 2022</li> <li>• 01 Aug 2022</li> <li>• 02 Aug 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Uthukela</li> <li>• Ugu</li> <li>• Harry Gwala</li> <li>• Umgungundlovu</li> <li>• Amajuba</li> <li>• Umzinyathi</li> <li>• Umkhanyakude</li> <li>• Zululand</li> <li>• Ilembe</li> <li>• King Cetshwayo</li> <li>• Ethekwini</li> </ul>	
➤ IDP Coordination finalise MEC letters, assemble templates and formulate MEC Report	03-31 August 2022	IDP Coordination BU
	03-31 August 2022	MEC Panel



TASK	TARGET DATE	RESPONSIBILITY
	30 September 2022	IDP Coordination BU
➤ Municipalities submit adopted 2022/23 WBPs to COGTA	08 July 2022	Municipal Planners
	May – August 2022	IDP Coordination BU
IDP Indaba	16 September 2022	IDP Coordination BU
		Municipal representatives
		Sector Departments, COGTA BU, SOEs
• Municipalities submit draft 2023/24 Framework and Process Plans for 5 <sup>th</sup> Generation IDP to COGTA for assessment	29 July 2022	Municipal planners
	August 2022	IDP Coordination BU
	August 2022	Municipal Planners
	31 August 2022	Municipal Councils
	Sept - October 2022	IDP Coordination BU
		Sector Departments, COGTA BU and SOEs
➤ World Planning Day Celebrations	08 November 2022	SAPI
		Municipal and Sector Department Planners
➤ IDP Alignment and implementation sessions:	(Decentralised / virtual meetings)	IDP Coordination BU
		Municipal Planners
		Sector Departments, COGTA BUs, SOEs
• Ugu & Metro	• 07 Nov 2022	
• Umgungundlovu & Harry Gwala	• 08 Nov 2022	
• King Cetshwayo & Ilembe	• 09 Nov 2022	
• Zululand & Umkhanyakude	• 10 Nov 2022	
• Uthukela, Umzinyathi & Amajuba	• 11 Nov 2022	
• IDP Best Practice Conference and IDP Alignment session	25 November 2022	IDP Coordination BU
		Municipal Planners
		Sector Departments, COGTA BUs and SOEs
• Review IDP Assessment Criteria and IDP Framework Guidelines	October 2022 – February 2023	IDP Coordination Business Unit
		Sector Departments, COGTA BUs, SOEs, Municipalities
• Provide support to Municipalities to improve IDPs	October 2022 -March 2023	IDP Coordination Business Unit
		Municipal representatives
		Sector Departments, COGTA BUs and SOEs
• IDP Stakeholders Engagement on 2023/24 Reviewed IDP assessment process	03 Feb 2023	IDP Coordination BU
		Municipal representatives
		Sector Departments, COGTA BUs and SOEs
➤ Submission of Draft 2023/24 Reviewed IDPs to COGTA for assessment	01 - 31 March 2023	COGTA Planners
	01 - 31 March 2023	Municipal Planners
	01 - 31 March 2023	Sector Departments, COGTA BUs and SOEs
➤ Draft IDP/SDF assessments:	03 – 07 April 2023	IDP Coordination BU
	07 April 2023	Sector Departments, COGTA BUs and SOE
• Ilembe	• 10 April 2023	IDP Coordination BU, Sector Departments, COGTA BUs, SOEs
• Umgungundlovu	• 11-12 April 2023	
• Harry Gwala	• 13 April 2023	
• Uthukela	• 18 April 2023	
• Umkhanyakude	• 19 April 2023	
• King Cetshwayo	• 20 April 2023	
• Zululand	• 21 April 2023	
• Umzinyathi	• 24 April 2023	
• Amajuba	• 25 April 2023	
• Ugu	• 26 April 2023	
• Ethekwini	• 28 April 2023	
➤ Draft IDP Assessment Feedback:		IDP Coordination BU, Sector Departments, COGTA BUs, SOEs
• Ethekwini and Ugu	08 May 2023	Municipal planners

TASK	TARGET DATE	RESPONSIBILITY
<ul style="list-style-type: none"> <li>Umgungundlovu &amp; Harry Gwala</li> <li>King Cetshwayo &amp; Ilembe</li> <li>Zululand &amp; Umkhanyakude</li> <li>Uthukela, Umzinyathi &amp; Amajuba</li> </ul>	09 May 2023 10 May 2023 11 May 2023 12 May 2023	
• Municipalities adopt 2023/24 Reviewed IDPs	Adopt by 31 May 2023	Municipal Councils
	By latest 9 June 2023	Municipal planners
• Management of received IDPs and related documents (information management)	May – 14 July 2023	IDP Coordination BU
	3 July 2023	MEC Panel
	13-14 July 2023	MEC Panel
➤ MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs <ul style="list-style-type: none"> <li>17 July 2023</li> <li>18 July 2023</li> <li>19 July 2023</li> <li>20 -21 July 2023</li> <li>24 July 2023</li> <li>25 July 2023</li> <li>26 July 2023</li> <li>27 July 2023</li> <li>28 July 2023</li> <li>31 July 2023</li> <li>01 Aug 2023</li> </ul>	17 July – 1 Aug 2023: <ul style="list-style-type: none"> <li>Uthukela</li> <li>Ugu</li> <li>Harry Gwala</li> <li>Umgungundlovu</li> <li>Amajuba</li> <li>Umzinyathi</li> <li>Umkhanyakude</li> <li>Zululand</li> <li>Ilembe</li> <li>King Cetshwayo</li> <li>Ethekwini</li> </ul>	MEC Panel (at virtual / decentralised venues)
• IDP Coordination finalise MEC letters, assemble templates and formulate MEC Report	02-31 August 2023	IDP Coordination BU
	02-31 August 2023	Spatial Planning BU and KPA champions
	30 September 2023	IDP Coordination BU
• Municipalities submit adopted 2022/23 WBPs to COGTA	10 July 2023	Municipal Planners
	May – August 2023	IDP Coordination BU
• IDP Indaba	15 September 2023	IDP Coordination BU
		Municipal representatives
		Sector Departments, COGTA BU, SOEs
• Municipalities submit draft 2024/25 Framework and Process Plans for 5 <sup>th</sup> Generation IDP to COGTA for assessment	31 July 2023	Municipal planners
	1 July – 31 August 2023	IDP Coordination BU
	31 August – 30 Sept 2023	Municipal Planners
		Municipal Councils
	Sept - October 2023	IDP Coordination BU
		Sector Departments, COGTA BU and SOEs
➤ World Planning Day Celebrations	08 November 2023	SAPI
		Municipal and Sector Department Planners
➤ IDP Alignment and implementation sessions:	(Decentralised / virtual meetings)	IDP Coordination BU
<ul style="list-style-type: none"> <li>Ugu &amp; Metro</li> <li>Umgungundlovu &amp; Harry Gwala</li> <li>King Cetshwayo &amp; Ilembe</li> <li>Zululand &amp; Umkhanyakude</li> <li>Uthukela, Umzinyathi &amp; Amajuba</li> </ul>	<ul style="list-style-type: none"> <li>06 Nov 2023</li> <li>07 Nov 2023</li> <li>08 Nov 2023</li> <li>09 Nov 2023</li> <li>10 Nov 2023</li> </ul>	Municipal Planners Sector Departments, COGTA BUs, SOEs
• IDP Best Practice Conference and IDP Alignment session	24 November 2023	IDP Coordination BU
		Municipal Planners
		Sector Departments, COGTA BUs and SOEs
• Review IDP assessment criteria and IDP Framework Guidelines to guide the development of the 5th Generation IDPs	October 2023 – February 2024	IDP Coordination Business Unit
		Sector Departments, COGTA BUs, SOEs, Municipalities
	November 2023 -March 2024	IDP Coordination Business Unit

TASK	TARGET DATE	RESPONSIBILITY
<ul style="list-style-type: none"> <li>Provide support to Municipalities to improve IDPs</li> </ul>		Municipal representatives
		Sector Departments, COGTA BUs and SOEs
<ul style="list-style-type: none"> <li>IDP Stakeholders Meeting (on 2023/24 IDP assessment process)</li> </ul>	02 Feb 2024	IDP Coordination BU
		Municipal representatives
		Sector Departments, COGTA BUs and SOEs

## 15.COST ESTIMATES FOR THE IDP REVIEW PROCESS.

The preparation, implementation and management of the Newcastle Municipality's IDP is done in-house, under the Office of the Municipal Manager. The Newcastle Local Municipality has a well capacitated department that deals with the implementation of the Integrated Development Planning Process.

## 16.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.*