



IDP/BUDGET PROCESS PLAN
2024/2025



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LIST OF ABBREVIATIONS

APP	Annual Performance Plan
CALM	Chief Albert Luthuli Local Municipality
CBO	Community-based Organization
CDW	Community Development Worker
CFO	Chief Financial Officer
COGTA	Department of Cooperative Governance and Traditional Affairs
DDM	District Development Model
DFP	District Framework Plan
ESKOM	Electricity Supply Commission
EXCO	Executive Committee
GSDM	Gert Sibande District Municipality
IDP	Integrated Development Plan
IDPRF	Integrated Development Plan Representative Forum
IMATU	Independent Municipal and Allied Trade Union
KPA	Key Performance Area
KPI	Key Performance Indicator
MANCOM	Management Committee
MEC	Member of Executive Council
MFMA	Municipal Finance Management Act
MM	Municipal Manager
MSA	Municipal Systems Act
MTEC	Ministers' Committee on the Budget Technical Committee
MTREF	Medium Term Revenue and Expenditure Framework
NGO	Non-Governmental Organization
PMS	Performance Management System
SAFCOL	South African Forestry Company Limited
SAMWU	South African Municipal Workers Union
SANRAL	South African National Roads Agency Limited
SAPO	South African Post Office
SDBIP	Service Delivery and Budget Implementation Plan
SDF	Spatial Development Framework
SP	Sector Plan

1. INTRODUCTION

This is a Process Plan to be followed during the compilation of the 2024/25 Integrated Development Plan (IDP) of Chief Albert Luthuli Local Municipality (CALM). The 2023/2024 IDP document was approved by Council at a meeting held at Ka Mantjolo Traditional Council (Enkonjaneni) on 24 May 2023. The IDP was approved alongside the reviewed three-year budget (MTSF); in accordance with the requirements stipulated in the Municipal Systems Act (32 of 2000), Municipal Finance Management Act (2003) (MFMA); and Local Government Municipal Planning and Performance Management Regulations (2001).

This Process Plan is compiled in order to ensure that the minimum quality standards of the IDP are met; and a proper coordination between and within spheres of government is achieved. As regulated in the Municipal Systems Act (MSA); the preparation of the process plan, which is in essence, the IDP process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities;
- An indication of the organizational arrangements of the IDP process;
- Binding plans and planning requirements; and
- Mechanisms and procedures for vertical and horizontal alignment.

2. LEGAL CONTEXT

The Integrated Development Plan

Section 25 (1) of the Municipal Systems Act (MSA) indicates that:

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

- Links, integrates and coordinates plans and takes into account proposals for the development of the community;
- Align the resources and capacity of the municipality with the implementation of the plan;
- Complies with the provisions of Chapter 5 of the MSA; and
- Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of the components of the integrated development plans, Section 25 of the Municipal Systems Act (32 Of 2000) designates that:

“An integrated development plan must reflect:

- The Municipal Council’s vision for long term development of the municipality with special emphasis on the municipality’s most critical development and internal transformation needs;
- 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;
- The Council development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- The council’s development strategies which must be aligned with any national and provincial sector plans and planning requirements binding on the municipality in terms of legislation;
- A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- The council’s operational strategies
- Applicable disaster management plans;
- A financial plan, which must include a budget projection for at least the next three years, and
- The key performance indicators and performance targets determined in terms of Section 41 of the Municipal Systems Act.

Moreover, and also in view of the foregoing, Section 28 (1) of the Municipal Systems Act stipulates that:

- “Each municipal council, within a prescribed period after the start of its elected term, must adopt a process plan set out in writing to guide the planning, drafting, adoption and review of its integrated development plan;
- The Municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Municipal Systems Act, consult the community before adopting the process; and
- A municipality must (also) give notice to the local community of particulars of the process it intends to follow.”

The way in which the IDP process will be undertaken is outlined in this process plan which all municipalities must prepare. The Local Government Municipal Planning and Performance Management Regulation (2001), provides elaborately on the contents of the IDP and the processes the Municipality must subject the IDP process into when doing its development or review.

The Annual Budget

The Annual Budget and the IDP are inseparably linked to one another; something that has been formalized through the promulgation of the Municipal Finance Management Act (56 of 2003). Section 21 (1) of the MFMA specifies that:

“The Mayor of a municipality must:

- At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:
 - The preparation, tabling and approval of the annual budget
 - The annual review of –

a.) The integrated development plan in terms of section 34 of the Municipal Systems Act; and

b.) The budget-related policies

- The tabling and adoption of any amendment to the integrated development plan and the budget-related policies; and
- The consultative processes forming part of the processes referred to in Section 29 (i), (ii) and (iii) of the Municipal Systems Act - herein first three bullets denoted as –

3. ELEMENTS OF IDP DEVELOPMENT

The statutory imperative notwithstanding, it is necessary for Chief Albert Luthuli Local Municipality to review its IDP in order to:

- Ensure the IDP’s relevance as the municipality’ strategic plan, as well as the developmental nature of the municipality’s strategies and plans.
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting.

The IDP review cycle or any other changes or amendments are informed by one or all of the following factors:

- Comments from the MEC responsible for CoGTA, if any;
- Incorporate comments from the Auditor-General in respect of the previous audit, if any;
- Incorporate comments from Internal Audit, if there are any;
- Alignment of the IDP with both the provincial and national policies and programs;
- Incorporation of the most recent descriptive data;
- Review and refinement of the objectives and strategies;
- Review and refinement of projects;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

Community-based Planning will be the significant part of the planning process. The Community-based Planning is an instrument, which is geared towards enhancing chapter 4 of the Municipal Systems Act

which promotes community participation as a key component of the IDP. An effort has to be taken in order to ensure that the IDP translates community participation into an organic process.

4. HORIZONTAL AND VERTICAL ALIGNMENT

4.1. District Framework Plan

Section 27 of the Municipal Systems Act (32 of 2000), indicates that Districts are required to prepare and adopt a Framework Plan, which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides for the linkage and binding relationships to be established between the District and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various municipalities can be maintained.

The District Framework Plan (DFP) provides a basis upon which local municipalities falling within that district can prepare, align and adopt their IDP process plans that are mutually in correlation to one another for purposes of streamlined process plan activities.

In addition, the development of this Process Plan will be in accordance with the District Development Model (DDM), which builds on the White Paper on Local Government (1998), which seeks to ensure that “local government is capacitated and transformed to play a developmental role”. The White Paper says developmental local government “is local government committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives”.

4.2. Alignment with Sector Departments

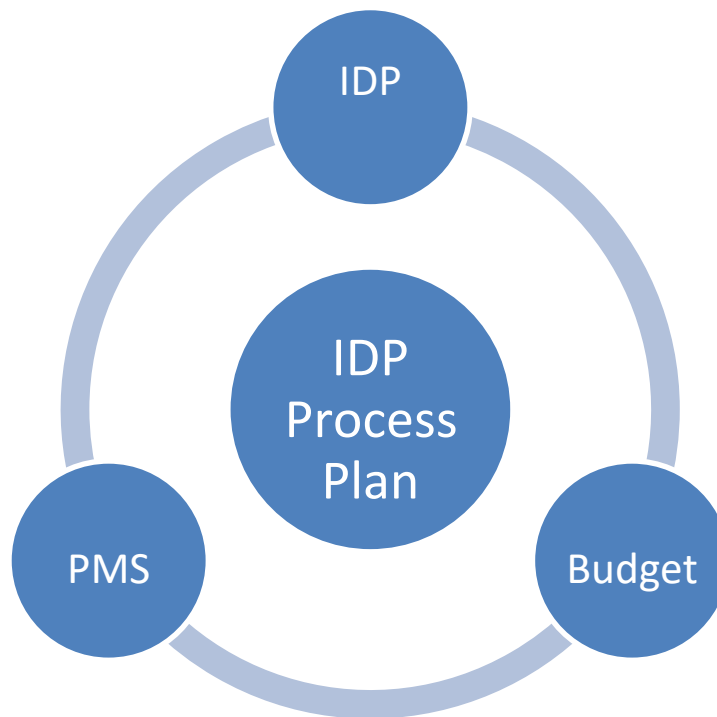
Alignment with Sector Departments is essential in order that Chief Albert Luthuli Local Municipality priorities can be reflected in their project prioritization process, as well as to reflect their projects in the IDP.

In maintaining an alignment with sector departments, Chief Albert Luthuli Municipality; through its adopted IDP Process and Framework Plan should incorporate the provincial planning cycle in order to enhance inter-sectoral cooperation and support.

5. IDP PROCESS

This process describes a continuous cycle of planning, implementation and review. During the year, new information becomes available and unexpected events may occur. Some of the information can make immediate changes to the planning and the implementation of the IDP. After the reviewed IDP has been adopted, implementation as well as situational changes will continue to occur, which is again monitored throughout the year and evaluated in the next IDP review.

Figure 1: Linkages between the IDP/Budget/PMS Process



6. IDP PLANNING PROCESS

6.1 IDP Structural Arrangements

The following table portrays the structure/stakeholders, composition, and the roles and responsibilities in respect of the Integrated Development Planning in the Chief Albert Luthuli Local Municipality.

Table 1: IDP Role players

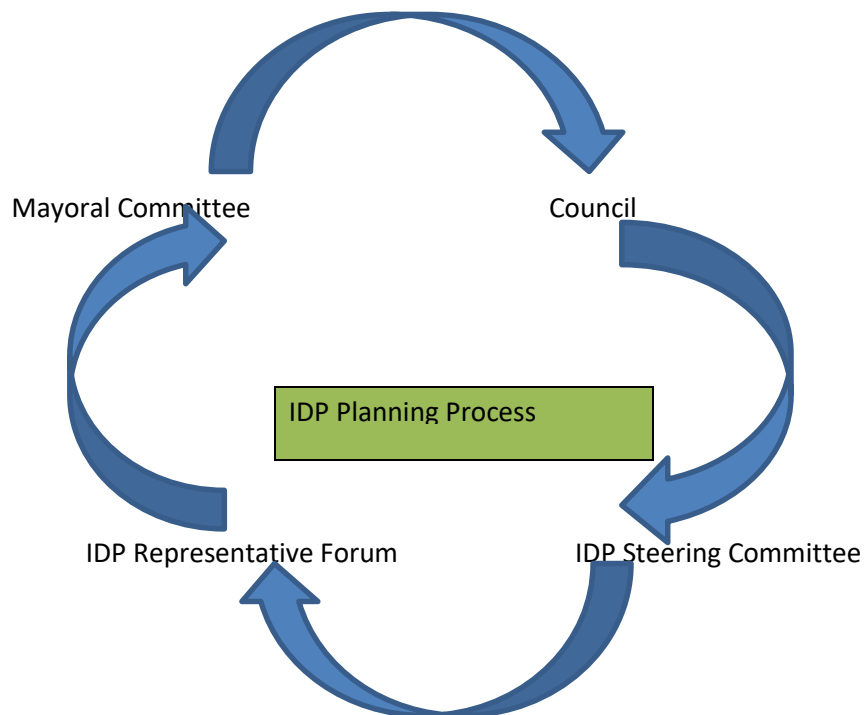
Role players		Roles and Responsibilities
1.	Municipal Council	<ul style="list-style-type: none"> • Adopts an IDP process plan • Takes responsibility for the overall management and coordination of the planning processes • Adopts and approves the final IDP and Budget; • Ensures that annual business plans, budget and related development activities are based on the approved IDP. • Adopts / approves the Annual Performance Report • Adopts and approves municipal by-laws
2.	Mayoral Committee	<ul style="list-style-type: none"> • Manage the IDP implementation through the Municipal Manager • Recommend the IDP review and or revision to Council • Allocate resources for IDP review.

<p>3.</p>	<p>IDP Steering Committee, comprising -</p> <ul style="list-style-type: none"> • Municipal Manager • Directors • Managers • Local role players and stakeholders • The District Municipality • National and Provincial government departments 	<ul style="list-style-type: none"> • Provide terms of reference for all review and planning activities • Commission IDP planning studies, programs and projects • Process, summarize and document outputs from sub-committees, teams, etc. • Recommend amendments to the content of the IDP • Prepare, facilitate and document meetings and workshops • Ensure alignment and participation in the determination and prioritization of plans and programs in the spirit of cooperative governance.
<p>4.</p>	<p>Municipal Manager’s Coordinating Committee (IDP Broad Planning Technical Committee), comprising –</p> <ul style="list-style-type: none"> • Municipal Manager • Managers/Officers: in the Office of the Municipal Manager, Speaker, Executive Mayor, • Budget Office, Supply Chain Management, Performance Management, Planning, Project Management and IDP • Administrative support 	<ul style="list-style-type: none"> • Prepare the IDP review process plan • Identify resources • Coordinate and manage the components of the review process, including: • Stakeholder meetings • Meeting deadlines • Horizontal and vertical alignment • Compliance with national and provincial requirements
<p>5.</p>	<p>Ward Councilors will play a pivotal role in the preparation of the IDP process, both in terms of the technical and community participation probes; they will act as the main interface between council and the community</p>	<ul style="list-style-type: none"> • Organize public consultation and participation at ward level • Disseminate information from council to constituents and vice versa • Identify issues and projects at ward level • Participate in the approval and ongoing monitoring of the approved IDP and Budget. • Identify and encourage unorganized groups and interested residents to participate in the IDP process
<p>6.</p>	<p>Ward Committees will play a central role in the linkage of the IDP process to local communities.</p>	<ul style="list-style-type: none"> • Link the planning process to all 25 wards in the municipality. • Assist in the organizing of public consultation and participation engagements. • Ensure that the annual municipal budget and business plans are linked to, and based on the IDP.

7.	<p>Community Development Workers act as mobile agents of development by maintaining direct contact with the community where they live.</p>	<ul style="list-style-type: none"> • Mobile agents of development who maintain direct contact with people where they live. • Co-ordinate service delivery, including the IDP process. • Provide a link between government departments, municipality, stakeholders and local community. • Compliments the work of the Ward Committee Members and ward councilors.
8.	<p>Traditional Leaders will play an advisory and supportive role in the whole planning process</p>	<ul style="list-style-type: none"> • Advise the municipality on development issues • Supports the municipality in the planning process
9.	<p>Municipal Manager and Manager: IDP The Municipal Manager will delegate these functions to the Manager: IDP, but remains accountable for the overall IDP process as dictated by the Municipal Systems Act (2000)</p>	<ul style="list-style-type: none"> • Amongst other, the following responsibilities are allocated to the Manager: IDP for the IDP process: • Ensure that the Process Plan is finalized and adopted by Council • Adjust the IDP according to the proposals of the MEC • Identify additional role players to sit on the IDP Representative Forum • Ensure the continuous participation of role players • Monitor the participation of role players • Ensure appropriate procedures are followed • Ensure documentation is prepared properly • Carry out the day-today management of the IDP process • Respond to comments and enquiries • Ensure alignment of the IDP with other IDPs within the District Municipality • Co-ordinate the inclusion of sector plans in the IDP • Work closely with PMS to align the IDP and PMS functions, especially with respect to performance evaluations. • Submit the final IDP/Budget to relevant authorities.
10.	<p>Municipal Officials will be ultimately responsible for the implementation of the IDP document and as such will play a key role in the development of the IDP's specific activities that will be undertaken by officials</p>	<ul style="list-style-type: none"> • Provide relevant technical and financial information • Develop strategies and project plans • Provide inputs regarding the financial and technical feasibility aspects of projects and strategies identified by committees and communities.

11.	<p>Gert Sibande District Municipality</p> <p>The district municipality will have the same role as the local municipality, but only in the preparation of the District IDP Framework. The overarching role of the district municipality regarding the IDP process remains the provision of support to all local municipalities under its jurisdiction.</p>	<ul style="list-style-type: none"> • Ensure the horizontal alignment of IDPs of the municipalities in the district area • Ensure the horizontal alignment between district and local planning • Facilitate vertical alignment of IDPs with the government sphere and sector departments • Prepare joint strategy workshops with local municipalities, provincial and national role players, and other specialists. • Provide financial, human and other resources to fulfill the IDP priorities.
12.	<p>IDP Advisory Committee (National, Provincial, Business Sector, Parastatals)</p> <p>The National and Provincial government departments as well as major stake holders like the sectors of manufacturing, mining, and business will serve on the committee</p>	<ul style="list-style-type: none"> • Assist Council in rendering technical (i.e. investment opportunities) and financial support to ensure that the municipality meets its goal of playing a role in the global economy. • Provide support – technically and otherwise, to ensure that the local municipality is able to play its developmental role.

The structural role players will inform and complement each other's roles as summarized in the following diagram:



6.2. Phases of the IDP planning cycle

Phase 1 Analysis: During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems. The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase.

At the end of this phase, the municipality will be able to provide an assessment of the existing level of development, details on priority issues and problems and their causes and information on available resources. The **analysis** phase runs until end of October.

Phase 2 Strategies: During this phase, the municipality works on finding strategic solutions to the problems assessed during the analysis phase. This entails developing a vision, which in the case of the Municipality the current vision was confirmed as relevant, and was retained with no changes. The **strategy** phase should be completed by end January.

Developing Strategies

In an effort to identify possible projects / programs to resolve or meet identified needs in the different wards, Chief Albert Luthuli Municipality Strategic Planning Session is planned to be held on 08 – 09 December 2022 at a venue to be confirmed with the Office of the Executive Mayor. The focus of this session would be the development of **strategies** to drive the developmental trajectory of the municipality towards meeting its goals.

Phase 3 Projects: During this phase the municipality works on the design and content of the projects identified during Phase Two. Clear details for each project have to be worked out in terms of:

- Project beneficiary.
- Better use of available resources.
- Source of funding.
- Project duration, and
- Project management.

Clear targets must be set and indicators worked out to measure performance as well as the impact of individual projects. Formulation of **projects** should be completed by February / March.

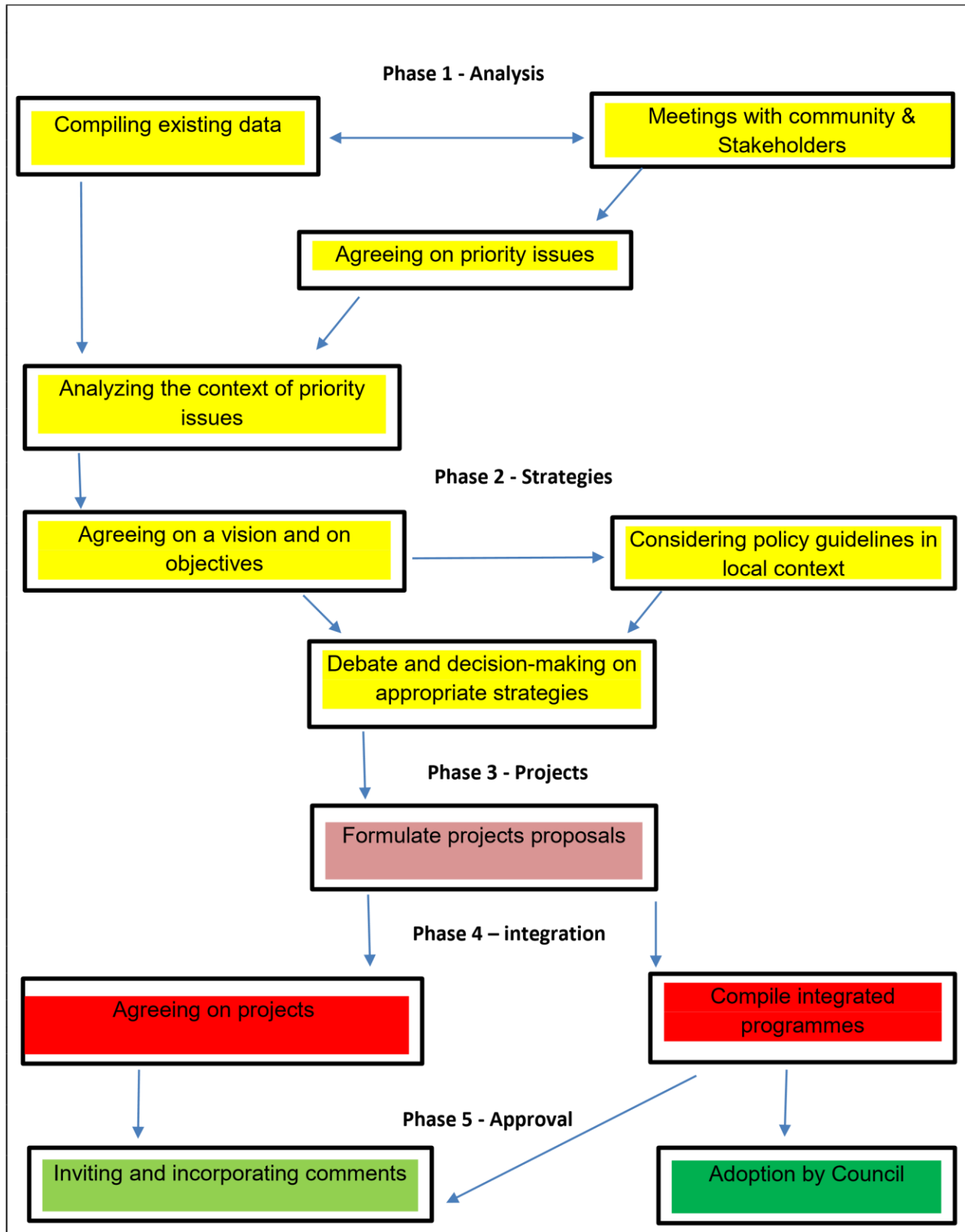
Phase 4 Integration: Once all projects had been identified, the Municipality has to check again that it contributed to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans.

All the development plans, sector plans, and district plans must be integrated in such a way that provides a seamless connection of the developmental plans, programs and projects for that municipality. The **integration** phase should be completed by April.

The Mpumalanga Provincial Planning Cycle requires all provincial government departments to have their Annual Performance Plans (APP) signed off by the end of November each year. The integration phase therefore facilitates the integration of all strategic plans from various role players and stakeholders into one strategic document, the IDP.

Phase 5 Approval: The IDP is presented to the Municipal Council for consideration and adoption. The Council may adopt a draft for public comments before approving its final Integrated Development Plan. **Approval / Adoption** should be completed by end May. As per the approved IDP Process Plan, IDP Representative Forum (IDPRF) Meetings are scheduled to be held as indicated in *Table 2*.

Figure 2: Activities within the phases of IDP review process



6.3. ISSUES TO BE CONSIDERED WHEN REVIEWING THE IDP

For Chief Albert Luthuli Municipality to achieve consistency, it is important that the following issues are attended to when the review for the 2024/2025 IDP is being carried out:

- The five-year IDP adopted and approved by council for its term in office.
- Development of SMART Key Performance Indicators (KPIs) in line with the relevant Key Performance Areas (KPA's).
- National and provincial priorities binding on the municipality.
- Shortfalls in respect to the previous IDP review (2023/2024)
- Vision and mission of the municipality
- Consideration of issues / comments emanating from the assessment of the 2023/2024 IDP – MEC comments
- Strengthening of working relations with all sector departments and utilities, and to maximize participation of sector department and other stakeholders in the IDP Representative forum.
- Preparing and reviewing of Sector Plans.
- Implementation of the Organizational Performance Management System.

6.4. MECHANISMS AND PROCEDURES FOR STAKEHOLDER PARTICIPATION

The following will be done to ensure widespread and conducive stakeholder participation:

- Media such as local newspapers, ward meetings, local radio stations, municipal notice boards, etc. will be utilized to inform communities and stakeholders of Council's intention to embark on the IDP process.
- The Mayoral Committee and the IDP Technical Committee will be requested to identify a list of possible stakeholders.
- Information / messages will be conveyed in (a) language/s understood by the general community; and (b) public notices placed at strategic areas / places and other media accessible to the community used to inform the community about IDP related activities.
- The correct venues and times for community meetings will be well communicated, and the municipality may ensure that such meetings are held at such times that all stakeholders and community members can attend.
- Adequate time will be allowed within limits for representatives of organizations to report back.
- Adequate time will also be allowed for the community and stakeholders to report back on the draft IDP document.
- Stakeholders will be invited to the relevant Council meeting and the approved IDP document will be made available at all public libraries within the municipal area of jurisdiction, municipal offices; and where possible on request after approval. In addition, the IDP can also be accessed on the website of the municipality.
- Other stakeholder involvement mechanism includes the IDP Representative Forum meetings, public hearings, mayoral outreach programs. These are briefly outlined below:

6.4.1. IDP Representative Forum (IDPRF)

The IDP Representative Forum (IDPRF) for Chief Albert Luthuli Local Municipality was established to involve all interested and affected stakeholders with interest in the IDP development process. Role players and stakeholders come from the local, district, provincial and national level, representing civil society, government departments and state-owned entities, non-governmental organizations, the labour movement, mining houses and other key formations.

6.4.1.1. The function of the IDP Representative Forum includes the following:

- To provide a platform for all role players and stakeholders with interest on community development to share their developmental plans and programs;
- To monitor and evaluate the implementation of decisions taken in the IDPRF, and share progress and or challenges experienced during the implementation of the IDP.
- Provides a platform where identified community needs could be developed into potential programs and projects supported by various role players and stakeholders.
- They provide an organizational mechanism for discussion, negotiation and decision-making between stakeholders including the municipality.
- Can be used as a strategic platform to generate key performance indicators and also monitor and evaluate their implementation.

6.4.1.2. The role of Councilors (Ward / Proportional Representation)

The role of Councilors, Ward Committees and Community Development Workers is to ensure that the mandate of the community they represent is reflected in the Integrated Development Plan, and that they ensure communication and feedback on deliberations and progress registered.

They are agents of the ward-based planning which is integral in the Chief Albert Luthuli Local Municipality.

6.4.1.3. Community Consultation (Table 5 below)

Council engages on community consultation on a regular basis to:

- Give feedback on progress in relation to the level of development – ward councilors and ward committees convene public hearings to provide feedback to the community while also sourcing community needs and priorities.
- Gather inputs from communities in relation to service delivery needs – through the mayoral outreach programs and other community involvement activities.
- Disseminate information on the roles and responsibilities of the municipality – through the ward and PR councilors.

All twenty-five (25) wards are expected to hold these community meetings as per the requirement of the IDP Process Plan.

6.4.1.3. Mayoral Outreach Programmes (Izimbizo)

Mayoral Outreach Programme is regarded as another form of community consultation. The Chief Albert Luthuli Local Municipality plans to have at least six (6) Mayoral Outreach meetings per financial year. The schedule of these meetings is reflected below. (Table 2)

The main purpose of the mayoral outreach program is to provide feedback to communities with respect to the extent to which the IDP has been implemented, while also providing an opportunity to political principals to account on their responsibilities. Community members also get a chance to air their views.

6.4.1.4. IDP Steering Committee

The IDP Steering Committee plays an important role in monitoring, evaluating and providing support to the IDP implementation process. Issues pertaining to technical and institutional support of the planning process are processed through these meetings. The Council plans to have four (4) Technical Committee meetings i.e. the meetings will be held once per quarter. (Table 2)

Table 2: Schedule of meetings

STRUCTURE	DATE	TIME	VENUE
IDP Steering Committee Meetings	18 September 2023	09h00 -12:00	Old Council Chamber
	13 November 2023	09h00 -12:00	Old Council Chamber
	15 January 2024	09h00 -12:00	Old Council Chamber
	11 March 2024	09h00 -12:00	Old Council Chamber
IDP Representative Forum (IDPRF)	19 October 2023	09h00 -15h00	Microsoft Teams
	25 January 2024	09h00 -15h00	Ekulindeni Community Hall
	14 March 2024	09h00 -15h00	Carolina Town Hall
	16 May 2024	09h00 -15h00	Nhlazatshe Community Hall
GSDM IDP Representative Forum	14 September 2023	10:00	Virtual / Physical
	30 November 2023	10:00	Virtual / Physical
	23 February 2023	10:00	Virtual / Physical
	13 June 2024	10:00	Virtual / Physical
Strategic Planning Session	14-15 December 2023	09h00-17h00	TBA

Mayoral Outreach Programme	22 September 2023	10h00-14h00	TBA
	20 December 2023	10h00-14h00	TBA
	29 March 2024	10h00-14h00	TBA
	14 June 2024	10h00-14h00	TBA

Table 3: Mechanisms for communication

Analysis Phase	Public Consultation Adverts Announcement on Local Radio Station Representative Forum WhatsApp Facebook
Strategies Phase	Strategic Planning Session
Projects Phase	Representative Forum Public Consultation WhatsApp Facebook
Integration Phase	Representative Forum WhatsApp Facebook
Approval Phase	Adverts on Newspapers Announcements on Local Radio Stations Izimbizo WhatsApp Facebook Representative Forum Council meetings Public Consultation

Table 4: Methods / mediums of communication

Method	Reason
1. Newspaper Publication	To invite public comments both on the draft and final IDP documents. To ensure compliance to chapter 4 of the Municipal Systems Act which advocates for the involvement of local communities in the activities of the municipality.
2. Public Hearings	To inform the community about the IDP and Budget processes as well as source their needs and priorities.

3.Ward Committee Meetings	Ward Committees are official agents of communication within the municipality and assist in providing feedback to communities while also representing the different needs and priorities of their communities in Council.
	They ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward community meetings and other community forums.
4.Notices / Newspaper	To inform the community about the IDP and Budget processes.
5. Facebook / WhatsApp	To maximize communication especially the youth and solicit their input to inform the IDP/Budget Process.
6.Website	To adhere to legislation in terms of Section 21 of the Municipal Systems Act; as well as to make the IDP and all other related documents available to the public on the municipal website.

6.4.2. Public Participation Meetings

One of the most effective way to communicate while at the same time being economical with respect to resource allocation and usage, is to use the zonal or cluster arrangement between and among neighboring wards which are adjacent to each other. The advantage is that it facilitates joint planning between and among neighboring ward/s participants and discourages silo planning or what may be referred to as ‘wardism’. A schedule of stakeholder engagement (below) was followed to consult various stakeholders in the different wards of Chief Albert Luthuli on the draft IDP Process Plan. The consultation focused mainly on the proposed dates on which different activities would take place, as outlined on table 5 below.

Table 5: Schedule of meetings for Stakeholders Involvement Program (Ward stakeholders)

Ward	Date	Venue	Time	Responsible Person (s)	Target audience
1,2,3	21/08/2023	Fernie A Comm. Hall	09:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
4, 7	21/08/2023	Mpuluzi Munic. Office	11:30	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
5,6,9,11	21/08/2023	Glenmore Community Hall	14:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils,

					Govt. Dept, Religious sector, etc
6,8,16	22/08/2023	Lochiel Stimulation Centre	10:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
10,14,16,20,24 & 25	22/08/2023	Nhlazatshe Comm. Hall	10:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
12 & 19	23/08/2023	Mooiplaas Youth Centre	10:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
13 & 18	23/08/2023	Tjakastaad Comm Hall	14:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
17 & 23	24/08/2023	eManzana Municipal Office	10:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc
15, 21 & 22	24/08/2023	Carolina Town Hall	14:00	IDP Speaker's Offices /	Ward & PR Cllrs / Ward Committees, CDW, CBO's, NGO's, Trad. Leaders / Councils, Govt. Dept, Religious sector, etc

Although most of the meetings took place as per the schedule, some meetings had to be re-scheduled for later dates subsequent to various factors beyond control. The affected wards in that regard were ward 4, 7, 15, 17, 21, 22, 23.

7. MONITORING, EVALUATION AND AMENDMENT OF THE FRAMEWORK

The monitoring and evaluation of this IDP Process Plan will be conducted by a number of role players from the administration and political principals. The Office of the Municipal Manager remains accountable for all IDP related responsibilities, notwithstanding the delegation of that responsibility to the IDP Manager who remains accountable for the day-to-day activities of the IDP. The Executive Mayor and all Members of the Mayoral Committee as well as all other relevant section 79 committees would also monitor and

evaluate the implementation of the Process Plan. During the actual implementation of the Process Plan, unforeseen circumstances might disturb its application to the extent that an amendment or review is required, in which case the relevant regulations will be implemented. In the absence of such an eventuality, this IDP Process Plan will be implemented as adopted and approved by council.

The following mechanisms are therefore recommended for the implementation, monitoring and evaluation of the IDP Process Plan:

- Due diligence be applied in order to ensure adherence to the processes and timeframes as reflected in the Process Plan;
- The Municipal Manager remains accountable for all IDP related activities, although the day-to-day activities could have been delegated to the Manager IDP.
- Intergovernmental relations between GSDM, CoGTA and other national and provincial government departments, civil society organizations is critical for the success of the Process Plan.
- The Drafting and review of this IDP Process Plan must be done in total consultation with all the wards and stakeholders in the Chief Albert Luthuli Municipality.

8. COST ESTIMATES

The success of this IDP Process Plan depends on the financial and other resources made available by council through the administration. Financial, human and other resources will be required for the planning and review sessions, printing, publication and other embedded costs. To that end, Council has set aside an about **R300 000.00** to finance all IDP related activities, including convening three IDP Rep Forum meetings, the Strategic Planning Session and for documentation. Table 6 below outlines the budget break down of all estimated costs.

Table 7: IDP/Budget estimates

TASK	DESCRIPTION	BUDGET ESTIMATE
IDP Review	3 x IDP Representative Forums 6 x Steering Committee Meetings	R100 000.00
	Strategic Planning Session	R195 000.00
IDP Documentation	IDP Design and documentation	R5 000.00
	TOTAL	R300 000.00

9. ADOPTION OF THE IDP PROCESS PLAN AND IDPs/BUDGETs

The adoption of the IDP Process Plan by 31st August each year, heralds the start of all IDP / Budget related activities and subsequent planning in the municipality. The adoption of the IDP/ Budget by the end of March and then the approval of the final IDP 30 days before the end of the financial year, completes a long process which would have started in July the previous year. There are budget related compliance dates and activities which need to be adhered to in terms of Municipal Systems Act and Municipal Finance Management Act. Those dates and activities have been outlined in table 7 below.

Table 7: Budget related compliance activities

TIME SCHEDULE OF KEY DEADLINES			
Mayor to Table in Council 10 Months Prior to Start of Budget Year			
Month	Chief Albert Luthuli Local Municipality Budget Year 2024/25		
	Mayor and Council / Entity Board	Administration - Municipality and Entity	Due Date
July	<p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53</p> <p>Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist</p>	<p>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77</p> <p>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA s 76-81</p>	31 July 2023
August	<p>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21,22, 23; MSA s 34, Ch 4 as amended</p> <p>Mayor establishes committees and consultation forums for the budget process</p>		31 August 2023
September	<p>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</p>	<p>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</p> <p>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p>	30 September 2023
October		<p>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS</p>	
November		<p>Accounting officer reviews and drafts initial changes to IDP</p>	

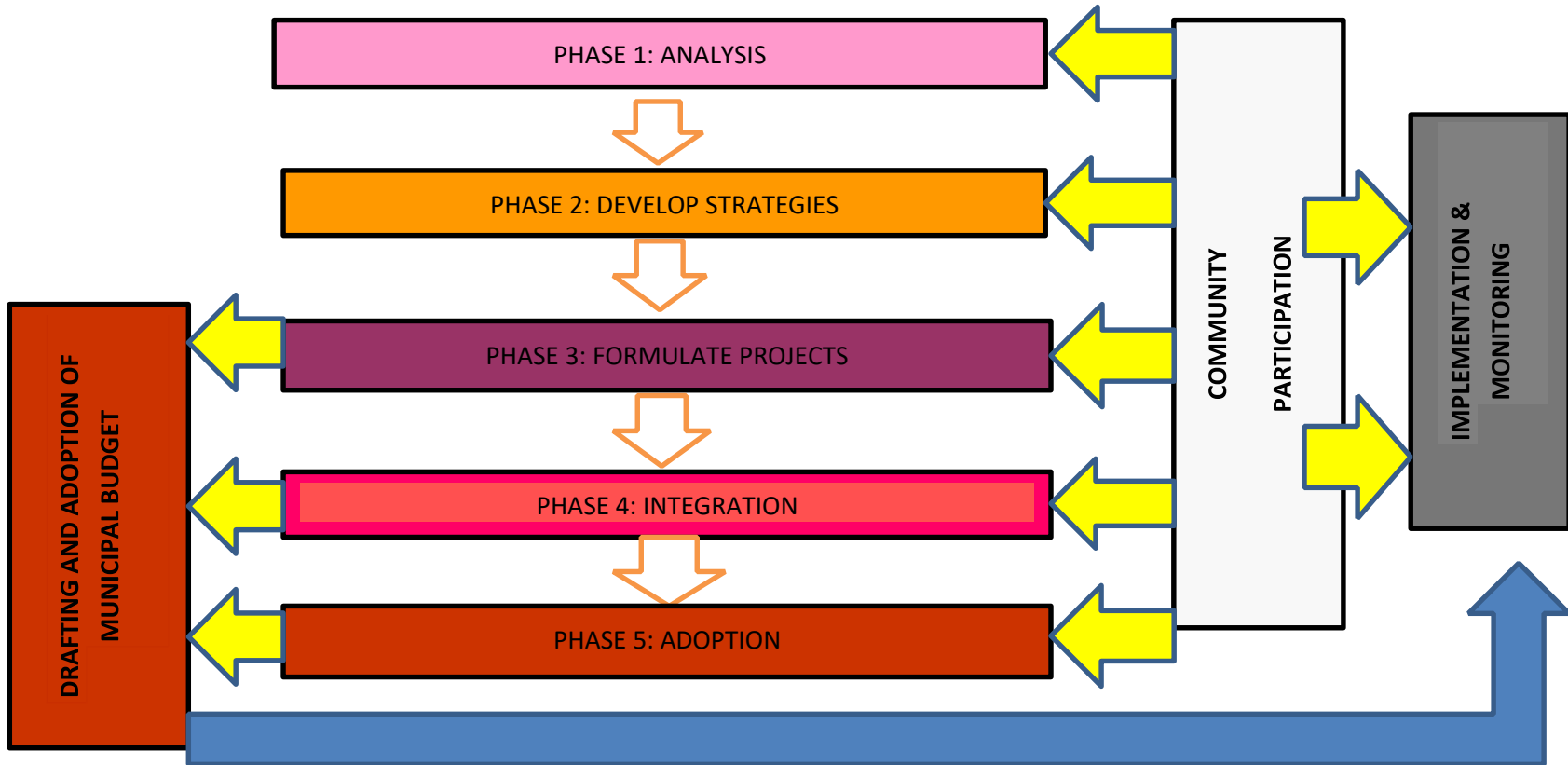
		MSA s 34	
December	Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements	31 December 2023
January	council must approve and submit proposed adjustment budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year MFMA s 87(1)	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the adjustment budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36	31 January 2023
February	Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2)	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2)	28 February 2023
March	Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42	31 March 2023
April	Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc MFMA s 21	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	30 April 2023
May	Public hearings on the budget, and council debate. Council consider views of the local	Accounting officer assists the Mayor in preparing the final budget	30 May 2023

	<p>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. Council to consider approval of budget and plans at least 30 days before start of budget year.</p> <p>MFMA s 23, 24; MSA Ch 4 as amended</p> <p>MFMA s 87</p>	<p>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</p>	
June	<p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year</p> <p>MFMA s 16, 24, 26, 53</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p>MFMA s 53; MSA s 38-45, 57(2)</p> <p>Council must finalise a system of delegations.</p> <p>MFMA s 59, 79, 82; MSA s 59-65</p>	<p>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA.</p> <p>MFMA s 69; MSA s 57</p> <p>Accounting officers of municipality and entities publishes adopted budget and plans</p> <p>MFMA s 75, 87</p>	31 June 2023

10. IDP REVIEW AND BUDGETING PROCESS

The diagram below (**Figure 3**) summarizes the processes of the IDP review:

Figure 3: Diagrammatic summary of the IDP review processes



11. CONCLUSION

The adoption and approval of the IDP/Budget Process Plan signifies the start of all planning processes within Chief Albert Luthuli culminating with the adoption of draft IDP and approval of the final IDP document to be implemented during the 2024/25 financial year. Public involvement throughout the IDP phases becomes very critical to generate specific community needs and priorities. Three critical and interconnected factors of the IDP process include the strategic planning, budget/resources allocation and performance measurement. The alignment of planning and resources allocation across the spheres of government becomes quite significant. Monitoring and evaluation of the implementation of IDP, Budget and PMS are other key imperatives which must be coordinated to achieve effective governance and enhanced service delivery to communities. This IDP/Budget/PMS Process Plan should be adopted and approved by Council by the end of August as required by legislation.

