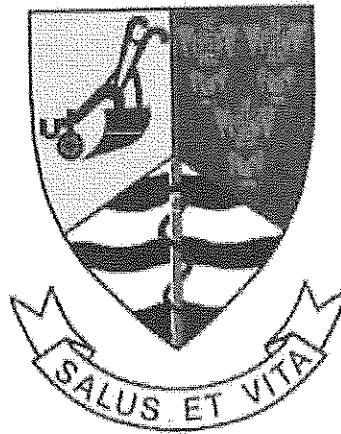
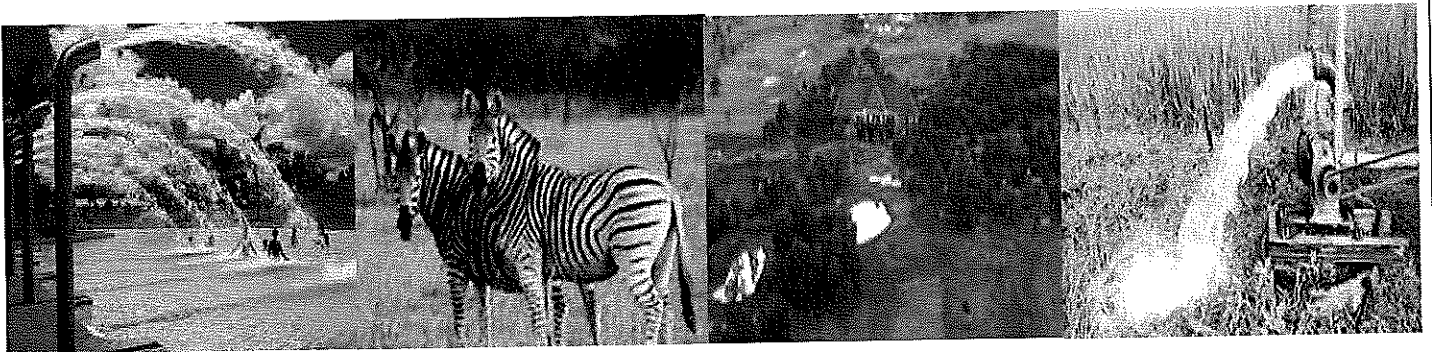


**FINAL DRAFT IDP/BUDGET/PMS PROCESS PLAN  
FOR 2020/21**



**BELA-BELA LOCAL MUNICIPALITY**



*Prime agricultural hub and eco-tourism destination  
of choice*



## Table of Content

### Contents

Table of Content.....	1
SECTION ONE.....	2
1. INTRODUCTION.....	2
1.1 WHAT IS PROCESS PLAN AND ITS FUNCTIONS.....	2
1.2 LEGAL REQUIREMENTS FOR IDP REVIEW.....	3
1.3 KEY ELEMENTS TO BE ADDRESSED DURING REVIEW PROCESS.....	4
SECTION TWO.....	6
2.ORGANIZATIONAL ARRANGEMENTS.....	6
2.1 ESTABLISHED INTERNAL STRUCTURE WITH ROLE PLAYERS AND RESPONSIBILITIES.....	6
2.1.1 Bela-Bela Local Municipal Council.....	6
2.1.2 Bela-Bela Local Municipal Executive Committee.....	6
2.1.3 IDP/BUDGET/PMS STEERING COMMITTEE.....	6
2.2 IDENTIFIED INTERNAL ROLE PLAYERS AND THEIR RESPONSIBILITIES.....	7
2.2.1 The Mayor.....	7
2.2.2 The Municipal Manager.....	7
2.2.3 Municipal Officials.....	8
2.2.4 Ward Councillors.....	8
2.2.5 Ward Committees.....	8
SECTION THREE.....	9
3. EXTERNAL ROLE PLAYERS.....	9
3.1 WATERBERG DISTRICT MUNICIPALITY.....	9
3.2 SECTOR DEPARTMENTS, PARASTATALS, NGO'S & COGHSTA.....	9
3.3 PROFESSIONAL SERVICE PROVIDERS.....	9
SECTION FOUR.....	10
4. MECHANISMS FOR PUBLIC PARTICIPATION.....	10
4.1 Ward Committees.....	10
4.2 Ward Based Plans.....	10
4.3 IDP/Budget/PMS Representative Forum.....	11
4.4 Mayoral Roadshow.....	11
4.4 Media.....	11
SECTION FIVE.....	12
5. ALIGNMENT OF THE IDP, BUDGET & PMS.....	12
SECTION SIX.....	13
6. TIME SCHEDULE FOR THE 2020/21 IDP REVIEW/BUDGET/PMS PROCESS PLAN.....	13
SECTION SEVEN.....	21
7. CONCLUSION.....	21



## SECTION ONE

### 1. INTRODUCTION

#### 1.1 WHAT IS PROCESS PLAN AND ITS FUNCTIONS

- ▶ In simple terms “The Process Plan is a municipality’s schedule of events detailing all events and activities involved leading to the drafting and completion of the 5 Year Plan [Integrated Development Plan – IDP].
- ▶ It is a statement that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle”
- ▶ The Municipal Systems Act as promulgated in 2000 describes the various core processes that are essential to realizing a system of developmental local government. These aspects include participative governance, IDP, performance management and reporting, resource allocation and organizational change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipalities own capacities and processes.
- ▶ Therefore, the purpose of this document is to outline the operational plan [an Integrated ‘Process Plan’] for the development of Integrated Development Plan for Bela-Bela Local Municipality. This process plan is based on the unique character and circumstances of Bela-Bela Municipality, taking due cognisance of the process plan requirements as outlined in the Municipal Systems Act (S 34.
- ▶ In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the adoption by Council. This plan has to include the following:
  - A programme specifying the time frames for the different planning steps;



- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting Process;
- An indication of the organizational arrangements for the IDP Process;
- Binding Process and Planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

## 1.2 LEGAL REQUIREMENTS FOR IDP REVIEW

- ▶ Chapter 5, Section 25 (1) of the Municipal Systems Act (2000) indicates that, each Municipal Council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which-
  - a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
  - b) Aligns the resources and capacity of the municipality with the implementation of the plan;
  - c) Complies with the provisions of this Chapter; and
  - d) Is compatible with national and provincial development Plans and planning requirements binding on the municipality in terms of legislation.
  
- ▶ In terms of the core components of Integrated Development Plans, Chapter 5 and Section 26 of the Municipal Systems Act ( 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.
- ▶ In terms of the Municipal Systems Act Section 28: Adoption of process
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.
- ▶ In terms of the Municipal Systems Act Section 34: Annual review and amendment of integrated development plan
1. A municipal council-
    - (a) Must review its integrated development plan—
      - (i) Annually in accordance with an assessment of its performance measurement in terms of section 4 i; and
      - (ii) [o the extent that changing circumstances so demand; and
    - (b) May amend its integrated development plan in accordance with a prescribed process.

### 1.3 KEY ELEMENTS TO BE ADDRESSED DURING REVIEW PROCESS

- a) Draft IDP Assessment report from Provincial Planning Forum/MEC.
  - ▶ Comments received from various Provincial Steering Committee role-players including other stakeholders in the assessment of the Draft IDP Review documentation.
- b) MEC Panel comments



- ▶ Responding to comments to be issued by the MEC Panel on the Final IDP Review documentation

c) Municipal Assessment

- ▶ Responding to shortcomings and weaknesses to be identified through municipal self-assessment and through public hearings.

d) Council Priorities

- ▶ Council needs will be identified and prioritize during analyses phase. Where focus will be to review council's vision, mission, objectives and strategies components of the IDP.

e) Outcomes based approach

- ▶ Responding to government priorities, policies, projects and programmes (Cabinet Lekgotla, District Lekgotla, NDP, OPMS, State of the Nation Address, State of the Province Address, LGDS, and Outcome 9.

f) Reviewed SDF (with capital investment framework) to ensure that the IDP and the SDF preparation processes are adequately aligned.

- g) The municipality's focus will also be to identify and develop long outstanding policies/plans that are crucial in development of the municipality.



## SECTION TWO

### 2. ORGANIZATIONAL ARRANGEMENTS

#### 2.1. ESTABLISHED INTERNAL STRUCTURE WITH ROLE PLAYERS AND RESPONSIBILITIES

##### 2.1.1 Bela-Bela Local Municipal Council

The Bela-Bela Local Municipal Council is formed by nine ward Councillors, seven Party Representatives Councillors and one traditional leader, the responsibility of the Council in the IDP Development is to:

- ▶ To adopt a process plan;
- ▶ Be responsible for the overall management and coordination of the planning process;
- ▶ Adopt and approve the final IDP; and
- ▶ Ensure that annual business plans, budget and related development activities are based on approved IDP.

##### 2.1.2 Bela-Bela Local Municipal Executive Committee

The Executive Committee is formed by three Councillors and it is therefore responsible for:

- ▶ Managing the IDP development through the Municipal Manager;
- ▶ Ensure legislative compliance by recommending the IDP review process to the Council;
- ▶ Recommending the IDP revision and adoption to the Council;
- ▶ The Mayor, as an Executive Committee Chairperson is also responsible for chairing the IDP Representative Forum; and
- ▶ Allocate resources for reviewing the IDP.

##### 2.1.3 IDP/Budget/PMS Steering Committee

As part of the IDP Preparation Process, Council resolved to establish an IDP Steering Committee which is formed by all HOD's and other Senior Officials, their responsibility is to:

- ▶ Prepare the IDP/Budget/PMS Review Process Plan;
- ▶ Identify resource people;
- ▶ Coordinate and manage the components of the planning process, including Stakeholders meetings, Meeting deadlines, Horizontal and Vertical alignment, Compliance with National and Provincial requirements;



- ▶ Provide terms of reference for all reviewing and planning activities;
- ▶ Commission IDP planning studies, programs and projects;
- ▶ Process, summarize and document outputs from subcommittees, teams, etc;
- ▶ Recommend amendments to the contents 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

*NOTE:* Full terms of reference and membership of the IDP Steering Committee are attached as annexure A & B in this report.

## 2.2 IDENTIFIED INTERNAL ROLE PLAYERS AND THEIR RESPONSIBILITIES

### 2.2.1 The Mayor

As the Chairperson of the Executive has to:

- ▶ Ensure legislative compliance by, recommending to the Municipal Council the adoption of the Process Plan, and of the IDP/Budget/PMS;
- ▶ Have an input on the Process Plan;
- ▶ Approve structures of communication to be established e.g. Representative Forum, Steering Committee and other committees and Chair the IDP Representative Forum.

### 2.2.2 The Municipal Manager

The Municipal Manager will delegate these functions to the IDP Manager, but remain accountable for the overall IDP/Budget/PMS Process as dictated by Municipal Systems Act 2000. Amongst other things, the following responsibilities have been allocated to the IDP Manager for the IDP/Budget/PMS Process:

- ▶ To ensure that the process plan is finalized and adopted by council;
- ▶ To adjust the IDP according to the proposals of the MEC of Local Government;
- ▶ To identify additional role-players to sit on the IDP/Budget/PMS Representative Forum;
- ▶ To ensure the continuous participation of role-players;
- ▶ To monitor the participation of role players;
- ▶ To ensure that appropriate procedures are followed;
- ▶ To ensure documentation is prepared properly;
- ▶ To carry out the day-to-day management of the IDP/Budget/PMS process;
- ▶ To respond to comments and enquiries;
- ▶ To ensure alignment of the IDP/Budget/PMS 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/Budget/PMS to the relevant authorities.

### 2.2.3 Municipal Officials

All Municipal officials are responsible for implementing the IDP/Budget/PMS through:

- ▶ Provision of full support to the: IDP Manager; by
  - Submitting all departmental plans, budget and other relevant information for the compilation of the IDP;
- ▶ Senior officials to seat on the IDP/Budget/PMS Steering Committee;
- ▶ Ensure proper alignment of departmental plans; and
- ▶ To be committed in providing ideas, opinions with regards to the accessing of funds for developmental projects.

### 2.2.4 Ward Councillors

Ward Councillors will play a crucial role in the preparation of the IDP/Budget/PMS Process, both in terms of the technical and community participation process. They will act as the main interface between the council and communities. Primary responsibilities would include:

- ▶ Organizing public consultation and participation at ward level;
- ▶ Dissemination of the information from council to constituents and visa versa;
- ▶ Identification of issues and projects at ward levels;
- ▶ Participating in the approval and ongoing monitoring of approved IDP/Budget/PMS; and
- ▶ Identify and encourage unorganized groups to participate in the IDP Process.

### 2.2.5 Ward Committees

Ward Committees are the structure established to ensure proper flow of information between the municipalities, ward Councillors and the community, they are responsible for:

- ▶ Submission of community priorities to the ward Councillor at ward committee meetings;
- ▶ Effective in all programmes of the municipality, e.g. IDP, BUDGET, PMS EVENTS etc.
- ▶ Participating in the IDP Forum.



## SECTION THREE

### 3. EXTERNAL ROLE PLAYERS

#### 3.1 WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality will have the same role as Bela-Bela Local Municipality but only in the preparation of District IDP Framework, but the role of the District municipality at a local level is the coordination of IDP/Budget/PMS Processes of Local Municipalities and this includes:

- ▶ Ensuring the horizontal alignment of IDP's of the municipalities in the district area;
- ▶ Ensuring the horizontal alignment between the district and local planning;
- ▶ Facilitation of vertical alignment of IDP's with the sphere of government and the sector departments;
- ▶ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject specialists;
- ▶ Providing a technical support to the local municipalities within the district; and
- ▶ Establishment of intergovernmental structures.

#### 3.2 SECTOR DEPARTMENTS, PARASTATALS, NGO'S & COGHSTA

Sector departments, parastatals NGO's and COGHSTA is responsible for:

- ▶ Provision of financial support to the local municipality in the form of grants;
- ▶ Provide training and workshops on IDP/Budget/PMS;
- ▶ Participate on IDP/Budget/PMS Representative Forum;
- ▶ Assist in provision of sector plans;
- ▶ Assist in providing relevant and update of departmental yearly programmes and budget;
- ▶ Supervise the progress of the IDP/Budget/PMS Process;
- ▶ Provide comments on Draft IDP; and
- ▶ Continuously interact with Local Municipalities.

#### 3.3 PROFESSIONAL SERVICE PROVIDERS

- ▶ Provision of technical expertise to the municipality;
- ▶ Assist in facilitation of IDP Workshops;
- ▶ Assist in Spatial Development Framework and Land Use Management System; and
- ▶ Assist in drafting of business plans.



## SECTION FOUR

### 4. MECHANISMS FOR PUBLIC PARTICIPATION

Section 16(1) of the Municipal Systems Act 2000 states that municipality must develop a culture of municipal governance that complements formal representation. This means that a municipality must create conditions for the local community to participate in its affairs, including the involvement of the community in the preparation, implementation and review of IDP's. Community based Planning (CBP) is considered the preferred form of participatory planning designed to promote community action and to link IDP/Budget/PMS as it provides a mechanism for entrenching participatory planning and management at ward level. Community Based Planning form the basis of community involvement in the development of IDP/Budget/PMS.

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

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

#### 4.1 Ward Committees

- ▶ Ward committees are utilized as communicating agents to the community;
- ▶ They were and continuously trained on IDP/Budget/PMS and also on the reporting style, further they seat on IDP/Budget/PMS Forums and participate in all strategic Workshops of the Municipality; and
- ▶ Provision of secretarial during IDP/Budget/PMS public meetings.

#### 4.2 Ward Based Plans

- ▶ Ward-based Plans complements the IDP/Budget/PMS.
- ▶ The ward plan aims at channeling ward development agenda by encouraging the broader and maximum involvement of community members and stakeholder in bringing about high quality of life in all nine (9) Wards of the Bela-Bela Local Municipality.
- ▶ Maximizes community participation at a grass root level as the process of developing them is highly participative.
- ▶ The process of establishing Ward Based Plans of each ward in Bela-Bela Local Municipality comprises of the following: Office of the Speaker: Ward Committee Coordinator, Divisional Manager: Communication, Divisional Manager: IDP, Budget and Treasury Division, and Divisional Manager: PMS.
- ▶ All nine (9) wards of Bela-Bela Local Municipality has developed community based planning.



- ▶ Ward Based Plans are informed community needs and ward plans priorities, therefore, they are catered and aligned to the IDP/Budget/PMS.
- ▶ Bela-Bela Local Municipality review Ward Plans on annual basis.

#### 4.3 IDP/Budget/PMS Representative Forum

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP/Budget/PMS Rep Forum and ensure their continued support and participation throughout the process.

#### 4.4 Mayoral Roadshow

The venues of these meetings will be publicized at the IDP/Budget/PMS Rep Forum as well as through the media.

#### 4.4 Media

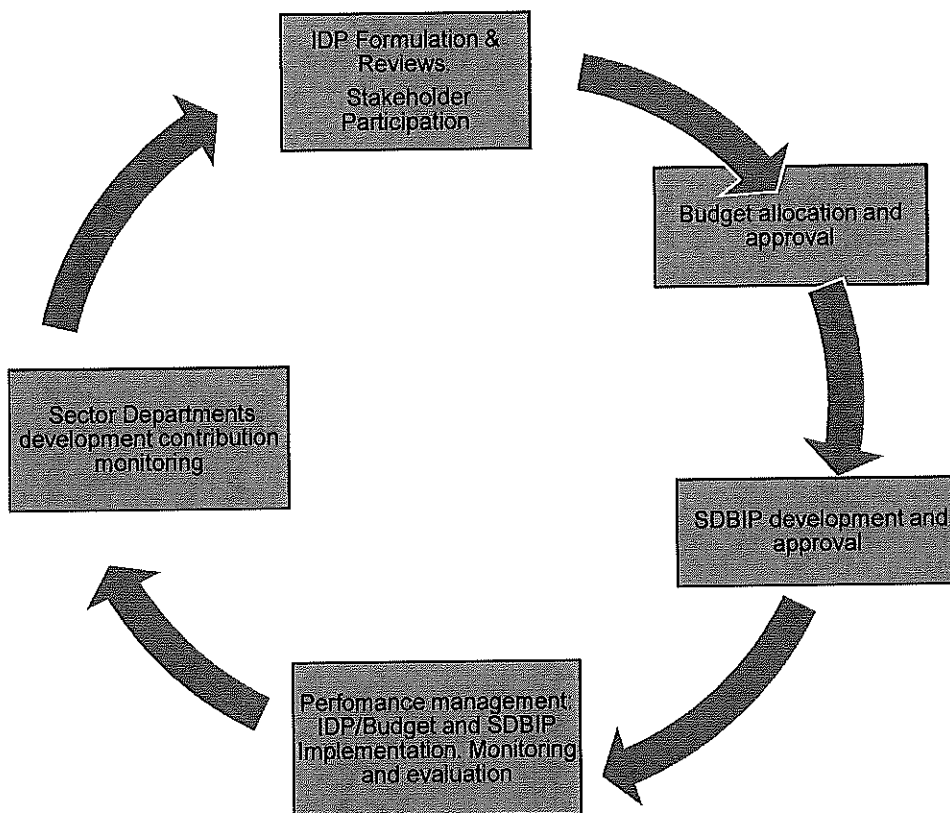
- ▶ Flyers-to be distributed in Public Facilities;
- ▶ Local Newspapers are commonly used to advertise dates and venues of meetings and other notices; and
- ▶ Word of mouth-we rely more on ward committees.
- ▶ Loud-hailing
- ▶ Social Media
- ▶ Main stream media
- ▶ Any persons that cannot read or write may come to the municipality to have their comments/ representations transcribed for them as contemplated in Section 17 of the MSA.



## SECTION FIVE

### 5. ALIGNMENT OF THE IDP, BUDGET & PMS

Every attempt has been made in this Process Plan to align the IDP/Budget/PMS review. The linkages of the processes are summarised in the following diagram:-





## SECTION SIX

### 6. TIME SCHEDULE FOR THE 2020/21 IDP REVIEW/BUDGET/PMS PROCESS PLAN

The municipality has a responsibility towards monitoring the process plan in order to ensure that the District Framework is adhered to. The municipal manager will ensure that the local process plan is properly followed. The 2020/21 IDP Review/Budget/PMS Schedule is therefore proposed to be undertaken as follows:-



No.	PHASES	TASK/ACTIVITY	RESPONSIBILITY	2020/21 Budget
				TIME FRAME
0	Preparation Phase	Review previous year's process plan/Budget Timetable	MM/All Departments	July-August 2019
		Consultation on the draft IDP/Budget Process Plan	Office of the MM	
		Approval of the process plan	Council	
		Establishment or revival of the IDP/Budget Steering Committee, & IDP Rep Forum	Executive Mayor/MM	
		1 <sup>st</sup> IDP and PMS Mangers Meeting	Office of the MM	
		Place public notice on the IDP/Budget Process Plan approval	Office of the MM /BTO	
		Submission of the approved Process Plan to the Provincial Treasury, National Treasury and CoGHSTA.	Manager IDP/BTO	
		1 <sup>st</sup> IDP Review Steering Committee Meeting	Office of the MM	
		1 <sup>st</sup> IDP Review Representative Forum	Office of the MM	
		1 <sup>st</sup> LED Steering Committee Meeting	PED	
1.	Analysis Phase	1 <sup>st</sup> LED Representative Forum	PED	August 2019
		Identification of Gaps, Stakeholder Registration, and Information Gathering	Office of the MM	August 2019
		District Development Planning Forum (Activity alignment – coordinated by WDM – IDP Head)	Office of the MM	30 August 2019
		IDP Engagement Session (Activity alignment – coordinated by WDM – IDP Head)	Office of the MM	5-6 September 2019
		Municipal Manager's Forum	Office of the MM	11 September 2019
		Intergovernmental Relation (IGR) Forum	Office of the MM	12 September 2019
		Ward committees to review current needs	Office of the MM	September 2019
		Review status of Capital Projects on Capital wish list + current 3 year MTREF	BTO	September 2019
		Assessment of the current first quarter IDP Implementation on all key performance areas e.g assessment of actual level	Managers	September 2019



	of development and projects implementation in line with the IDP and service delivery backlogs etc.		
	Managers for respective departments receive wish list of previous project requests for ward committees/ward councilors to review	BTO	September 2019
	2 <sup>nd</sup> IDP and PMS Mangers Meeting	Office of the MM	01 October 2019
	2 <sup>nd</sup> IDP Review Steering Committee Meeting	Office of the MM	02 October 2019
	2 <sup>nd</sup> IDP Review Representative Forum (Stakeholders participation meetings on the IDP/Budget 2017 – 2022 performance)	Office of the MM	04 October 2019
	2 <sup>nd</sup> LED Steering Committee Meeting	PED	October 2019
	2 <sup>nd</sup> LED Representative Forum	PED	October 2019
	Budget Steering Committee Meeting – direction on proposed tariff increases & increases in revenue, expenditure and capital	BTO	October 2019
	Managers for the respective departments submit ward request based on review of current needs identification	Managers	October 2019
	Managers to review existing 3 year MTREF capital project and submit completed Capital project templates with priorities to BTO	Managers	October 2019
	BTO sends Tariff lists to managers for review	BTO	October 2019
	Departmental Technical and Strategic planning meetings (Discussion on the Assessment of the findings from the analysis phase	EXCO, MM, All departments	October 2019
2. Strategy Phase	Municipal Manager's Forum	Office of the MM	06 November 2019
	Intergovernmental Relation (IGR) Forum	Office of the MM	07 November 2019
	Top management meeting to discuss budget proposals and budget affordability	PED/BTO	13 November 2019



	<p><b>Strategic Planning Session</b> – for discussion on IDP review focus areas for 2020/21</p> <p>Based on the Budget Steering Committee meeting directive, ward committees meet to priorities their ward requests</p> <p>BTO to issue directives to departments regarding the compilation of 2020/21 – 2021/22 OPEX Budget</p> <p>Managers of respective departments to submit prioritized ward requests to the BTO</p> <p><b>Budget Steering Committee Meeting</b> – To discuss &amp; review capital budget request (Round 1)</p> <p>Managers to submit proposed tariffs to BTO</p> <p>BTO/PED distributes prioritized ward requests to managers for ward committee’s final verification</p> <p>Workshop on tariffs and tariff related policies</p> <p>Budget Office sends summarized capital budget requests to managers for review</p> <p>Compilation of the Draft IDP Projects and programmes as per the IDP committed projects</p> <p>Preparation and Compilation Departmental Operational plans for the IDP project’s funding and 2020 – 2023. Consideration of budget performance and adjustment when necessary</p> <p>Provide support on all proposed projects, programmes and other plans to the IDP and other provincial and national frameworks</p> <p>Confirmation of IDP projects and programme funding and Final submission of departmental adjustment budget to the office of the CFO</p>	<p>25-27 November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019-February 2020</p> <p>November 2019-March 2020</p> <p>November 2019-March 2020</p> <p>November 2019-March 2020</p> <p>November 2019-March 2020</p> <p>November 2019-March 2020</p> <p>November 2019-March 2020</p>	<p>PED/ Office of the MM</p> <p>PED/BTO</p> <p>BTO</p> <p>Managers</p> <p>BTO</p> <p>Managers</p> <p>BTO</p> <p>BTO</p> <p>BTO</p> <p>BTO</p> <p>BTO</p> <p>BTO</p> <p>BTO</p> <p>MM, CFO, All Departments</p> <p>MM, CFO, All Departments</p> <p>All Departments (Internal &amp; External)</p> <p>All Departments (Internal &amp; External)</p>
<b>3.</b>	<b>Project Phase</b>		



	<p>Final alignment of projects, programmes and other plans to the IDP and with Provincial and National programmes and plans</p> <p>Finalization and review of tariff policies and other budget related policies for the 2020-2023 financial year</p> <p>Ward Committees/Councillors meet for final confirmation of their ward request</p> <p>Provincial Development Planning Forum</p> <p><b>Budget Steering Committee Meeting – Mid Year Review and Performance Assessment (2019/20 Budget): Capex including Draft 2017 – 2021 Capital budget request (Round 3)</b></p> <p>Managers to review 2019/2020 – 2020/2021 Opex requests on the new budget programme</p> <p>Managers to submit 2019/20 – 2020/2021 Opex requests to BTO</p> <p>BTO to submit draft tariff list and proposed revenue</p> <p>Budget Office to distribute Opex performance including Draft 2020 – 2021 Opex</p> <p><b>Budget Steering Committee Meeting – Mid Year Review and Performance Assessment (2019/20 Budget): Opex performance including Draft 2019/2020 Opex</b></p> <p>BTO distributes all Mid-Year Review (Capex &amp; Opex) changes &amp; Draft Capex &amp; Opex budget request to managers</p> <p>Compilation of Mid-Year Review Report (2019/20)</p> <p>Submit Mid-Year Review Report to the Mayor</p> <p>Table 2019 – 2020 Mid-Year Review Report &amp; 2018/19 Draft Annual Report in Council</p> <p>IDP and PMS Managers Meeting</p>	<p>Steering Committee</p> <p>Steering Committee</p> <p>BTO/PED</p> <p>Office of the MM/PED</p> <p>BTO/ Office of the MM</p> <p>Managers</p> <p>Managers</p> <p>BTO</p> <p>BTO</p> <p>BTO/ Office of the MM</p> <p>BTO</p> <p>BTO/ Office of the MM</p> <p>BTO/ Office of the MM</p> <p>BTO/ Office of the MM</p> <p>Office of the MM</p>	<p>November 2019- March 2020</p> <p>November 2019- March 2020</p> <p>3-4 December 2019</p> <p>5 December 2019</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>January 2020</p> <p>31<sup>st</sup> January 2020</p> <p>5 February 2020</p>
--	---	--	--



	IDP Engagement Session (Activity alignment – coordinated by WDM – IDP Head)	Office of the MM	12 February 2020
	Municipal Manager's Forum	Office of the MM	20 February 2020
	IGR	Office of the MM	21 February 2020
	<b>Budget Steering Committee Meeting – Final discussion on Tariffs &amp; Final Adjustment Budget Review (2020/2021 Budget)</b>	BTO	February 2020
	BTO distributes all operational budget request to managers for final verification	BTO	February 2020
	BTO determine final revenue projections & tariffs and Review of Budget related policies	BTO	February 2020
	Compile Adjustment Budget (2020/2021): NT Reports and circulars	BTO	February 2020
<b>Project Phase</b>	<b>Budget Steering Committee Meeting – to discuss &amp; review Opex, Capex, new posts, revenue projections &amp; filling of vacancies for determination of salary contingency</b>	BTO/TM/TG&BT Sub-committee	February 2020
	Provincial Development Planning Forum	Office of the MM/PED	February 2020
	Start with the compilation of Draft SDBIP (2020/21)	PED	February 2020
	Review of 2019/20 Adjustment Budget	BTO	February 2020
	Managers return final operational and capital budget including the statistical information with final sign off to verify information submitted	Managers	February 2020
	BTO to finalize Draft tariffs & revenue projections	BTO	February 2020
	Managers to submit final policies to CFO	Managers	February 2020
	Submit Electricity Tariffs to NERSA	BTO	February 2020
	District Development Planning Forum (Activity alignment – coordinated by WDM – IDP Head)	Office of the MM	5 February 2020
	Managers to submit Activity/Business Plans for Grants to BTO	Managers	March 2020



4.	Integration Phase	3 <sup>rd</sup> IDP Review Steering Committee Meeting	Office of the MM	6 March 2020
		3 <sup>rd</sup> IDP Review Representative Forum	Office of the MM	13 March 2020
		3 <sup>rd</sup> LED Steering Committee Meeting	PED	March 2019
		3 <sup>rd</sup> LED Representative Forum	PED	March 2019
		BTO does final review of Draft Budget Report & Schedules	BTO	March 2020
		BTO distributes Draft Budget Report	BTO	March 2020
		Tabling of the draft IDP to Executive committee	Office of the MM	31 <sup>st</sup> March 2020
		Tabling the Draft IDP/Budget to Council	BTO/ Office of the MM	31 <sup>st</sup> March 2020
		Tabling of the draft Budget and budget related policies to Executive committee	BTO/ Office of the MM	31 <sup>st</sup> March 2020
		Tabling of the draft Budget and budget related policies to Council	BTO/ Office of the MM	31 <sup>st</sup> March 2020
5.	Approval Phase	2018/19 Annual/Oversight Report tabled at Council by MPAC	Office of the MM	31 <sup>st</sup> March 2020
		Advertise Draft IDP & Budget for public comments	Office of the MM / Office of the MM	April 2020
		Municipal Manager's Forum	Office of the MM	16 April 2020
		IGR	Office of the MM	20 April 2020
		<b>Mayoral Road-shows</b>	Office of the Mayor/ Office of the MM	April 2020
		Electronic Draft IDP/Budget files submitted to Provincial Treasury, CoGHSTA and National Treasury after Council meeting	Office of the MM /BTO	April 2020
		Submission of Annual Draft Budget and IDP for representation to Provincial Treasury, CoGHSTA and National Treasury	Office of the MM /BTO	April 2020
		Managers to submit Demand Management Plans to SCM	Managers	April 2020
		Provincial Budget Assessment	PT/Municipal Delegation	TBC by the PT



	Summarize all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Office of the MM /BTO	May 2020
	<b>4<sup>th</sup> IDP Review Steering Committee Meeting</b> (Final review of the comments received from consultations)	Office of the MM	May 2020
	<b>4<sup>th</sup> IDP Review Representative Forum</b>	Office of the MM	May 2020
	<b>4<sup>th</sup> LED Steering Committee Meeting</b>	PED	May 2019
	<b>4<sup>th</sup> LED Representative Forum</b>	PED	May 2019
	<b>Budget Steering Committee Meeting</b> – consideration of Budget Comments (Review Budget comments to make decision on comments)	BTO/TM/TG&BT Sub-committee	May 2020
	BTO compile final Budget Report and Schedules	BTO	May 2020
	Approval of IDP, Budget and PMS Framework by Council	MM/Council	31 <sup>st</sup> May 2020
	Place Final IDP Review/Budget/Framework documents on the website	Office of the MM /BTO	June 2020
	Advertise Final IDP Review/Budget/Framework and Tariffs in the media	Office of the MM /BTO	June 2020
	Submission of Final Budget and IDP to National Treasury, Provincial Treasury and CoGHSTA	Office of the MM /BTO	June 2020
	Municipal Manager submits SDBIP to Mayor	MM	June 2020
	Publish a summary of Budget	BTO	June 2020
	Approval of SDBIP by the Mayor	Mayor	June 2020
	Finalize and approval of the performance agreements for Section 56/7 Managers	MM/Mayor	July 2020



## SECTION SEVEN

### 7. CONCLUSION

The way forward is for all Municipalities to prepare Process Plans in conjunction with the District Framework Plan and set out the following:

- ▶ HOW the planning process will unfold per Municipality;
- ▶ WHAT actions are required;
- ▶ WHO will be responsible for implementing these actions;
- ▶ WHEN will the action have to be implemented; and
- ▶ What will the actions COST

The achievement of an aligned IDP process depends on the co-operation of all Municipalities in order to achieve the developmental objectives in the spirit of co-operative governance.

The Bela-Bela Local Municipality focus areas for 2020/21 IDP/SDF review, Budget and PMS will therefore be:

- ▶ Aligned with national and provincial policies
- ▶ Municipal processes will be aligned to national and provincial government planning and budgeting
- ▶ Striving towards revenue enhancement
- ▶ Moving towards achievable objectives, strategies and projects addressing cross dimensional and sector specific issues.