

NDLAMBE MUNICIPALITY



IDP/BUDGET PROCESS PLAN FOR IDP 2025/2026

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1. INTRODUCTION

1.1 In terms of Section 34 of the MSA:

A municipal council –

(a) *must review its integrated development plan –*

(i) *annually in accordance with an assessment of its performance measurements in terms of section 41; and*

(ii) *to the extent that changing circumstances so demand; and*

(b) *may amend its IDP in accordance with a prescribed process*

1.2 Prior to reviewing the IDP, the municipality must, in terms of the Municipal Systems Act No 32 of 2000, section 28 and section 29 (1) prepare a “process plan” for the review of its IDP.

What is a process plan?

The IDP “*Process Plan*” can be referred to as “the plan” before the “actual plan”

The *Process Plan* is an organized activity plan that outlines the process of development of the IDP.

1.3 As per the requirements set out in Section 28(1) of the Municipal Systems Act No 32 of 2000.

The Ndlambe IDP Process Plan 2025/2026 aligns the IDP, Budget process and Performance Management, by making provision for the following:

- A programme specifying the time frames for different planning steps within the **IDP**.
- A programme specifying the time frames for the formulation of the Municipal **Budget** based on the IDP. (As per Section 21(1) of the Municipal Finance Management Act no 56 of 2003.
- A programme specifying the time frames for the formulation of the **PMS** and **SDBIP** based on the IDP and Budget provision for the year of implementation. (as per section 53 (1) (C) (ii) of the MFMA.

NOTE: The IDP, the Budget, the PMS and SDBIP are 4 distinctly different “products or plans”, yet they are intrinsically intertwined.

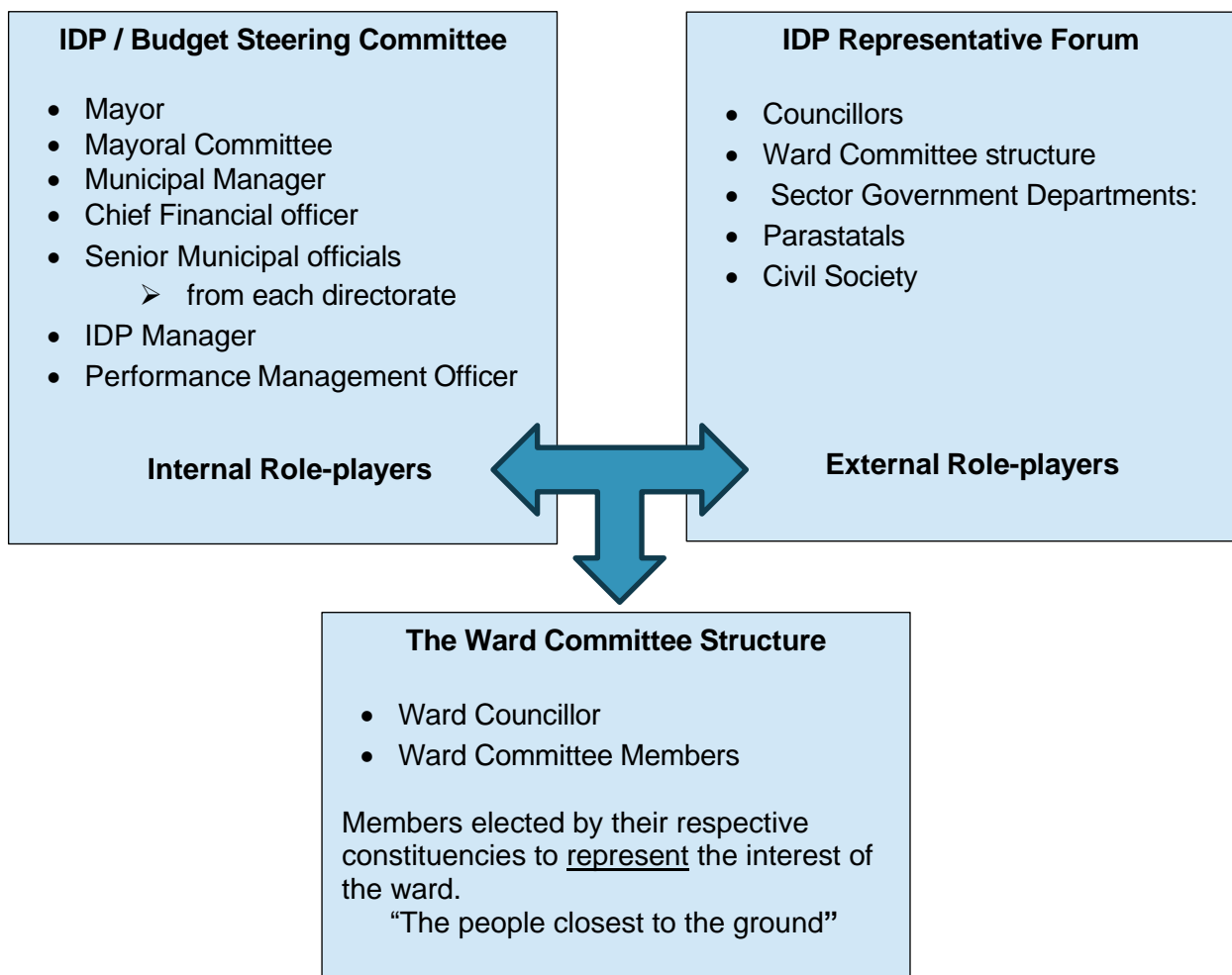
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP and Budget drafting process
- Training to all Councilors and ward committee members on IDP and the formulation of ward-based plans. (Purpose: To build capacity at ward level, strengthen democracy and public participation)
- Clear roles and responsibilities for all roles players, structures and or platforms to be engaged.
- An indication of the organizational arrangements for the IDP process
- Binding plans and planning requirements i.e. policy and legislation
- Mechanisms and procedures for vertical and horizontal alignment

2. Organizational Arrangements

The municipality needs to establish a set of organizational arrangements to

- Institutionalize the participation process of All stakeholders
- Effectively manage outputs and
- Give affected parties access to contribute to the decision-making process

To this extent the Ndlambe IDP Review Process will be guided by following, 3 Key structures for the duration of the entire IDP Process (start to end):



2.1 IDP Steering Committee

The IDP/ Budget Steering Committee will function as the **internal support** structure, (i.e. *the voice of operational / technical officials*) to guide the IDP process throughout the review of the IDP.

It will be comprised of:

- Ndlambe Senior Management officials, and
- The Ndlambe Mayor and
- The Executive Committee.

The IDP/Budget Steering Committee will be chaired by the Municipal Manager.

The main function of this committee is:

- To consider inputs and comments from the various role-players and stakeholders make recommendations on the content of the IDP as well as provide terms of reference for various planning activities.
- To act as an advisory and support structure to the Mayor, as well as providing her with a platform, to in turn provide political guidance and monitor progress of the IDP and Budget process.
- In terms of National Treasury requirements, the municipality has already established a msCOA Budget Steering Committee which comprises of Councillors and officials as prescribed in section 4 (2) of the Budget and Reporting Regulations.

- | |
|--|
| <ul style="list-style-type: none">• Mayor, Mayoral Committee, Municipal Manager,• Chief Financial Officer,• All senior Managers,• IDP Manager,• PMS officer,• Manager Budget and Treasury |
|--|

The terms of reference for the IDP / Budget Steering Committee are as follows:

- Prepares, facilitates and documents meetings
- Verify facts and figures identified in the IDP Representative Forum
- Provides terms of reference for the various planning activities
- Compiles a status quo report in terms of spatial planning
- Commissions research studies
- Considers and comments on the Draft IDP:
 - – Inputs received from sub-committee/s, study teams and consultants
 - - Inputs received from provincial sector departments and support providers
- Processes, summarizes and document outputs
- Makes content recommendations

2.2 IDP Representative Forum

The IDP Representative Forum will function as the **external support** structure, (*the voice of the community and external roles players*) to guide the IDP process throughout the review of the IDP. The IDP Representative Forum will play a key role in the public participation process.

In terms of composition

The IDP Representative Forum is made up of representatives from each of the following structures:

- Ward Structures x 10 (Represented by the Councillor of the ward)
- Mayoral committee members
- Senior Management officials - from each of the directorates of Ndlambe LM
- Registered NGO's / NPO's (including any religious groups)
- The Local Tourism organization
- Local Rate Payers association
- Local Business Chamber / Forum
- Dept of Education
- Dept of Health
- Dept of Social Development
- Dept of Transport
- Dept of Agriculture
- Dept of Water and Forestry
- Dept of Economic Development
- Human Settlements
- Parastatal organizations
- SAPS
- Community Development Workers
- Civils society: with legitimate mandates to attend the IDP Representative Forum

Chairing of the IDP Representative Forum meeting

- The IDP Representative Forum will be chaired by the Mayor.
- Technical facilitation and support will be provided by the IDP Manager.

The terms of reference of the IDP Representative Forum are as follows:

- Serve as consultative forum for public participation
- Represent the interest of the municipality's constituency in the IDP process
- Provide inputs
- Identification of community needs
- Contribute / Share relevant data/ facts and figures
- Serve as an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government

- Ensure communication between all the stakeholder representatives
- Monitor the performance of the planning and implementation process
- Ensure alignment of programmes.

2.3 The Ward Committee

Apart from the formulation of the overall Ndlambe IDP 2025/26, this IDP process plan also makes provision for the formulation of 10 individual ward- based plans.

To this extent the Ward Councilor and his/her ward committee members will serve as the official ward level consultative platform for the collection of issues/ needs within each of the 10 x wards respectively.

Wards Cllrs and committee members will be sufficiently train in terms of IDP and the formulation of ward-based plans.

The ultimate intention of developing 10 individual ward-based plans is to strengthen community involvement. (i.e. to foster robust engagement, buy in and community contribution)

The terms of reference of the ward committee in respect of the IDP and Budget will be to:

- Assist the ward councillor in the identification of service delivery needs and development challenges
- To mobilize communities to attend IDP/Budget meetings
- All committee members must be present at the IDP Community meetings to assist marginalized groups and those who cannot read or write
- Participate in the ward-based planning process
- Prioritize the community inputs and determine the top 3 development priorities of the ward
- Give details on the priority issues and problems
- Monitor the implementation of projects and programmes in the ward.
- Provide regular community feedback sessions,
- Attend the Mayoral Imbizo's outreach as part of the panel of the Mayor.

3 Roles and Responsibilities

As with the preparation of the IDP/Budget, When it comes to the actual formulation of the IDP/Budget, the main roles and responsibilities allocated to each of the internal and external role players are set out in the tables below.

TABLE: ROLES AND RESPONSIBILITIES

3.1 Internal Stakeholders

| Role Player | Roles and Responsibilities |
|--|---|
| Council | <ul style="list-style-type: none"> • Approves and adopts the IDP process plan and budget timeframes • Approves the IDP and Budget • Monitors the implementation of the IDP and budget and considers any amendments. |
| Executive Mayor and Executive Committee | <ul style="list-style-type: none"> • Consider the IDP process plan and timetable and submit it to the council for approval • Overall management, coordination and monitoring of the IDP and budget process. • Assign and delegate responsibilities to the municipal manager. • Submit the draft and final IDP and Budget to Council for approval. |
| Speaker | <ul style="list-style-type: none"> • Overall monitoring of the public participation process • Establishment and oversight of the ward committee system |
| Ward Councillors | <ul style="list-style-type: none"> • Liaison between the public and municipality • Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP process and Budget process • Oversee the public meetings and other engagements in their respective wards • Monitor the implementation of the IDP with respect to their wards. |
| Municipal Manager | <ul style="list-style-type: none"> • Fulfills the duties and responsibilities as delegated by the accounting officer in terms of Section 81 of the MFMA • Manages and coordinates the entire budgeting process • Chairperson of the IDP and Budget steering committee |
| Chief Financial officer | <ul style="list-style-type: none"> • Performs all the budgeting duties delegated by the accounting officer in terms of Section 81 of the MFMA • Manages and coordinates the entire budgeting process • Ensures proper alignment and implementation of the programmes/ projects identified in the IDP |
| IDP Manager | <ul style="list-style-type: none"> • Prepare the IDP process plan and coordinate the implementation thereof • Manage and coordinate the day-to- day activities of the entire IDP process • Facilitate effective engagements for the public and stakeholder participation in all wards |

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> • Represent the municipality at inter-governmental engagements with other spheres of government • Drafting of all IDP documentation • Submit the draft IDP to the MEC for comment • Publish the draft IDP for comment to the public • Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality • Facilitate alignment between the IDP and Budget • Amend the IDP document in accordance with the comments of the MEC |
| Senior Managers | <ul style="list-style-type: none"> • Provide technical and financial information in respect of analyzing the priority issues of communities • Provide technical and budgetary input in respect of the development of operational strategies of the municipality • Preparation of project proposals and business plans for priority projects • Ensure integration of all projects and programmes culminating from the IDP process • Submit project proposals and business plan to the relevant authorities for funding and or technical support • Facilitate the incorporation and updating of all relevant sector plans in the IDP |

3.2 The Municipality and External stakeholders

| | |
|--|--|
| Ndlambe local municipality | <ul style="list-style-type: none"> • Prepare and adopt the IDP • Undertake the overall planning, management and coordination of the IDP process • Consider the comments of the MEC on the IDP and adjust the IDP if necessary. • Ensure the linkage between the IDP and Budget |
| Local Communities, residents and stakeholders | <ul style="list-style-type: none"> • Represent interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committee • Keep constituencies informed on the IDP activities and outcomes. |
| Sarah Baartman District Municipality | <ul style="list-style-type: none"> • Ensure vertical and horizontal alignment of the IDP between the municipality and the district municipality as well as all neighboring municipalities • Facilitate the district wide IDP engagements to foster cross border planning between municipalities and Sarah Baartman District • Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government structured intergovernmental engagements between municipalities and provincial government • Assessment of the MTREF to improve the responsiveness of the budget • Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists. |

| | |
|---|--|
| Provincial Government: Cogta and DLGTA | <ul style="list-style-type: none"> • Ensure horizontal alignment of the municipal IDP with all the relevant provincial sector departments • Facilitate structured inter-governmental engagements between the municipality and provincial government. • Participate in the process through local offices • Assessment of commenting on draft IDPs to strengthen and improve the credibility thereof • Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of the community • Provincial treasury to provides guidelines for the preparation of the budget • Efficient financial management of provincial IDP grants • Monitor the progress of the IDP process • Facilitate resolution of disputes related to the IDP • Assist municipalities in the drafting process where required and • Coordinate and manage the MECS assessment of the IDP's |
| Sector Departments | <ul style="list-style-type: none"> • Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects • Provide sector plans and programmes for inclusion in the IDP |
| National Government | <ul style="list-style-type: none"> • National treasury issues guidelines on the way municipal councils should process their annual budgets • Assist with funding and technical support in respect of projects and programmes emanating from the IDP process. |

4 Mechanisms for Public Participation

The involvement of community stakeholders, viz. community involvement, in the IDP process is one of the main features of a review process.

Participation by all stakeholders ensures that the IDP addresses issues experienced by the communities. The following means of communication will be utilized:

- Meeting and or workshops with the IDP Representative Forum
- Meetings and or workshops with the IDP Steering Committee
- Meetings and or workshops with Ward Cllr and his or her ward committee members/structures
- Municipal website and intranet
- Notices at all municipal offices
- Municipal newsletter's and press releases
- Loud hailing prior to the public meetings
- Adverts in local newspapers
- Radio announcements
- Emails and bulk SMSs to all consolidated municipal databases
- Social media platforms i.e. face book

The adopted Ndlambe Communication Strategy supports the public participation mechanism referred to above.

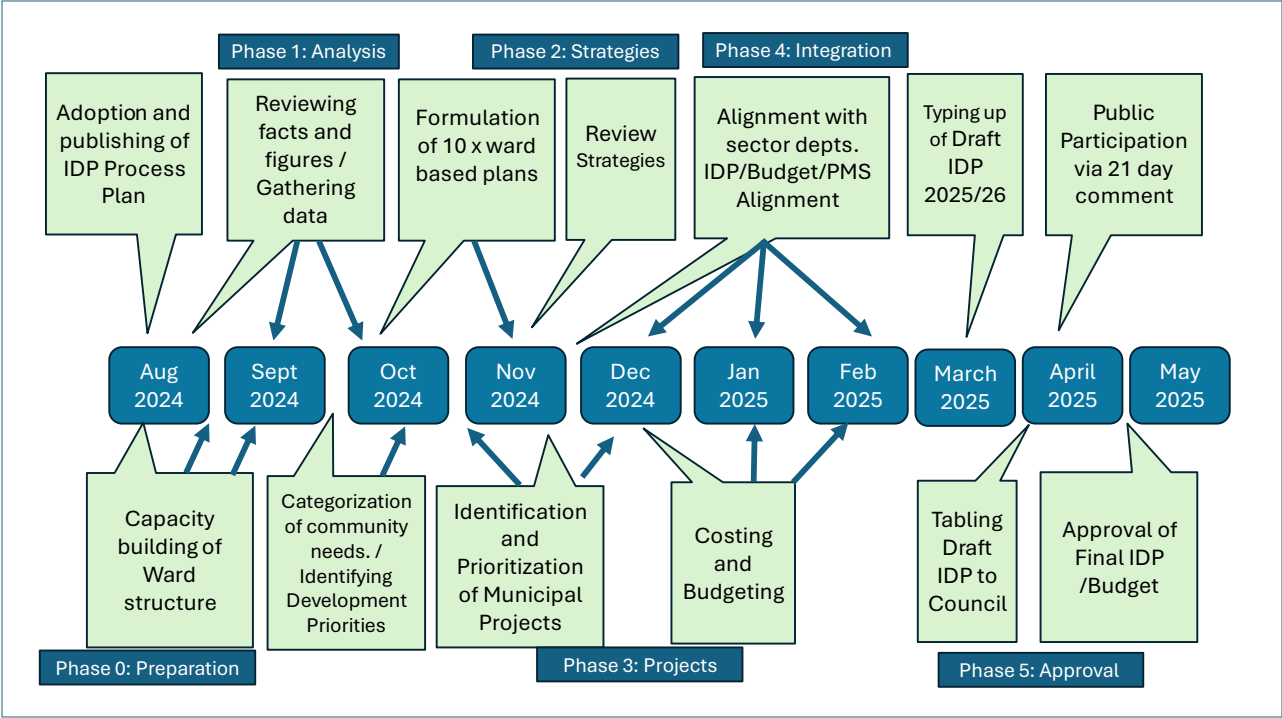
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|-------------------------|---|
| Newspaper publications | <ul style="list-style-type: none"> • To invite comments from the public for the draft IDP. • To ensure the municipality adheres to legislation in terms of publishing notices in the local newspaper. |
| Loud hailing | <ul style="list-style-type: none"> • To alert the community on the IDP process • To ensure that the message is carried out within the community to attend the public participation meetings to identify needs. |
| Ward committee meetings | <ul style="list-style-type: none"> • Ward committees serve as an official specialized participatory structure within the municipality and a mobilizing agent for community action within wards • Ensure constructive and harmonious coordination of ward residents' meetings and other community development forums |
| Mayoral roadshows | <ul style="list-style-type: none"> • To interact with communities in the different wards to keep track of the issues they face as well as give feedback regarding municipal matters |
| Public engagements | <ul style="list-style-type: none"> • Ensure that venues for public meetings is selected in a manner that enables easy access for community members to attend. |

5 Phases of the IDP

The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

| PHASE | ACTIVITIES | DIRECTORATE/STRUCTURE |
|--------------------|--|--|
| Preparation | <ul style="list-style-type: none"> Approval of IDP Process Plan Approval of Budget Process Plan | <ul style="list-style-type: none"> Council |
| Analysis | <ul style="list-style-type: none"> Conduct community needs analysis through a process of public participation | <ul style="list-style-type: none"> Mayor Manager: Development Planning |
| | <ul style="list-style-type: none"> Conduct a socio-economic analysis | <ul style="list-style-type: none"> All directorates |
| | <ul style="list-style-type: none"> Develop ward- based plans | <ul style="list-style-type: none"> IDP Manager Cllrs |
| | <ul style="list-style-type: none"> Conduct an organizational SWOT analysis | <ul style="list-style-type: none"> Municipal Manager |
| Strategy | <ul style="list-style-type: none"> Review strategic objectives | <ul style="list-style-type: none"> IDP manager Municipal Manager |
| | <ul style="list-style-type: none"> Set specific service delivery and development targets | <ul style="list-style-type: none"> PMS All directorates Council |
| | <ul style="list-style-type: none"> Review all sector plans | <ul style="list-style-type: none"> All directorates |
| Projects | <ul style="list-style-type: none"> Identify projects /programme that will address the issues identified per ward and at municipal level | <ul style="list-style-type: none"> IDP manager Municipal Manager |
| | <ul style="list-style-type: none"> Link project to budget allocation | <ul style="list-style-type: none"> IDP and Finance |
| Integration | <ul style="list-style-type: none"> Horizontal and vertical alignment with other spheres of government | <ul style="list-style-type: none"> All directorates |
| | <ul style="list-style-type: none"> Actively participate in relevant inter-governmental engagements | <ul style="list-style-type: none"> Council All directorates |
| Approval | <ul style="list-style-type: none"> Apply all legislative requirements to ensure the credibility of the IDP process | <ul style="list-style-type: none"> Council |

The diagram below illustrates the phases of the drafting of the 2025/26 IDP Review with key Milestones



6. Intergovernmental Alignment

6.1 Alignment of the IDP, Budget, and Performance management

The IDP process plan 2025/26 aligns the IDP, Budget process and PMS to adhere to the legislative requirements. The linkages of the 3 processes are summarized in the following diagram.

6.2 Horizontal and Vertical Alignment

Sarah Baartman has established a District IDP Engagement Forum which is attended by the Dept of Co-operative Governance, Human Settlements and Traditional Affairs and the Office of the Premier to provide strategic direction in terms of IDP's.

The IDP preparation process utilize this forum to ensure vertical and horizontal alignment.

6.2.2 Alignment with Sector Departments

Alignment with sector departments is essential to ensure that the priorities of Ndlambe Local Municipality can be reflected in their prioritization process, as well as their projects can be reflected in the IDP document.

7. Time Schedule Annexures

| Activity Time Schedule | Annexure | Comments |
|--|-------------------|---|
| IDP 2025/26 | Annexure A | <p>This document is IDP specific.</p> <p>It provides a detailed breakdown of activities and time frames for the formulation of a</p> <ul style="list-style-type: none"> • Municipal level IDP as well as • 10 x individual ward-based plans • Key points of intersection |
| IDP Budget Process Plan 2025/26 | Annexure B | <p>This document makes provision for all MFMA key activities / milestones and time frames, that relate to the Budget + IDP + PMS + SDBIP processes.</p> |
| PMS 2025/26 | Annexure C | <p>This document is PMS/SDBIP specific.</p> <p>It provides a breakdown of specific PMS and SDBIP related activities and regulations that needs to be adhered to.</p> |