



MATATIELE

LOCAL MUNICIPALITY

2019/2020 IDP/BUDGET PROCESS PLAN

Contents

1. Introduction.....	2
2. IDP Review	2
2.1. The Annual budget	2
2.2 The IDP Development Approach	3
3. Framework Plan.....	Error! Bookmark not defined.
4. Institutional arrangements.....	3
4.1 Steering Committee.....	3
4.2 IDP Representative Forum.....	4
4.3 IDP Project Task Teams	Error! Bookmark not defined.
5. Roles and Responsibilities	6
6. Mechanism for Community and Stakeholder Participation	8
6.1 PROCEDURES/ PROCESSES FOR PARTICIPATION.....	9
6.1.1 Representative Forum (RF).....	9
6.1.2 Council Approval.....	9
6.1.3 Newspapers	9
6.1.4 Information Sheets	9
7. Mechanism for Alignment	9
9. Monitoring.....	14
10. Binding legislation, policies, and planning requirements at National and Provincial Levels	14
11. Projects Identification	14
12. Adoption of the IDP/Budget by the Council.....	15
13. Conclusion	15

1. Introduction

In terms of Section 25 of the Municipal Systems Act (MSA) 2000, all municipalities have to undertake an Integrated Development Planning Process. The Integrated Development Plan is a legislative requirement. It has a legal status which supersedes all other plans that guide development at local government level.

The Municipal Systems Act, No 32 of 2000 and the Municipal Finance Management Act No. 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process; and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Mayor must also coordinate the annual revision of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget.

Matatiele Local Municipality is in the process of developing the 2nd IDP Review, for the financial year 2019/2020. This plan will be adopted by the Council on the first Council meeting starting in July 2018/2019 financial year, as guided by Section 28 of the Municipal Systems Act 32 of 2000. Integrated Development Plans are not developed to inform the municipalities only, but are supposed also to guide the activities of any agency, all spheres of government, NGOs and CBOs, private sector, parastatals and any other interested entity within and outside the municipal area.

2. IDP Review

The annual IDP review process relate to assessing the municipality's performance against organisation objectives as well as the progress on the implementation of the IDP; as guided by section 34 of the Municipal Systems Act. An IDP is reviewed in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP. The annual revision of the IDP must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

An IDP is therefore be reviewed in order:

- To ensure its relevance to the Municipal strategic plans
- To inform other components of the municipal business process, including institutional and financial planning and budgeting.
- To inform the cyclical intergovernmental planning and budgeting cycles
- To reflect the impact of successes as well as corrective measures to address challenges.

2.1. The Annual budget

The annual budget and the IDP processes are linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and section 21 (1) of the municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must –

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for

- i. The preparation, tabling and approval of the annual budget;
- ii. The annual review of –
 - a) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and
 - b) The budget related policies.
- iii. The tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
- iv. The consultative processes forming part of the process referred to in subparagraphs (i),(ii)and(iii).

This document constitutes the process plan for the 2019/2020 IDP review 2017 and 2019/2020-2021/2022 budget formulation for the Matatiele Local Municipality and essentially fulfils the function the planning, drafting and adoption of the IDP Review and Budget; outlining the process to be followed in a simple and transparent manner; what should happen, when, by whom?

2.2 The process plan Development Approach

In order to ensure certain minimum quality standards of the IDP Development process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Development Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps; and
- 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.

4. Institutional arrangements

This section outlines the internal processes and arrangements by Matatiele Local Municipality. Before the development process commences, it is important that certain institutional arrangements be put in place to ensure that the process is managed well.

4.1 Steering Committee

The IDP Steering committee of Matatiele Local Municipality comprises of the Municipal Manager and General Managers, IDP Coordinator and Middle Managers, administrative assistants in the IDP Unit, Alfred District Municipality and Provincial Sector Departments. It is essentially made up of the stakeholders who are “providers “of services to the communities. The IDP STEERING committee thus forms a critical structure in the IDP Process. For the 2019/2020 process; the steering committee Meetings will be held in conjunction with the Inter-Governmental Relations (IGR) forum meetings. Both structure require the more or less, the same stakeholders. This arrangement has been put in place to encourage full participation of sector departments in the IDP process. The Steering Committee will perform amongst the following activities which guide as terms of reference for the functioning of the committee: meeting is scheduled to sit Quarterly.

IDP Steering Committee	Current Role	Envisaged Role
	<p>Responsible for the establishment of the IDP Representative Forum by:</p> <ul style="list-style-type: none"> • Defining TOR and criteria for members of the IDP Representative Forum • Informing the public (issue an advertisement) about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/ community groups (organized and unorganized) indicating goals, objectives, activities, numbers, and constitution. • Processes, summarizes and documents outputs of the IDP • Makes content recommendations. • Prepares, facilitates and documents IDP steering committee meetings in the form of minutes for compliance with legislation. • Develop the programme for Consultation process of Communities and any other stakeholders. 	<ul style="list-style-type: none"> • Facilitate the development of the IDP • Facilitate the filling of identified gaps • Approve nominated persons to be in charge of different roles, activities of the process of preparing draft and the final document (IDP) •

4.2 IDP Representative Forum

The IDP Representative Forum (RF) for Matatiele Local Municipality will be established through a process where all interested and affected stakeholders will be invited to participate in the IDP development process. The approach will ensure that all stakeholders within Matatiele local municipality and within the district municipalities are fully represented in the IDP Representative Forum.

The Rep Forum must also have full representatives from all Spheres of Government with emphasis on Provincial Government Departments and those sector departments located within the district and also government parastatals such as Eskom, Telkom and Government Agencies such as ECDC, ECATU, SALGA, ANDA etc. The Rep Forum is reviewed on an annual basis to ensure that it is continuously effective to ensure sustainable planning and service delivery within the Municipality.

The Invitation will be publicized on the local newspapers, on the notice boards, or in the local community radio to inform community members of the IDP Preparation and further invitation of interested parties to form part of the Representative Forum to ensure wider representation and the need for continued participation in the IDP process through the Representative Forum to ensure that the final IDP is reflective and inclusive of all needs and programmes of all parties.

The IDP Representative forum will therefore work in terms of the Terms of Reference; in terms of section 15 of the Local Government: Municipal planning and performance regulations (NO.796, 24 August 2001). The terms of reference will be adopted by council in July.

The forum shall include the following representatives (but not limited to these):

- Members of the executive committee of the council
- Ward Councillors including district councillors
- Traditional leaders
- Ward committee representatives from the IDP and LED sector
- Ward support assistants
- Community development workers
- Heads of departments and senior officials from municipal and government department
- representatives from organised stakeholder groups
- People who fight for the rights of unorganised groups – e.g. A gender activist
- Resource people or advisors
- Community representatives (e.g. youth forums)

The purpose of this forum is to:

- Provide an opportunity for stakeholders to represent the interests of their constituencies.
- Provide a structure for discussion, negotiations and joint decision making
- Ensure proper communication between all stakeholders and the municipality
- Monitor the planning and implementation process

The IDP Representative forum will therefore work in terms of the Terms of Reference; in terms of section 15 of the Local Government: Municipal planning and performance regulations (NO.796, 24 August 2001). The terms of reference will be adopted by council in July. These ToR's will provides details on:

- Meetings – frequency and attendance
- Agenda, facilitation and recording of proceedings
- Understanding the role of various stakeholders as representatives of their constituencies
- How feedback to constituencies will take place
- Required majority for decisions to be taken
- How disputes will be resolved

For the 2019/2020 IDP review process; the IDP representative forum is scheduled to sit four (4) times.

4.4 IDP /Budget Community Outreach

In accordance with chapter four (4) and section 29 of the Municipal Systems Act 32 of 2000, the municipality is required to follow the appropriate mechanisms of involving the community in its processes of developing an IDP.

For the 2019/2020 IDP and Budget Processes; MLM will conduct two (2) community outreaches

- The first being the IDP community outreach; which is held during the situational analysis phase of the IDP. This outreach focuses on the needs analysis.
- The second outreach is the Budget outreach, which is held upon the tabling of the draft Budget. This outreach focuses on giving the communities the opportunity to comment on the draft budget before adoption.

5. Roles and Responsibilities of structures

The roles and responsibilities during the IDP and Budget development process are outlined below as follows:

Structure(s)/Person(s)	Roles & Responsibilities
Council	<ul style="list-style-type: none"> -Adopts and approve the IDP and Budget Framework and Process Plans. -Responsible for the overall management, coordination and monitoring of the IDP development processes. -Approves the municipal budget and other IDP Sector Plans and Policies in line with the IDP.
The Mayor	<ul style="list-style-type: none"> -Gives direction on Process Plan for IDP development -Provides political guidance and leadership for both IDP and the budget processes.
EXCO Members	<ul style="list-style-type: none"> -Responsible for providing the overall management, coordination and monitoring of the process of the IDP development. -Recommends the approval of the IDP and Budget to Council
Municipal Manager	<ul style="list-style-type: none"> -Manages and coordinates the whole process. -Ensures that all departments fit in the organizational vision. -Ensures that resources are allocated accordingly and well managed. -Chairs the IDP steering Committee. -Ensures that Performance Management and valuations are done on a quarterly basis.
IDP Coordinator	<ul style="list-style-type: none"> -Works closely with the EDP GM and Municipal Manager in ensuring that the Council vision is met. - Undertakes the overall management and co-ordination of the planning process, -Ensures alignment and compliance with the legislative framework, IDP guidelines and Sector Departments. -Offers strategic guidance and management to the IDP development process. - Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with and satisfies sector-planning requirements -Ensures that implementation takes place within the available resources. -Ensures that all relevant stakeholders are appropriately involved.

		<ul style="list-style-type: none"> - Responds to comments on the draft IDP from public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council.
IDP committee	Steering	<ul style="list-style-type: none"> - Defining TOR and criteria for members of the IDP Representative Forum -Informing the public (issue an advertisement) about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/ community groups (organized and unorganized) indicating goals, objectives, activities, numbers, and constitution. -Processes, summarizes and documents outputs of the IDP -Makes content recommendations. -Prepares, facilitates and documents IDP steering committee meetings in the form of minutes for compliance with legislation. -Develop the programme for Consultation process of Communities and any other stakeholders.
Budget Committee	Steering	<ul style="list-style-type: none"> -Ensures alignment of proposed budget with IDP; -Ensures that sufficient funding is provided on the budget for projects as per IDP; -Records realistic revenue and expenditure projections for current and future years; -Take cognisance of national, provincial budgets, DORA and national fiscal and macro-economic policy.
IDP Forum	Representative	<ul style="list-style-type: none"> -Represents the interests of the constituencies in the IDP Planning and Review Processes. -Ensures communication and participation from all stakeholders in municipal planning and decision making. - To contribute by providing relevant information on provincial sector department plans, programmes, budgets, objectives, strategies and projects. -Assists in projects and budgeting linkages or alignments.
Communities		<ul style="list-style-type: none"> -Participate in the IDP Rep Forum -Identify and priorities their needs through guidance by municipalities. -Discuss and comment on the draft IDP and Budget documents
Private Sector		<ul style="list-style-type: none"> -Participate and ensures inclusion of their projects and programmes in the IDP of the municipality -Provide information on the opportunities that the communities may have in the private sector.

Traditional Leaders	-Traditional Leaders should work closely with ward councillors to identify priority developmental issues within their communities -Facilitate community consultation in collaboration with ward councillors
Other Community Organisations (FBOs, CBOs, Interested Groups and others)	-Participate in the process to ensure that interests of structures they represent are considered within the municipal planning process (IDP and Budget).
Ward committees, ward support Assistants and CDW'S	-provide records of community challenges and needs -provide support with the outreach logistics -disseminate information to the communities

6. Mechanism for Community and Stakeholder Participation

Chapter 4 Section 16(1) of the Municipal Systems Act 32 of 2000 as stipulates that municipalities must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance that encourages and create conditions for the local community to participate in the affairs of the municipality. This includes involvement of communities in the following:

- i. The preparation, implementation and review of the Municipal Integrated Development Plan in terms of Chapter 5 of Municipal Systems Act as amended;
- ii. The establishment, implementation and review of the Municipal Performance Management System in Terms of Chapter 6 of the Municipal Systems Act as amended;
- iii. The monitoring and review of the municipal performance including the outcomes and impact of such performance;
- iv. The preparation of the municipal budget; and
- v. Strategic decisions relating to the provision of municipal services in terms of Chapter 8 of the Municipal Systems Act 32 of 2000
- vi. Identification of Key Performance indicators.

Municipalities and other government departments have a constitutional mandate to encourage the involvement and participation of community organizations in the matters of local government.

For the 2019/2020 processes, MLM will adopt the following mechanisms for participation:

a) IDP Representative Forum

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process.

b) Media

Local newspapers and Information brochures will be used to inform the community about of the progress of the planning phase.

The following methods will be used for advertising IDP processes:

1. Newspaper: local newspapers.
2. Municipal news letter
3. Lifts and Pamphlets
4. Notices at public institutions (libraries, schools, churches, municipal offices etc.)
5. Community radio

6.1 PROCEDURES/ PROCESSES FOR PARTICIPATION

6.1.1 Representative Forum (RF)

The representative forum will sit four times. The first RF meeting will involve a presentation of the Process Plan. It will also capture the progress made in terms of projects since the approval of the IDPs.

6.1.2 Council Approval

It is proposed that in a Council Meeting open to public, the Council adopts the Draft IDP documentation by end of the month of March each year. Council will also approve the various Sector Plans of the IDP on their completion. The Council in a meeting open to public will approve final IDP and Budget by end of May each year.

6.1.3 Newspapers

The adopted first Draft and Final IDP will be published in the local newspapers, notice boards, public facilities or community radio.

All notice for outreaches and IDP representative forums will be published in local papers.

The newspapers to be used are Fever newspaper and Pond news. These are available weekly and reach a wider demographic.

6.1.4 Information Sheets

At the completion of each of the Sector Plans, as well as the sections of the IDP, an information sheet will be prepared for update of all stakeholders. The members of the Representative Forum shall assist with distribution of these information sheets. The information sheets will cover an executive summary of the completed sector plan or phase of the IDP. This will ensure that communities are kept updated on the progress of IDP preparation.

7. Mechanism for Alignment

Both **horizontal and vertical alignments** will be ensured in the IDP process. The horizontal alignment will be between the district and Matatiele Local municipality to ensure that planning activities and processes are coordinated and addressed jointly. Vertical alignment on the other hand will be between local government, the province and national governments as well as parastatals or service providers to ensure that the IDPs are in line with the national and provincial policies and strategies, so that it is considered for the allocation of departmental budgets and conditional grants.

To manage alignment, the Municipal Manager will play a major role in coordinating information from all clusters. The Municipal Manager will ensure that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment.

Sector departments should also be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for information sharing and progress reporting on all programmes planned and implemented in the local municipality. Sector Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs.

IDP review programmes or actions from the Provincial Departments, e.g. COGTA Should be aligned with the activities as reflected in the municipal process plans.

2019/2020 IDP/BUDGET PROCESS PLAN SCHEDULE OF MEETINGS

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
	Ordinary Council Meeting (Adoption of IDP Process Plan)	Municipal Manager/CFO/ EDP General Manager	30 July 2018
	First Advert for IDP Rep-Forum meeting	IDP/M&E Unit	03 August 2018
	Submit Process Plan to National Treasury and Provincial Treasury	MM/CFO	07 August 2018
	Draft Annual Performance Report to be inclusive of the Annual Financial Statements to Audit Committee	MM/CFO	14 August 2018
	1 st IDP Steering Committee- held quarterly in conjunction with the IGR meeting 1 st IDP Representative Forum meeting -Workshop on roles and responsibilities of the forum	The Hon. Mayor Municipal Manager EDP General Manager	15 August 2018
	Submit Annual Performance Report to AG	Municipal Manager	31 August 2018
SITUATIONAL ANALYSIS			
	All IDP sector plans to be reviewed to commence situation analysis	All Section 57 Managers	05 September 2018
	Advert for IDP Community Outreach	Honorable Mayor, Municipal Manager, EDP Manager	07 September 2018
	Issue GM's with Budget Assumptions, Policy Guidelines and instructions as well as the IDP planning guidelines and requirements	Municipal Manager /CFO/IDP Unit	10 September 2018
	IDP Community Outreach	Honorable Mayor, Municipal Manager, EDP Manager	17-20 September 2018
	2 nd Advert for the IDP Rep-Forum	IDP Unit	05 October 2018
	2 nd IDP Steering Committee -held quarterly in conjunction with the IGR meeting 2 nd Rep Forum <ul style="list-style-type: none"> • For presentation of draft Status Quo report: Service Delivery Achievements and Identified gaps • Presentation of Community needs Presentation of status quo on IDP sector plans	The Hon. Mayor/ Municipal Manager EDP General Manager	18 October 2018
	Submission of budget requests from Municipal departments	All section 57 Managers	31 October 2018
EXCO SITTING	Draft IDP Status Quo Report to EXCO	The Hon. Mayor/ Municipal Manager EDP General Manager	06 December 2018
COUNCIL SITTING	Draft IDP Status Quo Report to Council for Noting	Hon. Mayor, Municipal Manager IDP/M&E Manager	13 December 2018
STRATEGIC PHASE			
	• <u>Presentation of the Adjustment budget to Management Team Meeting</u>	CFO	08 January 2019
	• Mid-Year Workshop		08 - 11 January 2019

	<u>All Mid-year reviews and proposals finalized and submitted to the Municipal manager</u>	<u>ALL Départements</u>	16 January 2018
	<ul style="list-style-type: none"> Departmental Mid-year Assessment reports to reach the Municipal Managers Offices Municipal Adjustment Budget, departmental request consolidated by Budget & Treasury 	All Section 57 Mangers <u>CFO</u>	18 January 2019
EXCO SITTING	Tabling of Annual Report and Mid-Assessment report to EXCO	Municipal Manager	22 January 2019
COUNCIL SITTING	Tabling of Annual Report, Mid-Term Assessment report and the Revised SDBIP	The Hon. Mayor/Municipal Manager	29 January 2019
STRATEGIC PLANNING PHASE	<u>Departmental Strategic Planning Sessions</u>	<u>STANCO'S</u>	21- 25 January 2019 (STANCO's to choose suitable date)
	Review of Budget policies e.g. Budget, Tariffs of charges, Property Rates, Supply Chain Management, Indigent, Dept. Collection and Credit Control.	CFO	21-25 January 2019
	<u>Strategic Plan Session</u> <ul style="list-style-type: none"> <u>Evaluate the status quo</u> <u>Formulate Strategies and Indicators</u> <u>Review of Policies</u> <u>Align indicators with Performance framework</u> 	Municipal Manager ALL Section 57 Managers IDP Unit	04- 08 February 2019
PROJECT AND INTERGRATION PHASE			
INTEGRATION	Integrate - interdepartmental & sector projects	All Sector Departments IDP Unit	18-22 February 2019
	Integrate all IDP sector Plans		
	Third Advert for the Rep Forum Meeting	IDP Unit	01 March 2019
	BTO Steering Committee Meeting	BTO STANCO Chairperson and CFO and GMs	13 March 2019
	<u>3rd Steering Committee</u> - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager EDP General Manager	
	<u>3rd Representative Forum Meeting</u> <u>Presentation of Strategies & Projects</u>		14 March 2019
EXCO SITTING	Draft IDP and Budget to EXCO	Municipal Manager/CFO / EDP General Manager	20 March 2019
COUNCIL SITTING	Table Draft IDP and Budget to Council	The Hon. Mayor Municipal Manager EDP General Manager	28 March 2019
	Tabling of Annual Report and Oversight report for Adoption by council.	The Hon. Mayor/Municipal Manager	
SUBMIT FOR MEC COMMENTS	Forward Draft IDP/ Budget to Department of Local Government & Traditional Affairs for MEC comments and relevant departments for comments	BTO/EDP General Manager/ IDP Unit	03 April 2019
	Advertise draft IDP, Draft Budget, Outreach Programme & Tariffs	EDP General Manager/CFO BTO/ IDP Unit	29 March 2019
	IDP/Budget Outreach	EDP General Manager/CFO BTO/ IDP Unit	08-11 April 2019
	Forth Advert for the IDP Rep Forum Meeting	IDP Unit	03 May 2019
	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chair Person Budget & Treasury Standing Committee/CFO	06-09 May 2019
	<u>4th IDP Steering Committee</u> - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager EDP General Manager	

	4 th IDP Rep Forum		15 May 2019
	BTO steering Committee Meeting	BTO STANCO Chairperson and CFO	17 May 2019
EXCO SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manger	23 May 2019
COUNCIL SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manger CFO	30 May 2019
PUBLICISING	Advertise the Approved IDP, Budget and Tariffs	BTO/EDP General Manager/IDP Unit /CFO	07 June 2019
SUBMISSION	Submit to relevant Stakeholders	IDP BTO	03 -10 June 2019

9. Monitoring

Monitoring in the context of IDP development refers to the gathering of data and the subsequent organizing of data into sets of information about certain actions/situations throughout the year.

The following three main bodies of information are important as input to the review process:

- Information about the achievement of objectives set in the IDP
- Information on the implementation of programmes and projects by all spheres of government through a series of indicators such as completion time frames, use of resources, etc.
- New or changed information such as:
 - Baseline data on demographics
 - New policy and legislation
 - Budget information from external sources and municipal budget reviews
 - New development and trends
 - Changes in the existing situation due to unexpected events such as natural disasters
 - New investment opportunities
 - Inputs from stakeholders

This information needs monitoring and recording throughout the year for consideration in the overall process. MLM has a responsibility to monitor the own Process Plan and to ensure that the District Framework is properly followed.

If deviation from the Framework process plan is experienced, the following procedure should be adhered to:

- Matatiele Local Municipality will inform the District on deviations from the Action Plan that affect district-wide activities.
- The District Municipality have to be consulted and agree on the framework before it can be amended.
- The process plan will be tabled to council again for the amendments.

10. Binding legislation, policies, and planning requirements at National and Provincial Levels

The legislations and imperative, including provincial and national programmes should be taken into consideration in the process of developing/reviewing the IDPs.

11. Projects Identification

- Projects especially infrastructure related, should be informed by the available sector plans, namely Spatial Development Frameworks, Integrated Waste Management Plan, Disaster Management Plan, Water Service Development Plan, Sanitation Master Plan and Comprehensive Infrastructure Plan, Integrated Transport Plan etc.
- Projects must be informed by the ward based plans and inputs form community feedback sessions
- The Matatiele Local Municipality's IDP unit will assist and guide line departments in project identification.
- The identified projects should also cater for vulnerable people, e.g. the youth, elderly, disabled and women. The projects must also address the issue of Expanded Public Works Programme in all sectors.
- Projects identification or allocation of resources should be in line with identified levels of service backlogs per municipality.

- Projects from sector department should also be informed by community issues and services backlogs as informed by Matatiele Local Municipality.

12. Adoption of the IDP/Budget by the Council

The revised IDPs and Budget documents will be finally adopted by the municipal councils by the 31st of May each year.

13. Conclusion

The outlined Programme with timeframes, monitoring, alignment, binding legislations, policies and planning requirements as well as projects identification and amendment of framework will have to be followed by Matatiele Local Municipality in the planning, drafting and adoption of the 2019/20 IDP Review and the 2019/20 -2021/22 Budget.