

ITEM 87/2021

IDP PROCESS PLAN 2021/2022 FOR PLANNING ANNUAL BUDGETING, AND REPORTING (2022/2023 IDP REVIEW PROCESS):

VIRTUAL SPECIAL COUNCIL MEETING: 28 SEPTEMBER 2021

1. PURPOSE:

The purpose of the item is to obtain Council approval of the IDP Process Plan (2021-2022) for planning Annual Budgeting and Reporting as prescribed by Section 34 of Local Government: Municipal Systems Act (Act 32 of 2000) read with Section 21 & Circular 63 of Local Government: Municipal Finance Management Act (Act 56 of 2003).

2. BACKGROUND & DISCUSSION:

In terms of Section 34 of the Local Government: Municipal Systems Act (Act 32 of 2000) stipulates that 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 integrated development plan in accordance with the prescribed process.

The review process will ensure that the IDP is strategically aligned, relevant, participatory, integrated and implementation oriented.

In terms of Section 21 of the Local Government: Municipal Finance Management Act (Act 56 of 2003) in line with budget preparation process stipulates that:

- (1) The mayor of a municipality must –
  - (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget related policies are mutually consistent and credible;
  - (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-

- (i) the preparation, tabling and approval of the annual budget
  - (ii) the annual review of
    - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
    - (bb) the budget-related policies;
  - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
  - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
- (2) When preparing the annual budget, the mayor of a municipality must-
- (a) take into account the municipality's integrated development plan;
  - (b) take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;
  - (c) Take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;
  - (d) consult-
    - (i) the relevant district municipality and all other local municipalities within the area of the district municipality, if the municipality is a local municipality;
    - (ii) all local municipalities within its area, if the municipality is a district municipality;
    - (iii) the relevant provincial treasury, and when requested, the National Treasury; and
    - (iv) any national or provincial organs of state, as may be prescribed; and
  - (e) provide, on request, any information relating to the budget-
    - (i) to the National Treasury; and

- (ii) subject to any limitations that may be prescribed, to-
  - (aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;
  - (bb) any other national and provincial organ of states, as may be prescribed; and
  - (cc) another municipality affected by the budget.

The IDP has to be reviewed annually in order to ensure that the budget is informed by the priorities of Communities and Stakeholders.

Further, the IDP has to be reviewed annually to inform other components of the Municipal process including Planning and Budgeting and Implementation to:

- Ensures proper integration and alignment either within a Municipality or between Municipalities and the District Municipality.
- Inform Inter- Governmental Planning and Budgeting Cycle.
- Reflect the changing Internal and External circumstances impacting on priority issues, objectives, strategies and projects/ programmes of the IDP.
- Address the MEC's comments and shortcomings in the comprehensive IDP compilation.
- Incorporate improvements in the review based on Community input.

The first step in the budget preparation process is to develop a timetable of all key deadlines relating to the budget and to review the municipality's IDP and budget-related policies, to be tabled by the Executive Mayor for Council adoption by 31<sup>st</sup> August 2021 (*ten months before the commencement of the Next Financial Year - 2022-2023*).

In terms of Annual Reporting: -

- The annual report process should also be included in the schedule of key deadlines tabled by the Executive Mayor to Council on 31<sup>st</sup> August each year as per MFMA Circular 63.
- MPAC should table an oversight report by the end of October with recommendations for amendments and corrections.

- Oversight reports to be tabled in Council by December and, the Annual report together with the oversight report from the Municipal Council must be submitted immediately after being tabled in Council to Gauteng Provincial Treasury and Gauteng COGTA.
- The municipality is required to ensure that the Annual report is published on the municipal website as required by MFMA Section 75.

Attached as Annexure A is an IDP Process Plan aligned to the District Framework for the period August 2021 to June 2022 for 2022-2023- Financial Year; Annexure B is the Proposed Budget Time Table for 2021-2022 to 2022/23 Financial Year.

**3. ORGANISATIONAL AND PERSONNEL IMPLICATIONS**

None.

**4. FINANCIAL IMPLICATIONS**

None.

**5. COMMUNICATION IMPLICATIONS**

None.

**6. CONSTITUTIONAL AND LEGAL IMPLICATIONS**

The item is submitted in accordance with the legislative requirements.

**7. OTHER DEPARTMENTS AND BODIES CONSULTED**

Legal & Secretariat  
Finance and  
West Rand District: IDP Directorate

**RECOMMENDED:**

- i) That the IDP Process Plan (2021-2022) for planning Annual Budgeting and Reporting be approved in terms of the provisions of Section 34 of Local Government: Municipal System Act, 32 of 2000 read with Section 21 & Circular 63 of Local Government: Municipal Finance Management Act, 56 of 2003.
- ii) That Council approves the IDP activities and Time-Frames aligned to the District Framework for the period August 2021 to June 2022 for (2022-2023) financial year attached as Annexure A.

- iii) That Council approves the Proposed Budget Time Table for 2021-2022 to 2022-2023 Financial Year attached as Annexure B.