



SEKHUKHUNE
District Municipality

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PROCESS/FRAMEWORK PLAN

FOR NEW IDP 2016-2021

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1. Introduction

Section 25 (1) of the Local Government: Municipal Systems Act 32 of 2000 stipulates that 'each municipal council must, within a prescribed period after its elected term, adopt a single, inclusive and strategic plan for the development of the municipality'. The above section also mentions that an Integrated Development Plan has the following functions:

- (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) Forms the policy framework and general basis on which annual budgets must be based;
- (d) Complies with the provisions of this Chapter (chapter 5 of the above Act); and
- (e) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of section 34 of the Municipal Systems Act, 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 4(i), and
 - (ii) to the extent that changing circumstances so demand, and
- (b) may amend its integrated development plan in accordance with a prescribed process.

Preparation of the IDP/Budget and its review must follow certain processes, procedures and institutional arrangements summarily called 'IDP/Budget process plan'. In terms of the District Municipalities, Section 27 of the Municipal Systems Act stipulates that a Framework (plan) must be adopted for the whole area. This Framework must guide the process plans of the local municipalities in the whole District Area as well as identifying the relevant legislation, principles and matters of alignment among the District and the local municipalities. The framework plan must be agreed upon by both local municipalities and district municipality. It is therefore against these requirements that it is important to develop the IDP Review framework or approach to ensure coordination and alignment in the whole IDP review process. The framework plan and process plan are here combined into one for ease of reference as they are both required for the District.

The Municipal Systems Act regulates the preparation of an IDP Process Plan to ensure compliance with certain minimum quality standards of the IDP process and that proper coordination between and within spheres of government occurs within this process. The preparation of a Process Plan, which essentially is the IDP Process set in writing, requires adoption by Council and includes the following:

- A program 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.
- Legally binding plans and planning requirements to be met within the context of the IDP and the IDP process.
- Mechanisms and procedures for vertical and horizontal alignment.

Moreover, Municipal Finance Management Act No 56 Of 2003 (MFMA) Section 21 states that the Mayor of a municipality must at least 10 months before the start of the financial year table in the municipal council a time schedule outlining key deadlines for preparation; tabling and approval of the annual budget and the annual review of the IDP/Budget.

This document presents the framework and the process that will be followed during the compilation of the IDP/Budget for a five year term of council from 2016-2021. The report outlines the process's legislative framework; organizational structures responsible for the implementation of the process plan and management of the IDP/Budget processes; mechanisms and procedures for community participation and the key deadlines of the activities that are leading to the approval of the IDP/Budget.

2. Improvement on the IDP/Budget Process

Learning from the past experience, it is important to review the process plan where there's a need for improvement and adjustment. It is therefore important to highlight institutional issues, process issues and content issues that the review process should incorporate to ensure that IDP process is:

- Strategic
- Implementation oriented
- Participatory
- Integrated

Based on the above, this process may include issues such as:

2.1. Institutional issues

- ✚ This might include revisiting the nature and terms of reference of existing IDP structures to ensure their functionality.

- ✚ Process issues include looking at the overall events and processes as they transpired during the IDP process. This also includes mechanisms to ensure co-ordination and overall alignment process.

2.2. Content issues

- ✚ Creation of strategies to tackle new challenges
- ✚ Improved in-depth analysis of priority issues
- ✚ Improving content of project proposals and identification.
- ✚ Reprogramming and reprioritizing projects based on improved information and availability of funding.
- ✚ Sector plans and integrated programs reviewed and improved.

3. Legislative Framework

The following are the legislative frameworks, policies and planning requirements for IDP/Budget processes:

- Municipal Systems Act(MSA), No. 32 of 2000
- Municipal Planning and Performance Management Regulations, 2001
- Municipal Finance Management Act, No.56 of 2003
- The Constitution of the Republic of South Africa (Act 108 of 1996)
- Limpopo Economic Growth and Development Strategy
- National Spatial Development Perspective
- Water Services Act
- Limpopo Province Spatial Rationale
- White Paper on Local Government
- Local Government Municipal Systems Act (Act 32 of 2000)
- Local Government Municipal Structures Act (Act 117 of 1998) and its amendments
- Property Rates Act
- Land Use Management Bill
- Housing Act (107 of 1997)
- National Environmental Management Act
- Environmental Conservation Act
- National Heritage Resources Act
- Development Facilitation Act
- Townships Ordinances
- National House of Traditional Leaders Amendment Act
- Intergovernmental Relations Framework Act
- Disaster Management Act
- Public Finance Management Act

- ABET Act
- Skills Development Act
- Discrimination Act
- National Sports and Recreation Act
- Rental Housing Act
- National Water Act
- Preferential Procurement Policy Framework Act
- Skills Development Leviers Act
- Public Service Amendment Act
- Employment Equity Act

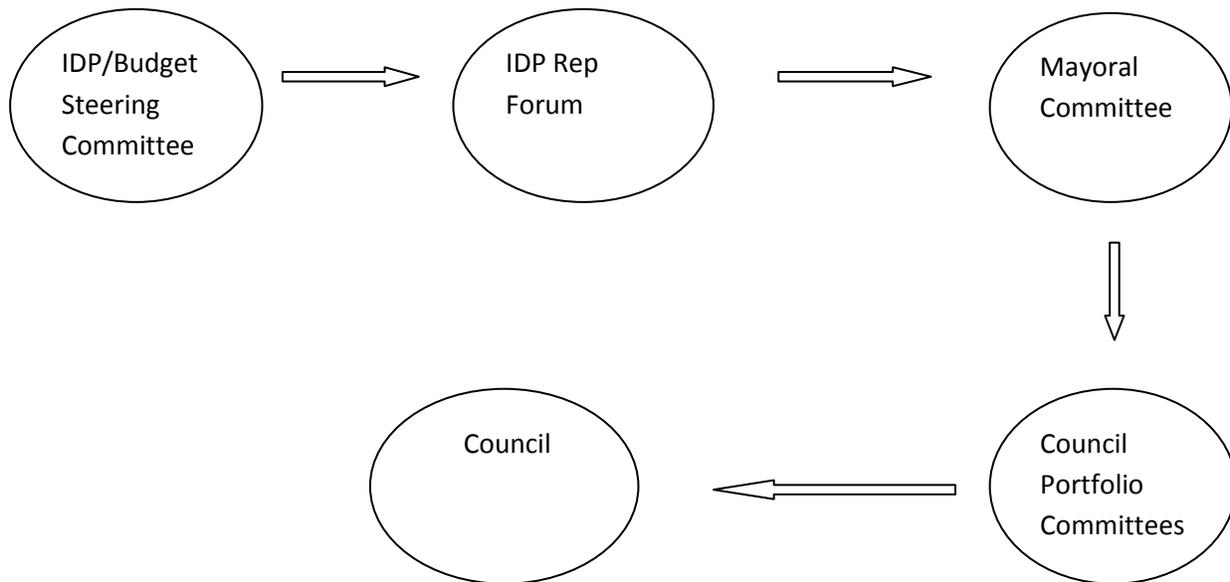
Chapter 5, Section 26 of the MSA indicates the core components of an IDP and that such an IDP must reflect the following:

- 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.
- An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services.
- The council's development priorities and objectives for its elected term, including its local economic development and internal transformation needs.
- The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements that are binding on the municipality in terms of legislation.
- A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality.
- The council's operational strategies.
- Applicable disaster management plans.
- A financial plan, which must include a budget projection for at least the next three years.
- The key performance indicators and performance targets determined in terms of Section 41 of the MSA.

4. Organizational structures for IDP/Budget process

There are various structures responsible to oversee the implementation of the process plan and management of the IDP/Budget process. The IDP/Budget is developed on administrative level by the Municipal Managers and Directors responsible for planning assisted by IDP managers of municipalities and officials of relevant sector departments from the province as well as relevant parastatals/state companies, and developed further by the IDP Steering Committee. The IDP Representative Forum is a combined structure of public consultation on IDP which comprises of representatives of different

constituencies of communities and institutions. The SDM Council is the ultimate authority on the IDP - assisted by the Council portfolio committees and the Mayoral Committee.



The table below clarifies the roles of the IDP structures:

COMPOSITION	ROLES & RESPONSIBILITIES	FREQUENCY OF THE MEETINGS	VENUES	Deadline
A: IDP/Budget Steering Committee				
<ul style="list-style-type: none"> Member of Mayoral Committee (MMC) responsible for finance (Chairperson) MMC responsible for Planning and Economic Development Department Two MMCs responsible for Infrastructure Department Municipal Manager Director: Corporate Services Department 	<ul style="list-style-type: none"> Manage the IDP/Budget process, including the process plan Determine project prioritization model Determine projects to be funded Determine the public participation models Monitor the implementation of projects outlined in 	Monthly	To be confirmed	To be confirmed

<ul style="list-style-type: none"> • Director: Infrastructure and Water Services Department • Director: Community Services Department • Director: Finance Department (CFO) • Director: Planning and Economic Development Department • Director: Communications • Chief Audit Executive • Chief Risk Officer • IDP Manager • Budget Manager 	<p>the IDP</p> <ul style="list-style-type: none"> • Present the draft IDP/Budget to the Rep Forum • Present the draft IDP/Budget to Mayoral Committee and to Council for approval 			
COMPOSITION	ROLES & RESPONSIBILITIES	FREQUENCY OF THE MEETINGS	VENUES	Deadline
B: IDP Rep Forum				
<ul style="list-style-type: none"> • Executive Mayor • Local Mayors • District and Local Councilors • Municipal Manager and local municipal managers • District Directors and LMs Directors • Sector Departments and government parastatals • Traditional leaders • Mining representatives • Organized groups 	<ul style="list-style-type: none"> ▪ Coordinate planning across the District ▪ Share common understanding on development issues ▪ Facilitate horizontal alignment between and among municipalities, sector departments; parastatals; mines; various communities • Provide support to one another when necessary 	<ul style="list-style-type: none"> - One meeting at analysis phase - One meeting on Draft IDP 	To be confirmed	30 December 2014 and 30 April 2015

COMPOSITION	ROLES & RESPONSIBILITIES	FREQUENCY OF THE MEETINGS	VENUES	Deadline
C. Mayoral Committee				
Members of Mayoral Committee	Recommend the approval of the IDP review to Council	Monthly	To be confirmed	Continual
D. Portfolio Committees				
Councillors	Recommend the approval of the IDP review to Council	To be confirmed	To be confirmed	Continual
E. Council				
Councillors	Adopt and approve the IDP	To be confirmed	To be confirmed	To be confirmed

5. Mechanisms, processes and procedures for community participation

Community participation is a legislated requirement for development and review of a municipal IDP. Section 16 of the Municipal Systems Act, No. 32 of 2000, requires municipalities to develop a culture of municipal governance that complements formal representative government with system of participatory government, and must for this purpose encourage and create conditions for local community to participate in preparation, implementation and review of its Integrated Development Plan. It also requires municipalities to encourage and create conditions for the local community to participate in the affairs of the municipality.

The organizational structures as outlined above will form part of the methods of community participation in the IDP processes. In addition to these, community consultative meetings will also be held across the area of the District Municipality.

Public consultations are sometimes held in each half of the financial year – during analysis and after adoption of the draft IDP:

- ✓ First round documenting priority needs of communities and the
- ✓ Second round focusing on presenting the Draft IDP/Budget to communities (required by legislation).

However, a specific schedule of the key deadlines to be followed in the IDP process of the next financial year is set in the following section. A schedule outlining the dates, time and venues of community consultative meetings will be developed and advertised in the in the regional and local newspapers before commencement of the meetings.

6. Schedule of key deadlines for IDP process towards 2016-2021 IDP

The table below reflects key deadlines which will be followed according to the normal IDP/Budget process as per legislation.

Preparatory phase			
Action	Responsibility	Legislative background	Deadline
Council adopts budget time table and IDP Process Plan for 2016/2021	Planning and Economic Development Department/Budget and Treasury	-Section 27(1) Act 32 of 2000 -Section 21(1) Act 56 of 2003	30 August 2015
Begins planning for the next three-year budget in accordance with co-ordination role of budget process MFMA s 53	Mayor	MFMA s 53	24 July 2015
Table a time schedule of key budget & IDP deadlines	Mayor	MFMA	31 August
Preparations and submission of Annual Financial Statements	Budget and Treasury	MFMA	29 August 2015
First sitting of the budget steering committee	Budget and Treasury	Section 4(1) Municipal Budgets and Reporting Regulations, 2008	30 July 2015 and monthly thereafter
Public notice in the Local newspaper/Gazette regarding the adoption of process plan	Planning and Economic Development Department	Section 21(1) (a) (b) and (c) Act 32 of 2000	14 September 2015
Determination of revenue projections, proposed rates and service charges and draft budget allocations	Budget and Treasury	MFMA	18 Sep 2015
Consultation with National and Provincial sector departments on specific programmes for alignment with municipal plans	Budget and Treasury	MFMA	25 Sep 2015
Analysis phase			

Consolidation and preparation of budget and plan for the next financial year	Budget and Treasury	MFMA	18 December 2015
IDP Representative Forum meeting	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 December 2015
Situational analysis to assess the existing level of development (status quo report) of the SDM	Planning and Economic Development Department	Section 26 (b) of Act 32 of 2000	30 December 2015
Submit mid- year performance assessment to council	Budget and Treasury	MFMA	29 January 2015
Submit to AG,NT,PT and provincial department responsible for local government	Budget and Treasury	MFMA	29 January 2015
Strategy phase:			
The objectives and strategies that will be used to tackle challenges of development are specified.	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 (c and d) of Act 32 of 2000	28 February 2016
Table adjustment budget if necessary	Mayor	MFMA	29 February 2015
Project phase and Integration phase:			
Projects to implement the identified objectives and strategies are formulated	All internal departments of SDM, including the relevant departments from local municipalities	Section 26 of Act 32 of 2000	30 March 2016
Draft IDP/Budget for 2015/2016 tabled before Council for noting (at least 90 days before start of financial year)	Planning and Economic Development/Budget and Treasury	Section 16(1) (a)-(d) Municipal Budgets and Reporting Regulations	30 March 2016
IDP Representative Forum meeting	Planning and Economic Development	Section 27 (d) (i) and Section 17 of Act 32 of 2000	30 April 2016

Make budget available to Public, National Treasury, Provincial Treasury and other government departments	Budget and Treasury	MFMA	30 April 2016
Public consultation final round (presenting Draft IDP/Budget)	Planning and Economic Development/Budget and Treasury/Office of the Speaker/Mayor	Section 16(1) (a) Act 32 of 2000	30 April 2016
Consider views of local community, National Treasury, Provincial Treasury and other government departments(Budget Indaba)	Budget and Treasury	MFMA	11 May 2016
Approval phase			
Council approves the IDP and Budget (and related policies) for 2016-2021	Planning and Economic Development/Budget and Treasury	Section 16(1) (a)-(d) Municipal Budgets and Reporting Regulations,2008	29 May 2016
Submission of approved IDP/Budget to MEC for Local Government/National and Provincial treasury and to local municipalities	Planning and Economic Development/Budget and Treasury/Municipal Manager	Section 32(1) (a) Act 32 of 2000	11 June 2016
Notice and summary of approved IDP/budget in Gazette and Local Newspaper	Planning and Economic Development/Budget and Treasury	Section 21(1) (a) (b) and (c) Act 32 of 2000 Section 18(1) Municipal Budgets and reporting regulations,2008	14 June 2016
Submit draft SDBIP within 14days after approval of the budget to Mayor	Planning and Economic Development Department	MFMA	14 June 2016
Approval of SDBIP and Performance contracts of Budget and Treasury and senior managers- within 28days after budget	Mayor	MFMA	28 June 2016

approval			
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