

DRAFT IDP/BUDGET 2016/2017 PROCESS PLAN

Blouberg Municipality

**VISION**

A participatory municipality that turns prevailing challenges into opportunities for growth and development through optimal utilization of available resources

MISSION

To ensure delivery of quality services through community participation and creation of an enabling environment for economic growth and job creation

IDP/BUDGET 2016/2017 PROCESS PLAN

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THE DRAFT IDP / BUDGET PROCESS PLAN FOR 2016 /2017

SECTION ONE

1.1 INTRODUCTION

Municipalities are required to develop the road map with time schedule of key deadlines in line with the Municipal Finance Management Act No 21 (1)(b) and 53(1)(b). The Municipal Mayor should then table the process in the council meeting for approval. The plan shall serve as the activity plan for the development and implementation of the municipal programmes .In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the process plan has been regulated in the Municipal Systems Act, Chapter 5 Section 28(1), 2000. The preparation of a process plan, which is in essence the IDP Process set out in writing, requires the adoption by Council.

The 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 plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

SECTION TWO: ORGANISATIONAL ARRANGEMENTS

2.1 IDP/BUDGET REVIEW STEERING COMMITTEE

1. The IDP/Budget Steering Committee acts as a support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and the IDP Manager. This committee will be reconstituted for the IDP preparation process.

Institutional Arrangements:

- The IDP/Budget Steering Committee will be chaired by the Municipal Manager and in his/her absence, by the IDP Manager.
- Members of the IDP/Budget Steering Committee will comprise the Senior Management of the Municipality, the staff responsible for the preparation of the IDP, PMS and Budget and any other members as the Municipal Manager may deem fit.

2.1.1 TERMS OF REFERENCE FOR THE IDP/BUDGET STEERING COMMITTEE

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

- Provide terms of reference for the various planning activities associated with the IDP;
- Commission research studies as may be required;
- Considers and comments on:
 - Inputs from various units and research institutions.
 - Inputs from provincial sector departments and CBO and NGOs
 - IDP RF members.
- Processes, summarize and document outputs;
- Makes content and technical recommendations.

2.1.2 THE IDP MANAGER AND RESPONSIBILITIES

Amongst others, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the Process Plan is finalized and adopted by Council;
- To adjust the IDP Process Plan according to the proposals of the Executive Committee.
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and questions
- 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;
- To submit the reviewed IDP to the relevant authorities.

The IDP/Budget Representative Forum is a forum that represents all stakeholders and is as inclusive as possible. The meeting of the forum is held prior to the adoption of the IDP in which the Mayor presents possible intervention to issues raised during consultation period.

2.3.1 COMPOSITION OF THE IDP REP FORUM

The membership of the Forum shall be constituted as follows:

- Members of the Executive Committee
- Head of departments/Senior Officials of Sector Departments
- Officials who serve on the IDP/Budget Steering Committee
- Traditional Leaders
- Representative of municipal wide organised groups
- Advocates for unorganised groups
- Community Representatives(NGOs/CBOs and Youth Organisations)
- Businesses and Academic Institutions.

2.3.2 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

- Represent the interest of their constituents through the IDP process
- Form a structural link between the municipality and the public by informing interest groups, communities and organisations on relevant planning activities and their outcomes
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders
- Analyse and integrate issues, determine priorities, strategies, projects and programmes and identify budget requirements
- Discuss and comment on the draft IDP/Budget
- Monitor performance of the planning and implementation process.

Code of Conduct for IDP Representative Forum Members

- Represent the interest of the constituencies
- Attend all meeting as scheduled (frequency and attendance)
- Members understanding their roles and responsibilities in respect of their constituencies.
- Feed back to constituencies

SECTION THREE: ROLES AND RESPONSIBILITIES

3.1 ROLE PLAYERS

The Municipality confirms the identification of the following role players as their stakeholders in the IDP/Budget Review Process:

Internal Role-players

- Council
- Executive Committee
- Municipal Manager
- IDP Manager;
- IDP/ Budget Steering Committee
- Municipal officials

External Role-players

- Government Sector Departments;
- Planning professionals/facilitators (Consultants);and
- Civil Society/Representative Forum e.g. NGOs, CBOs, Traditional Leaders, Businesses, Academic Institutions and Special Focus Grouping

3.2. ROLES AND RESPONSIBILITIES

The main roles and responsibilities allocated to each of the internal and external role players relating specifically to the IDP Review Process are set out in the table below.

.2.1 INTERNAL ROLES AND RESPONSIBILITIES

STRUCTURES	ROLES AND RESPONSIBILITIES
Council	<ul style="list-style-type: none"> ▪ Make final decisions. ▪ Consider and adopt process plan. ▪ Consider, adopt and approve the IDP/Budget before the start of the financial year. ▪ Council to approve unforeseen and unavoidable expenses.
Mayor	<ul style="list-style-type: none"> ▪ Manage the drafting of the IDP review. ▪ Assign responsibilities in this regard to the Municipal Manager. ▪ Submit the Municipal Process Plan to the Council for adoption; ▪ Submit the draft reviewed IDP to the Council for adoption and approval; ▪ The responsibility for managing the draft of the IDP is assigned to the office of the Municipal Manager;

Municipal Manager	<ul style="list-style-type: none"> ▪ Municipal Manager has the following responsibilities, that are assigned to the IDP Manager ▪ Preparation of the Process Plan; ▪ Day to day management and coordination of the IDP process in terms of the time, resources and people, and ensuring: <ul style="list-style-type: none"> ▪ The involvement of all relevant role-players, especially officials management officials; to ensure that; ▪ The timeframes are being adhered to; ▪ That the planning process is horizontally and vertically aligned and complies with national and provincial requirements; ▪ Those conditions for participation are provided and those outcomes are documented.
IDP Manager	<ul style="list-style-type: none"> ▪ Day to day management of the process. Co-ordination and facilitation of IDP Review Process.
IDP Steering Committee	<ul style="list-style-type: none"> ▪ Assist and support the Municipal Manager/ IDP Manager ▪ Information 'GAP' identification ▪ Oversee the alignment of the planning process internally with those of the local municipality areas.
Municipal Officials	<ul style="list-style-type: none"> ▪ Provide technical/sector expertise ▪ Prepare selected Sector Plans

3.2.2 EXTERNAL ROLES AND RESPONSIBILITIES

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Sector Department Officials	<ul style="list-style-type: none"> ▪ Provide sector information ▪ Alignment of budgets with the IDP ▪ Provide sector budget ▪ Provide professional and technical support
Planning Professionals/Service Providers	<ul style="list-style-type: none"> ▪ Methodological guidance and training ▪ Facilitation of planning workshops ▪ Drafting sector plans ▪ Assist with Performance Management System ▪ Documentation of IDP
IDP Representative Forum	<ul style="list-style-type: none"> ▪ Representing interest and contributing knowledge and ideas

SECTION: 04

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality. 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.

4.1.1 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilized:

Media

Local newspapers and the newsletter will be used to inform the community of the progress of the IDP.

Radio Slots

The community radio station will be utilized to make public announcements where necessary.

The Municipal Website

The Municipal website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

4.1.2 PROCEDURES FOR PARTICIPATION

The following procedures for participation will be utilized:

IDP Representative Forum (IDP RepF)

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

Public Consultation Meetings

The municipality will be hosting public consultation with all stakeholders to publicise the Draft IDP and Budget. The venues for these meetings will be publicised through the media and posters.

Community Based Planning

Community-based planning is a form of participatory planning which has been designed to promote community action and link to the IDP.

SECTION FIVE: BINDING PLANS AND LEGISLATIONS

5.1 BINDING PLANS AND LEGISLATIONS

National legislation can be distinguished between those that deal specifically with municipalities. The Municipal Structures and Systems Acts are specific to municipalities. The Municipal Systems Act has specific chapters dedicated to IDPs and is the driving piece of legislation for the development of IDPs.

National legislations contain various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of sector plans (e.g. Water Services Development Plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing chapter plan).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the Development Facilitation Act-DFA and the National Environmental Management Act-NEMA).

LIST OF NATIONAL AND PROVINCIAL BINDING LEGISLATIONS

Category of Requirements	Sector Requirement	National Department	Legislation/Policy
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water and Environmental Affairs	Water Services Act
	Integrated Transport Plan	Department of Transport	National Transport Bill
	Waste Management Plan	Department of Water and Environmental Affairs	White Paper on Waste Management
	Spatial planning requirements	Department of Rural Development and Land Reform	DFA
Requirement for sector planning to be	Housing strategy	Department of Human Settlements	Housing Act (Chapter 4, Section 9)

incorporated into IDP	Local Economic Development Strategy	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Municipal Finance Management Act
	Spatial framework	Department of Rural Development and Land Reform, and Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, Land Use Management Bill
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Water and Environmental Affairs	National Environment Management Act (107 of 1998)
	Development Facilitation Act (DFA) Principles	Department of Rural Development and Land Reform	Development Facilitation Act
	Environmental Implementation Plans (EIPs)	Department of Water and Environmental Affairs	National Environment Management Act (107 of 1998)
	Environmental Management Plans (EMPs)	Department of Water and Environmental Affairs	National Environment Management Act (107 of 1998)

LIST OF RELEVANT POLICIES AND PROGRAMMES

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme (RDP)	Office of the Presidency	Development planning and service delivery Local Economic Development.
Growth, Employment &	Office of the Presidency	A (macro-economic) strategy for rebuilding and

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Redistribution Strategy (GEAR)		<p>restructuring the economy.</p> <p>Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and asset restructuring; employment, wages and training; and policy coordination.</p>
Integrated Sustainable Rural Development Strategy (ISRDS)	Office of the Presidency	<p>The ISRDS is designed to realize a vision that will attain socially cohesive rural communities with viable institutions, sustainable economies and universal access to social amenities, able to attract and retain a skilled and knowledgeable people, who are equipped to contribute to growth and development.</p>
Urban Development Framework	Department of Human Settlements	<p>Seeks to accommodate the growth and job creation orientation of GEAR with the more re-distributive and >people development= association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.</p>
Rural Development Framework (RDF)	Department of Rural Development and Land Reform	<p>The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.</p>
The New Growth Path Framework		<p>There is growing consensus that creating decent work, reducing inequality and defeating</p> <p>poverty can only happen through a new growth path founded on a restructuring of the</p> <p>South African economy to improve its performance in terms of labour absorption as well as the composition and rate of growth. To achieve that step change in growth and transformation of economic conditions requires hard choices and a shared</p> <p>Determination as South Africans to see it through.</p>

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Local Agenda (LA 21)	Department of Agriculture, Forestry and Fisheries & Department of Water and Environmental Affairs	<p>Blueprint for Sustainable Development.</p> <p>Delivering basic environmental, social and economic services.</p> <p>Local level planning.</p> <p>Sustainable development of local urban settlements and communities.</p>
Limpopo Employment, Growth and Development Plan (LEGDP)	Office of the Premier	Placing the economy on a new growth path capable of delivering decent work and sustainable livelihoods on a scale that will enable us to achieve the target of halving unemployment by 2014.

SECTION SIX: MECHANISM AND PROCEDURE FOR ALIGNMENT

6.1 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review.

6.1.1 HORIZONTAL AND VERTICAL ALIGNMENT

Alignment is at two levels, i.e. horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if the with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. The District IDP should reflect the integrated planning in its IDP in which both locals and sector departments' plans find and aligned expression in the document.

6.1.2. MANAGEMENT OF ALIGNMENT

For both alignment types, horizontal and vertical, the main responsibility lies with the District Municipality. The role of the Municipal Manager/IDP Manager is of utmost importance. IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as co-coordinator to ensure alignment above District level and between districts, sector departments and parastatals within the Province.

6.1.3. MONITORING

The District Mayor's IGR Forum will monitor and ensure the implementation of the District IDP Framework and each Council will monitor and ensure the implementation of local process plans. The Department of Cooperative; and Office of the Premier will ensure support on the co-ordination and alignment of provincial and national departments and role players.

SECTION SEVEN: 2016/2017 IDP/BUDGET REVIEW ACTION PROGRAMME

7.1. IDP/BUDGET REVIEW PROCESS PLAN 2016/2017

KEY PROGRAMMES	ACTIVITY	RESPONSIBLE COMMITTEE/PERSON	TIMELINES
PROCESS PLAN	SUBMISSION OF DRAFT PROCESS PLAN TO COUNCIL FOR APPROVAL	MAYOR	31 AUGUST 2016
ANNUAL FINANCIAL STATEMENTS	TABLING OF ANNUAL FINANCIAL STATEMENTS TOI COUNCIL	MAYOR	31 AUGUST 2016
ANNUAL FINANCIAL STATEMENTS	SUBMISSION OF ANNUAL FINANCIAL STATEMENTS TO AG AND TREASURY	CFO	31 AUGUST 2016
ANNUAL PERFORMANCE REPORT	TABLING OF ANNUAL PERFORMANCE REPORT TO COUNCIL	MAYOR	31 AUGUST 2016
ANNUAL PERFORMANCE REPORT	SUBMISSION OF ANNUAL PERFORMANCE REPORT TO A.G AND COGHSTA	MUNICIPAL MANAGER	31 AUGUST 2016
IDP REPRESENTATIVES FORUM	FIRST IDP/BUDGET REPRESENTATIVES FORUM MEETING	IDP MANAGER	11 OCTOBER 2016
TRADITIONAL LEADERS	MEETING WITH TRADITIONAL LEADERS	IDP MANAGER	14 OCTOBER 2016
IDP/BUDGET STEERING COMMITTEE MEETING	FIRST QUARTER STEERING COMMITTEE MEETING	IDP MANAGER	18 OCTOBER 2016
INSTITUTIONAL PERFORMANCE REVIEW SESSIONS	FIRST QUARTER IDP PERFORMANCE REVIEW SESSION	MUNICIPAL MANAGER	24-25 OCTOBER 2016
	IDP/BUDGET CLUSTER CONSULTATION MEETINGS	MAYOR/EXCO	17-30 NOVEMBER 2016
	SECOND QUARTER IDP STEERING COMMITTEE MEETING	IDP MANAGER	12 JANUARY 2017
	SECOND QUARTER IDP PERFORMANCE REVIEW SESSION	MUNICIPAL MANAGER	19-20 JANUARY 2017
	THIRD QUARTER IDP STEERING COMMITTEE MEETING	IDP MANAGER	19 APRIL 2017
	THIRD QUARTER IDP PERFORMANCE REVIEW SESSION	MUNICIPAL MANAGER	27-28 APRIL 2017
	FOURTH QUARTER IDP STEERING COMMITTEE MEETING	IDP MANAGER	13 JULY 2017

	FOURTH QUARTER IDP PERFORMANCE REVIEW SESSION	MUNICIPAL MANAGER	20-21 JULY 2017
ANNUAL REPORT	TABLING OF DRAFT ANNUAL REPORT TO COUNCIL 2015/2016	MAYOR	31 JANUARY 2017
SECTION 72 REPORT	TABLING OF THE SECTION 72 REPORT TO COUNCIL	MAYOR	31 JANUARY 2017
ADJUSTMENT BUDGET 1	TABLING OF THE ADJUSTMENT BUDGET 2016/2017	MAYOR	31 JANUARY 2017
ADJUSTMENT BUDGET 2	TABLING OF THE ADJUSTMENT BUDGET 2016/2017	MAYOR	28 FEBRUARY 2017
IDP/BUDGET PUBLIC CONSULTATION	MEETING WITH TRADITIONAL AUTHORITIES	MAYOR	12 APRIL 2017
	MEETING WITH ALLDAYS RATE PAYERS ASSOCIATION	MAYOR/EXCO	14 APRIL 2017
	MEETING WITH FARMERS UNIONS	MAYOR/EXCO	19 APRIL 2017
	CLUSTER A CONSULTATIVE MEETING	MAYOR/EXCO	03 MAY 2017
	CLUSTER B CONSULTATIVE MEETING	MAYOR/EXCO	05 MAY 2017
	CLUSTER C CONSULTATIVE MEETING	MAYOR/EXCO	14 MAY 2017
	CLUSTER D CONSULTATIVE MEETING	MAYOR/EXCO	17 MAY 2017
	CLUSTER E CONSULTATIVE MEETING	MAYOR/EXCO	19 MAY 2017
IDP REPRESENTATIVES FORUM	IDP/BUDGET 2015/16 REPRESENTATIVES FORUM MEETING	IDP MANAGER	22 MAY 2017
ANNUAL REPORT PUBLIC CONSULTATIONS	CLUSTER A CONSULTATIVE MEETING	MPAC	23 FEBRUARY 2017
	CLUSTER B CONSULTATIVE MEETING	MPAC	28 FEBRUARY 2017
	CLUSTER C CONSULTATIVE MEETING	MPAC	03 MARCH 2017

APPROVAL OF ANNUAL REPORT 2015/2016	TABLING OF ANNUAL REPORT TO COUNCIL	MPAC	31 MARCH 2017
APPROVAL OF DRAFT IDP/BUDGET 2017/2018	TABLING OF THE DRAFT IDP/BUDGET 2017/2018 TO COUNCIL	MAYOR	31 MARCH 2017
APPROVAL OF FINAL DRAFT IDP/BUDGET 2017/2018	TABLING OF THE FINAL DRAFT IDP/BUDGET 2017/2018 TO COUNCIL	MAYOR	31 MAY 2017
SUBMISSION OF OVERSIGHT REPORT TO MEC DLGH	SUBMISSION OF OVERSIGHT REPORT TO MEC (COGHSTA)	MUNICIPAL MANAGER	20 APRIL 2017
SUBMISSION OF DRAFT IDP/BUDGET 2017/2018 TO MEC AND TREASURY	SUBMISSION OF DRAFT IDP/BUDGET TO MEC AND TREASURY	MUNICIPAL MANAGER	20 APRIL 2017
APPROVAL OF THE SDBIP	SDBIP IS SUBMITTED TO THE MAYOR FOR APPROVAL	MUNICIPAL MANAGER	27 JUNE 2017
SUBMISSION OF SDBIP 2016/2017	SDBIP IS SUBMITTED TO MEC (COGHSTA)	MUNICIPAL MANAGER	30 JUNE 2017
PERFORMANCE AGREEMENTS AND PLANS	MUNICIPAL MANAGER SIGNS WITH MAYOR	MAYOR	14 JUNE 2017
	SECTION 57 MANAGERS SIGN WITH MUNICIPAL MANAGER	MUNICIPAL MANAGER	15 JUNE 2017
	UNIT MANAGERS SIGN WITH DEPARTMENTAL HEADS	SECTION 57 MANAGERS	29 JUNE 2017
	OFFICERS SIGN WITH UNIT MANAGERS	UNIT MANAGERS	30 JUNE 2017
SUBMISSION OF PERFORMANCE AGREEMENTS	PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND SECTION 57 MANAGERS ARE SUBMITTED TO MEC (COGHSTA)	MUNICIPAL MANAGER	14 JULY 2017