



2016/2017 IDP REVIEW PROCESS PLAN

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1. Introduction

1.1 Background

In terms of the Local Government Municipal Systems Act No 32 of 2000, Section 25 (1) each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which, inter alia, links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality and aligns the resources and capacity of the municipality. As far as the status of the IDP is concerned, Section 35 of the Municipal Systems Act (MSA) clearly states that an integrated development plan adopted by the council of a municipality is the principal strategic planning instrument, which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality. The act binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's integrated development plan and national or provincial legislation, in which case such legislation prevails. Section 36 of MSA stipulates that the municipality must give effect to its integrated development plan and conduct its affair in a manner which is consistent with its integrated development plan.

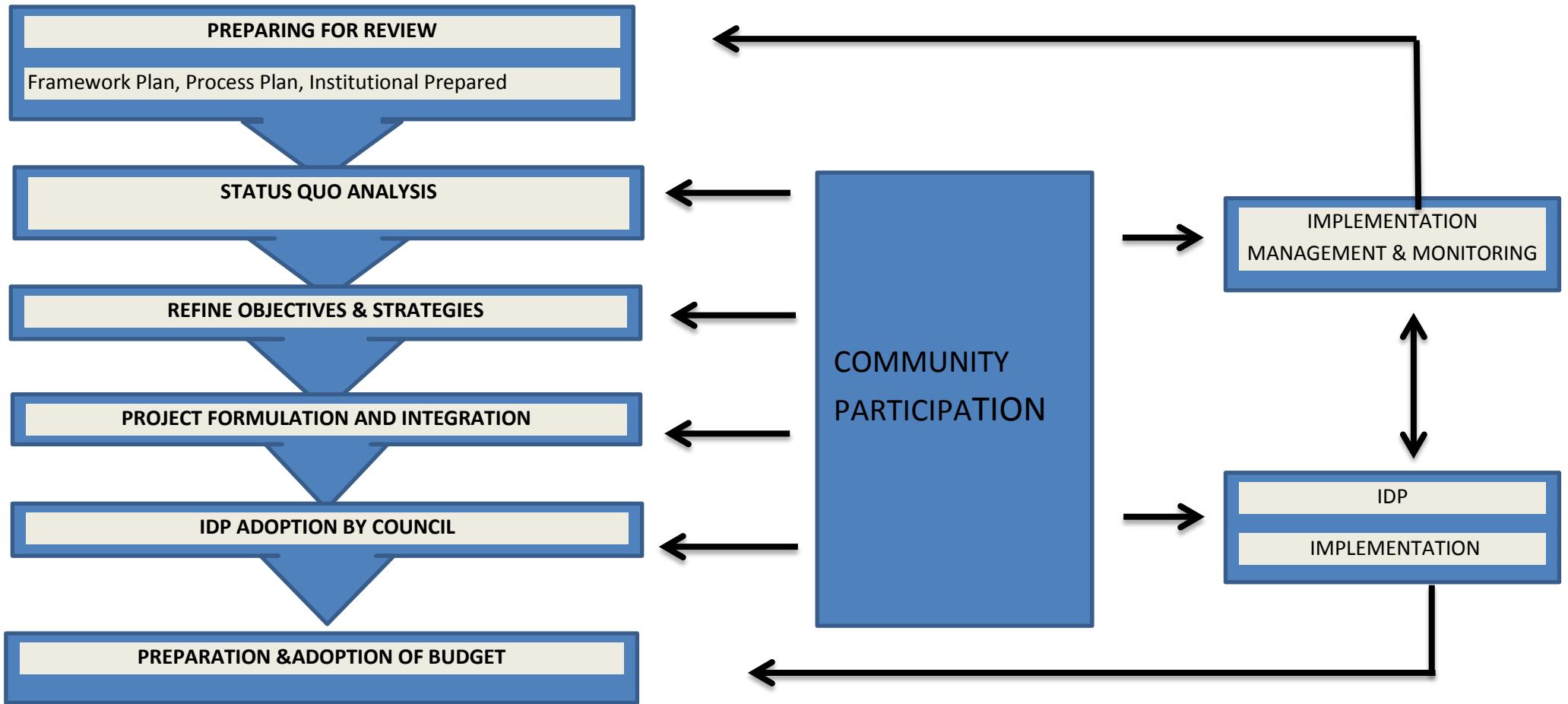
It is indeed of paramount importance to focus on the involvement of the masses at a local governmental level. It is now a developed culture of the Dihlabeng municipality, communities and all other key stakeholders to be consulted and engaged in a meaningful way with a view to empower, educate and develop these communities.

2. THE IDP REVIEW PROCESS

2.1 Review Activities

The review process must consider the assessment of the performance against organizational objectives as well as implementing the recommendations of the stakeholder consultation and public participation. The review process will also consider IDP engagements process and any new information or change in circumstances that might have arisen subsequent to the adoption of the 2015/2016 IDP. Figure 1 depicts a schematic representation of the review process to be followed.

Figure 1.IDP review process

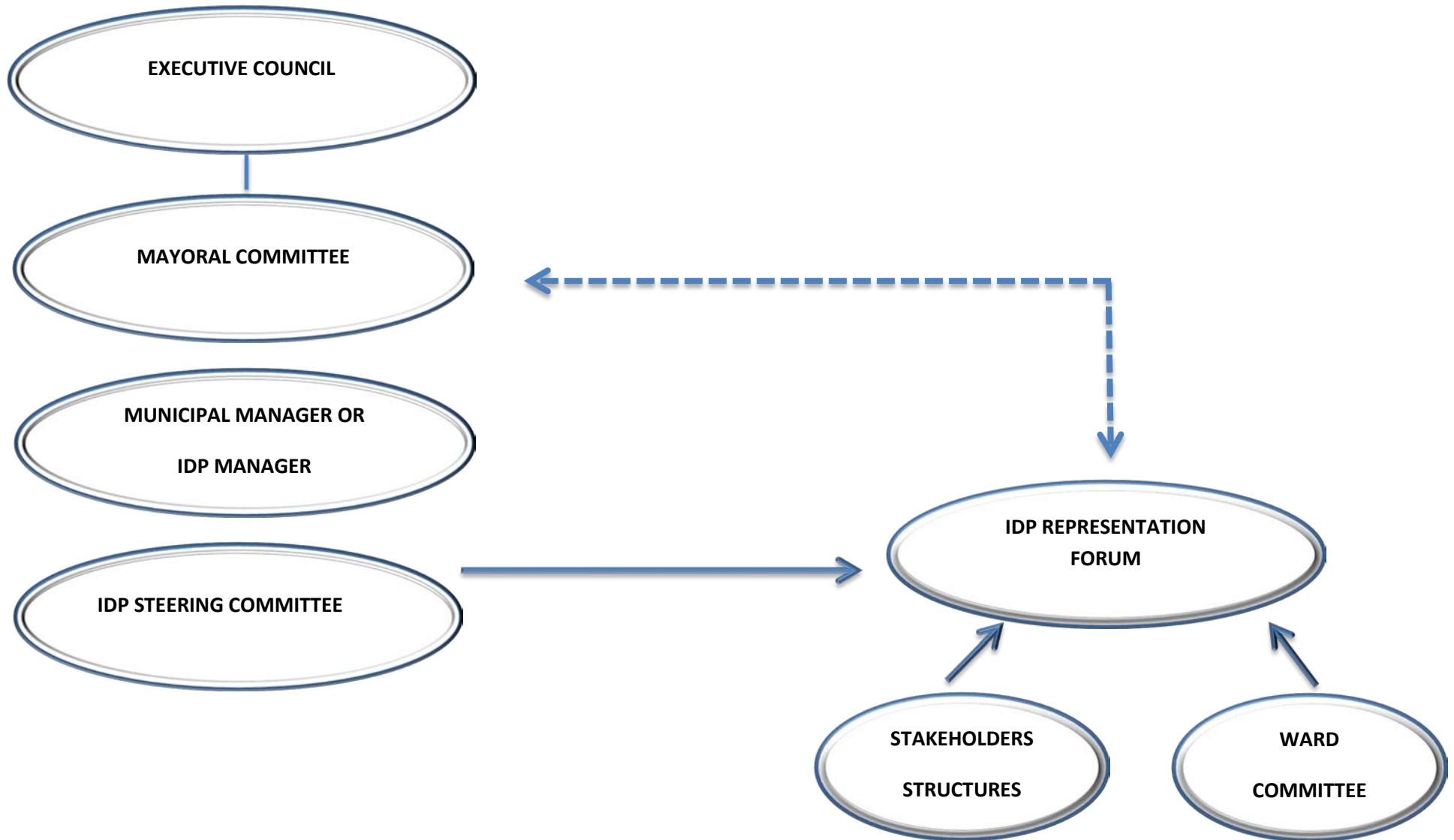


The manner in which review must be undertaken is outlined in the Process Plan which will be tabled by the Executive Mayor and adopted by Executive Council in August 2015. The Process Plan must be done in line with the guidelines set out in the Municipal Systems Act 32 of 2000. **Figure 2** below presents a summary of activities and corresponding timeframes to be followed during the review process.

Figure 2: Summary of activities

		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
ACTIVITIES	BUDGET												
PLANNING													
Invitation for stakeholders		X											
Section 80 meeting		X											
Community Based Planning workshop		X											
Adoption of Process Plan		X											
ANALYSIS		R100,000											
Review of Community Based Planning					X								
Compilation of Ward Plan					X								
Sector Plans Projects					X								
REFINE OBJECTIVES & STRATEGIES and Projects		R50,000											
Outline prioritized development projects								X					
Design projects/programmes								X					
Set projects Targets & Indicators								X					
Budget Allocations (Operational and capital)								X					
INTEGRATION		R50,000											
Integrate inter-sectoral/departmental projects											X		
Alignment of projects/Adjustment Budget											X		
APPROVAL/ADOPTION		R50,000											
Draft Revised IDP tabled to Council											X		
Submission of IDP to District and Province											X		
Final adoption of IDP by Executive Council											X		

3. IDP INSTITUTIONAL ARRANGEMENTS



4. ROLE PLAYERS

In order to give effect to the implementation of the Process Plan, the following internal key role players as presented hereunder, were identified and various roles with responsibilities allocated in order to ensure efficient and effective management of the IDP& Budget drafting process. **Figure 3.** depicts the terms of Reference for internal role players.

Figure 3. Role players

Role Player	Terms of Reference
Municipal Council	<ul style="list-style-type: none"> • Final Decision-making/Approval of reviewed IDP • Monitoring • Implementation
Councillors	<ul style="list-style-type: none"> • Organizing public participation • Linking IDP process to their constituencies
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> • Decide on planning process: nominate persons in charge: monitor planning process • Overall management and co-ordination responsibility (to make sure that all relevant actors are involved)
Finance and IDP Section 80 Committee	<ul style="list-style-type: none"> • Responsible for assisting the Executive Mayor and the Mayoral Committee in their oversight role • Summarizing and processing of inputs from the participation process • Commenting on inputs from other specialists
IDP Manager	<ul style="list-style-type: none"> • Day to day management of the drafting process on behalf of the Municipal Manager • To ensure a properly managed and organized review and planning process
Chief Financial Officer	<ul style="list-style-type: none"> • Ensure that the Municipal Budget is linked to the IDP • Co-coordinating budget implementation as per IDP • Development of the 5-year Municipal Integrated Financial Plan
IDP Steering Committee	<ul style="list-style-type: none"> • Elaboration/discussion of contents of the reviewed IDP • Providing inputs related to the various planning steps • Summarizing/digesting/processing inputs from the participation process • Discussion/commenting on inputs from consultant or other specialists
IDP Representative Forum	<ul style="list-style-type: none"> • Forms the interface for community participation in the IDP of the Municipality • Monitor the performance of the planning and implementation process
Municipal Officials	<ul style="list-style-type: none"> • Provide technical/sector expertise and information • Preparing Draft Project Proposal

5. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

5.1 Ward Committees and CDWs

- The Municipal Systems Act No. 32 of 2000 forms the pedestal for community and stakeholder participation at local government. One of the main features about the Integrated Development Planning process is the involvement of community and stakeholder organisation in the process. Participation of affected and interested parties ensures that the IDP addresses the real issues that are experienced by the residents of a municipality .Chapter 4, section 16 (MSA No 32, 2000) explicitly outline the notion of community participation.
- To further strengthen community engagements the Dihlabeng Municipality has established 20 Ward Committees and 13 CDWs of which are functional.
- Ward committees are key in this process as espoused both in the legislation and they represent the development aspirations and needs of the communities they represent and form an information assimilation /dissemination mechanism between a municipal council and the community.
- As part of consultation process of the IDP & Budget Review, the municipality will embark on extensive community participation and stakeholder’s process in all its twenty (20) wards. The participation process must be conducted on ward basis and in the form of public and stakeholders debate on what priority issues are and what appropriate ways and means are of dealing with these priority issues.

5.2 Stakeholder Organizations

- Stakeholder organizations which represent certain social, economic, gender or environmental interests have to be registered as “Stakeholder” (at municipal level) through which they can participate in the planning process.
- Unorganised groups should be presented by “advocates” (e.g. social workers, NGOs, CBOs and resource persons who have done studies on such groups, etc.).

5.3 IDP Representative Forum

- The IDP Representative Forum is a structure that institutionalizes and ensures a representative participation in the IDP process. The representative forum represents the interest of its constituents in the IDP & Budget processes, and is thus required to give feedback to its constituents. The Representative Forum of Dihlabeng must be a fairly representative structure and consists of representatives of the following structures:
 - Community Based Organizations, Non-Governmental Organizations.
 - Business Community, Government Sector Departments, Self Help Organizations.
 - Ward Councilors, Ward Committees and Community Development Workers.
 - Private Sector groupings
- The Representative IDP Forum has to be involved at least once in each major stage of the drafting process.

5.4 Community Outreach meetings

Ward Councillors, CDWs and ward Committee Members will play a crucial role in convening community meetings and communicating with the community about various municipal governance issues. In general, the Public Participation Process in all twenty wards within the municipality depends largely on the involvement of the community and other stakeholders. The schedule for community engagement meetings on the IDP Review is depicted in table 1.

Table 1. Community Outreach meetings (IDP Review)

PROPOSED DATES

Ward & Sectors	Date	Time	Venue	Resource Person
17	28 September 2015	10:00am	Fateng tse Ntsho Community hall	Management Team, District Representative, Councilor Mkwanzazi
12,13,14	30 September 2015	10:00am	Mashaeng Community hall	Management Team, District Representative, Councilor Radebe, Councilor Seekane, Councillor Tseki
15	02 October 2015	10:00am	Mautse Community hall	Management Team, Councilor Sempe, Councilor Lemako Lemako
20	05 October 2015	10:00am	Kgubetswana Community hall	Management Team, Councillor M Mokoena, District Representative
9,10,16,18	07 October 2015	17:30pm	Bethlehem Town Hall	Management Team,, Councilor J F Bonthuys, Councilor R P Mofokeng, Councilor G J Roetz, Councilor S Jacobs
8, 9,16	12 October 2015	10:00am	Boiketlong Hall	Management Team, Councilor THM Mofokeng, Councilor R P Mofokeng, Councilor S Jacobs
1,2,3	14 October 2015	17:30pm	Impumelelo School	Management Team, District Representative, Councilor M A Mokoena, Councilor S Msimanga, Councilor N Nzimanade
4,5,7	19 October 2015	10:00am	Bohlokong Youth Center Main Hall	Management Team, Councilor P P Mokoena, T M Mofokeng, M D Shabalala
6,11,19	21 October 2015	10:00am	Bohlokong Youth Center ,Main Hall	Management Team, Councilor M V Mafube, Councilor M J Tshabalala , Councilor T A Masoeu
Representatives & Stakeholders	26 October 2015	09:00am	Bethlehem Town Hall	Management Team , District Representative, All Councilors

Dihlabeng 2015/16 Draft budget process

Month	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Action											
Establish Budget Committees											
Advertise budget schedules											
Commence process of IDP review											
Determine IDP & budget strategic objectives											
Prepare revenue envelope											
Departmental operational plans developed											
First draft budget prepared											
Start community participation											
Get inputs from bulk suppliers											
Get written comments from bulk suppliers											
Review strategic objectives from state of the nation address											
Review proposed NT increase guidelines											
Finalise operational and capital budget											
Report to Council on state of the budget											
Start compiling NT schedules											

Note transfers of payments from other municipalities											
Get bulk purchase increases											
Table draft budget											
Make draft budget public and invite comments											
Conduct public hearings											
Confirm Provincial and National allocations											
Review DORA											
Conclude public consultation											
Consider public inputs											
Respond to public comments											
Approve budget, IDP and SDBIP											
Submit to National and Provincial Treasury											