

EMADLANGENI LOCAL MUNICIPALITY

DRAFT IDP PROCESS PLAN 2015/16



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1.1 Introduction

Generally, an Integrated Development Plan (IDP) is understood as, an approach to planning that involves the entire municipality and its citizens in finding the best solutions to achieve good long-term development. It is a super plan for an area that gives an overall framework for development. It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area. It should take into account the existing conditions and problems and resources available for development. The plan should look at economic and social development for the area as a whole. It must set a framework for how land should be used, what infrastructure and services are needed and how the environment should be protected

The process plan is a municipality's schedule of events detailing all events and activities involved leading to the drafting and completion of the IDP. It is a statement that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle. The IDP process planning is a regulated activity that should be executed as prescribed by Section 28 of the Municipal Systems Act, 32 of 2000 (MSA). It sets out, in writing, a guide to planning, drafting, adoption and review of the municipality's IDP.

Apart from compliance prerogatives, the IDP process plan is an essential tool in that it presents the activities to be conducted in producing a credible IDP whilst it simplifies the monitoring and evaluation of the planning process by providing timeframes and persons responsible for various planning activities. As such the Emadlangeni Local Municipality hereby present it's 2015/16 IDP Process Plan which includes the following items:

- The organisational arrangements for the IDP processes,
- 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,
- Mechanisms and procedures for vertical and horizontal alignment,
- A programme specifying the time frames for different planning steps.

1.2 Legislative framework

1.2.1 The IDP Legal context

In the main, the IDP is a prescription from the Municipal Systems Act (2000). Chapter 5 and Section 25 (1) of the MSA indicate that:

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which

- Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
- Aligns the resources and capacity of the municipality with the implementation of the plan;
- Complies with the provisions of this Chapter; and
- Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

As provided by this section, the Emadlangeni local municipality developed its 2015/16 IDP and was adopted accordingly. Furthermore Chapter 5, Section 34 of the Municipal Systems Act 32 of 2000, requires that a municipal council must review in accordance its integrated development plan annually in accordance with an assessment of its performance measurements in terms of section 41; and to the extent that changing circumstances so demand; and the council may amend its IDP in accordance with a prescribed process. As such this document is therefore intended to present a series of activities to be undertaken in order to comply with this provision of the Act in reviewing the 2015/16 IDP.

In terms of the core components of integrated development plans, Section 26 of the Municipal Systems Act, 32 of 2000 indicates that, an integrated development plan must reflect-

- 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 aims and its internal transformation needs;
 - The council's development strategies which must be aligned with any national and provincial sector plans and planning requirements 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; and
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- The key performance indicators and performance targets determined in terms of section 41.

1.2.2 The annual budget legal context

The promulgation of the Municipal Finance Management Act (2004) formalised the link between the annual budget and the IDP. Chapter 4 and Section 21 (1) of this Act indicates that, The Mayor of a municipality must, at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:

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

1.2.3 The PMS legal context

In the main, the municipal PMS is regulated by Chapter 6 of the Municipal Systems Act 32 of 2000. Section 38 of the said Act provides for the establishment of the PMS that is commensurate with its resources, best suited to its circumstances and in line with the priorities, objectives, indicators and targets contained in its IDP. That system should promote a culture of performance management among its political structures, political office bearers and councillors as well as its administration.

Section 41 of the MSA further provides for the core components of the PMS which includes the following;

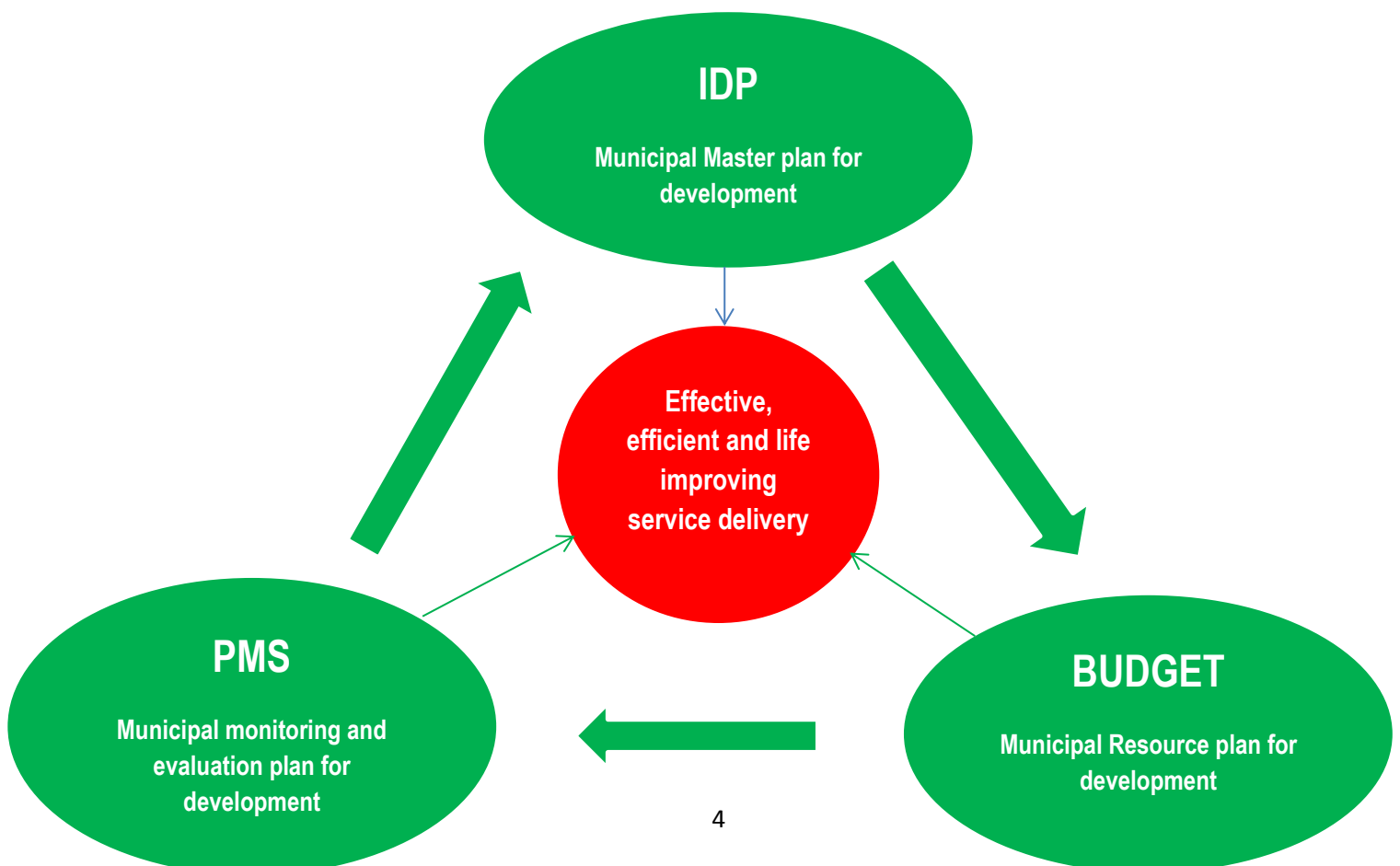
- Set appropriate key performance indicators as a yardstick for measuring performance including outcomes and impact, with regards to the municipality's development priorities and objectives set out in its IDP,
- Set measurable performance targets with regards to each of those development priorities and objectives,
- With regards of those development priorities and objectives and against the key performance indicators and targets monitor performance and measure and review performance at least once a year,
- Take steps to improve performance with regard to those development priorities and objectives where performance targets are not met,

- Establish a process of regular reporting to the council, other political structures, political office bearers, staff of the municipality and the public as well as appropriate organs of state.

Section 40 of this act requires the municipality to establish mechanisms to monitor and review its performance management system. Also important is section 42 of the act which requires the municipality to involve the community in the development, implementation and review of the municipality's PMS with particular reference to allowing the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.

1.3 Alignment of the IDP, Budget and PMS processes

Effective and efficient service delivery cannot be achieved through the development and review of the IDP alone without a proper linkage of the IDP, budget and PMS. The IDP is a master plan which should be supported by some resource plan to implement it as well as some monitoring and evaluation plan to ensure its effective implementation. In this case the budget is the resource plan and the PMS is a monitoring and evaluation plan. Recognising the importance of these linkages for life- changing service delivery, this process plan considered the required alignment as it is reflected in the sequence of activities to be undertaken. These linkages are then summarised in the following schematic representation.



1.4 Key elements to be addressed in this process

- Update the current development status,
- Comments received from the various role-players in the assessment of the IDP Review documentation for 2015/16
- Shortcomings and weaknesses identified through self-assessment including poor coordination and management of the planning process, inadequate participation of internal structures in IDP process, poor public participation process and lack of performance monitoring and evaluation mechanisms,
- Review of the Strategic elements of the IDP based on new council's priorities and management objectives,
- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process,
- Alignment of the IDP with newly completed Sector Plans;
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework.

1.5 Horizontal and vertical alignment

The alignment approach that Emadlangeni Local Municipality will employ allocates equal importance to horizontal and vertical levels. In this case horizontal alignment is between the District and other Local Municipalities, whilst vertical is between the municipality, the province and the national departments and parastatals as well as other service providers. The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are coordinated and addressed jointly. On the other hand, alignment between local government and other spheres of government as well as parastatals or service providers ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants.

In order to ensure the horizontal alignment, Emadlangeni Local Municipality is available and prepared to meaningfully participate in the alignment activities coordinated by the ADM to involve all local municipalities constituting the ADM family (**ADM Planning and Development Forum**). These meetings are foreseen to be seating for each phase of the IDP review as follows;

Phase 1: Analysis phase : 28 September 2014

Phase 2: Strategies phase : 14 December 2014

Phase 3: project identification phase : 15 March 2015

Phase 4: Integration and approval phase : 14 June 2015

It is for the purposes of vertical alignment that Emadlangeni Local municipality will involve provincial departments, service providers and parastatals in the planning process through making them part of the to-be reconstituted **IDP Representative Forum (IDP RF)**. These meetings shall seat for each phase of the IDP review as follows;

Consultation 1: Analysis and strategies phase : 25 October 2014

Consultation 2: Project identification and

Integration and approval phase : 26 February 2015

2

IDP INSTITUTIONAL ARRANGEMENT

2.1 Internal structures, role players and their responsibilities

Internal structure/role player	Responsibilities
Mayor	<ul style="list-style-type: none"> • Be responsible for the overall management, co-ordination and monitoring of the process.
Planning Portfolio Committee	<ul style="list-style-type: none"> • Monitor the review of the IDP • Recommend the review IDP to Council for further recommendation to Council for adoption.
Council	<ul style="list-style-type: none"> • Consider and adopt the process plan; • To ensure alignment of the Local Municipality's IDP to that of the District Municipality; • To ensure that there is a link between the IDP, the Performance Management System(PMS), and the budget • Approving and adopting the revised IDP.
Ward Councillors	<ul style="list-style-type: none"> • Facilitating public consultation and participation; • Ensuring transparency and linking the planning process to their wards.
IDP steering committee Composition: <ul style="list-style-type: none"> • Municipal Manager • Planning officer • Secretariat will be provided by IDP office staff • Senior Management, • Appointed IDP, PMS & SDBIP consultants • Any other members as the Municipal Manager may deem fit. 	<ul style="list-style-type: none"> • Provide terms of reference for the various planning activities associated with the IDP; • Commission research studies as may be required; • Considers and comments on: <ul style="list-style-type: none"> ○ Inputs from sub-committee/s, study teams and consultants; ○ Inputs from provincial sector departments and support providers; and ○ IDP RF members. • Processes, summarise and document outputs; • Makes content and technical recommendations; and • Prepare, facilitate and document meetings.
IDP manager	<p>Working together and managing the performance of the appointed service provider, the planning officer/IDP manager is expected,</p> <ul style="list-style-type: none"> • To ensure that the Process Plan is finalised and adopted by Council; • To adjust the IDP according to the proposals of the MEC; • 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 enquiries; • To ensure alignment of the IDP with other IDP's within the District Municipality; • 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.

Heads of Departments and Municipal Officials	<ul style="list-style-type: none"> • Provide relevant technical, sector and financial information for analysis for determining priority issues; • Provide departmental operational and capital budgetary information; • Responsible for the preparation of projects proposals, the integration of projects and sector programmes; • Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for local Government for alignment.
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2.2 External structures, role players and their responsibilities

Internal structure/role player	Responsibilities
IDP Representative Forum Composition: <ul style="list-style-type: none"> • Councillors; • Traditional leaders; • Ward Committee secretaries; • Senior Municipal Officials; • Stakeholder representatives of organised groups; • Advocates of unorganised groups; • Appointed IDP, PMS & SDBIP service provider • Other community representatives; • National and Provincial Departments regional representatives; • NGO's; and • Parastatal organisations. 	<ul style="list-style-type: none"> • Represent the interests of their constituents in the IDP process; • Monitor the performance of the planning and implementation process; • Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government ; • Ensure communication between all the stakeholder representatives including the municipal government.
ADM	<ul style="list-style-type: none"> • Provides co-ordination for Local Municipalities; • Ensure vertical alignment between the District and local planning; • Facilitation of vertical alignment of IDP' s with other spheres if government and sector departments; • Ensure horizontal alignment of the IDP' s of the municipalities in the district council area; • To co-ordinate events for joint workshops with local municipalities, provincial and national role players and other relevant specialists.
Cogta	<ul style="list-style-type: none"> • Provide support to the planning process • To evaluate the overall process
IDP, PMS and SDBIP Service provider	Working together and under the guidance of the planning officer/IDP manager, the service provider is expected, <ul style="list-style-type: none"> • To ensure that the Process Plan is finalised and adopted by Council; • To adjust the IDP according to the proposals of the MEC; • To identify additional role-players to sit on the IDP Representative Forum;

	<ul style="list-style-type: none"> • 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 enquiries; • To ensure alignment of the IDP with other IDP's within the District Municipality; • 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; <p>To submit the reviewed IDP to the relevant authorities.</p>
Communities	<ul style="list-style-type: none"> • Communities play an active part throughout the review process of the Integrated Development Plan 'because their needs are crucial; and as a local municipality we need to provide effective and efficient service delivery to the communities. • Some form of Community Participation is Ward Committee meetings that are held at each ward and through Public Representative Forms.
Government departments	<ul style="list-style-type: none"> • Provide data and information • Budget guidelines • Alignment of budgets with IDP • Provide professional and technical support

3

MECHANISMS FOR PUBLIC PARTICIPATION

3.1 Introduction

Public participation is regarded as intrinsic to participatory democracy, developmental local government and good governance. Participation is defined as a process whereby stakeholders exercise influence over public policy decisions, and share control over resources and institutions that affect their lives, thereby providing a check on the resources and institutions that affect their lives, and by implication a check on the actions of government. In the context of democracy and governance, participation is focused on the empowerment of citizens, and the interplay between a broad range of government, private and civil society actors and actions.

Community participation refers to the way in which communities and stakeholders are involved in the development processes of the municipality. These include policy formulation, budgeting, identification, implementation and monitoring of projects and strategy formulation. One of the main advantages of successful community participation is that people understand local government and the constraints under which it functions.

For the purposes of this process 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.

3.2 Emadlangeni Local Municipality Public Participation Structures

The following table presents the municipal public participation structures as contained in the public participation strategy which shall be aligned to the IDP public participation processes,

Structure	Stakeholders
IDP representative forum	<ul style="list-style-type: none">- Traditional authorities- Civil society- Community representatives- Municipal officials
Sector specific committees	<ul style="list-style-type: none">- Civil Society- Council Executive Committee- Traditional leadership

Ward Committees	<ul style="list-style-type: none"> - Communities - Councillors - Civil society - Traditional leadership
Service Provider's forum	<ul style="list-style-type: none"> - Local Businesses
Project specific committees	<ul style="list-style-type: none"> - Sector managers
Special groups	<ul style="list-style-type: none"> - Youth structures - Religious structures - Elderly structures - Women's structures - Educational groups - Cultural groups - People living with disabilities

3.3 Mechanisms for 2015/16 IDP public participation

This process will employ the following mechanisms for public participation:

(1) IDP Representative Forum (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP RF and ensure their continued participation throughout the process. These meetings shall seat for each phase of the IDP review as follows;

Consultation session 1: Analysis phase and strategies : 30 October 2014

Consultation session 2: Projects, Integration and approval phase : 26 February 2015

Mayoral IDP Road shows

Emadlangeni Municipality intends to undertake the IDP Road Show during April 2015

These will be more broad based and will target members of the community at a greater scale and ward specific, traditional leaders are included and communicated with throughout the IDP Process.

(2) Ward committee workshops

The municipality will ensure a full and meaningful participation of communities through ward committee workshops that will be conducted to gather information on the current development status, project identification and setting of development targets. These workshops will be scheduled quarterly as follows:

Quarter 1: Current development status assessment workshop : 30 September 2014

Quarter 2: Project identification workshop : 10 December 2014

Quarter 3: development targets setting workshop : 10 March 2015

(3) Media

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

(4) Radio Slots

The national radio station will be utilised to make public announcements where necessary.

(5) Information sheets

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified.

(6) The Municipal Newsletter

The municipal newsletter 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.

(7) Community meetings

The NLM will also host community meetings to publicise the draft IDP and Budget at a ward level. The venues for these meetings will be publicised at the IDP RF as well as through the media.

Strategic Planning

Strategic planning will be undertaken in the form of the workshop with Senior Management, Municipal Mayor, and Council Members. **The session will be undertaken on December 2013.** This Strategic session should indicate the strategic direction of the municipality, and form the basis for updating the Vision, Mission, Values, Objectives and Strategies.

4

CYCLE FOR IDP, PMS AND BUDGET PROCESS

4.1 IDP, PMS and budget process alignment matrix

MONTH	ACTIVITIES				PERSONS RESPONSIBLE
	IDP	SDF	PMS	BUDGET	
JULY	<ul style="list-style-type: none"> IDP Review Process Plan Drafted. 		<ul style="list-style-type: none"> Signing of new performance contracts for Section 57 Managers and submission to Council Prepare Departmental Business Plans Final S57 Managers' Performance Assessments 	<ul style="list-style-type: none"> Approve and announce new budget schedule and set up committees and forums. Consultation on performance and changing needs. 	<ul style="list-style-type: none"> Planning officer and service provider Municipal manager Mayor
AUGUST	<ul style="list-style-type: none"> IDP Review Process Plan tabled at Council for approval. IDP preparation process initiated. Review of comments received on the previous financial year IDP Review document. Self-assessment to identify gaps in the IDP process. Integration of information from adopted Sector Plans into the IDP Review 	<ul style="list-style-type: none"> Review of Spatial Development Framework to; <ol style="list-style-type: none"> Revise it to inform the capital budget of the municipality. Align it with the SDF's of the surrounding municipalities. Align it with the national and provincial spatial planning initiatives. Identify the urban edges in line with the departmental guidelines. 	<ul style="list-style-type: none"> Quarterly Project Implementation Report Quarterly Audit Committee meeting Special Audit Committee meeting for evaluation of Sect 57 Managers final assessments 	<ul style="list-style-type: none"> Consultation on performance and changing needs. Review performance and financial position. Review external mechanisms. Start Planning for next three years. 	<ul style="list-style-type: none"> Planning officer and service provider Municipal manager Audit committee CFO

	<ul style="list-style-type: none"> document. Initiation of new sector plans into the IDP. Review and updating of the IDP Vision, Mission and Objectives. Updating and review of the strategic elements of the IDP in light of the new focus of Council. 	<ul style="list-style-type: none"> Align it with the provincial spatial planning guidelines. 			
SEPTEMBER	<ul style="list-style-type: none"> Integration of information from adopted Sector Plans into the IDP Review document. 		<ul style="list-style-type: none"> Auditor General audit of performance measures 	<ul style="list-style-type: none"> Update policies, priorities and objectives. Determine revenue projections and policies. 	<ul style="list-style-type: none"> Planning officer and service provider Auditor general's office Municipal manager CFO
OCTOBER	<ul style="list-style-type: none"> Integration of information from adopted Sector Plans into the IDP Review document. Review of Spatial Development Framework. 		<ul style="list-style-type: none"> Appointment of Internal Auditors Appointment of the Audit Committee Sect 57 Managers' quarterly assessments for the first quarter Compile annual report 	<ul style="list-style-type: none"> Engagement with sector departments, share and evaluate plans, national policies, MTBPS. Draft initial allocations to functions. Draft initial changes to IDP. 	<ul style="list-style-type: none"> Planning officer and service provider Municipal manager CFO
NOVEMBER	<ul style="list-style-type: none"> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects internally. Project alignment between the DM and LM's. 		<ul style="list-style-type: none"> Quarterly Project Implementation Report for the first quarter Quarterly Audit Committee meeting for the first quarter. 	<ul style="list-style-type: none"> Consolidation of budgets and plans. Executive determines strategic choices for next three years. 	<ul style="list-style-type: none"> Planning officer and service provider Municipal manager Audit committee CFO
DECEMBER	<ul style="list-style-type: none"> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects with IDP RF forum. 			<ul style="list-style-type: none"> Finalise tariff policies. 	<ul style="list-style-type: none"> Planning officer and service provider Municipal manager CFO

JANUARY	<ul style="list-style-type: none"> ▪ Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. ▪ Identification of priority IDP projects with ward committees. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Annual Customer Satisfaction survey ▪ Mayor tables annual report ▪ Make public annual report and invite community inputs into report ▪ Sect 57 Managers' quarterly assessments for the second quarter 	<ul style="list-style-type: none"> ▪ Prepare detailed budgets and plans for the next three years. 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager ▪ Mayor ▪ CFO
FEBRUARY	<ul style="list-style-type: none"> ▪ Consolidation of Municipal Strategies, Objectives, KPA's, and KPI's and targets. ▪ Consolidation of priority IDP projects. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Quarterly Project Implementation Report for the second quarter ▪ Quarterly Audit Committee meeting for the second quarter. ▪ Submit annual report to AG, Provincial & Cogta 	<ul style="list-style-type: none"> ▪ Complete the detailed budgets and plans for the next three years. ▪ Executive adopts budget and plans and changes to IDP. 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager ▪ Audit committee ▪ CFO
MARCH	<ul style="list-style-type: none"> ▪ Initiate preparation of Financial Plan. ▪ Conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Council to consider and adopt an oversight report ▪ Set performance objectives for revenue for each budget vote 	<ul style="list-style-type: none"> ▪ Mayor tables budget, resolutions, plans and changes to IDP. 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager ▪ Mayor
APRIL	<ul style="list-style-type: none"> ▪ Finalise Preparation of Financial Plan. ▪ Final conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report. ▪ S57 Managers' Quarterly Performance Assessments ▪ Publicise Annual Report ▪ Submit Annual Report to Provincial Legislature/MEC Local Government 	<ul style="list-style-type: none"> ▪ Consultation with National and Provincial Treasuries ▪ Council Debate on Budget and Plans. 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager ▪ CFO
MAY	<ul style="list-style-type: none"> ▪ Public participation process launched through series of public hearings on the IDP 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Quarterly Project Implementation Report for the third quarter. ▪ Quarterly Audit Committee 	<ul style="list-style-type: none"> ▪ Public hearings on the Budget ▪ Council adopts budget, resolutions, capital implementation plans, objectives 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager

	and Budget.		<ul style="list-style-type: none"> meeting for the third quarter ▪ Annual review of organisational KPIs ▪ Review annual organisational performance targets and community inputs into KPI's and targets 	and changes in IDP.	<ul style="list-style-type: none"> ▪ Audit committee ▪ CFO
JUNE	<ul style="list-style-type: none"> ▪ IDP RF meeting to consider the amendments to the IDP. ▪ Portfolio committee recommends adoption of the IDP to Council. ▪ Council workshop on the IDP. ▪ Adoption of the IDP by Council. 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Budget for expenses of audit committee 	<ul style="list-style-type: none"> ▪ Publish budget and plans. ▪ Finalise performance contracts and delegation. 	<ul style="list-style-type: none"> ▪ Planning officer and service provider ▪ Municipal manager ▪ CFO

4.2 2014/15 IDP, PMS and budget process dates

It should be noted that the dates tabled hereunder are target dates by which an activity must have been conducted, monthly plans shall be developed in the beginning of every month specifying the dates on which specific activities shall take place.

Month	Activities	Target Dates
July 2014	(1) IDP Review Process Plan Drafted and submitted	31 July 2014
	(2) Signing of new performance contracts for Section 57 Managers and submission to EXCO	
	(3) Prepare Departmental Business Plans	
	(4) Final S57 Managers' Performance Assessments	
	(5) Approve and announce new budget schedule and set up committees and forums.	
	(6) Consultation on budget performance and changing needs.	
August 2014	(7) IDP Review Process Plan tabled at Council for approval.	29 August 2014
	(8) IDP preparation process initiated.	
	(9) Review of comments received on the previous financial year IDP Review document.	
	(10) Self-assessment to identify gaps in the IDP process.	
	(11) Integration of information from adopted Sector Plans into the IDP Review document.	
	(12) Initiation of new sector plans into the IDP.	
	(13) Review and updating of the IDP Vision, Mission and Objectives.	
	(14) Updating and review of the strategic elements of the IDP in light of the new focus of Council.	
	(15) Quarterly Project Implementation Report	
	(16) Quarterly Audit Committee meeting	
	(17) Special Audit Committee meeting for evaluation of Sect 57 Managers final assessments	
	(18) Consultation on performance and changing needs.	
	(19) Review performance and financial position.	
	(20) Review external mechanisms.	
(21) Start Planning for next three years.		
September 2014	(22) Integration of information from adopted Sector Plans into the IDP Review document.	30 September 2014
	(23) Review of Spatial Development Framework.	
	(24) Auditor General audit of performance measures	
	(25) Update policies, priorities and objectives.	
	(26) Determine revenue projections and policies.	

October 2014	(27) Integration of information from adopted Sector Plans into the IDP Review document.	31 October 2014
	(28) Review of Spatial Development Framework.	
	(29) Appointment of Internal Auditors	
	(30) Appointment of the Audit Committee	
	(31) Sect 57 Managers' quarterly assessments for the first quarter	
	(32) Engagement with sector departments, share and evaluate plans, national policies, MTBPS.	
	(33) Draft initial allocations to functions.	
	(34) Draft initial budgetary changes to IDP.	
November 2014	(35) Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.	28 November 2014
	(36) Identification of priority IDP projects internally.	
	(37) Project alignment between the DM and LM's.	
	(38) Quarterly Project Implementation Report for the first quarter	
	(39) Quarterly Audit Committee meeting for the first quarter	
	(40) Consolidation of budgets and plans.	
(41) Council determines strategic choices for next three years.		
December 2014	(42) Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.	30 December 2014
	(43) Identification of priority IDP projects.	
	(44) Compile annual report	
	(45) Finalise tariff policies.	
January 2015	(46) Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.	30 January 2015
	(47) Identification of priority IDP projects with ward committees.	
	(48) Annual Customer Satisfaction survey	
	(49) Mayor tables annual report	
	(50) Make public annual report and invite community inputs into report	
	(51) Sect 57 Managers' quarterly assessments for the second quarter	
	(52) Prepare detailed budgets and plans for the next three years.	
	(53) Consolidation of Municipal Strategies, Objectives, KPA's, and KPI's and targets.	27 February 2015
	(54) Consolidation of priority IDP projects.	
	(55) Quarterly Project Implementation Report for the second quarter	
	(56) Quarterly Audit Committee meeting for the second quarter.	

February 2015	(57) Submit annual report to AG, Provincial & Cogta	
	(58) Complete the detailed budgets and plans for the next three years.	
	(59) Council adopts budget and plans and changes to IDP.	
March 2015	(60) Initiate preparation of Financial Plan.	30 March 2015
	(61) Conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report.	
	(62) Council to consider and adopt an oversight report	
	(63) Set performance objectives for revenue for each budget vote	
	(64) Mayor tables budget, resolutions, plans and changes to IDP.	
April 2015	(65) Finalise Preparation of Financial Plan.	30 April 2015
	(66) Final conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report.	
	(67) Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report.	
	(68) S57 Managers' Quarterly Performance Assessments	
	(69) Publicise Annual Report	
	(70) Submit Annual Report to Provincial Cogta	
	(71) Consultation with National and Provincial Treasuries	
(72) Council Debate on Budget and Plans and Public participation process launched through series of public hearings on the IDP and Budget		
May 2015	(73) Public participation process launched through series of public hearings on the IDP and Budget.	29 May 2015
	(74) Quarterly Project Implementation Report for the third quarter.	
	(75) Quarterly Audit Committee meeting for the third quarter	
	(76) Annual review of organisational KPIs	
	(77) Review annual organisational performance targets and community inputs into KPI's and targets	
	(78) Public hearings on the Budget	
	(79) Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.	
June 2015	(80) IDP RF meeting to consider the amendments to the IDP.	30 June 2015
	(81) Portfolio committee recommends adoption of the IDP to Council.	
	(82) Council workshop on the IDP.	
	(83) Adoption of the IDP by Council.	
	(84) Budget for expenses of audit committee	
	(85) Publish budget and plans.	
(86) Finalise performance contracts and delegation.		

4.3 COST ESTIMATES

The 2015/16 IDP Review will be conducted by the external service provider and the cost breakdown for each phase is as follows:

Phase	Cost
The process plan Analysis	
Strategies	
Project identification	
Integration and approval (including stakeholder involvement and community participation)	
Total	

4.4 Conclusion

This process plan for the IDP Review 2015/2016 has:

- Detailed the organizational arrangements for the review process;
- Outlined the roles and responsibilities;
- Outlined the mechanisms and procedures for public participation;
- Described the mechanisms and procedures for alignment ;
- Provided an action plan and;

Once adopted by Council, it will be advertised by means of public notices on Council notice boards, the circulation of notices and in the newspapers. Final Process Plan will be forwarded to the Department of Co-operative Governance and Traditional Affairs by a stipulated date and thereafter it will be advertised in the newspapers.