



# **SENQU MUNICIPALITY**

## **2019/2020 IDP Review & BUDGET Process Plan**

Adopted  
27 July 2018

## TABLE OF CONTENTS

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List of tables and figures .....	ii
1. Legislative Background .....	3
1.1 Background .....	<b>Error! Bookmark not defined.</b>
2. Sector plans and binding plans to be included in the IDP .....	3
2.1 Key Sector Plans.....	4
2.2 Other plans and issues to be considered .....	4
3. IDP Process .....	5
3.1. Institutional arrangements, roles & responsibilities .....	5
4. Mechanisms and procedures for community and stakeholder participation.....	10
5. Mechanisms and procedures for alignment .....	11
ANNEXURES .....	11
Annexure A: Binding Legislation .....	11
Annexure B: Detailed IDP and Budget Action Plan.....	14
ANNEXURE C: TIME SCHEDULE KEY DEADLINES AND ACTIVITIES.....	16
6. Conclusion.....	18

## LIST OF TABLES AND FIGURES

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<i>TABLE 1: KEY SECTOR PLANS TO BE INCLUDED IN IDP</i> .....	4
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## 1. LEGISLATIVE BACKGROUND

### 1.1 BACKGROUND

An Integrated Development Plan (IDP), adopted by the Municipal Council, is a key strategic planning tool for the municipality. It is described in the Municipal Systems Act (MSA) 32 of 2000 as:

35(1) (a) *"...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";*  
(b) *"...binds the municipality in the exercise of its executive authority...";*

Senqu Local Municipality will develop its IDP and Budget in accordance with the requirements as set out in the Local Government: Municipal Systems Act (MSA) 32 of 2000, the Local Government: Municipal Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

### 1.2 ADOPTION OF A PROCESS PLAN

The MSA 28(1) states that *each municipal council ... must adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.*

This Process Plan outlines the programme to be followed and provides details on issues specified in the Act. A Process Plan must according to MSA 29 (1):

- (a) *be in accordance with a predetermined programme specifying time-frames for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures establish in terms Chapter 4, allow for –*
  - (i) *the local community to be consulted on its development needs and priorities;*
  - (ii) *the local community to participate in the drafting of the IDP; and*
  - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;*
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

## 2. SECTOR PLANS AND BINDING PLANS TO BE INCLUDED IN THE IDP

The Local Government: Municipal Structures Act 117 of 1998, Municipal Systems Act 32 of 2000 and Municipal Finance Management Act 56 of 2003 are specific to municipalities and are the key important legislations for the development of the IDP. National legislation also contains various kinds of requirements for municipalities to undertake planning.

A list of National and Provincial legislation impacting on the development and review of the IDP and Budget is attached as an **Annexure A**.

## 2.1 KEY SECTOR PLANS

The Process Plan must identify key plans and planning requirements that must be taken into account in reviewing municipal IDPs. Table 1 below provides a summary of the plans required and the list is not exhaustive. Municipalities that have not yet developed their municipal sector specific plans or strategies may opt to adopt the relevant District plan or strategy through a municipal Council's Resolution for its own use.

***Table 1: Key sector plans to be included in IDP***

SECTOR PLANS & POLICIES	YEAR OF REVIEW
Senqu Spatial Development Framework	2016
JGDM Area Based Plan	2010
JGDM Integrated Transport Plan	2010
Senqu Responsible Tourism Plan	2018
JGDM Environmental Management Plan	2011
JGDM Water Services Development Plan	2013
Senqu Integrated Waste Management Plan	2014
Senqu Public Participation Strategy	2013
Senqu HIV and AIDS Plan	2011
Senqu Communication Strategy	2017
Senqu Workplace Skills Development Plan	2016
JGDM Gender Mainstreaming Strategy	2014
Senqu Employment Equity Plan	2014
Senqu Human Resources Plan	2009
Senqu Performance Management Policy	2014
Senqu Scarce Skills and Retention Strategy	2014
Senqu Anti-Fraud and Anti-Corruption Strategy	2011
Senqu LED Strategy	2018
Senqu Comprehensive Infrastructure Plan	2018

## 2.2 OTHER PLANS AND ISSUES TO BE CONSIDERED

In terms of Section 153 of the Constitution municipalities must participate in national and provincial development programmes. Moreover, Section 25 of the MSA states that an IDP

adopted by the Municipality must be compatible with national and provincial development plans and planning requirements binding on the municipality. Thus, the following plans and issues must also be considered:

- The National Development Plan
- National Spatial Development Perspective
- Medium Term Strategic Framework and the Provincial Strategic Framework
- Provincial Growth and Development Plan
- Mandate of Local Government
- Sustainable Development Goals
- Comments and inputs emanating from IDP processes and stakeholder engagements
- Comments emanating from IDP engagement sessions
- Amendments due to changing circumstances
- Need for general improvements of current processes and systems.
- Resource re-allocation and prioritization
- Organizational development and its intricacies
- Review of the previous years' plans and lessons learnt
- Reviewed sector plans;
- Council's strategic planning sessions
- National Key Performance Indicators
- Credible IDP Framework

### **3. IDP PROCESS**

The IDP Process is a continuous cycle of planning, implementation and evaluation. Annexure B & D outlines the time schedules.

#### ***3.1. INSTITUTIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES***

The development of the IDP and Budget involves Municipal Officials, Councillors as well as stakeholders/actors outside the Municipality. The following arrangements have been set in place to institutionalise community/ stakeholder participation and also to enable the municipality to manage the drafting of the output. Further, these organisational arrangements will provide an organised platform for the accessing of the decision-making process by all the affected and interested stakeholders in the IDP Review process.

##### ***Council***

The Council is chaired by the Speaker.

##### ***Council Terms of Reference***

The Council shall:

- Oversee the development of the IDP
- Adopt the developed IDP
- Prepare, decide and adopt a Process Plan
- Overall management and co-ordination of plan
- Co-ordinate public participation
- Review sector plans
- Adopt and approve the IDP
- Adjust IDP in accordance with MEC's proposals

- Align IDP with key performance indicators developed by COGTA

### ***Executive Committee***

The Executive Committee is chaired by the Mayor.

### ***Executive Committee Terms of reference***

As the Senior Governing Body of the municipality, it has to:

- Decide on the Process Plan.
- Manage, co-ordinate and monitor the process and draft the IDP (or delegate to the MM)

### ***IDP Manager***

The Municipal Manager (Mr. Yawa) as the IDP Manager will delegate the authority of managing the IDP to the Director D&TPS who will delegate it to the Manager IPED. However, his office will still maintain the overall responsibility for the IDP.

### ***Terms of reference for the IDP Manager***

The IDP Manager shall, in accordance with the provisions of the IDP legislation framework:

- Ensure that the IDP and budget process plan is drafted and adopted by Council
- Ensure that the IDP and budget are developed and adopted by Council
- Ensure that a PMS and SDBIP's are developed and adopted by Council
- Manage the IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources;
- Encourage an inclusive participatory planning process and compliance with action programme
- Ensure that the planning process outcomes are properly documented
- Manage service providers for the IDP
- Co-ordinate with various government departments to ensure that all the projects, strategies and objectives of Senqu are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa.

### ***IDP & Budget Steering Committee***

In terms of the Municipal Budget and Reporting Regulations of 2009 S4 (1) The Mayor of a municipality must establish a budget steering committee to assist the Mayor in discharging the responsibilities set out in Section 53 of the Act.

### ***Members of the IDP & Budget Steering Committee***

Based on Sect 4 of the Municipal Budget and Reporting Regulations the Steering Committee for Senqu Municipality will consist of the following persons:

- Mayor (Chairperson)
- Chairperson: Budget & Treasury Standing Committee
- Municipal Manager
- Chief Financial Officer
- Director: D&TPS (Development & Town Planning Services)
- Director: Technical & Engineering Services
- Director: Community & Social Services

- Director: Corporate & Support Services
  - Chief Operations Officer
  - Manager: Budget & Treasury
  - Manager: IPED
- } *Secretariat*

#### **ROLES & RESPONSILITIES**

Municipal Manager	<ul style="list-style-type: none"> <li>• Assist the Mayor in performing the assigned budgetary functions</li> <li>• Provide the Mayor with administrative support, operational resources and the information necessary to perform these functions.</li> <li>• Assist the Mayor with the preparation of the IDP</li> </ul>
Chief Financial Officer & BTO	<ul style="list-style-type: none"> <li>• Preparing the draft annual capital and operating budgets (including the budget components required for the ensuing two financial years),</li> <li>• Any required adjustments budget</li> <li>• The projections of incomes from own revenue and from the National and Provincial DORA required for the budget process</li> <li>• Recording of past operational expenditures</li> <li>• The projections of revenues and expenses for the service delivery and budget implementation plan</li> <li>• Draft Tariff Structure</li> <li>• Draft Budget-Related Policies</li> </ul>
Manager IPED & BTO	<ul style="list-style-type: none"> <li>• Development of the IDP and budget process plan as per legislation</li> <li>• Secretariat of the Budget Steering committee</li> </ul>
IDP Manager	<ul style="list-style-type: none"> <li>• Co-ordination of the public participation strategy in conjunction with the COO and Mayor</li> <li>• Co-ordinate, develop and review the IDP according to legislation</li> <li>• Co-ordination of the IDP Representative Forums in conjunction with the Mayor</li> <li>• Co-ordination of draft and final SDBIP's</li> </ul>
Senior management	<ul style="list-style-type: none"> <li>• Assist the Municipal Manager in managing and co-</li> </ul>



	<p>coordinating the financial administration of the municipality</p> <ul style="list-style-type: none"> <li>• Provide the necessary information for the IDP</li> <li>• Participate in developing and reviewing the IDP</li> <li>• Ensure that all information required for compliance with the MFMA and IDP legislation is timeously submitted</li> <li>• Develop annual departmental and Municipal wide SDBIP in conjunction with staff</li> <li>• Develop and revise departmental IDP objectives and targets</li> <li>• Develop departmental scorecards based on the IDP and SDBIP</li> <li>• Submit quarterly SDBIP reports</li> </ul>
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#### Function of the Committee

- Co-ordinate the processes of public participation to ensure that community needs are brought to the forefront of budget processes. The actual co-ordination of the public participation will be done by the IDP Manager, the CLO and the Mayor.
- Co-ordination of the budget processes including the adjustment budget if needed in accordance with the annual IDP Budget process plan. The plan will annually be developed by the IDP Manager and BTO and submitted to the committee for approval before adoption by Council.
- Co-ordination of the IDP development and review.
- Finalise priority needs per department and ward.
- Cost priorities and ensure that organogram is in line with the stated objectives of the municipality and that it is reviewed and funded on an annual basis.
- Prepare draft IDP, Capital and Operational Budget, Organogram, Tariff Structure and Budget-Related Policies for tabling to Council by the Mayor.
- Ensure that draft IDP, Budget and other budget-related documents are advertised as per legislative requirements.
- Deal with all comments / representations received from community, stakeholders, National and Provincial Treasury and if needed amend IDP, Budget and other budget-related documents accordingly.
- Prepare final IDP, Budget and budget related documents for submission to Council by the Mayor.
- Facilitate the development of departmental and individual SDBIP's and PMS scorecards on an annual basis and in accordance with legislated timeframes. The Committee will ensure

that the scorecards reflect IDP targets and objectives and that they are signed according to legislated timeframes.

- Co-ordinate the handing in of quarterly SDBIP reports and discuss the reports to ensure that any impediments to service delivery are reduced or minimised.

#### Meeting Schedule

The IDP & Budget Steering Committee will meet as per the timetable.

### ***Integrated Participatory Planning Forum (IPPF)***

The Municipal Mayor, will chair the Integrated Participatory Planning Forum. The IPPF will consist of:

- All Councillors
- HODs (Section 56 Managers)
- 2 Reps from Ward Committees
- All CDWs
- 2 Reps from Traditional Leaders
- 1 Rep from each Stakeholder representatives of organized groups
- 2 Reps from Community representatives
- Reps from Sector Depts.
- 2 Reps from Advocates for unorganized groups

### ***Integrated Participatory Planning Forum Terms of Reference***

The Integrated Participatory Planning Forum shall:

- Represent the interest of various constituencies in the IDP planning process
- Provide an organizational platform and mechanism for discussion, negotiation and decision making between stakeholders including the district municipality
- Provide a communication mechanism for the exchange of ideas and opinions among the various stakeholder interest groups
- Participate in the setting up of key performance indicators including the monitoring thereof in line with the adopted Performance Management System
- Monitor the performance of the planning and implementation process
- Discuss issues relating to the effectiveness and how to improve public participation.
- Discuss issues relating to service delivery and how to improve or address them.

### **OTHER ACTORS**

<b>ACTORS</b>	<b>ROLES AND RESPONSIBILITIES</b>
Ward Councillors /Ward Committees (assisted by CDWs)	<ul style="list-style-type: none"> <li>• Major link between municipality and residents</li> <li>• Link the planning process to their wards or constituencies</li> <li>• Organize public consultation and participation</li> <li>• Represent the ward at the IDP Representative forum</li> <li>• Analyze ward-based issues, determine priorities, negotiate and reach consensus.</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Represents interests, contribute knowledge and ideas to the Representative Forum</li> <li>• Inform interest groups, communities and organizations</li> <li>• Analyze issues, determine priorities, negotiate and reach consensus</li> <li>• Participate in designing project proposals</li> <li>• Discuss and comment on the draft IDP</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor performance in implementation</li> <li>• Conduct meetings with groups, communities, etc to prepare for and follow-up on relevant planning activities.</li> <li>• Bring issues around service delivery and proposals on how to fix or alleviate them.</li> </ul>
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## 4.MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER PARTICIPATION

One of the main features about IDP and Budget Processes is the involvement of community and stakeholder organizations in the process. This ensures that the IDP addresses the real issues that are being experienced by the citizens.

### Participation Mechanisms

Provisions of MSA Chapter 4 Section 17 provide for mechanisms for participation:

- Integrated Participatory Planning Forum to verify and add data
- District Municipality's Representative Forum to ensure that local priorities are adequately reflected in the District's IDP
- Use Ward Councillors to call meetings to keep communities informed about the IDP progress (including Ward Committees and CDWs)
- Publish annual reports on municipal progress
- Advertise in local newspapers and community radios to publicize meetings
- ExCo outreaches
- Develop pamphlets and booklets on IDP where necessary
- Making the IDP document available to all units and in public places for public comments
- Making use of municipal website.
- Published annual reports on municipal progress
- Interaction with Traditional Leaders
- Established forums
- Invitations for Public Inputs on policies, by-laws and planning documents
- Representation of stakeholders on project subcommittees
- Invitation of public to Council meetings
- Municipal newsletters
- Opening of Facebook page and twitter

### Appropriate Language Use

English will be used as the language of communication. However, in community meetings languages that are spoken in that community will also be used.

### Appropriate Venues and Transport

- Officials will be responsible for arranging venues and transport for all wards;
- Transport will be arranged for Traditional Leaders, Designated Groups and Ward Committees;
- Senqu Local Municipality will be responsible for the costs of these meetings

## 5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

The IDP Manager (Municipal Manager) and the Manager IPED of Senqu Municipality will be responsible for ensuring smooth co-ordination of the IDP process and its alignment with the District's IDP through bilateral discussions with affected sector departments and neighbouring Municipalities. Inter-Governmental Forums will also be used to ensure that beneficial alignment of programmes and projects do occur. Other activities that will facilitate alignment can be summarised as follows:

- Information on Priority issues to DM
- Participation in District IDP meetings
- Municipal level strategy workshops
- Technical inputs into project planning
- Sector programmes under responsibility of Prov/Nat sector Departments
- Submission and commenting on draft IDP
- Concurrent community meetings with the District and sector departments

## ANNEXURES

### Annexure A: Binding Legislation

The Senqu Local Municipality's IDP & Budget formulation and implementation processes will be bound by the following set of legislations (the inventory in the table below is not exclusive of other applicable legislation that may be omitted for lack of information or other reasons):

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION	APPLICABILITY
<b>GENERAL MANAGEMENT</b>		
Constitution of the Republic of South Africa, 1996	<ul style="list-style-type: none"> <li>To introduce the constitution and to provide for matters incidental thereto</li> </ul>	<ul style="list-style-type: none"> <li>Relates to the powers and functions of local government</li> </ul>
Local Government: Municipal Systems Act 32, 2000 as amended	<ul style="list-style-type: none"> <li>To give effect to "developmental local government"</li> <li>To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all</li> <li>To set a framework for planning, performance management, resource mobilization and organizational change and community participation</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines for municipalities to implement and develop PMS</li> <li>Guidelines for municipalities to implement and develop an IDP</li> <li>Guidelines for municipalities to implement and develop community participation</li> </ul>
Local Government: Municipal Structures Act 117, 1998 as amended	<ul style="list-style-type: none"> <li>To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities, the division of functions and powers between municipalities and appropriate electoral systems</li> <li>To regulate internal systems, structures and office-bearers</li> </ul>	<ul style="list-style-type: none"> <li>Relates to the powers and functions of local government</li> </ul>
Local Government: Municipal Demarcation Act 27, 1998	<ul style="list-style-type: none"> <li>To provide for the demarcation of boundaries of municipalities for the establishment of new municipalities</li> </ul>	<ul style="list-style-type: none"> <li>Establishes the municipal boundaries and determination of ward boundaries</li> </ul>
Occupational Health and Safety Act, 1993	<ul style="list-style-type: none"> <li>To provide for occupational health and safety in the work place and the protection of persons outside the work place against hazards to health and safety arising from activities of persons at the work place</li> </ul>	<ul style="list-style-type: none"> <li>Assists the municipality with guidelines on how to ensure worker safety</li> </ul>
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> <li>To control and regulate the right of all persons to access to information</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the public on how to access municipal documents</li> </ul>
Promotion of Fair Administrative	<ul style="list-style-type: none"> <li>To give effect to the right to administrative action</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality deals</li> </ul>

Justice Act, 2000	that is lawful, reasonable and procedurally fair in terms of the Constitution of the Republic of South Africa	with the public in a fair manner
Promotion of Equality and Prevention of Unfair Discrimination Act, 2000	<ul style="list-style-type: none"> <li>To give effect to Section 9 read with Item 23(1) of Schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment.</li> <li>To promote equality and to eliminate unfair discrimination and to prevent and prohibit hate speech and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal recruitment procedures are transparent and free of prejudice</li> </ul>
<b>FINANCE</b>		
Local Government: Municipal Finance Management Act, 2003	<ul style="list-style-type: none"> <li>To regulate financial management in the local sphere of government to require that all revenue, expenditure, assets and liabilities of municipalities and municipal entities are managed efficiently and effectively.</li> <li>To determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To provide municipalities with guidelines on how to ensure good financial management</li> <li>To outline the roles and responsibilities of administrators and Councillors in financial management</li> </ul>
Public Finance Management Act, 1999	<ul style="list-style-type: none"> <li>To regulate financial management in the national and provincial government and, inter alia, provincial public entities</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal finance guidelines adhere to provincial and national guidelines</li> </ul>
Local Government: Municipal Property Rates Act, 2004	<ul style="list-style-type: none"> <li>To regulate the power of a municipality to impose rates on property</li> <li>To make provision for fair and equitable valuation methods on properties.</li> </ul>	<ul style="list-style-type: none"> <li>To improve the financial viability of municipalities</li> </ul>
<b>TOWN PLANNING AND SPATIAL DEVELOPMENT</b>		
Development Facilitation Act, 1995	<ul style="list-style-type: none"> <li>To provide for IDPs, reflecting current planning and to institutionalise development tribunals for evaluation applications</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that spatial planning occurs in a sustainable manner</li> </ul>
Land Use Management Bill, 2002	<ul style="list-style-type: none"> <li>To establish a uniform land use management system.</li> </ul>	<ul style="list-style-type: none"> <li>To assist municipalities to District IDP Manager take responsibility for land administration</li> </ul>
Physical Planning Act, 1991	<ul style="list-style-type: none"> <li>To provide guidelines for the drafting of urban development plans.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that spatial planning occurs in a sustainable manner</li> </ul>
<b>ENVIRONMENT</b>		
Environmental Conservation Act, 1989	<ul style="list-style-type: none"> <li>To provide for environmental impact assessments and exemptions, noise control areas etc.</li> <li>To provide for the effective protection and controlled utilisation of the environment and for matters incidental therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that development occurs in a sustainable manner</li> </ul>
National Environmental Management Act, 1998	<ul style="list-style-type: none"> <li>To provide for co-operative environmental governance by establishing principles for decision making on matters affecting the environment and to provide for matters connected therewith.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that local government takes responsibility for protecting its environment for its citizens</li> </ul>
<b>ENGINEERING/TECHNICAL SERVICES</b>		
National Water Act, 1998	<ul style="list-style-type: none"> <li>To provide for fundamental reform of the laws relating to water resources</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for protecting water resources</li> </ul>
Water Services Act, 1997	<ul style="list-style-type: none"> <li>To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans.</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines on roles and responsibilities regarding water provision</li> </ul>
Regulations on Advertisements on or Visible from National Roads, 1998	<ul style="list-style-type: none"> <li>To control all advertising on national and regional roads</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipalities do not erect signposts that are in contravention of advertising laws</li> </ul>
<b>SAFETY AND SECURITY</b>		
Road Traffic Management Corporation Act, 1999	<ul style="list-style-type: none"> <li>To provide, in the public interest, for co-operative and co-ordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters and to provide for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that traffic in municipal areas is managed in a sustainable manner</li> </ul>
Prevention of Illegal Eviction from and Unlawful Occupation of Land Act, 1998	<ul style="list-style-type: none"> <li>To provide for the eviction of unlawful occupants of land the protection of the rights of such occupants under certain conditions</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that people are not illegally convicted</li> </ul>

National Road Traffic Act, 1996	<ul style="list-style-type: none"> <li>To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that road users adhere to road traffic regulations in municipal areas</li> </ul>
National Land Transport Interim Arrangements Act, 1998	<ul style="list-style-type: none"> <li>To make arrangements relevant to transport planning and public road transport services.</li> </ul>	<ul style="list-style-type: none"> <li>To regulate passenger road services</li> </ul>
Disaster Management Act, 2002	<ul style="list-style-type: none"> <li>To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality establishes the necessary structures and plans to deal with and prevent disasters</li> </ul>
<b>HEALTH AND WELFARE</b>		
Hazardous Substance Act, 1973	<ul style="list-style-type: none"> <li>To control matters relating to gas, petrol and liquids</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the transport and storage of these substances in the municipal area</li> </ul>
National Policy for Health Act, 1990	<ul style="list-style-type: none"> <li>To provide for control measures to promote the health of the inhabitants of the Republic of South Africa and for matters connected thereto</li> </ul>	<ul style="list-style-type: none"> <li>To provide a role for the municipality to play in the health of its inhabitants</li> </ul>
<b>HUMAN RESOURCES</b>		
Employment Equity Act, 1998	<ul style="list-style-type: none"> <li>To promote the constitutional right of equality and the exercise of true democracy</li> <li>To eliminate unfair discrimination in employment</li> <li>To redress the effect of unfair discrimination in the work place to achieve a workforce representative of the population</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that municipal recruitment procedures are transparent and free of prejudice</li> </ul>
Basic Conditions of Employment Act, 1997	<ul style="list-style-type: none"> <li>To give effect to the right to fair labour practices</li> <li>To provide for the regulation of basic conditions of employment.</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the municipality on conditions of employment for its workers</li> </ul>
Labour Relations Act, 1995	<ul style="list-style-type: none"> <li>To regulate the organizational rights to trade unions, the right to strike and lock-outs</li> <li>To promote and facilitate collective bargaining and employee participation in decision making</li> <li>To provide simple procedures for labour disputes</li> </ul>	<ul style="list-style-type: none"> <li>To provide guidelines for the municipality on how to deal with labour matters</li> </ul>
Skills Development Act, 1998	<ul style="list-style-type: none"> <li>To provide for the implementation of strategies to develop and improve the skills of South African workforce</li> <li>To provide for Learnerships</li> <li>To regulate the employment services and the financing of skills development</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that training occurs within the municipality</li> </ul>
Compensation of Occupational Injuries and Diseases Act, 1993	<ul style="list-style-type: none"> <li>To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality assists those injured on duty</li> </ul>
Skills Development Levies Act, 1999	<ul style="list-style-type: none"> <li>To provide for the imposition of a skills development levy and for matters connected therewith</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality sets aside an annual budget for training</li> </ul>
<b>ELECTRICITY</b>		
Electricity Act, 1987	<ul style="list-style-type: none"> <li>To provide for and regulate the supply of electricity and matters connected thereto.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure that the municipality understands its role and function in electricity</li> </ul>

### Annexure B: Detailed IDP and Budget Action Plan

	Activity	Purpose	Responsibility	Time frame
1.	Discuss process plan with IDP and Budget Steering Committee	To ensure that management and political leadership agrees on the IDP and budget timeframes	Manager IPED & BTO	18 July 2018
2.	Develop draft IDP Process Plan and present to Council for adoption	Guide development of 2019-2020 IDP Review	Manager IPED	27 July 2018
3.	Adopt Process Plan	To guide the planning, drafting, adoption and review of the IDP and budget Establish committees and consultation forums for the IDP and Budget process	Council	27 July 2018
4.	Publish and make known Process Plan (i.e. key activities and deadlines)	Inform public of the process to be followed in developing the IDP	Manager IPED BTO	3 August 2018
5.	Integrated Participatory Planning Forum	To discuss IDP Review process	Manager IPED Manager IGR	21 August 2018
6.	Public engagement and consultation	Consult local communities on their development needs and priorities. This will be done on a ward by ward basis with the ward committees and Councillors	Manager IPED Public Participation Ward Councillors	4 September – 19 October 2018
7.	Integrated Participatory Planning Forum	Finalise issues raised in the outreach with Communities	Manager IPED Manager IGR	20 November 2018
8.	Departmental Strategic sessions	Departments meet and revise 5-year priorities, targets and programmes based on NDP and community needs where necessary	HOD's	22 – 30 November 2018
9.	IDP & Budget Steering Committee	To look at the cost of the programmes vs available funding	Manager IPED BTO	4 December 2018
10.	Report on mid-year and performance assessment	Evaluate performance of the municipality to guide future decisions as well as for the new financial year	Municipal Manager to report to Executive Committee	24 January 2019
11.	Draft Annual Report	Draft Annual Report to be completed.	Director D&TPS	18 January 2019
12.	Council	Council	Director Corporate Services	25 January 2019
13.	S 72 engagement with Provincial Treasury	S 72 engagement with Provincial Treasury	BTO	1 February 2019
14.	Advert for comments on draft Annual report	21-day comment period on annual report	Manager: Governance & Compliance	1 – 21 February 2019
15.	Municipal strategic session	Define municipal objectives, strategies, objectives, targets and budget proposals. Refine adjustment budget proposals	Management & Executive Committee	11 – 15 February 2019
16.	IGR meeting	To meet and finalise budget propositions from Sector Departments	Manager IPED	26 February 2019

17.	IDP & Budget Steering Committee Meeting	To meet and finalise budget proposals, incorporate information from the Strategic session and adjustment budget	Manager IPED BTO	28 February 2019
18.	Audit Committee	To finalise oversight report on draft Annual report	Audit Committee Chairperson	27 February 2019
19.	Special Council Meeting	To approve adjustment budget	Municipal Manager CFO	22 February 2019
20.	Integrated Participatory Planning Forum	To meet and discuss draft IDP and budget	Manager IPED	5 March 2019
21.	IDP & Budget Steering Committee	Compile draft high level SDBIP	Manager IPED, Manager Governance & Compliance, BTO	19 March 2019
22.	Council	Mayor presents draft IDP, Budget and high level SDBIP to Council. Mayor presents final Annual report to council	Mayor	29 March 2019
23.	Departmental SDBIP sessions	To draft departmental SDBIP's	Departments HOD's	1 - 10 April 2019
24.	Advert for draft IDP and Budget. Advert for final Annual report adoption	Advert for comment period to appear on website, municipal notice boards and in newspapers. Draft IDP & Budget loaded on website	BTO Manager IPED Manager Compliance & Governance	5 April 2019
25.	Submission of draft IDP & Budget	To submit draft IDP and Budget to DLG&TA, Prov & Nat Treasury	BTO Manager IPED	8 April 2019
26.	Draft budget and benchmarking with Provincial Treasury	Draft budget and benchmarking with Provincial Treasury	BTO	12 April 2019
27.	Public outreach	Meet communities and receive inputs on the draft budget and IDP	Executive Committee Manager IPED	1 -30 April 2019 1-3 May 2019
28.	Public comments	Meet communities and invite comments on the budget and IDP	Executive Committee Manager IPED	5 April – 3 May 2019
29.	IDP & Budget Steering Committee	To finalise SDBIP and PMS targets	CFO Manager IPED	10 May 2019
30.	Integrated Participatory Planning Forum	To discuss PMS targets	Mayor Manager IPED	16 May 2019
31.	Table municipal budget and revised IDP	Consolidate plans for delivery of services and attainment of the development trajectory of the Municipality	Mayor	31 May 2019
32.	Advert of IDP and budget adoption	Advert of IDP and budget adoption	Manager IPED BTO	7 June 2019
33.	Final IDP to MEC and IDP summaries printed. Final Budget submitted	Submit final IDP and Budget to DLG &TA, Prov & Nat Treasury. Final IDP & Budget to go on website	Manager IPED BTO	4 June 2019
34.	SDBIP to Mayor	Mayor receives a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA	Municipal Manager	10 June 2019
35.	Mayor approves SDBIP and ensures annual performances contracts are drafted according to law.	Mayor must approve SDBIP and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA	Mayor	25 June 2019



36.	SDBIP to Council	SDBIP given to Council for approval	Mayor	28 June 2019
37.	SDBIP made public	SDBIP made public. Put on website	Manager Compliance and Governance	8 July 2019

### **ANNEXURE C: TIME SCHEDULE KEY DEADLINES AND ACTIVITIES**

<b>Time Frames</b>	<b>Mayor and Council</b>	<b>Administration - Municipality</b>
<b>July 2018</b>	<p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53</p> <p>IDP &amp; Budget Steering Committee Meeting to discuss draft IDP &amp; Budget process plan <b>28 July 2018</b></p> <p>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year <b>27 July 2018</b>. MFMA s 21, 22, 23; MSA s 34, Ch 4 as amended</p>	<p>Accounting officers and senior officials of municipality begin planning for next three-year budget MFMA s 68, 77</p>
<b>August – November 2018</b>	<p>Advertise IDP &amp; Budget review deadlines <b>3 August 2018</b></p> <p>Integrated Participatory Planning Forum to discuss process plan and review analysis <b>21 August 2018</b></p> <p>Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans <b>August– November 2018</b></p> <p>ExCo outreach <b>4 September – 19 October 2018</b></p> <p>Integrated Participatory Planning Forum to discuss and finalise outreach issues <b>20 November 2018</b></p> <p>Departmental sessions to discuss issues raised in outreach and draft objectives, strategies and project proposals <b>22- 30 November 2018</b></p>	<p>Budget offices of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p> <p>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS</p> <p>Accounting officer reviews and drafts initial changes to IDP MSA s 34</p>
<b>December 2018</b>	<p>IDP &amp; Budget Steering Committee to discuss departmental issues and develop draft objectives, strategies and project proposals <b>4 December 2018</b></p> <p>Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75</p>	<p>Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements by <b>21 December 2018</b></p>

Time Frames	Mayor and Council	Administration - Municipality
January 2019		Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36
February 2019	<p>IGR Meeting to discuss project proposals and budgets with sector departments <b>26 February 2019</b></p> <p>Municipal strategic session <b>11 -15 February 2019</b></p> <p>IDP and Budget Steering Committee <b>28 February 2019</b></p>	<p>Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</p> <p>Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2)</p>
March 2019	<p>IDP Rep &amp; Public participation Forum to discuss draft IDP <b>5 March 2019</b></p> <p>IDP &amp; Budget Steering Committee meeting to develop draft high level SDBIP <b>19 March 2019</b></p> <p>Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34 <b>29 March 2019</b></p>	Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42
April – May 2019	<p>Directors to meet with departments and draft departmental SDBIP's <b>1-10 April 2019</b></p> <p>Public hearings on the budget <b>1 April to 3 May 2019</b>, and council debate. Council considers views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration MFMA s 23, 24; MSA Ch 4 as amended</p> <p>IDP &amp; Budget Steering committee meetings to discuss SDBIP and budget submissions <b>10 May 2019</b></p> <p>IDP Representative &amp; Public Participation Forum to discuss draft PMS targets <b>16 May 2019</b></p> <p>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc <b>MFMA s 21</b></p> <p>Council to consider approval of budget and plans at least 30 days before start of budget year, <b>31 May 2019</b>. MFMA s 23, 24; MSA Ch 4 as amended</p> <p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year <b>31 May 2019</b> MFMA s 16, 24, 26, 53</p> <p>IDP submitted to Mec of Local Government <b>4 June 2019</b></p>	<p>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed MFMA s 22 &amp; 37; MSA Ch 4 as amended</p> <p>Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</p> <p>Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</p> <p>Accounting officers of Municipality publishes adopted budget and plans <b>4 June 2019</b> MFMA s 75, 87</p>

Time Frames	Mayor and Council	Administration - Municipality
June 2019	<p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA <b>25 June 2019</b>.</p> <p>Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The Mayor submits the approved SDBIP and performance agreements to Council <b>28 June 2019</b>, MEC for local government and makes public within 14 days after approval <b>8 July 2019</b>. MFMA s 53; MSA s 38-45, 57(2)</p> <p>Council must finalise a system of delegations. MFMA s 59, 79, 82; MSA s 59-65</p>	<p>Accounting officer submits to the Mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA (<b>10 June 2019</b>). MFMA s 69; MSA s 57</p>
<p><u>Abbreviations:</u> <b>IDP</b> - Integrated Development Plan; <b>MFMA</b> - Local Government: Municipal Finance Management Act, No. 56 of 2003; <b>MSA</b> - Local Government: Municipal Systems Act, No. 32 of 2000, as amended; <b>MTBPS</b> - National Treasury annual publication, Medium Term Budget and Policy Statement; <b>NT</b> - National Treasury; <b>PT</b> - Provincial Treasuries; <b>SDBIP</b> - Service Delivery and Budget Implementation Plan</p>		

## 6. CONCLUSION

This IDP & Budget Process Plan was compiled in terms of the Local Government Municipal Systems Act (Act 32 of 2000) and it outlines the process which Council will follow in reviewing its IDP.