



SIYANDA DISTRICT MUNICIPALITY

IDP / BUDGET & PMS PROCESS PLAN 2012/2013

FOR IDP REVIEW 2013/2014

1. INTRODUCTION

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five year period. An IDP is one of the key tools for Local Government to cope with its developmental role and seeks to arrive at decisions on issues such as Municipal budgets, land development and management, promotion of local economic development, and institutional transformation in a consultative and systematic manner.

The process plan of the District and its Local Municipalities need to be prepared in line with a Framework Plan as agreed to by all municipalities in the District. The framework plan provides linkage for binding relationships to be established between the District and Local Municipalities in the District. In so doing, proper consultation, co-ordination and alignment of the IDP process of the District Municipality and its various municipalities can be maintained.

2. LEGISLATIVE CONTEXT

According to section 34 of the Municipal System Act (32 of 2000), a municipal council:

- (a) Must review its integrated development plan-
 - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41, and
 - (ii) To the extent that changing circumstances so demand, and
- (b) May amend its integrated development plan in accordance with a prescribed process.

In terms of section 28 (1) of the Municipal System Act of 2000, each municipal council must adopt a process set out in writing to guide the planning, drafting adoption and review of its integrated development plan.

Section 28 (2) further provides that the Municipality must through appropriate mechanisms, processes and procedures established in terms of section 4, consult the local community before adopting the process.

The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the adoption by Council.

The plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP rafting process
- An indication of the organizational arrangements for the IDP process
- Binding plans and planning requirements, i.e. policy and legislation and
- Mechanisms and procedures for vertical and horizontal alignment.

3. ORGANISATIONAL ARRANGEMENTS

3.1. IDP STEERING COMMITTEE

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

Institutional Arrangements:

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

3.2. TERMS OF REFERENCE OF THE IDP STEERING COMMITTEE

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

- Provide terms of reference for the various planning activities associated with the IDP;

- Commission research studies as may required;
- Considers and comments on:
 - Inputs from sub-committees study teams and consultants;
 - Inputs from provincial sector departments and support providers and
 - IDP RF members.
- Makes content and technical recommendations.

3.3. THE IDP MANAGER AND RESPONSIBILITIES

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

- To ensure that the IDP Process Plan is finalized 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.

3.4. IDP REPRESENTATIVE FORUM (IDP RF)

This forum represents all stakeholders and is inclusive as possible. Efforts will be made to ensure their continued participation throughout the process. The IDP RF serves as the last meeting for public consultation prior to adoption where the Executive Mayor presents the possible intervention to issues raised during consultation period.

3.4.1. CODE OF CONDUCT FOR IDP RF MEMBERS

- Represent the interest of the constituencies
- Attend all meeting as scheduled (frequency and attendance).
- Members understanding their roles and responsibilities in respect of their constituencies.
- Give feed back to constituents.
- Require simple majority for decisions.

4. MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1. FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Chapter 4 of the Municipal Systems Act, 2000 section 17 (2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality. Four major functions can be aligned with the public participation process namely:

- Needs identification
- Identification of appropriateness of proposed solution.
- Community ownership and buy in and
- Empowerment.

4.2. MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilized;

MEDIA

Local news papers and the Municipal newsletter will be used to inform the community of the of the IDP/Budget processes.

WEBSITE

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

4.3. PROCEDURES FOR PARTICIPATION

The following procedures for participation will be utilized:

IDP REPRESENTATIVE FORUM

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

PUBLIC CONSULTATION MEETINGS

The municipality will be hosting public consultation with all stakeholders to publicize the draft and budget. The venues for these meetings will be publicized through the media.

5. PROGRAMME OF ACTION FOR IDP REVIEW 2013-2014

ACTIVITY	RESPONSIBLE UNIT	TARGET DATE
PREPARATION PHASE		
<ul style="list-style-type: none"> • Prepare and development of IDP Framework Plan and Process Plan 	IDP	JULY 2012
<ul style="list-style-type: none"> • Compilation of 2011/12 4th Quarter Report • Draft Annual Performance Agreements 	PMS	JULY 2012
PREPARATION PHASE		
<ul style="list-style-type: none"> • Consult with B municipalities on the alignment of framework plan with process plans of local municipalities. • Submit IDP/ Budget Framework and Process Plan to Council for adoption 	IDP	AUGUST 2012
<ul style="list-style-type: none"> • Compile Budget & IDP Time schedule of key Deadlines for 2013/2014 in conjunction with IDP unit that has to be tabled to council by 31 August 2012 • Advertise Budget & IDP Time Schedule of Key Deadlines 	BUDGET	AUGUST 2012
<ul style="list-style-type: none"> • Finalise 2012/13 performance agreements. (Workshop on CCR component) • Finalise 2011/12 4th quarter report and post on the website. • Draft Annual Report 2010/11 • Final Performance reviews for s57 managers for 2011/12 	PMS	16 AUGUST 2012 31 AUGUST 2012 31 AUGUST 2012 31 AUGUST 2012
ANALYSIS PHASE		

<ul style="list-style-type: none"> • Advertise IDP/Budget Framework and Process Plan in local newspapers and on district municipality's website. 	IDP	SEPTEMBER 2012
<ul style="list-style-type: none"> • Implementation budget and IDP time table key deadlines. 		
STRATEGIES PHASE		
<ul style="list-style-type: none"> • IDP Steering Committee convened to Assessment of implementation of 2011/2012 IDP projects & key issues raised by MEC comments • Convene IDP Representative Forum to discuss of outstanding sector plans and alignment of sector programmes with district programmes. • Undertake public participation process 	IDP	OCTOBER 2012
<ul style="list-style-type: none"> • Start preparing Medium Term Forecast and determine Budget Assumptions to be used • Capital and Operational Briefing Session with Directorates • Distribute Capital Budget Templates to Directorates • Directorates Commence with the Preparation of Capital Budgets 	BUDGET	OCTOBER 2012
<ul style="list-style-type: none"> • First Quarter Evaluation • First Quarter Report to Council 	PMS	OCTOBER 2012
STRATEGIES PHASE		
<ul style="list-style-type: none"> • Consultation process with B Municipalities. • Consolidate district priority issues • Formulate IDP projects for the next financial year of the B Municipalities. • Priorities support to the B Municipalities. 	IDP/Budget	NOVEMBER 2012

<ul style="list-style-type: none"> • Directorates finalize and submit their Inputs for Capital Budgets to the Budget Office. • Receive input for the adjustment budget. • Distribute Operational Budget Templates to Directorates • Directorates Commence with the Preparation of Operational Budgets • Directorates finalize and submit their inputs on the Operational Budgets to the Budget Office for the draft Budget 	BUDGET	NOVEMBER 2012
STRATEGIES PHASE		
<ul style="list-style-type: none"> • Preparation of Budget by BTO • Commence Mid- year Assessments • MAYCO: Submission of first draft budget 	BUDGET	DECEMBER 2012
<ul style="list-style-type: none"> • Finalise the draft 2011/12 annual report incorporating financial and non-financial on performance, audit reports and annual financial statements. (Section 71 and 72 Reports.) • Present Draft Annual report to Management. • Compilation of midterm report 	PMS	DECEMBER 2012
INTEGRATION PHASE		
<ul style="list-style-type: none"> • Get preliminary project lists from B municipalities. • Priorities the needs from the B Municipalities for assistance. 	IDP	JANUARY 2013
<ul style="list-style-type: none"> • Finalize Mid- year Assessments and submit to 	BUDGET	17 JANUARY 2013

<ul style="list-style-type: none"> the Municipal Manager MAYCO: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, Draft Annual Report, and Draft Budget COUNCIL: Considers Mid- year Assessments for the First Half of the Financial Year, Adjustment Budget, and Draft Annual Report by 25 January 		<p>21 JANUARY 2013</p> <p>25 JANUARY 2013</p>
<ul style="list-style-type: none"> Mid-Term Performance Assessment Report Executive Mayor tables the Draft Annual Report (2011/12) to Council. Second Quarter Evaluation 	PMS	<p>20 JANUARY 2013</p> <p>25 JANUARY 2013</p>
INTEGRATION PHASE		
<ul style="list-style-type: none"> IDP Representative Forum to get sectoral inputs from departments Convene IDP Steering Committee- project list and draft IDP& alignment of IDP, PMS & Budget 	IDP	20 FEBRUARY 2013
<ul style="list-style-type: none"> Management and Middle Management: Considers proposed Draft Annual Budget, Annual Report as well as Oversight Report, and Programme for Public Participation MAYCO: Considers proposed Draft Annual Budget, Adopt Annual Report as well as Oversight Report, and Programme for Public Participation 	BUDGET	28 FEBRUARY 2013
<ul style="list-style-type: none"> Departmental submissions on the draft SDBIP for 2013/14 	PMS	28 FEBRUARY 2013
APPROVAL PHASE		

<ul style="list-style-type: none"> • Draft IDP made available to Mayor for input • Council considers and adopts draft IDP 	IDP	31 MARCH 2013
<ul style="list-style-type: none"> • Draft Budget table to Council for approval by 31 March 	BUDGET	31 MARCH 2013
<ul style="list-style-type: none"> • Approval of 2011/12 Oversight report the Annual Report • Adopt the 2011/12 Annual report with the comments of the Oversight Committee. • Compilation of Third Term Report and Submission to Council 	PMS	31 MARCH 2013
APPROVAL PHASE		
<ul style="list-style-type: none"> • Advertise the approved draft IDP for public comments • Public participation on draft IDP/Budget 	IDP	APRIL 2013
<ul style="list-style-type: none"> • Final inputs: Senior Managers and Middle Management. • Final input from the Municipal Manager, Managers and the Executive Mayor. 	BUDGET	APRIL 2013
<ul style="list-style-type: none"> • Submit Annual report to AG, Provincial Treasury, Legislature and DLGTA. • Third Quarter Evaluation 	PMS	APRIL 2013
APPROVAL PHASE		
<ul style="list-style-type: none"> • Incorporate comments into IDP • Council considers IDP for adoption 	IDP	MAY 2013
<ul style="list-style-type: none"> • Council consider Final Draft Budget for adoption 	BUDGET	MAY 2013
<ul style="list-style-type: none"> • Drafting of Performance Agreements • Alignment of the Budget, IDP and the SDBIP. 	PMS	MAY 2013
APPROVAL PHASE		

<ul style="list-style-type: none"> • Sent approved copy of IDP to MEC for Local Government • Advertise approved IDP in local newspapers, municipality's website and local municipalities. 	IDP	JUNE 2013
<ul style="list-style-type: none"> • Submit Annual Budget to National and Provincial Treasury • Prepare hard copies for distribution 	BUDGET	JUNE 2013
<ul style="list-style-type: none"> • Draft SDBIP & Performance Agreements to the Mayor 14 days after adoption of IDP & Budget • Executive Mayor approves Institutional SDBIP within 28 days of Budget approval • Submit IDP to MEC for Local Government • Letter to MEC in terms of Systems Act and regulations on Final SDBIP • Fourth Quarter Evaluation 	PMS	JUNE 2013

