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**MSINGA MUNICIPALITY IDP&BUDGET REVIEW PROCESS PLAN 2017/2018**

2016/2017 DRAFT

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**1.INTRODUCTION**

This PROCESS PLAN outlines the manner in which the IDP PROCESS will be undertaken. It has been prepared in line with the District Framework Plan. The IDP Review is legislated in Section 34 of the Municipal Systems Act which states:

A municipal council-

1. a) Must review its Integrated Development Plan–
   1. i. annually in accordance with an assessment of its performance measurements in terms of Section 41; and
   2. ii. to the extent that changing circumstances so demand; and
2. b) May amend its IDP in accordance with a prescribed process.

|  |
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| The IDP has to be reviewed annually for the following reasons:   1. To ensure its relevance as the Municipality’s Strategic Plan. 2. To inform other components of the Municipal business process including institutional and financial planning and budgeting. 3. To inform the cyclical inter-governmental planning and budgeting cycle.   For the IDP to remain relevant the Municipality must assess its performance and the achievement of its targets and strategic objectives. Therefore the IDP must reflect the impact of the achievements and the challenges as well as corrective measures to address those challenges. The IDP process will address internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of integrated planning.  The IDP, as a municipality’s **strategic plan**, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality’s financial and institutional planning and most importantly, the drafting of the annual budget.  The IDP process and the budget process are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001). |

## *Legal context*

The Municipal Systems Act requires the Municipal Council to adopt a single, inclusive and strategic plan for the development of the municipality. As alluded to above, it further states that the IDP must be reviewed annually.

In addition to the Municipal Systems Act the Municipal Finance Management Act (MFMA) provides for timeframes for the IDP and the budget. In terms of the budget and IDP schedule (or the IDP Process Plan) the MFMA requires that these be adopted by Council by the end of August, the draft budget and IDP to be tabled before the council in March and final budget and IDP to be adopted by council in May section (21) and (24) of the Municipal Finance Management Act.

The preparation and adoption of a Process Plan is also a legislated requirement and is provided for under Section 28 of the Municipal Systems Act.The Process plan outlines the processof development of the Integrated Development Plan (IDP).

## What elements does the Development of this IDP comprise?

In the IDP cycle, changes to the IDP may be required from three main sources:

1. MEC comments,
2. Amendments necessitated by changing circumstances ,and
3. Revisiting the vision, objectives and strategies in line with the new Council
4. Updating planned projects
5. Performance Management System review

The reviewed Msinga Municipality **2016/2017** IDP is expected to comprise of the following:

* The reviewed SDF and Housing Plan
* Development of sector plans
* New projects:
* Five year investment Plan
* The departmental scorecards
* One year operational plan

## *How is the IDP Process Undertaken (Process)?*

The steps below represent a continuous cycle of planning, implementation and review. Implementation commences immediately after the Municipal Council adopted the initial 5 year .

1. Preparing for IDP
2. Monitoring and evaluation
3. Defined objectives ,strategies and projects
4. Drafting of the Review
5. Adoption
6. Public participation
7. IDP implementation
8. Performance Management Systems

Throughout these steps community participation plays a big role in ensuring that the public’s needs are reflected in the IDP

# **ORGANISATIONAL ARRANGEMENTS**

The following structures will guide the IDP Review Process of Msinga Municipality:

* IDP Representative Forums
* IDP Steering Committees
* Technical Intergovernmental Relations Forum and
* Task teams

## *2.1 IDP Representative Forum*

The IDP Representative Forum, formed as part of the IDP process in the previous years will continue to function throughout the IDP Review. To ensure wide representation community members are encouraged to participate in the process or send their representatives. To ensure meaningful contribution terms of reference may be reviewed and extended during the IDP process. The IDP Representative Forum composition is as follows:

Chaired by:

* The Executive Mayor or a member of the EXCO

Secretariat:

* IDP Steering Committee

Composition:

* Chairperson of the Development Planning sub-committee
* Traditional Leaders
* Ward Committee members
* Heads of Departments / Senior officials
* Stakeholder representatives of organised groups
* Advocates for unorganised groups
* Resource persons
* Government Sector Departments
* Religious leaders

## *2.2 IDP Steering Committee*

The IDP Steering Committee, formed as part of the IDP process during the previous year will continue to function throughout the IDP review. The IDP Steering Committee comprise of:

* Municipal Manager
* IDP Manager
* Departmental Directors

This committee will monitor progress. Of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP Review, each of which will require a specific focus.

## *2.3 IDP Task Teams*

IDP task teams, formed as a combination of the IDP Steering Committee and Councillors will play a major role in the IDP process. It should, however, be noted that the way in which these structures relate to other structures of Council needs to be carefully considered to minimize unnecessary bureaucracy and delays.

|  |  |
| --- | --- |
| **TASK TEAM** | **PRIORITY ISSUES** |
| **Institution and Finance** | 1. • Institution 2. • Finance 3. • Communication 4. • SPU/ IGR 5. • ICT |
| **Local Economic Development and Environment** | 1. • Agriculture 2. • Manufacturing 3. • Tourism 4. • Urban Renewal 5. • Heritage 6. • SMME Development 7. • Environment |
| **Social Needs** | 1. • Municipal/ environmental health 2. • HIV/ AIDS    * 1. • Disaster Management and Fire Fighting 3. • Safe and Healthy environment 4. • Community Safety |
| **Infrastructure** | 1. • Water and Sanitation 2. • Roads 3. • Telecommunication and electricity 4. • Solid Waste 5. • Land and Housing 6. • Public Transport 7. • Community Facilities 8. • Building Control |

## *2.4 Technical Intergovernmental Relations Forum*

## For the Municipality to succeed other spheres of government must also play a role. In order to maximize co ordination and synergy between the spheres of government an invitation is extended to all government spheres to part-take in the IDP process. Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underlie the relations between the spheres of government. This structure is responsible for:

1. • Coherent planning and development in the municipal area;
2. • Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the municipality; and
3. • Any matter of strategic importance which affects service delivery within the municipal area.

## *2.5 Schedule of Meetings*

The following is a schedule of meetings for the IDP Review Process.

|  |  |  |
| --- | --- | --- |
| **Structure** | **Date** | **Time** |
| **IDP Steering Committee** | 21/11/2016 | 10h00 – 12h00 |
| 16/01/2017 | 10h00 – 12h00 |
| 06/03/2017 | 10h00 – 12h00 |
| 29/05/2016 | 10h00 – 12h00 |
| **IDP Representative Forum** | 15/11/2016 | 10h00 – 14h00 |
|  | District IDP Forum |
| 14/02/2017 | 10h00 – 14h00 |
| 25/04/2017 | 10h00 – 14h00 |
|  | |

# **3. MECHANISMS FOR PUBLIC PARTICIPATION**

One of the main features of the Integrated Development Planning process is the involvement of community and stakeholder organizations in the process. Participation of affected and interested parties is obligatory in the IDP review process and is set down in Sections 16 – 18 of the Municipal Systems Act. This is to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The Municipality will place a notice on the local newspaper inviting interested parties to participate in the representative forum. As part of consulting and informing the community, on approval of the draft IDP/Budget the municipality will advertise in the local newspapers as well as on local notice boards.

The Representative Forum will meet throughout the IDP process. The frequency of meetings is highlighted in the table above.

At the beginning of ***2016/2017*** financial year the municipality will embark on wide scale public consultation (the schedule is attached below).These public engagements allow the honourable Mayor to table before the community the budget and the planned projects as reflected in the IDP and SDBIP. This public engagement opens a platform where the community gets to voice their concerns regarding service delivery. Importantly, as Chapter four of the MSA stipulates that a municipality has to create a culture of public participation, Msinga municipality has tailor made its communication strategy to fit its community profile. These engagements are aimed more at the illiterate members of the community, who would not be able to read the IDP document on display.

# **BINDING PLANS AND LEGISLATION**

The broader legal context for reviewing the IDPs is attached as on number 6.

# **ACTION PLAN AND BUDGET**

## *5.1 Action Plan*

Each phase will be initiated by a steering committee meeting; this will enable the HODs to give a clear direction with regards to activities required in the phase. The Representatives Forum meetings are to facilitate community participation.

Details of the steps within each phase are included in Annexure B.

Representative Forum meetings are scheduled to facilitate community participation and relevant input to the IDP review.

## *Budget*

Budget has been set aside for the IDP Process as indicated below.

|  |  |  |  |
| --- | --- | --- | --- |
| **FUND** | **SOURCE** | **AMOUNT** |  |
| IDP Process | Department of Co-operative Governance & Traditional Affairs (DCOGTA) | **R20 000** | This amount will be used to hold forums with stakeholders towards the preparation of the IDP 2017/18 |

* 1. **MAYORAL PROGRAMME OF ACTION 2017/2018 FINANCIAL YEAR**

The Mayor embarks on a wide scale community participation Programme. The Programme is structured around multi-disciplinary topics in line with the municipality’s function .It has two phases from *June to December 2016 and* the second phase is *January to June 2017.* It incorporates a wide spectrum of topics ranging from reporting back on the Annual Performance Report in terms of section 46 of Chapter 6 of the Municipal Systems Act, 32 of 2000 and Chapter 12 for the Municipal Finance Management Act, 56 of 2003. Msinga has a high number of illiterate communities thus most community participation is done verbally with supportive documentation being handed out to the public.

The mayoral programme will be developed once the new Mayor has been sworn in and will form part of the final Process plan.

# **6. ANNEXURE A: BINDING PLANS AND LEGISLATION**

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures and Systems Acts are specific to municipalities. The Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development of IDPs. Arising from the Systems Act, the soon to be finalised IDP Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

1. • Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
2. • A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
3. • Links between the IDP and budget process as outlined in the Municipal Finance Management Act, 2003.
4. Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).
5. • More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21). These are highlighted in the table below:

| **Category of requirement** | **Sector requirement** | **National department** | **Legislation/policy** |
| --- | --- | --- | --- |
| Legal requirement for a district/local plan | Integrated Transport Plan | Department of Transport | National Transport Bill |
| Waste Management Plan | Department of Environmental Affairs & Tourism | White Paper on Waste Management |
| Spatial planning requirements | Department of Land Affairs | DFA/Land Use Management Bill (forthcoming) |
| Requirement for sector planning to be incorporated into IDP | Housing strategy and targets | Housing | Housing Act (Chapter 4, Section 9) |
| Environmental management issues | Department of Environmental Affairs & Tourism |  |
| LED | Department of Local Government | Municipal Systems Act |
| Integrated Infrastructure Planning | Department of Provincial and Local Government |  |
| Spatial framework | Department of Land Affairs  Department of Local Governmental and Traditional Affairs. | Municipal Systems Act, Land Use Management Bill |
| Integrated Energy Master Plan | Department of Minerals & Energy | White Paper on Energy Policy, December 1998 |
| Requirement that IDP complies with | National Environmental Management Act (NEMA) Principles | Department of Environmental Affairs & Tourism | National Environment Management Act (107 of 1998) |
| Development Facilitation Act (DFA) Principles | Department of Land Affairs | Development Facilitation Act of 1995 |
| Environmental Implementation Plans (EIPs) | Department of Environmental Affairs & Tourism | National Environment Management Act (107 of 1998) |
| Value adding contribution | Local Agenda 21 | | |

# **7. ROLES AND RESPONSIBILITIES**

As with the preparation of the IDP, in the review, the main roles and responsibilities allocated to each of the role players are set out in the following.

|  |  |
| --- | --- |
| **Role player** | **Roles and responsibilities** |
| Municipal Council | As the ultimate political decision making body of the municipality, the council has to: consider, approve and adopt the Process Plan and the IDP Review. |
| Executive Committee | Delegate the overall management, co-ordination and monitoring of the process and drafting of the IDP to the Municipal Manager; and approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting. |
| MANCO | Consist of Heads of Departments to: provide technical/sector expertise  Provide Departmental operational and capital budgetary information  Ensure project proposals are compliant with legislation such Gender Equity, Employment Equity, BBEE and addressing HIV/AIDS |
| IDP Manager | Day to day management of the process  Responding to comments from the public |
| IDP Steering Committee | Assist and support the Municipal Manager/IDP Manager and the Representative Forum.  Monitor progress |
| IDP Representative Forum/Task Teams | Ensures wide representation of the community  Representing interest and contributing knowledge and ideas. |
| **External**  Sector departments | Provide data and information especially with regard to projects, budget guidelines. Alignment of budgets with the IDP. |
| IDP alignment  Committee | This committee is made of the District’s IDP Manager, Disaster Manager, LED Manager, IDT Coordinator, DEAT Representative; IDP Managers form all Local Municipalities within the UMzinyathi District, key sector departments including DLGTA and DEAT. Located within the District, it will ensure the co-ordination and deal with strategic issues of the IDP planning process |

# **8. IDP AND BUDGET PROCESS PLAN PROGRAMME 2017/2018**

|  |  |  |  |
| --- | --- | --- | --- |
| ***ACTIONS*** | ***RESPONSIBLE*** | ***TARGET DATE*** | * ***:Done/ X : NOT*** |
| ***submit Draft Process Plan 2017/2018 to Exco*** | ***MM / IDP MANAGER*** | ***31 July 2016*** |  |
| Review Performance agreements of section 54/56 managers. | HODs, Director Corporate services, IDP Manager & Municipal manager | 30 July 2016 |  |
| Review Performance agreements of section 54 managers. To sign with the newly elected Mayor. | Municipal Manager | 30 August 2016 |  |
| Submit to DCOGTA a draft Process Plan | HODs, IDP Manager & Municipal manager | 31 July 2016 |  |
| Submit the annual performance Report, annual financial statements | IDP Manager /CFO/internal Auditors | 30 August 2016 |  |
| Council adopts IDP, Budget and Process Plan | CFO, Director Development Planning and IDP Manager | 21 September 2016 |  |
| Review the Housing Sector Plan( Housing Chapter of the IDP) | Director Development Planning and IDP Manager | September 2016 |  |
| Advertise the Process plan to the public | IDP Manager | September 2016 |  |
| 1st quarter performance report submitted to council | HODs/IDP manager | October 2016 |  |
| 1st quarter performance assessments of section 54/56 Managers | MM | October 2016 |  |
| IDP Steering committee  Meeting to discuss key issues, IDP status, evaluating changed circumstances, MEC comments | IDP Manager/CFO | 21 November 2016 |  |
| IDP Representative Forum inception meeting | MM/HOD/IDP Manager | 15 November 2016 |  |
| Districts’1st situational analysis | MM/LED/IDP Manager | November 2016 |  |
| IDP Steering Committee meeting | MM/HOD/IDP Manager | 16 January 2017 |  |
| IDP Best practices | IDP MANAGER | 05 December 2016 |  |
| Budget Requirements to be submitted to Treasury by HODs | All HODs | 22 December 2016 |  |
| 2015/16 Midyear report S72 Submitted to Council & Provincial Treasury | IDP Manager/CFO | January 2017 |  |
| 2ND quarter performance assessment of S54/56 Managers | MM | January 2017 |  |
| Pro forma draft budget to be finalized | All HODs | 22 January 2017 |  |
| Draft operational & Capital budget to be considered by the Mayor. |  | 10 February 2017 |  |
| Provincial IDP stakeholders meetings | IDP Manager |  |  |
| IDP Representative Forum | Directors of Corporate, Technical & Planning& IDP Manager, | 14 February 2017 |  |
| Hold a strategic planning session | HODs/IDP Manager | February 2017 |  |
| MM to submit the Draft Budget to the Mayor for tabling | MM & CFO | 24 February 2017 |  |
| IDP Steering Committee meeting | Head of Departments and IDP manager | 06 March 2017 |  |
| Districts 2and IDP forum  Presentation of the draft IDP for comments and receive municipal projects to sector departments and private sector | MM/HOD/IDP Manager | March 2017 |  |
| Table draft IDP& Budget  to council, DCOGTA & Treasury. | IDP Manager/CFO/MM | 22 March 2017 |  |
| Advert to be placed on the local newspaper for 28 days calling for comments on the Draft IDP & Budget | Assistant CFO & IDP manager | 30 March 2017- 28 April 2017 |  |
| IDP Representative Forum  Review strategies/objectives. Alignment& integration of project lists, sector plans, finalizing implementation programmes and MTEF | Directors of corporate, technical & planning IDP Manager, LED officer | 25 April 2017 |  |
| Provincial stakeholders meeting | IDP Manager |  |  |
| Public consultation of the IDP and Budget in terms of section 17 and 18 chapter 4 of MSA (2000) and section 22 of MFMA (2003) | Municipal Manager/ CFO/IDP Manager | March 2017 |  |
| Decentralized IDP assessment forums | IDP manager | 07-29 April 2017 |  |
| Approval of Final Budget and IDP to be advertised for 21 days in terms of MSA. | Council | 25 May 2017 |  |
| Adoption of IDP,SDBIP and Budget by council | Council | 25 May 2017 |  |
| Steering Committee meeting; to finalize programmes and projects. Develop the scorecards. | MM/IDP Manager | 29 May 2017 |  |
| Submit final IDP and Budget to DCOGTA within 10 days of adoption | CFO/IDP Manager | June/July 2017 |  |
| Adopt Process plan 2017/18 & performance agreements for S57 | CFO/IDP Manager | July 2017 |  |
| Make Performance agreements public. Publish on the municipal website | Communications Manager & IDP officer | July 2017 |  |

1. **a schedule of ELECTION OF WARD COMMITTEE MEMBERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WARD** | **NAME OF COUNCILLOR** | **DATE OF ELECTION-** | **TIME** | **VENUE** |
| **01** | Cllr K Sithole | 03/10/2016 | 09H00 | Mzamo yethu Hall |
| **02** | Cllr MPS Mshibe | 18/10/2016 | 09H00 | Thushana Hall |
| **03** | Cllr JV Langa | 19/10/2016 | 14H00 | Mandleni Hall |
| **04** | Cllr MW Sokhela | 19/10/2016 | 09H00 | Bhubesini Hall |
| **05** | Cllr LE Danisa | 20/10/2016 | 14H00 | Bathembu Hall |
| **06** | Cllr P Dladla | 20/10/2016 | 09H00 | Ngongolo |
| **07** | Cllr M Sithole | 17/10/2016 | 09H00 | Mbangweni Hall |
| **08** | Cllr B Dumakude | 07/10/2016 | 09H00 | Nteneshane Hall |
| **09** | Cllr MS Khoza | 30/09/2016 | 14H00 | Mhlumba Hall |
| **10** | Cllr S Magubane | 07/10/2016 | 14H00 | Fundokuhle School |
| **11** | Cllr BL Ntuli | 04/10/2016 | 09H00 | Mawozini Hall |
| **12** | Cllr BP Ngcobo | 21/10/2016 | 09H00 | Ndanyana |
| **13** | Cllr DM Ndlovu | 04/10/2016 | 14H00 | Mfenebude Hall |
| **14** | Cllr SG Masimula | 06/10/2016 | 14H00 | Coch School |
| **15** | Cllr MMS Myeza | 24/10/2016 | 09H00 | Pano Hall |
| **16** | Cllr TL Kunene | 03/10/2016 | 14H00 | Ntili Hall |
| **17** | Cllr N Majozi | 18/10/2016 | 14H00 | Pomeroy Hall |
| **18** | Cllr T Mabaso | 21/10/2016 | 14H00 | Mazabeko Hall |