

REPORT: MUNICIPAL MANAGER'S REPORT

1. PURPOSE

The purpose of the report is to table to council an IDP Process Plan 2016/2017 for adoption.

2. STRATEGIC OBJECTIVES

The IDP Process Plan 2016/2017 addresses the "Good Governance and Public Participation Key Performance Area"

3. BACKGROUND

Section 28 of the Municipal Systems Act, 32 of 2000 states that:

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing, to guide the planning, drafting, adoption and review of its integrated development plan.
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult with local community before adopting the process.
- (3) A municipality must give notice to the local community about the particulars of the process it intends to follow

4. DISCUSSION

Approach to the development of the IDP Process Plan:

The IDP/PMS Division drafted the IDP Process Plan 2016/2017 and submitted it to the Municipal Manager, All Directors and all Managers for discussion in further inputs. The draft was also discussed at the District IDP Manager's Forum so as to inform the Thabo Mofutsanyana District IDP Framework.

Because of the current municipal setup after the local government elections, communities were not involved in the development of the IDP Process Plan as there are no appropriate structure in place due to the fact that the Ward Committees are not established as yet. The IDP Process Plan in its draft format was also submitted to the Free State COGTA in order to comply with legislative requirements.

5. STAKEHOLDERS CONSULTED

Municipal Manager
 Directors
 Managers
 Free State COGTA
 Thabo Mofutsanyana District Municipality

6. LEGAL IMPLICATIONS

Section 28 (1)-(3) of the Municipal Systems Act, 32 of 2000

7. FINANCIAL IMPLICATIONS

The financial implications of the first quarter report are as follows:

Date	Activity	Cost
End of October 2016	<ul style="list-style-type: none"> • The provision of feedback on the status strategic framework components of the IDP 2016/2017 • Presentation of the SDBIP aligned PMS quarterly report. 	
2 nd Week December 2016	<ul style="list-style-type: none"> • Presentation of the draft IDP ahead of the public participation process. • Presentation of SDBIP aligned PMS quarterly report 	
1 st Week January 2017		
1 st Week of April 2017		
Last Week of May 2017	<ul style="list-style-type: none"> • Public Participation on the draft IDP 2017/2018 • of IDP and Budget by Council • Feedback on comments received during the 21 day advert period on the Budget and IDP as well as public participation process and suggested ways of addressing these issues. • Recommendation for adoption 	
Total		R 2 936 600.00

8. STAFF IMPLICATIONS

Internal Audit Unit
IDP/PMS Division
Office of the Municipal Manager
Budget and Reporting Division
Administration and Support Services

9. RISKS

Non-compliance

10. ANNEXURES

IDP Process Plan 2016/2017

11. RECOMMENDATIONS

It is recommended that:

1. Council adopt the IDP Process Plan 2016/2017
2. A notice be given to local community about the particulars of the IDP Process Plan 2016/2017.

(FOR RESOLUTION)

Minutes Council Meeting: 03/11/2016

The Municipal Manager clarified the issue of submission of plan to Council which is a compliance matter, however due to the scheduling of Council only at a later date some dates contained in the plan must be rescheduled with specific reference to the advertising of the plan.

After clarifications by the Municipal Manager, Cllr Ralehlatsi proposed that the matter be resolved as follows and seconded by Cllr Khatlake.

RESOLVED:

1. That Council adopt the IDP Process Plan 2016/2017
 2. That A notice be given to local community about the particulars of the IDP Process Plan 2016/2017.
-

INTEGRATED DEVELOPMENT PLAN PROCESS PLAN

2016/2017



Table of Contents

- 1. Introduction**
- 2. Purpose of the Integrated Development Plan**
- 3. Legal Context of Integrated Development Plan Process Plan**
 - 3.1 The Integrated Development Plan**
 - 3.2 The Integrated Development Plan Review Process Plan**
 - 3.3 The Annual Budget**
- 4. Status Quo Analysis**
 - 4.1 Background**
 - 4.2 Vision of the Municipality**
 - 4.3 Mission Statement**
 - 4.4 Population Demographics**
 - 4.4.1 Ficksburg/Meqheleng/Caledon Park**
 - 4.4.2 Senekal/Matwabeng**
 - 4.4.3 Clocolan/Hlohlolwane**
 - 4.4.4 Marquard/Moemaneng**
 - 4.5 Employment Levels**
- 5. Distribution of Roles and Responsibilities**
 - 5.1 Internal Role Players**
 - 5.1.1 Setsoto Municipal Council**
 - 5.1.2 The Mayoral Committee**
 - 5.1.3 Integrated Development Plan Steering Committee**
 - 5.1.4 Municipal Manager’s Coordinating Task Team**
 - 5.1.5 Ward Councillors**
 - 5.1.6 Municipal Manager and Integrated Development Planning Manager**
 - 5.1.7 Municipal Officials**
 - 5.2 External Role Players**
 - 5.2.1 Thabo Mofutsanyana District Municipality**
 - 5.2.2 Integrated Development Plan Advisory Committee**
 - 5.2.3 Professional Service Providers**
 - 5.2.4 Integrated Development Plan Community Representative Forum**
 - 5.2.4.1 Terms of Reference of the Integrated Development Plan Community Representative Forum**
 - 5.2.4.2 Code of Conduct for the Integrated Development Plan Community Representative Forum Members**
- 6. Organisational Arrangements**
 - 6.1 Municipal Manager/Integrated Development Planning Manager**
 - 6.2 Integrated Development Plan Community Representative Forum**
 - 6.3 Finance Committee**
- 7. Mechanisms for Participation**
 - 7.1 Functions and Context for Public Participation**
 - 7.2 Procedures and Process for Participation**
 - 7.2.1 Integrated Development Plan Community Representative Forum**
 - 7.2.2 Programme of Action with Budgeted Costs**

1. Introduction

Setso Local Municipality is not unique from other South African Municipalities that are faced with growth and developmental challenges of re-dressing development, maintaining and upgrading developed urban areas and uneven developed peri-urban and rural areas within a limited budget.

Municipalities are at the cold face of service delivery, and that citizenry of our country will only enjoy this democracy, peace and freedom as enshrined in the Constitution of 1996, the Bill of Rights and various pieces of legislation, if a sense of belonging, ownership and participation of communities in their development can possibly be achieved through the Integrated

Development Plan process. This process cannot be wished away and such thought can be suicidal and playing in the hands of those communities that are frustrated by the pace of service delivery and prone to protest mode if provoked like what happened earlier in the year here in Setso by the Meqheleng Concerned Citizens.

Through the prioritisation process of the Integrated Development Plan, particular those priority needs as expressed through the Budget and Integrated Development Plan road-shows, ward committee meetings and various stakeholders and interest groups engagements with the management core and political leadership is a critical process for the municipality to be regarded as responsive towards the resident's priority needs.

Having regarded the prioritisation process as a critical phase of the Integrated Development Plan review, it is profound to describe it as part of the Integrated Development Plan five phases namely: the analysis phase, strategic phase, project phase, integration phase and the adoption phase.

2. Purpose of the Integrated Development Plan

The Municipal Systems Act, 32 of 2000 as promulgated describes the various core processes that are essential to realising a system of developmental local government.

These aspects include participative governance, Integrated Development Plan, Performance Management Systems and Reporting, Resource Allocation and Organisational Change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipality's own capabilities and processes.

Therefore, the purpose of this document is to outline the operational plan, an integrated process plan, for the development of the Integrated Development Plan for Setso Local Municipality.

This IDP Review Process Plan is based on the unique character and circumstances of Setso Local Municipality, taking due cognisance of the process plan requirements as outlined in the Municipal Systems Act, 32 of 2000, section 34, and guidelines for the Integrated Development Plan provided by the National Department of Provincial and Local

Government, presently known as Department of Cooperative Governance and Traditional Affairs.

In order to ensure certain minimum quality standards of the Integrated Development Plan, and a proper coordination between and within the spheres of government, the preparation of the IDP Review Process Plan has been regulated in the Municipal Systems Act 32, 2000. The preparation of an IDP Review Process Plan set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- appropriate mechanisms, process and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the Integrated Development Plan drafting process;
- An indication of the organisational arrangements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

3. Legal Context of Integrated Development Plan Process Plan

3.1 The Integrated Development Plan

Chapter 5 and section 25(1) of the Municipal Systems Act, 32 of 2000 indicates 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;-

- (a) Links, integrates and coordinates plans and takes into account proposals for the development of the municipality;
- (b) Aligns the resources and capabilities of the municipality with the implementation plan;
- (c) Complies with the provision of this Chapter; and
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

3.2 The IDP Review Process Plan

In terms of Chapter 5 of the Municipal Systems Act, 32 of 2000, as amended and section 28(1) requires that: Each municipal council must, within a prescribed period after the start of its elected term, adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan for the development of the entire municipality that:-

2.1.1. Consults the local community on the Process Plan

2.1.2 Gives Public Notice on the process the municipality intend to follow.

In terms of the core components of the integrated development plans, Chapter 5 and section 26 of the Municipal Systems Act, 32 of 2000 indicates that: An integrated development plan must reflect-

- a. 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;
- b. 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;
- c. The council development priorities and objectives for its elected term, including local economic development aims and its internal transformation needs;
- d. The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e. A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- f. The council's operational strategies
- g. Applicable disaster management plan
- h. A financial plan, which must include a budget projection for at least the next three years; and
- i. The key performance indicators and performance targets determined in terms of section 41.

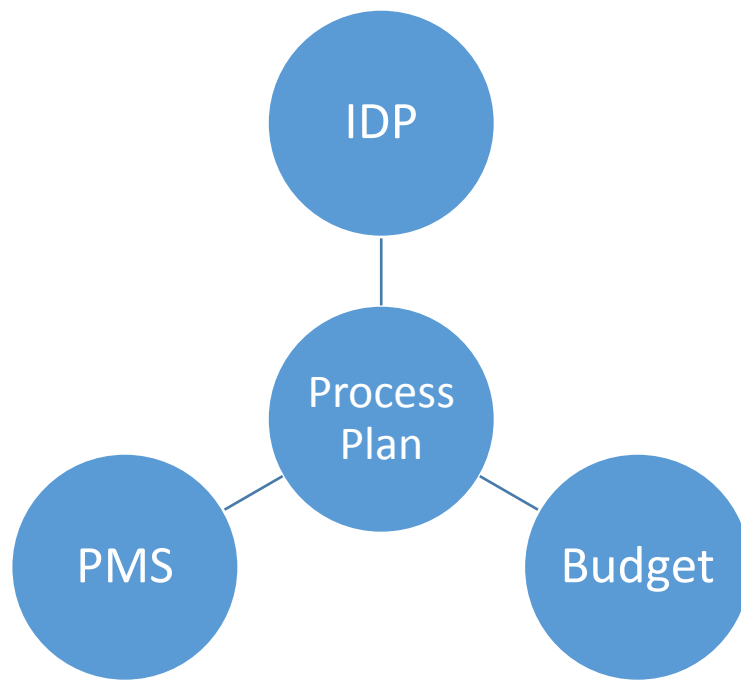
3.3 The Annual Budget

The annual budget and the integrated development plan are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act, 56 of 2003. Chapter 4 and section 21 (1) of the Municipal Finance Management Act, 56 of 2003 indicate that:

The Mayor of a municipality must-

- a. At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
 - i. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - ii. The consultative processes forming part of the processes referred to in subparagraphs (i) and (ii).
- b. Alignment of the IDP, Budget and the Performance Management Systems processes

Every attempt will be made in this municipal plan to align the IDP and the Budget preparation process, and the Performance Management System review. The linkages of the three processes are summarised in the following diagram.



4. Status Quo Analysis

4.1 Background

Setsoto is situated in the Eastern Free State within the district boundaries of the Thabo Mofutsanyana District Municipality. The local municipality area measures 5 948.35 km² in extent and comprises four urban areas namely Ficksburg, Senekal, Marquard and Clocolan, as well as their surrounding rural areas.

The first integrated development plan of the municipality was developed in 2001 and adopted in May 2002 and the evaluation of that five year plan was completed in 2005 the Department of Provincial and Local Government, currently being the Department of Cooperative Government and Traditional Affairs and the South African Cities Network IDP hearings that were held then.

Subsequently to those IDP hearings, the Department of Cooperative Government and Human Settlement conduct hearings for the Free State Province and IDP assessments are done on annual basis to provide a credibility of each IDP.

4.2 Vision of the Municipality

A viable unified, viable and progressive municipality.

4.3 Mission Statement

The municipality is committed to deliver services within the framework of Batho Pele principles as outlined below:

(a) Courtesy and ‘People First’

Residents should be treated with courtesy and consideration at all times.

(b) Consultation

Residents should be consulted about service levels and quality, whenever possible.

(c) Service standards

Residents must be made aware of what to expect in terms of level of quality service.

(d) Access

Residents should have equal access to services to which they are entitled.

(e) Information

Residents must receive full and accurate information about their services.

(f) Openness and transparency

Residents should be informed about government departments, operations, budgets and management structures.

(g) Redress

Residents are entitled to apology, explanation and remedial action if the promised standard of service is not delivered.

(h) Value for money

Public services should be provided economically and efficiently.

4.4 Population Demographics

The size of the population within the area of Setsoto is estimated at approximately 112 599 people by census 2011, decreasing from 123 194 from the census 2001, as indicated in the table below. The figure is calculated on the basis of census 2011 incorporating annual growth based on the average annual growth rate of the Free State province.

4.4.1 Ficksburg/Meqheleng

Place	Population	Area (Km ²)	Racial Make Up	Numbers	Percentage
Ficksburg	5 400	50.35	Black African	37 372	90.6%
Boitumelo	1 532	0.51	Coloured	784	1.9%
Ha Molo	311	0.13	Indian/Asian	660	1.6%
Itumeleng Zone 3	630	0.11	Whites	2 310	5.6%
Katlehong	3 197	0.71	Other	122	0.3%
Khaphamadi	646	0.2	Total	41 248	100%
Marallaneng	727	0.09	Percentage of Total Population		36.63%
Masaleng	2 184	0.6	Male	20 890	
Meqheleng Zone 1	590	0.9	Female	24 434	
Meqheleng Zone 2	1 633	0.26			
Meqheleng Zone 3	1 210	0.3			
Meqheleng Zone 4	975	0.21			
Meqheleng Zone 5	1 745	0.26			
Meqheleng Zone 6	2 822	0.49			
Meqheleng Zone 7	5 223	0.68			
Meqheleng Zone 8	10 529	1.93			
Vukazenzele	1 894	0.46			
Total	41 248	58.19			

Source: Statistics South Africa-Census 2011

4.4.2 Senekal/Matwabeng

Place	Population	Area (Km ²)	Racial Make Up	Numbers	Percentage
Senekal	3 466	32.88	Black African	23 751	93%
Matwabeng Extension 4	9 883	1.63	Coloured	158	0.6%
Matwabeng Extension 5	2 450	0.87	Indian/Asian	83	0.3%
Matwabeng Extension 6	413	0.1	Whites	1 497	5.9%
Matwabeng SP	992	0.07	Other	54	0.2%
Matwabeng Zone 1	1 254	0.38	Total	25 543	100%
Matwabeng Zone 2	6 037	1.08	Percentage of Total Population		22.68%
Matwabeng Zone 3	1 048	0.08	Male	11 908	
Total	25 543	37	Female	13 643	

Source: Statistics South Africa-Census 2011

4.4.3 Clocolan/Hlohlolwane

Place	Population	Area (Km ²)	Racial Make Up	Numbers	Percentage
Clocolan	1 349	15.76	Black African	16 839	96.3%
Diamong	934	12	Coloured	61	0.3%
Dipotomaneng	1 616	0.28	Indian/Asian	56	0.3%
Hlohlolwane Extension 6	6 707	1.05	Whites	19	0.1%
Mandela Park	1 650	0.5	Other	627	3%
Matikareng	962	0.19	Total	17 602	100.00
Mokodumela	994	0.16	Percentage of Total Population		15.63%
Ntsharebone	732	0.29	Male	8 049	
Sunflower Park	2 024	0.35	Female	9 553	
Thethe	634	0.27			
Total	7 602	30.85			

Source: Statistics South Africa-Census 2011

4.4.4 Marquard/Moemaneng

Place	Population	Area (Km ²)	Racial Make Up	Numbers	Percentage
Marquard	1 033	7.3	Black African	14 813	95.3%
Moemaneng Extension 1	940	0.17	Coloured	56	0.7%
Moemaneng Extension 2	1 038	0.22	Indian/Asian	84	0.5%
Moemaneng Extension 3	1 848	0.37	Whites	499	3.2%
Moemaneng Extension 4	2 187	0.35	Other	50	0.3%
Moemaneng Extension 7	1 239	0.11	Total	15 502	100%
Moemaneng Extension 8	838	0.14	Percentage of Total Population		13.76
Moemaneng SP	4 409	0.83	Male	7 254	
Motampelong	1 191	0.25	Female	8 248	
Riverside	779	0.15			
Total	15 502	9.89			

Source: Statistics South Africa-Census 2011

4.5 Employment levels

Persons	2001	1996
Employed	26 737	31 201
Unemployed	18 679	9 015
Not Economically Active	31 688	-
Total Labour Force	45 416	40 216

5. Distribution of roles and responsibilities

5.1 Internal role players

5.1.1 Setsoto Municipal council

The role of the council will be to:

- adopt a process plan;
- be responsible for the overall management and coordination of the planning process;
- adopt and approve the final IDP; and
- Ensure that the annual business plans, budget and related development activities are based on approved IDP
-

5.1.2 The Mayoral Committee

The Mayoral Committee will manager through the Municipal Manager or alternative review the process plan. It will further:

- recommend the IDP review process to council
- recommend the IDP revisions to council
- Allocate resources for reviewing the IDP

5.1.3 IDP Steering Committee

Comprising of:

- ✓ The Mayor
- ✓ Mayoral Committee Members
- ✓ Municipal Manager
- ✓ Directors
- ✓ All Managers
- ✓ Two representatives from IMATU and SAMWU

Functions of the IDP Steering Committee will be to:

- provide terms of reference for all the planning and reviewing activities;
- process, summarise and document outputs from sub-committees and task teams
- recommend amendments to the contents of the IDP
- prepare, facilitate and document meetings and workshops; and
- ensure alignment and participation in the determination and prioritisation of plans and programmes in the spirit of cooperative governance.

5.1.4 Municipal Manager's Coordinating Task Team

Comprising of:

The Municipal Manager
All Directors
All Manager
PA to the Mayor
Public Participation Officers
All Supervisors

Functions of the Municipal Manager's Coordinating Task Team are to:

- prepare the IDP Review Process Plan
- identify resource people
- coordinate and manage the components of the planning process, including:
 - stakeholder meetings
 - meeting deadlines
 - horizontal and vertical alignment
 - compliance with national and provincial requirements

5.1.5 Ward Councillors

Ward councillors will play a pivotal role in the preparation of the IDP Review Process Plan process, both in terms of technical and community participation process. They will act as main interface between council and communities. Primary responsibilities would include:

- ❖ organising public consultation and participation at ward level;
- ❖ dissemination of the information from council to constituents and vice versa;
- ❖ identification of issues and projects at ward level;
- ❖ participating in the approval and ongoing monitoring of approved IDP; and
- ❖ identify and encourage unorganised groups to participate in the IDP process.

5.1.6 The Municipal Manager and IDP Manager

The municipal manager will delegate these functions to the IDP Manager, but remain accountable for the overall IDP Review process as dictated by the Municipal Systems Act, 32 of 2000.

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

- ✚ 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 Community 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 day-to-day management of the IDP Review process;
- ✚ to respond to comments and enquiries;
- ✚ to ensure alignment of the IDP with other IDPs within the district municipality;
- ✚ to coordinate the inclusion of sector plans into the IDP documentation;
- ✚ to coordinate the inclusion of the performance management systems into the IDP; and
- ✚ to submit the reviewed IDP to the relevant authorities.

5.1.7 Municipal Officials

The officials of the municipality will ultimately be responsible for the implementation of the IDP Review Process Plan and as such will play a key role in the development of IDP Review Process Plan's specific activities that will be undertaken by officials. This would include:

- provision of relevant technical and financial information;
- development of strategies and project plans; and
- providing inputs regarding the financial and technical feasibility aspects of projects and strategies identified by committees.

5.2 External Role Players

5.2.1 Thabo Mofutsanyana District Municipality

The district municipality will have the same role as the local municipality but only in the preparation of the district IDP framework but the role of the district municipality on a local level is the coordination of the IDP processes of local municipalities, and this include:

- ensuring the horizontal alignment of IDPs of the municipalities in the district area'
- ensuring the horizontal alignment between the district and local planning;
- facilitation of vertical alignment of IDPs with sphere of government and the sector departments;
- preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject specialist;
- providing a PIMS Centre that is responsible to provide technical support to the local municipalities within the district; and
- establishment of intergovernmental structures.

5.2.2 IDP Advisory Committee

The Provincial and National government departments as well as major stake-holders like manufacturing sector and business sector will serve in the IDP Advisory Committee. This Advisory Committee will assist the council in rendering technical and financial support to ensure that the council meets its goal of playing in the global economy.

5.2.3 Professional Service Providers

Professional service providers will be engaged as the needs arises e.g. printing, in the development of non-existing sector plans and as well as aligning and integrating all sector plans to be included in the IDP.

5.2.4 IDP Community Representative Forum

The IDP Community Representative Forum will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The composition of the IDP Community Representative Forum is as follows:

- ⊕ Mayoral Committee members;
- ⊕ Councillors;
- ⊕ Ward committee members;
- ⊕ Municipal Manager;
- ⊕ Directors;
- ⊕ Managers;
- ⊕ Supervisors;
- ⊕ Stakeholder Representatives of organised groups;
- ⊕ Advocates of unorganised groups;
- ⊕ Resources persons;

- ⊕ Other community representative from NGOs, Businesses and CBOs
- ⊕ National, Provincial and District representatives;
- ⊕ Political Parties
- ⊕ Community Development Workers;
- ⊕ Parastatals; and
- ⊕ Professional Service Providers

5.2.1 Terms of Reference of the IDP Community Representative Forum

The terms of reference for the IDP Community Representative Forum are as follows:

- € represent the interest of the municipality's constituents in the IDP process;
- € provide organisational mechanism for discussions, negotiations and decision making between the stake-holders inclusive of municipal government;
- € institutionalise participation in the integrated development planning
- € membership to ensure geographical and social representation
- € members to have mandate to represent the interest of their constituents in the integrated development planning process
- € provide an organisational mechanism for discussion, negotiation and decision-making between the stakeholders and municipal governments
- € ensure communication between all stakeholders' representatives and the municipality
- € monitor performance of the planning process
- € represent interest groups, communities, organisations on relevant planning activities by:
 - participating in the IDP Community Representative Forum
 - inform interest groups, communities, organisations on relevant planning activities and outcomes
 - analyse issues, determine priorities, negotiate and reach consensus
 - participate in designing project proposals and /or assess them
 - discuss and comment on the draft integrated development plan
 - comment on and discuss alignment of annual business plans and budget with integrated development plan
 - conducting meetings/workshops with groups, communities or organisations to prepare for and follow-up on relevant planning activities

5.2.2 Code of conduct for IDP Community Representative Forum Members

- ∞ meeting schedule (frequency and attendance) every two months and at least once for every phase
- ∞ agenda, facilitation and documenting of meetings- IDP management
- ∞ understanding of members of their roles and responsibilities in respect of their constituencies
- ∞ feed back to constituents
- ∞ require simple majority for decision

- ∞ dispute resolution as per institutional structures recommendations- role of the provincial departments

6. Organisational Arrangements

6.1 Municipal Manager/IDP Manager

The Municipal Manager assisted by the IDP Manager will be responsible for overall management of the IDP Review process and Sound Governance and renders secretariat.

6.2 IDP Community Representative Forum

IDP Community Representative Forum represents the interest of the community and serves as a link between the general community and the municipality.

6.3 Municipal Manager's IDP Coordinating Task Teams

The following coordinating task teams will be established by council:

- Infrastructure and Basic Services Coordinating Task Team;
- Local Economic Development Coordinating Task Team;
- Organisational Development and Transformation Coordinating Task Team;
- Financial Viability and Management Coordinating Task Team;
- Good Governance and Public Participation Coordinating Task Team; and
- Spatial Planning and Sustainable Environment Coordinating Task Team

These Coordinating task Teams will be the champion and chaired by the Directors responsible for departments concerned and tackle Technical issues pertaining to their core business units and will involve standing committee members of their respective committee and members of organised formations from various stakeholders and interest group and meet on a monthly basis and as when necessary. Such teams will have to give and engage the IDP Community Representative Forum and finally Mayoral Committee and Council.

6.4 Finance Committee

This committee will be responsible for ensuring that the budget as well as the IDP Review processes are related and do comply with MFMA, 56 of 2003. Activities of this committee will be reported to the council regularly.

7. Mechanisms for Participation

7.1 Functions and Context for Public Participation

Four major functions are aligned with the public participation process namely:

1. needs identification;
2. identification of appropriateness of proposed solutions;
3. community ownership and buy-in; and

4. empowerment.

The following mechanisms for participation will be utilised:

- a. **IDP Community Representative Forum**

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP Community Representative Forum and ensure their continued participation throughout the process.

- b. **Media**

Local newspapers and municipal newsletter will be used to inform the community of the progress of the IDP

- c. **Radio Slots**

Local community radio stations will be utilised to make public announcements where necessary.

- d. **Information Sheets**

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

- e. **The Website**

The Local Municipality's website will also be utilised 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.

- f. **Community Road Shows, IDP/Budget Community Consultative Process and Ward Meetings**

The Municipality will be hosting its community road shows to publicise the draft IDP and Budget after approval in March 2016 and adoption in May 2016. The venues of these meetings will be publicised at the IDP Community Representative Forum as well as through the media.

7.2 Procedures and Process for Participation

The community representative forum will meet as follows and deal with the following issues:

7.2.1 Programme of Action with Budgeted Costs

Date	Activity	Cost
End of October 2016	<ul style="list-style-type: none"> • The provision of feedback on the status strategic framework components of the IDP 2016/2017 • Presentation of the SDBIP aligned PMS quarterly report. 	
2 nd Week December 2016	<ul style="list-style-type: none"> • Presentation of the draft IDP ahead of the public participation process. 	
1 st Week January 2017	<ul style="list-style-type: none"> • Presentation of SDBIP aligned PMS quarterly report 	
1 st Week of April 2017	<ul style="list-style-type: none"> • Public Participation on the draft IDP 2017/2018 • of IDP and Budget by Council • Feedback on comments received during the 21 day advert period on the Budget and IDP as well as public participation process and suggested ways of addressing these issues. 	
Last Week of May 2017	<ul style="list-style-type: none"> • Recommendation for adoption 	
Total		4 144 600

Process	Activity	Narration	Timeframe	Responsibility	Budget
IDP Process Plan	Workshop on the development of the IDP Process Plan	Adherence to section 16 of the Municipal Systems Act	20 September 2016	IDP Manager	40 000.00
1 st Quarter Report	1 st Quarter Assessment	Assessment of the quarterly reports up to the fourth level of management	18 October 2016	Assessment Panel	10 000.00
Audit and Performance Audit Report	Submission of 1 st Quarter Report to Audit and performance Audit Committee	Legislative Requirement	25 October 2015	Municipal Manager	16 500.00
IDP Process Plan with Budget and PMS consolidated	Table IDP Process Plan with Budget and PMS consolidated	Chapter 5 of the MSA, 2000, sect 28 (1) and MFMA, 2003, 21 (1)(b)	According to Council Meeting Year Plan	Mayor	0.00
Public Notice on the IDP review for 2016/17	Advertise the IDP Process Plan for 2015/2016 and Invite submissions from Public	MSA chapter 4	20 November 2016	IDP Manager	44 000.00
Strategic Workshop by Strategic Management Team.	Management to agree on the Key Development Priorities from agreed Key Development Priority Issues that are in line with the organizational strategy to set the tone for the "organizational strategic choices 'and strategic objectives	Corporate Strategic Workshop on the status quo of the IDP 2016/2017	22-24 November 2016	Municipal Manager	715 000.00
Letter to departments and divisions as a circular	Invitation to departments and divisions to review their business plans in line with the agreed strategic choices from the corporate strategic workshop	Department and divisions to prepare reviewed business plans	15 November 2016	IDP Manager	0.00
Strategic choices	Identifying gaps and sector alignment	Joint session	22 November 2016	<ul style="list-style-type: none"> • IDP Steering Committee • Municipal Manager's Coordinating Task Team 	38 500.00
Councillors on the IDP priorities for 2016/2017	Engage Councillors on the IDP priorities for 2016/2017	Councillors guided by the Mayor and Supported by the Speaker	06 December 2016	IDP Manager	11 000.00

Process	Activity	Narration	Timeframe	Responsibility	Budget
Budget guidelines to departments for 2017/2018	Budget Division develop MTERF and determines revenue projections and proposed rates and serviced charges and draft initial allocations to divisions and departments for the next financial year after taking into consideration the strategic objectives	MFMA sections 21, 22 and 23	13 December 2016	Chief Financial Officer	0.00
External Stakeholder Engagement	Public Participation/Izimbizo <ul style="list-style-type: none"> •Ward Councillors •Ward Committees •NGO's •CBO;s •Political Parties •Businesses •Trade Unions Presentations <ul style="list-style-type: none"> • Status Quo Report • Confirm Community Needs • Input on Development Plan 	<ul style="list-style-type: none"> • Community consultation led by the Mayor • 1st Quarter performance on municipal progress 	20 December 2016	IDP Manager	66 000.00
Budget submission	Department to submit their revised business plans to IDP and Budget Divisions	Consolidation of the revised business plans	04 January 2017	Directors	0.00
Finalise 1 st Draft IDP 2017/2018	Draft IDP 2017/2018	Complete 1 st Draft IDP to guide the Budget process	05 January 2017	IDP Manager	396 000.00
2 nd Quarter Report	2 nd Quarter Assessment	<ul style="list-style-type: none"> •Municipal Manager •Directors •Manager •Supervisors 	09 January 2017	Assessment Panel	16 5000.00
Audit and Performance Audit Report	Submission of 2 nd Quarter Report to Audit and performance Audit Committee	Legislative Requirement	12 January 2017	Municipal Manager	16 5000.00
Mid-Year Performance Review Report	Submit Mid-Year Performance Review Report to Council	MFMA Section 72	25 January 2017	Municipal Manager	0.00
Adjustment Budget	Submission of Adjustment Budget if any to Council	Special Council Meeting	28 February 2017	Municipal Manager	26 000.00

Process	Activity	Narration	Timeframe	Responsibility	Budget
1 st Draft Capital and Operational Budget	Draft Budget 2017/2018 to the Mayoral Committee	Presentation of the 1 st Draft to the Mayoral Committee	03 March 2017	Mayor	10 000.00
Final Draft IDP 2017/2018 and Final Draft Budget 2017/2018	Presentation of drafts to full council	Tabling to Council	31 March 2017	Mayor	20 000.00
Publication on Draft IDP 2017/2018 and Draft Budget 2017/2018	Issue a public notice on both drafts	Publication on the following medium: <ul style="list-style-type: none"> • National newspaper • Provincial newspaper • Local newspaper • Municipal website 	07 April 2017	IDP Manager	135 000.00
3 rd Quarter Report	3 rd Quarter Assessment	<ul style="list-style-type: none"> •Municipal Manager •Directors •Manager •Supervisors 	07 April 2017	Assessment Panel	15 000.00
Audit and Performance Audit Report	Submission of 3 rd Quarter Report to Audit and performance Audit Committee	Legislative Requirement	25 October 2015	Municipal Manager	16 500.00
Draft IDP 2017/2018 and Budget 2017/2018 to COGTA and National and Provincial Treasury	Submission of drafts to relevant authorities	Adopted draft IDP 2017/2018 and Budget 2017/2018	11 Aril 2017	IDP Manager	10 000.00
External Stakeholder Engagement	Public Participation/Izimbizo <ul style="list-style-type: none"> •Ward Councillors •Ward Committees •NGO's •CBO;s •Political Parties •Businesses •Trade Unions Presentations <ul style="list-style-type: none"> • Status Quo Report • Confirm Community Needs • Input on Development Plan 	Once the period of 21 days has lapsed the IDP Community Representative forum will be held to consolidate all the inputs from the relevant stakeholders including the MEC for Corporative Governance and Traditional Affairs	11 May 2017	IDP Manager	70 000.00
Budget 2017/2018 and IDP 2017/2018 Approval	Submit Final Budget 2017/2018 and Final IDP 2017/2018	Council approval of the Budget 2016/2017 and IDP 2017/2018	29 May 2017	Mayor	20 000.00
IDP 2016/2017 and Budget 2017/2018 to COGTA and National and Provincial Treasury	Submission of drafts to relevant authorities	Approved IDP 2016/2017 and Budget 2017/2018	06 June 2017	IDP Manager	10 000.00
Binding Document	Print documents	300 copies	17 June 2017	Service Providers	400 000.00

4 th Quarter Report	4 th Quarter Assessment	<ul style="list-style-type: none"> •Municipal Manager •Directors •Manager •Supervisors 	10 July 2017	Assessment Panel	15 000.00
Audit and Performance Audit Report	Submission of 4 th Quarter Report to Audit and performance Audit Committee	Legislative Requirement	21 July 2017	Municipal Manager	16 500.00
Total					2 936 600.00