**THEMBISILE HANI**

**LOCAL MUNICIPALITY**



**2015/2016 IDP AND BUDGET PROCESS PLAN**

**CONTENTS**

[1. LEGISLATIVE BACKGROUND 1](#_Toc395173160)

[1.1 The Integrated Development Plan 1](#_Toc395173161)

[1.2 Adoption of a Process Plan 1](#_Toc395173162)

[1.3 Sector Plans IDP 1](#_Toc395173163)

[S 26 of Municipal Systems Act 2](#_Toc395173164)

[1.4 Municipal Sector Plans 3](#_Toc395173165)

[1.5 Other issues to be considered 3](#_Toc395173166)

[2. TIME SCHEDULE OF KEY DEADLINES 8](#_Toc395173167)

[3. APPROACH AND PRINCIPLES TO BE APPLIED 12](#_Toc395173168)

[3.1 The 2015/16 IDP compilation process 12](#_Toc395173169)

[3.2 Submission of the approved IDP to the MEC for Local Government 14](#_Toc395173170)

[3.3 Drafting of a Municipal Budget 14](#_Toc395173171)

[3.4 Implementation Management & Monitoring 15](#_Toc395173172)

[3.5 Framework Action Plan and Provincial Cycle 16](#_Toc395173173)

[3.6 Process for amending an adopted IDP 18](#_Toc395173174)

[4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION 18](#_Toc395173175)

[4.1 Advertisement of Draft IDP 19](#_Toc395173176)

[4.2 Communication Channels 19](#_Toc395173177)

[4.3 Mayoral Community Meetings 19](#_Toc395173178)

[4.4 Involvement of Traditional Leadership 19](#_Toc395173179)

[4.5 Involvement of Ward Committees and Community Development Workers 20](#_Toc395173180)

[4.6 Alignment between the District and Local Municipalities 20](#_Toc395173181)

[5. ROLES AND RESPONSIBILITIES BETWEEN THE THREE SPHERES OF GOVERNMENT 21](#_Toc395173182)

[6. ORGANIZATIONAL ARRANGEMENTS 26](#_Toc395173183)

[7. SCHEDULE OF IMPORTANT DEADLINES AND MEETINGS 27](#_Toc395173184)

[7.1 IDP Review Timeframes 27](#_Toc395173185)

[7.2 IDP/ Budget Steering Committee Meetings 28](#_Toc395173186)

[7.3 Strategic Meetings 29](#_Toc395173187)

[7.4 2014/2015 IDP/Budget Programme 30](#_Toc395173188)

[7.5 Mayoral Outreach Programme 32](#_Toc395173189)

[8. AMENDMENT OF PROCESS PLAN 41](#_Toc395173190)

[9. CONCLUSION 41](#_Toc395173191)

# LEGISLATIVE BACKGROUND

## The Integrated Development Plan

Section 35 of the Local Government: Municipal Systems Act 32 of 2000 stipulates that the IDP is the principal strategic planning instrument, which guides and informs all planning and development, and all decisions with regard to planning, management and development in a municipal area. As stipulated in Section 25 of the MSA, an IDP adopted by a municipal council must:

* Link, integrate and coordinate plans and take into account proposals for the development of the municipality.
* Align the resources and capacity of the municipality with the implementation plan;
* Form the policy framework and general basis on which annual budgets must be based;
* Complies with the provisions of the MSA, with particular reference to Chapter 5; and
* Be compatible with National and Provincial plans and planning requirements binding on the municipality in terms of legislation.

## Adoption of a Process Plan

In terms of Section 28 of the Local Government: Municipal Systems Act (Act 32 of 2000), the MSA, (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 trough appropriate mechanisms, process and procedures established in terms of Chapter 4, consult the local community before adopting the process.(3) a municipality must give notice to the local community of particulars of the process it intends to follow.

.

## Sector Plans IDP

Various Local Government legislation and regulations provide, *inter alia,* for the key sector plans that must be developed, approved implemented by municipalities. Table 1 below reflects on the key sector plans that are required.

**Table 1: Sector plans to be included in IDPs**

|  |  |
| --- | --- |
| Relevant legislations | Binding requirements |
| S25 of MSA  | * Adoption of IDP
 |
| S 26 of Municipal Systems Act | * Council’s long term vision
* Critical development and internal transformation needs
* Existing level of development
* Access to basic municipal services
* Development priorities, objectives and strategies
* Spatial Development Framework
* Disaster Management Plan
* Financial Plan
* Performance Management System
 |
| S41 of MSA | * PMS
 |
| S57 of MSA | * Performance Agreements
 |
| S12 of Water Services Act | * Water Services Development Plan
 |
| S11(4)(a)(ii) NEMA: Waste Act 2008 | * Integrated Waste Management Plan
 |
| S42 of Disaster Management Act | * Disaster Management Framework (District only)
 |
| S43 of Disaster Management Act | * Disaster Management Centre (District only)
 |
| S53 of Disaster Management Act | * Disaster Management Plan
 |
| S36 of NLTA | * Integrated Transport Plans
 |
| S11 of | * Integrated Waste Management Plan
 |
| S9 of Housing Act of 1997 | * Housing Plan/Strategy
 |
| S16 of MFMA | * Annual budget
 |
| S53 of MFMA | * SDBIP
 |
| S111 of MFMA | * Supply Chain Management Policy
 |
| S121 of MFMA | * Annual Report
 |
| S24 of IGR Act of 2005 | * District Intergovernmental
 |

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 must be considered:

* The National Development Plan
* New Growth Path
* National Spatial Development Perspective
* Medium Term Strategic Framework
* Provincial Strategic Framework
* Provincial Growth and Development Plan
* Mandate of local government
* Millennium Development Goals
* Mpumalanga Vision 2030

## Municipal Sector Plans

The following are key sector plans that must be developed in line with the IDP Process. The most attention must be given to sector plans which were developed at the local municipal level. Some plans are District wide and are now in place while some still have to be developed. The following is a list of sector plans that are required:

* Water Services Development Plan
* Environmental Management Strategy
* LED Strategy
* Transport Plan
* Disaster Management Plan
* Spatial Development Framework
* Integrated Waste Management Plan
* Housing Chapter
* Agriculture Development Plan
* Tourism Plan
* Financial Plan
* Communication strategy
* HIV & Aids Strategy
* Gender Policy ( SPU development plan)
* Infrastructure Master Plan
* Energy Master Plan

## Other issues to be considered

Key within the issues that must be considered during the IDP compilation process are:

* National and Provincial Service Delivery targets
* Mandate for local Government
* Municipal Turn Around Strategies
* Comments and inputs emanating from IDP processes
* Comments emanating from IDP engagement sessions
* Consideration of outcomes and inputs emanating from stakeholder engagements
* Amendments due to changing circumstances
* Need for general improvements of current processes and systems.
* Resource re-allocation and prioritization
* Organizational development and its intricacies
* Alignment with National and Provincial frameworks and plans
* Review of the previous years’ plans and lessons learnt
* Reviewed sector plans;
* Council’s strategic planning sessions
* National Key Performance Indicators
* Credible IDP Framework

The table 2 below summarises some other matters that must be considered during the review of the IDPs.

**Table 2: Framework Guide for credible IDPs**

|  |  |  |
| --- | --- | --- |
| Focus Area | Delivery Focus **Area** | **Performance Definition1** |
| 1.Service Delivery Sanitation | Sanitation | What is your plan to achieve the national targets on sanitation and needs of the area? |
| Water | What is your plan to achieve the national targets on water provision and management needs of the area. |
| Refuse Removal | What is your plan to achieve the national targets on waste removal and management needs of the area. |
| Infrastructure plans | Other bulk infrastructure plans for this year. |
| EPWP | Projects to be undertaken this financial year. |
| Electricity | What is your plan to achieve the national targets on electricity provision and needs of the area? |
| Municipal Roads | Plans to address access roads as well as existing roads maintenance. |
| 2.Institutional Arrangements  | Human resource strategy | What is the plan of maintaining existing infrastructure (i.e.buildings) |
| Skills Development Plan | Skills development and attraction strategy to address the delivery needs experienced by the municipality. |
| PerformanceManagementSystem | How is the system aligned to the IDP delivery targets, plans to monitor the implementation of the SDBIP.Is performance management implemented with respect to all relevant officials? |
| Operations and Maintenance | What is the plan of maintaining existing infrastructure (i.e.buildings) |
| 3. Local Economic Development | Alignment (NSDP;PGDS) | What is your LED plan, elements of alignment to the NSDP,PGDS, ASGI-SA projects (where relevant). |
| DM / LM interface | District plan contribution to the local LED.Local LED contribution to the district economic growth. |
| Special groups | LED plans to empower and share the local economy with women, youth and the disabled. |
| 1st and 2ndEconomies |  |
| 4.Financial Management andCorporate Governance (Compliance with MFMA and MSA) | Submission of FS | Are the financial statements timeously (two months after end of financial year) submitted to the Office of the Auditor-General? |
| Audits | Have the observations of the AG ona) the financial auditb) the performance auditbeen acted upon in terms of corrective governance proceduresand approaches? |
| Financial Plan(MSA s 26h) | Is there a financial plan that includes a budget projection for at least three years? |
| Budget | Does the compilation and management of the budget comply with the provisions of the MFMA: sections 16 – 26?Are there measurable performance objectives for each vote in the budget, taking into account the IDP? |
|  | Duties of office bearers re budget(Mayor: MFMA, sections 21-23 and52 and 54) (Municipal Manager,sections 68-72) | Has the Mayor performed his or her budget duties: coordinated the processes, tabled a schedule10 months before start of financial year and consulted with relevant stakeholders?Has the MM undertaken his or her reporting and administrative duties re the Act?Is the budget timetable adhered to (July to June)? |
| Service Delivery The SDBIP is a tool approved by the Mayor to manage, and Budget Implementation Plan(SDBIP) (MFMA: Section 53) | The SDBIP is a tool approved by the Mayor to manage, implement and continuously monitor delivery of services, spending of budget allocations, performance of senior management and achievement of the strategic objectives set by the Council. Is this plan operative? |
| SDBIP: Political andexecutiveaccountabilities | Has a S 53 document been adopted by Council and are systems in place for effective strategic management? |
| Division of RevenueDORAEquitable Share:Schedules 2 and 3MIG (infrastructuretransfers) Schedule4BCapacity buildingSection 14 | Municipalities need to demonstrate financial planning aligned to DORA (ES; MIG; Transfers for capacity-building) and have plans to both manage revenue shortfalls and enhance revenue collection. |
| RevenueManagementMFMA: s 61; MSA:s 95) | Check that the accounting officer is taking all reasonable steps to comply with legal requirements. |
| Project ConsolidateInterventions | Is the role of CDW’s articulated and incorporated into the IDP? Check budget for skills and capacity development projects. |
|  | Communityparticipation – budget(MFMA Section 22 – 23) | Has the draft budget been made public and a meeting held with the community to ascertain development priorities? Are these priorities incorporated into the IDP? |
| Anti-corruption | Does the IDP convey a discernible commitment to clean and accountable governance and evidence of investigative action in cases of malpractice? |
| 5. Governance | Public Participation | Check compliance with MSA: Have appropriate mechanisms, processes and procedures been put in place to enable the community to participate in the affairs of the municipality? E.g. Public meetings, availability of IDP to community; involvement of community in development, implementation andreview of the municipality’s performance management system; Were community involved in setting of appropriate key performance indicators and targets for the municipality? Are these initiatives reflected in the IDP? |
| Code of Conduct forCouncillors andmunicipal staffmembers(Sections 1 and 2,MSA) | Have all staff and members signed the Code of Conduct? Are the provisions of these sections adhered to re general conduct, duties disclosures?Does the community have access to the Codes of Conduct? |
|  | Ward Committees | Total number of Ward Committees established as per the number of demarcated municipal wards;Are Ward Committee functional; do they comply with Terms of Reference of establishment?Does the IDP report on their contribution to development in the municipality? |
| Communication | Is the municipality complying with MSA (S21) directives regarding communication to the local community?E.g. Official website should be established (if affordable; if not via an intergovernmental arrangement);Website or public place must contain documents to be made public in terms of the MPFMA and MSA. Are there indications of a positive interface between council, ward committee and community? |
| 6. Intergovernmentalrelations | Cooperativegovernance | MSA S3 defines how local government must develop cooperative approaches to governing, resource share and solve disputes and problems within context of IGR. Are these principles discernible in the IDP? |
|  | Establishment ofIGR Forums:Provincial –Premier’s ForumInterprovincialforums;Local: Districtforums;Inter-municipalityforums | The IGRF Act requires that there are provincial and districtintergovernmental forum to promote and facilitate IGR betweena) provinces and local government, and b) district and localIs the IDP benefiting from intergovernmental dialogue? |
| Role of IGR Forumsto promoteservice delivery | The forum must meet at least once a year with service providers and other role players concerned with development in the district, to coordinate effective provision of services and planning in the district. Does the IDP reflect engagement with forums? |
| Reporting andsector involvementin planning | The Premier of a province must report to PCC on the implementation of national policy and legislation within the province.The role of sectors in local delivery must be clearly articulated. Is the IDP aligned to these obligations? |
| Assignment ofPowers andfunctions | Do appropriate intergovernmental agreements facilitate effective management of assignments within the municipality? |
| 7. Spatial DevelopmentFramework | Sustainable HumanSettlements | Check that municipalities are familiar with Housing dept policy on SHS and implications of new accreditation framework. Municipalities need to be working inter-governmentally to sustain joint planning in land access, economic and labour profiling, infrastructure delivery and provision of services. |
|  | National SpatialDevelopmentPerspective (NSDP) | The updated NSDP is being communicated to provinces and municipalities between February and April. Ensure principles are understood and there are management plans to ensure these are incorporated into joint planning initiatives aligned to the NSDP economic and social profile for that province / region. |
| Provincial Growthand DevelopmentStrategy (PGDS) | New Guidelines are available for provinces and municipalities to structure their planning aligned to regional profiles and in spirit of economic and resource cooperation. |
| Economic profile | Has the NSDP overview been extrapolated and integrated into local economic development initiatives based on local and regional economic realities? |
|  | Geographic profile | Are studies undertaken to understand environmental and geographic characteristics of the region and the implications for economic spatial choices? |
| Demographic profile | Have the demographics of the region in terms of household size, poverty statistics, migration, labour preferences, birth and death rates been factored into the spatial strategy of the municipality? |

# TIME SCHEDULE OF KEY DEADLINES

The National Treasury Department provides guidance in terms of the key deadlines and activities for the IDP-budget process applicable to municipalities as per the Municipal Systems Act of 2000 and the Municipal Finance Management act of 2003 as reflected in table 2 below.

**Table 3: Time Schedule key deadlines and activities.**

|  |
| --- |
| Mayor to Table in Council 10 Months Prior to Start of Budget Year |
| **Month**  | **Thembisile Hani Local Municipality** | **Budget Year 2014/2015** |
|  | **Mayor and Council / Entity Board** | **Administration - Municipality and Entity** |
| **July** | Mayor begins planning for next three-year budget in accordance with coordination role of budget process**MFMA s 53**Planning includes review of the previous year’s budget process and completion of the Budget Evaluation Checklist | Accounting officers and senior officials of municipality and entities beginplanning for next three-year budget**MFMA s 68, 77**Accounting officers and senior officials of municipality and entities reviewoptions and contracts for service delivery**MSA s 76-81** |
| **August** | 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.**MFMA s 21,22, 23;****MSA s 34, Ch 4 as amended**Mayor establishes committees  |  |
| **September** | Council through the IDP review process determines strategic objectivesfor service delivery and development for next three-year budgets includingreview of provincial and national government sector and strategic plans | Budget offices of municipality and entities 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 objectivesEngages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics,water, electricity, roads, etc) |
| **October** |  | 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** |
| **November** |  | Accounting officer reviews and drafts initial changes to IDP **MSA s 34** |
| **December** | Council finalises tariff (rates and service charges) policies for next financial year**MSA s 74, 75** | Accounting officer and senior officials consolidate and prepare proposedbudget and plans for next financial year taking into account previous yearsperformance as per audited financial statements |
| **January** | Entity board of directors must approve and submit proposed budget andplans for next three-year budgets to parent municipality at least 150 days before the start of the budget year**MFMA s 87(1)** | Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposednational and provincial allocations for three years must be available by 20January)**MFMA s 36** |
| **February** | Council considers municipal entity proposed budget and service deliveryplan and accepts or makes recommendations to the entity**MFMA s 87(2)** | Accounting officer finalises and submits to Mayor proposed budgets and plansfor next three-year budgets taking into account the recent mid-year review andany corrective measures proposed as part of the oversight report for theprevious years audited financial statements and annual reportAccounting officer to notify relevant municipalities of projected allocations fornext three budget years 120 days prior to start of budget year**MFMA s 37(2)** |
| **March** | Entity board of directors considers recommendations of parentmunicipality and submit revised budget by 22nd of month**MFMA s 87(2)**Mayor tables municipality budget, budgets of entities, 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** | Accounting officer publishes tabled budget, plans, and proposed revisions toIDP, invites local community comment and submits to NT, PT and others asprescribed**MFMA s 22 & 37; MSA Ch 4 as amended**Accounting officer reviews any changes in prices for bulk resources ascommunicated by 15 March**MFMA s 42** |
| **April** | Consultation with national and provincial treasuries and finalise sectorplans for water, sanitation, electricity etc**MFMA s 21** | Accounting officer assists the Mayor in revising budget documentation inaccordance with consultative processes and taking into account the resultsfrom the third quarterly review of the current year |
| **May** | Public hearings on the budget, and council debate. Council consider 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. Council to consider approval of budget and plans at least 30 days before start of budget year.**MFMA s 23, 24; MSA Ch 4 as amended**Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality**MFMA s 87** | Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the startof the budget year taking into account consultative processes and any othernew information of a material nature |
| **June** | Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approvingmeasurable performance objectives for revenue by source and expenditure by vote before start of budget year**MFMA s 16, 24, 26, 53**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. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits theapproved SDBIP and performance agreements to council, MEC for localgovernment and makes public within 14 days after approval **MFMA s 53; MSA s 38-45, 57(2)**Council must finalise a system of delegations.**MFMA s 59, 79, 82; MSA s 59-65** | Accounting officer submits to the mayor no later than 14 days after approval ofthe budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA.**MFMA s 69; MSA s 57**Accounting officers of municipality and entities publishes adopted budget and plans**MFMA s 75, 87** |
| Abbreviations: **IDP** - Integrated Development Plan; **MFMA** - Local Government: Municipal Finance Management Act, No. 56 of 2003; **MSA -** Local Government:Municipal Systems Act, No. 32 of 2000, as amended; **MTBPS** - National Treasury annual publication, Medium Term Budget and Policy Statement; **NT** - NationalTreasury; **PT** - Provincial Treasuries; **SDBIP** - Service Delivery and Budget Implementation Plan |

# APPROACH AND PRINCIPLES TO BE APPLIED

## The 2015/16 IDP compilation process

The compilation of the 2015/2016 IDP will consist of of the following phases: preparation, analysis, strategies, projects, integration and approval phase (see figure 1 below).



**Pre-Planning Phase**: Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the Integrated Development Planning Process. The Plan must be set out in writing in terms of the legislation and must comply with the provisions of the District Framework Plan in terms of the binding National and Provincial Planning Frameworks, mechanisms and processes stipulated in the Framework **District Framework.** All municipalities must adopt their IDP Process Plans by **July** subsequent to the adoption of the District Framework Plan by the **July**.

#### Analysis Phase: During this phase information is collected on the existing level of development within the municipality. When assessing the existing level of development in the municipality, the level of access to basic services and those communities that do not have access to these services must be identified. Focus must be on the types of problems faced by the community in the area and the causes of these problems. The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first. Information on the availability of resources is also collected during this phase. Priority issues highlighted during the 2014/2015 IDP processes will also be revised and confirmed during this phase. Community meetings, stakeholder meetings, surveys, opinion polls and researched information should form the basis of this phase. This phase should be completed by September.

#### Strategies Phase: Municipalities must begin to contemplate on the best possible strategies to tackle the identified challenges. This phase is critical in this process in order to ensure a focused analysis, the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase be confirmed. Internal transformation needs, Council’s development priorities must be taken into account when formulating council objectives. This process should involve strategy workshops, targeted stakeholder engagements, public hearings, sector Provincial and National department engagements, social partners, interest-based groups and organized civil society.

Once the municipality has worked out where it wants to go and what it needs to do to get there, it needs to work out how to get there. Development strategies must then be developed focusing on finding the best way for the municipality to meet a development objective. Once the municipality has identified the best methods and strategies towards achieving its development objectives, the identification of specific projects must commence. This phase should be completed by **October**.

**Projects Phase:** During this phase the municipality works on the designs and content/specifications of projects identified during the prior phases. Clear details for each project have to be worked out. Clear targets must be set and indicators worked out to measure performance as well as the impact of individual programmes and projects. The identified projects must have a direct link to the priority issues and objectives identified in the previous phase. Municipalities must ensure engagement of internal technical committees, possibly with selected key stakeholders. The needs and views of the affected communities must be taken as a priority. The project technical committees and their subcommittees must be able to distinguish between the strategic municipal wide development programmes and the localised community-level projects. This phase should be completed by **January.**

#### Integration Phase: Once all projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation. The identified programmes/projects will set the pace and direct the trajectory emanating from the overall picture of the development plans of all the stakeholders, including sector departments and social partners.

Public discussions, community engagements and opportunities for comments from the public and interested stakeholder organisations must be facilitated and appropriate mechanisms should be in place and be institutionalised. Towards the completion of this phase municipalities must also conduct IDP engagements to confirm the chosen development trajectory with all the stakeholders.

This process should continue concurrently with the public notice period in terms of S15 (3) of the Municipal Planning and Performance Management Regulations, which require that a municipality must afford the local community at least 21 days to comment on the final draft of its integrated development plan before the plan is submitted to the council for adoption.

In terms of S30 of the MSA, the executive committee or executive mayor of a municipality must, inter alia, in accordance with S29 of the MSA, submit the draft plan to the municipal council for adoption. Thus, adoption of the draft IDP by the municipal council will be a precondition for giving notice about a draft IDP for a financial year in order to, inter alia, improve transparency and accountability between the council and the communities. This phase should be completed by **February.**

**Adoption/Approval Phase**: After the completion of the IDP compilation process, the IDP document must be presented to the council for consideration and adoption. All local municipalities must adopt their final IDP by **March each year**. In terms of S36 of the MSA, a municipality must give effect to its IDP and must conduct its affairs in a manner which is consistent with its Integrated Development Plan. The budget of the municipality must be informed by the adopted IDP. The public must be informed of the adoption of the reviewed Integrated Development Plan by notice in a newspaper circulating in the District or by placing the notice in official notice boards in terms of Section 25 (4) of the Act. It is critical to note that in terms of S25 (4) (b) of the MSA, municipalities must after adoption of the IDP publicise a summary of the Plan for inspection by interested and affected parties, stakeholders and general members of the public.

**4.1.2 Drafting and adoption of municipal budget**

The drafting of the Municipal budget is regulated in terms of the Municipal Finance Management Act of 2003 (MFMA). S21(1) of the MFMA states that the mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible. At least 10 months before the start of the budget year the Mayor must table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget. In order for the municipal council to adopt the budget of the municipality, the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year in terms of S16 (2) of the MFMA, which annual budget must be approved by the council, in terms of S16 (1) of the same Act, before the start of that financial year.

## Submission of the approved IDP to the MEC for Local Government

In terms of S32 (1)(a) of the MSA, the Municipal Manager of a municipality must submit a copy of the Integrated Development Plan as adopted by the council of a municipality and any subsequent amendments to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan. Such a copy must be accompanied by a summary of the process in terms of S28, a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement.

## Drafting of a Municipal Budget

The drafting of the municipal budget is regulated in terms of the Municipal Finance Management Act of 2003 (MFMA). S21 (1) of the MFMA states that the mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's Integrated Development Plan and budget related policies to ensure that the tabled budget and any revisions of the Integrated Development Plan and budget-related policies are mutually consistent and credible. At least 10 months before the start of the budget year the Mayor must table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget. In order for the municipal council to adopt the budget of the municipality, the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year in terms of S16 (2) of the MFMA, which annual budget must be approved by the council, in terms of S16 (1) of the same Act, before the start of that financial year.

## Implementation Management & Monitoring

Chapter 6 of the MSA requires municipalities to develop and implement performance management systems. A municipality’s performance management system entails a framework that describes and represents how the municipality’s cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role-players. A performance management system must be adopted before or at the same time as the commencement by the municipality of the process of setting key performance indicators and targets in accordance with its integrated development plan. The system further provides the municipality with a mechanism of early warning for under-performance and promotes accountability and good corporate governance.

In order to implement the identified performance objectives and targets through the budget, S53 of the MFMA requires that the Mayor approves the municipality's service delivery and budget implementation plan (SDBIP) within 28 days after the approval of the budget. The implementation of the SDBIP must be linked to the performance agreement entered into between the Municipal Manager and the Managers directly accountable to him/her in terms of S56 of the MSA.

In terms of the Local Government: Municipal Planning and Performance Management Regulations, 2001, a municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it. The mechanisms, systems and processes for monitoring must:

* provide for reporting to the municipal council at least twice a year;
* be designed in a manner that enables the municipality to detect early indications of underperformance; and
* provide for corrective measures where under-performance has been identified.

A municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes. In order to fully execute the function of auditing performance, S14 (2) (a) of the Regulations require that a municipality must annually appoint and budget for a performance audit committee.

## Framework Action Plan and Provincial Cycle

ID

Task name

1

**PHASE 0: PREPARING FOR REVIEW**

2

Framework Plan

3

Process Plan

4

**PHASE 1: ANALYSIS**

5

Sector and Spatial Analysis

6

Institutional Preparedness

7

Service delivery gaps

8

Outline development priorities

9

**PHASE 2: REFINE OBJECTIVES & STRATEGIES**

10

Outline vision, mission & goals

11

Formulate/confirm strategies

12

Prioritise Sector programme

13

**PHASE 3: PROJECTS**

14

Outline prioritise development projects

15

Design projects/programme

16

Set project Targets & indicators

17

**PHASE 4: INTEGRATE**

18

Integrate inter-sector/departmental projects

19

Advertise for public comment

20

IDP INDABAs

21

**PHASE 5: ADOPTION BY MUNICIPAL COUNCIL**

22

Adoption by LMs

23

Adoption by District

24

**BUDGETING**

25

Draft and adopt budget

26

**IMPLEMENTATION & MONITORING**

27

Approve SDBIP

28

S57 (MSA) contracts signed

29

**COMMUNITY PARTICIPATION**

30

IDP & Budget

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

3rd Quarter

4th Quarter

1st Quarter

2nd Quarter

3rd Quarter

4th Quarter

2013

2014

2012

FIGURE: 2 Provincial Planning and budgeting cycle



## Process for amending an adopted IDP

In terms of Section 3 of the Municipal Planning and Performance Management Regulations of 2001, only a member or a committee of a municipal council may introduce a proposal for amending the municipality's Integrated Development Plan in the council. Any proposal for amending a municipality's Integrated Development Plan must be aligned with the Process Plan adopted in terms of S28 of the MSA.

In terms of the regulations, no amendment to a municipality's Integrated Development Plan may be adopted by the municipal council unless:

* all the members of the council have been given reasonable notice;
* the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
* the municipality, if it is a district municipality, has consulted all the local municipalities in the area of the district municipality on the proposed amendment and has taken all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment.
* the municipality, if it is a local municipality, has consulted the district municipality in whose area it falls on the proposed amendment, and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed

# MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Chapter 4 of the MSA stipulates that municipalities must develop a culture of community participation. Section 16 of the MSA requires municipalities to complement formal representative government with a system of participatory governance, and must for this purpose, inter alia, encourage and create conditions for the local community to participate in the affairs of the municipality, including:

* During the preparation, implementation and review of its Integrated Development Plan;
* The establishment, implementation and review of its performance management;
* The monitoring and review of its performance, including the outcomes and impact of such performance and;
* The preparation of its budget.

It is therefore evident that public participation should be promoted in order to achieve, *inter alia*, the following objectives:

* Consult with the community on their developmental challenges
* Form basis for people-centred governance and bottom-up planning process
* Improve the relationship between council and the communities and thereby improve political accountability and transparency
* Empower communities through information dissemination/assimilation
* Establish the community feedback programme, which allows local leaders the opportunity to interact with communities on issues of service delivery.
* Provide communities with a platform to influence the developmental trajectory of municipalities and government in general
* Provides the municipality with a project/programme evaluation and implementation monitoring feedback mechanism

## Advertisement of Draft IDP and Budget

In terms of the Municipal Planning and Performance Management Regulations, 2001, a municipality must afford the local community at least 21 days to comment on the final draft of its Integrated Development Plan including other by-laws and strategic plans and documents, before the plan is submitted to the council for adoption. Before tabling any of these documents before council for approval, the draft documents must be presented to stakeholder participation forums, including the IDP Representative Forum where such a forum exists.

## Communication Channels

In terms of S20 and S21 of the MSA, communication inviting public comments and written representations from the local community in terms of the above matters, must be done through:

* A local newspaper or newspapers circulating in the municipal area, and in any newspaper determined by the council as a newspaper of record;
* Radio broadcasts covering the area of the municipality;
* Municipal notice boards, including those located at libraries, satellite offices, and municipal websites.

## Mayoral Community Meetings

The JGDM has institutionalised a Mayoral Community Participation Programme that aims at improving communication and interaction between the District, the local municipalities and the community at large on issues of service delivery and development. Thus, the District will continue to visit each municipality at least once in a financial year as detailed in the Framework Plan Activity schedule. Similarly, each local municipality should conduct at least two community participation meetings in each ward/cluster of wards in a financial year.

## Involvement of Traditional Leadership

The Local Government Municipal Structures Act, 1998 (S81) states that traditional authorities may participate in council matters through their leaders and those traditional leaders must be allowed to attend and participate in any meeting of the council. The act further stipulates that the Council should give traditional authorities a chance to express their views if the matter in question directly affects the area of a traditional authority. It is therefore of vital importance that they continue to contribute in enhancing community participation in council matters and in government at large. Traditional Leaders as representatives for traditional authorities are afforded an opportunity to present their views on service delivery and IDP related issues during the mayoral outreach programme.

## Involvement of Ward Committees and Community Development Workers

Ward committees are key in this process as stipulated both in the Municipal Structures Act and the MSA. Ward committees represent the development aspirations and needs of the wards they represent and also form an information assimilation/dissemination medium between a municipal council and the community. The ward committees are key in the development, implementation, monitoring and evaluation of municipal performance on service delivery as stipulated in the municipal IDP. Ward committees are a formal representation of the public in government affairs, the Structures Act provides that ward committees should be established in each ward. This will deepen the involvement of local communities in local government processes. This also applies to implementation, monitoring, evaluation as well as planning. Thus, ward committees and ward councillors should play a key role in assembling communities as well as in identify key developmental matters concerning the wards they represent in the Municipality.

## Alignment between the District and Local Municipalities

Alignment is the instrument that syntheses and integrates the top-down and the bottom-up planning process between different spheres of government. Not only is alignment between the District and the Local Municipalities important, but also between the Local Municipalities within the jurisdiction of the District Municipality. The alignment procedures and mechanisms should be incorporated in the process plans of the Municipalities, while the responsibility for alignment rests with the District Municipalities. The IDP Manager for the District will be responsible for ensuring smooth coordination of local municipal IDP reviews and their alignment with the district IDP compilation through the use of workshops and bilateral discussions with affected sector departments or municipalities. The Intergovernmental Forum will also be used to ensure that beneficial alignment of programmes and projects occur.

# ROLES AND RESPONSIBILITIES BETWEEN THE THREE SPHERES OF GOVERNMENT

|  |  |
| --- | --- |
| **Responsibility** | **Stakeholders** |
| **Local Government** | **Provincial Government** | **National Government** |
| **Local Municipality** | **District** |
|  | * Prepare, decide on and adopt a Process Plan.
* Ensuring that all relevant

actors are appropriately involved;* Ensuring that appropriate mechanisms and
* procedures for public consultation and participation are applied;
* Ensuring that the planning events are undertaken in accordance with the time

 schedule; * Adopt and approve the IDP
* Adjust the IDP in accordance with the MEC for Local Government’s proposal
* Ensure that the annual

budget processes areundertaken | * Ensuring vertical alignment

between district and local planning;* Facilitation of vertical alignment

of IDPs with other spheres of government and sectordepartments;* Preparation of joint strategy

workshops with localmunicipalities, provincial andnational role players and other subject matter specialists* Determine district scale issues, problems, potentials and priorities.
* Ensuring that all relevant actors

Are appropriately involved;* Ensuring that appropriate

mechanisms and proceduresfor public consultation andparticipation are applied;* Ensuring that the planning

events are undertaken inaccordance with the timeschedule;* Adopt and approve the IDP
* Adjust the IDP in accordance

with the MEC for LocalGovernment’s proposal* Ensure that the annual budget

processes are undertaken | * Ensuring horizontal alignment of the

IDPs of the district municipalities within the province.* Ensuring vertical/sector alignment between provincial sector departments

strategic plans and the IDP process at local/district level by:-guiding the provincial sector departments’-participation in and their required contribution to the municipal planning process; and-guiding them in assessing draft IDPs and aligning their sectoral programmes and budgets with the IDPs.* Assist municipalities in the IDP drafting process where required and Monitoring the progress of the IDP processes.
* Organise IDP – related training where required.
* Co-ordinate and manage the MEC’s assessment of adopted IDPs.
* Contribute relevant information on the provincial sector departments’ plans,

programmes, budgets, objectives, strategies and projects in a concise andaccessible manner;* Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects
 | * Provide support to Provincial and Local Government
* Provide legal framework and policy guidelines and principles
* Provide a set of planning tools or methods;
* Cater for the elaboration of a

general framework for training programmes and curricula development;* Contribute to the planning costs;
* Provide a nation-wide planning support system;
* Monitor the planning and

implementation process; and* Provide opportunities for exchange of ideas and experiences
 |

**Table 4: Duties of council, administration and community**

|  |  |  |
| --- | --- | --- |
| **DUTIES OF MUNICIPAL COUNCIL** | **DUTIES OF MUNICIPAL ADMINISTRATION** | **DUTIES OF COMMUNITIES** |
| * The council of a municipality has the right to govern on its own initiative the local government affairs of the local community;
* Exercise the municipality’s executive and
* legislative authority, and to do so without
* improper interference;
* Finance the affairs of the municipality by

charging fees for services and imposingsurcharges on fees, rates on property, other taxes, levies and duties* Exercise the municipality’s executive and legislative authority and use the resources of the municipality in the best interests of the local community;
* Provide, without favour or prejudice, democratic and accountable government;
* Encourage the involvement of the local

community in the affairs of the council;* Strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner;
* Give members of the local community equitable access to the municipal services to which they are entitled;
* \_ Promote and undertake development in the municipality;
* \_ Promote gender equity in the exercise of the municipality’s executive and legislative authority;
* \_ Promote a safe and healthy environment in the municipality;
* \_ Contribute, together with other organs of state, to the progressive realisation of the fundamental
* rights contained in Sections 24 (safe and
* healthy environment), 25 (access to property),
* 26 (access to housing), 27 (access to Health
* care, food, water and social security and 29
* (access to education) of the Constitution
 | * Be responsive to the needs of the local

community;* Facilitate a culture of public service and

accountability amongst staff* Take measures to prevent corruption;
* Establish clear relationships, and facilitate co-operation and communication between it and the local community;
* Give members of the local community full and accurate information about the level and standard of municipal services they are entitled to receive;
* Inform the local community how the municipality is managed of the costs involved and the persons in charge.
* Forms the machinery of a municipality
* Undertake the overall management and coordination of the planning process;
* Ensure that all relevant actors are

appropriately involved in municipal planning processes,* Ensure that the planning process is

participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements;* Respond to comments from the public on the draft IDP and budget
* Horizontal alignment and other spheres of government to the satisfaction of the

municipal council;* Ensure that the needs and priorities of the community are reflected in the IDP.
* To ensure that the public participates fully and meaningfully in developing the municipal IDP process.
 | * Contribute to the decision-making processes of the municipality
* Submit written or oral recommendations, representations and complaints to the municipal council or to another political structure or a political office bearer or the administration of the municipality;
* To prompt responses to their written or oral communications, including complaints, to the municipal council or to another political structure or a political office bearer or the administration of the municipality;
* To be informed of decisions of the municipal council, or another political structure or any political office bearer of the municipality, affecting their rights, property and reasonable expectations;
* To regular disclosure of the state of affairs of the municipality including its finances
* To demand that the proceedings of the municipal council and those of its committees must be open to the public, subject to section, be conducted impartially and without prejudice; and be untainted by personal self-interest;
* To have access to municipal services which the municipality provides, Members of the local community have the duty when exercising their rights, to observe the mechanisms, processes and procedures of the municipality;
* Members of the local community have the duty to pay promptly service fees, surcharges on fees, rates on property and other taxes, levies and duties imposed by the municipality:
* To comply with by-laws of the municipality applicable to them.
* The community must fully participate in governing their municipality by attending IDP meetings
* The community must inform its municipality of their developmental needs, their problems, challenges and priorities (e.g. Lack of roads, housing, electricity, clean water, etc.).
* Participate and influence municipality’s budget
* To be fully involved in the planning processes
* To provide relevant information to the councillors, ward committees and CDWs
* To participate in ward and community meetings and raise their developmental aspirations, service delivery challenges and issues
* To assist in facilitating implementation and monitoring of projects
* To participate and inform government programmes such as community policing forums
 |

# ORGANIZATIONAL ARRANGEMENTS

The IDP preparation process requires extensive consultation and participation by communities, all role-players and key stakeholders in order to achieve a shared understanding of the municipal development trajectory. Although municipalities are expected to establish participation structures, it will however be critical to consider utilising existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms.

**Table 5: Municipal IDP institutional arrangements Structure Composition Terms of reference**

|  |  |  |  |
| --- | --- | --- | --- |
| **Structure** | **Composition** | **Terms of reference** |  |
| IGR Clusters | Government representatives, identified stakeholders | Facilitate inter-governmental coordination in terms of planning, budgeting, implementation and monitoring |  |
| IDP RepresentativeForum | * Chairperson: Executive Mayor
* Councillors
* Representatives of
* Wards ( in the case of the local municipalities)
* Representative of municipality wide organisations
* Government departments
 | * Represent the interests of constituents in the IDP and budget processes
* Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including the municipal government
* Ensure communication between all stakeholder representatives including the municipal government.
* Monitor the performance of the planning and implementation processes.
* Participate in the process of setting up and monitoring “key performance indicators” in line with the Performance Management Manual
 | * The Municipality utilises Mayoral outreaches for public participation in order to reach grass root communities at ward level. The following structures are consulted during the Months of September-November and January-March:
* Traditional Leaders
* Business People
* Faith based organisations
* Traditional Healers
* Members of the public in all wards.
 |

# SCHEDULE OF IMPORTANT DEADLINES AND MEETINGS

The municipality will follow the phases of the IDP as outlined in the Process Plan starting with the development and adoption of the Process Plan to the adoption of the budget. Community participation will take place in all phases through mechanisms and structure detailed in hereunder as follows:

## IDP/Budget Timeframes

**Table 6: IDP/ Budget Timeframes**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | NDM Deadline | THLM IDP Deadline | THLM Budget Deadline |
| Phase 0: Adoption of IDP/Budget Process Plan | **30 May 2014** | **30 August 2014** | **30 August 2014** |
| Phase 1: Analysis | 30 September 2014 | 30 October 2014 | N/A |
| Phase 2: Refinement of Objectives and Strategies | 28 November 2014 | 30 November 2014 | N/A |
| Phase 3: Projects | 30 January 2015 | 30 January 2015 | N/A |
| Phase 4: Integration | 2 March 2015 | 30 February 2015 | N/A |
| Phase 5: Adoption of IDP/Budget |  |  |  |
| * Approval of Draft 15/16 IDPs
 | **26February 2015**  | **30 March 2015** | **N/A** |
| * Approval of Final 15/16 IDPs
 | **27 March 2015**  | **30 May 2015** | **N/A** |
| * Approval of Draft 15/16 Budgets
 | **27 March 2015** | **N/A** | **30 March 2015** |
| * Approval of Final 15/16 Budgets
 | **30 May 2015** | **N/A** | **30 May 2015** |
| Public Participation, Implementation and monitoring | Ongoing | Ongoing | ongoing |

##

See the tables below for specific activities for the review of the 2015/2016 IDP and the development of the 2015/2016 Budget.

## IDP/ Budget Steering Committee Meetings

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVITY | DATE | TIME | VENUE |
| Preparation of IDP/Budget Process Plan | 28 July 2014 | 09h00 | Municipal Managers Boardroom |
| Preparation and Discussion of Analysis Report | 27 October 2014 | 09H00 | Municipal Managers Boardroom |
| Preparation and refinement of objectives and strategies | 10 November 2014 | 09H00 | Municipal Managers Boardroom |
| Project identificationDraft Budget AllocationsPreparation of tariffs and policies for next financial year | 15 January 2015 | 09H00 | Municipal Managers Boardroom |
| Preparation of Draft IDPPreparation of Draft Budget | 16 February 2015 | 09H00 | Municipal Managers Boardroom |
| Preparation of Final IDPPreparation of Final Budget | 15 April 2015 | 09H00 | Municipal Managers Boardroom |

## Strategic Meetings

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVITY | DATE | TIME | VENUE |
| Strategic Planning Workshop | 27 November 2014 | 08h00 | Kwamhlanga Government Complex |
| Regional IDP/Budget Consultative Meeting | 08 April 2015 | 09h00 | KwaMhlanga Licensing Centre |
| Regional IDP/Budget Consultative Meeting | 08 April 2015 | 14h00 | Chris Hani Sports ground |
| Regional IDP/Budget Consultative Meeting | 09 April 2015 | 09h00 | Kwaggafontein ‘A’ Spar open space |
| Regional IDP/Budget Consultative Meeting | 09 April 2015 | 14h00 | Verena Community Hall |
| IDP and Budget Indaba | 10 May 2015 | 08H00 | Kwamhlanga Government Complex |

## 2014/2015 IDP/Budget Programme

| IDP Phase | Activity | IDP/ Budget Steering committee | Mayoral IDP/Budget Steering Committee | Strategic Planning Workshop | IDP/Budget Indaba | MayoralCommittee Sitting | Council Sitting | Community Meetings | Public Notice Date | Due date for Completion of Process |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Preparation 01 July- 30 August | Preparation and Adoption of IDP/Budget Process Plan | 28 July 2014 | N/A | N/A | N/A | 14 August 2014 | 29 August 2014 | N/A | By 12 September 2014 | 30 August 2014 |
| Analysis01 September-30 October | Preparation of IDP Analysis Report | 27 October 2014 | N/A | N/A | N/A | N/A | N/A | September-October 2015 | N/A | 31 October 2014 |
| Strategies01-30 November | Refinement of Objectives and Strategies | 10 November 2014 | N/A | 27 November 2014 | N/A | N/A | N/A | N/A | N/A | 30 November 2014 |
| Projects01 December 2014- 30 January 2015 | Identification of Projects and preliminary budget allocationsPreparation of tariffs and policies for next financial year | 15 January 2014 | 30 February 2014 | N/A | N/A | N/A | N/A | N/A | N/A | 30 January 2015 |
| Integration 01-30 February 2015 | Consultation with Sector Departments | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | 30 February 2015 |
| Approval of Draft IDP and Budget01-31 March 2015 | Community EngagementsPublication of NoticesPreparation of IDP for Council Approval | 03 March 2015 | N/A | N/A | N/A | 17 March 2015 | 31 March 2015 | January- February 2015 | By 14 April 2015 | 30 March 2015 |
| Regional IDP ConsultationsApril 2015 | Regional community meeting for inputs on the draft IDP/Budget | N/A | N/A | N/A | N/A | N/A | N/A | 08-09 April 2015 | N/A | 30 April 2015 |
| Adoption of amendments to the Final IDP and Budget30 May 2015 | Community Participation Publication of NoticesFinal Approval of IDP and Budget  | 15 April 2015 | 05 May 2015 | N/A | 10 May 2015 | 19 May 2015 | 29 May 2015 | N/A | By 12 June 2014 | 30 June 2015 |

## Mayoral Outreach Programme

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WARD**  | **DATE**  | **DAY** | **VENUE** | **TIME** | **VILLAGES/STAKEHOLDERS** | **MMC’s DEPLOYED** |
| ALL | 02/09/2014 | TUE | THLM MUNICIPAL COUNCIL CHAMBER | 09:00-12:00 | WARD COUNCILLORS & WARD COMMITTEES | ALL MEMBERS OF MAYORAL COMMITTEE (MMC’s) |
| 26 | 03/09/2014 | WED | THLM MUNICIPAL COUNCIL CHAMBER | 09:00-12:00 | TRADITIONAL LEADERS | ALL MEMBERS OF MAYORAL COMMITTEE (MMC’s) |
| 26 | 03/09/2014 | WED | THLM MUNICIPAL COUNCIL CHAMBER | 14:00-16:00 | TRADITIONAL HEALERS | ALL MEMBERS OF MAYORAL COMMITTEE (MMC’s) |
| 26 | 04/09/2014 | THU | THLM MUNICIPAL COUNCIL CHAMBER | 09:00-12:00 | FAITH-BASED STRUCTURES | ALL MEMBERS OF MAYORAL COMMITTEE (MMC’s) |
| 26 | 04/09/2014 | THU | THLM MUNICIPAL COUNCIL CHAMBER | 17:00-19:00 | BUSINESS PEOPLE | ALL MEMBERS OF MAYORAL COMMITTEE (MMC’s) |
| 01 | 05/09/2014 | FRI | MATIMBA SCHOOL SPORT GROUND | 09:00-12:00 | MOLOTO SOUTH | EXECUTIVE MAYOR & ALL MMC’s. **Cllr Amos Mahlangu- Ward councillor** |
| 02 | 05/09/2014 | FRI | KING MAKHOSOKE 2 H. SCHOOL | 14:00-16:00 | MOLOTO NORTH, MAFUSHANA & RDP | Executive Mayor, MMC LM Shabangu & MMC LM Mboweni.**Cllr Mcithwa Mtshweni- Ward councillor** |
| 03 | 05/09/2014 | FRI | MOLOTO OPEN SPORTSFIELD  | 14:00-16:00 | MOLOTO SOUTH | MMC JJ Jiyane, MMC LX Mtsweni & MMC JJ Tau.**Cllr Leah Huma- Ward councillor** |
| 02 | 06/09/2014 | SAT | MOLOTO RDP OPEN SPACE | 09:00 -12:00 | MOLOTO NORTH, MAFUSHANA & RDP | MMC JJ Jiyane, MMC LM Mboweni & MMC LX Mtsweni.**Cllr Mcithwa Mtshweni- Ward councillor** |
| 14 | 06/09/2014 | SAT | KGANTSHO P.SCHOOL  | 09:00-12:00 | MOUNTAIN VIEW | Executive Mayor, MMC JJ Tau & MMC LM Shabangu**Cllr Jerry Mahlangu- Ward councillor** |
| 04 | 06/09/2014 | SAT | ZAKHENI HIGH SCHOOL SPORT GROUND | 14:00-16:00 | ZAKHENI & ZAKHENI EXTENSION | Executive Mayor and All MMC’s.**Cllr Andries Motena- Ward councillor** |
| 05 | 09/09/2014 | TUE | Elukhanyisweni School Sports ground | 09:00-12:00 | THEMBALETHU | MMC JJ Jiyane, MMC LM Shabangu & MMC LM Mboweni**Cllr Badanile Skhosana- Ward councillor** |
| 06 | 09/09/2014 | TUE | PHOLA PARK COMMUNITY HALL | 09:00-12:00 | PHOLA PARK,PHOLA PARK B, PHOLA PARK EXT. & JORDAN | Executive Mayor, MMC LX Mtsweni & MMC JJ Tau.**Cllr Koos Jiyane- Ward councillor** |
| 06 | 09/09/2014 | TUE | SIZAMILE PRIMARY SCHOOL  | 14:00-16:00 | PHOLA PARK,PHOLA PARK B, PHOLA PARK EXT. C & JORDAN | Executive Mayor and All MMC’s**Cllr Koos Jiyane- Ward councillor** |
| 19 | 10/09/2014 | WED | TENNIS COURT OPEN SPACE | 09:00-12:00 | SUN CITY A, B, C, AA & ENGWENYAMENI | Executive Mayor and All MMC’s**Cllr Mzandile Skhosana- Ward councillor** |
| 19 | 10/09/2014 | WED | King Makhosoke 2 cluster hall | 14:00-16:00 | SUN CITY A, B, C, AA & ENGWENYAMENI | Executive Mayor, MMC LX Mtsweni & MMC JJ Tau.**Cllr Mzandile Skhosana- Ward councillor** |
| 22 | 10/09/2014 | WED | CHIEF LUTHULI P. SCHOOL SPORTSFIELD | 14:00-16:00 | MANDELA,LUTHULI & MAHLABATHINI | MMC JJ Jiyane, MMC LM Shabangu & MMC LM Mboweni.**Cllr Nimrodi Malefo- Ward councillor** |
| 19 | 11/09/2014 | THU | SIPHUMULE PRIMARY SCHOOL | 09:00-12:00 | SUN CITY A, B,SUN CITY C, AA & ENGWENYAMENI | MMC JJ Jiyane, MMC LM Mboweni & MMC JJ Tau.**Cllr Mzandile Skhosana- Ward councillor** |
| 22 | 11/09/2014 | THU | MANDELA COMMUNITY HALL | 09:00-12:00 | MANDELA,LUTHULI & MAHLABATHINI | Executive Mayor, MMC LM Shabangu & MMC LX Mtsweni.**Cllr Nimrodi Malefo- Ward councillor** |
| 32 | 11/09/2014 | THU | KWAMHLANGA COMMUNITY HALL | 17:00-19:00 | KWAMHLANGA A, B, C, D, etc. | Executive Mayor and All MMC’s**Cllr Malebo Hlongwane- Ward councillor** |
| 32 | 12/09/2014 | FRI | HOKAI OPEN SPACE | 09:00-12:00 | HOKAI, PAPKUIL | Executive Mayor and All MMC’s**Cllr Malebo Hlongwane- Ward councillor** |
| 32 | 12/09/2014 | FRI | TETEMA P. School | 14:00- 16:00 | TETEMA (Known as NDEDEMA) | Executive Mayor, MMC LM Mboweni & MMC LM Shabangu.**Cllr Malebo Hlongwane- Ward councillor** |
| 20 | 12/09/2014 | FRI | KHAYELITJHA P. SCHOOL | 14:00-16:00 | SUNCITY AA & VEZUBUHLE | MMC JJ Jiyane, MMC JJ Tau & MMC LX Mtsweni.**Cllr Jack Masango- Ward councillor** |
| 20/18 | 13/09/2014 | SAT | VEZUBUHLE COMM. HALL | 09:00-12:00 | SUNCITY AA & VEZUBUHLE | MMC JJ Jiyane, MMC JJ Tau & MMC LX Mtsweni.**Cllrs Jack Masango & Maria Mnguni- Ward councillors** |
| 09 | 13/09/2014 | SAT |  PHUTHUMANI HIGH SCHOOL | 09:00-12:00 | BUHLEBUZILE, BELFAST, ZENZELE & TWEEFONTEIN J | Executive Mayor, MMC LM Mboweni & MMC LM Shabangu.**Cllr Maria Mlambo- Ward councillor** |
| 32 | 13/09/2014 | SAT | BRONKHORST MINE OPEN SPACE | 14:00-16:00 | Bronkhorst mine | Executive Mayor and All MMC’s**Cllr Malebo Hlongwane- Ward councillor** |
| 18 | 16/09/2014 | TUE | MAKERANA TRIBAL OFFICE | 09:00-12:00 | THOKOZA, CHRIS HANI, SAKHILE & VEZUBUHLE | MMC JJ Jiyane, MMC LM Shabangu & MMC JJ Tau**Cllr Maria Mnguni- Ward councillor** |
| 17 | 16/09/2014 | TUE | SPORTS GROUND-TWEEFONTEIN F | 09:00-12:00 | TWEEFONTEIN F, TWEEFONTEIN N & MILIVA RDP | Executive Mayor, MMC LM Shabangu & MMC LX Mtsweni.**Cllr Daisy Msibi- Ward councillor** |
| 09 | 16/09/2014 | TUE | MZIMHLOPHE H. SCHOOL  | 14:00-16:00 | BUHLEBUZILE, ZENZELE & TWEEFONTEIN J | Executive Mayor and All MMC’s**Cllr Maria Mlambo- Ward councillor** |
| 17 | 17/09/2014 | WED | MABENA TRIBAL OFFICE | 09:00-12:00 | TWEEFONTEIN F & TWEEFONTEIN N | Executive Mayor and All MMC’s**Cllr Daisy Msibi- Ward councillor** |
| 30 | 17/09/2014 | WED | TWEEFONTEIN J- LOCAL SCHOOL | 14:00-16:00 | TWEEFONTEIN H,J | Executive Mayor, MMC JJ Tau & MMC LM Mboweni.**Cllr Samuel Mnamatheli- Ward councillor** |
| 18 | 17/09/2014 | WED | SAKHILE OPEN SPACE | 14:00-16:00 | THOKOZA, CHRIS HANI, SAKHILE & VEZUBUHLE | MMC JJ Jiyane, MMC LX Mtsweni & MMC LM Shabangu.**Cllr Maria Mnguni- Ward councillor** |
| 15 | 18/09/2014 | THU | BAMBANANI DISABLE CENTRE | 09:00-12:00 | BUHLEBESIZWE WEST & TWEEFONTEIN E | Executive Mayor and All MMC’s**Cllr Speelman Mtsweni- Ward councillor** |
| 17 | 18/09/2014 | THU | MILIVA RDP SPORTS GROUND/ OLD TAXI RANK | 14:00-16:00 | TWEEFONTEIN F, TWEEFONTEIN N & MILIVA RDP | MMC JJ Jiyane, MMC LM Mboweni & MMC LX Mtsweni.**Cllr Daisy Msibi- Ward councillor** |
| 15/16 | 18/09/2014 | THU | BUHLEBESIZWE SECONDARY SCHOOL | 14:00-16:00 | BUHLEBESIZWE WEST, TWEEFONTEIN E | Executive Mayor, MMC LM Shabangu & MMC JJ Tau.**Cllr Speelman Mtsweni & Cllr Mgiyelwa Bhuda- Ward councillors** |
| 16 | 19/09/2014 | FRI | OLD CIVIC OFFICE OPEN SPACE | 09:00-12:00 | BUHLEBESIZWE 2 & RDP | MMC JJ Jiyane, MMC LM Mboweni & MMC LX Mtsweni.**Cllr Mgiyelwa Bhuda- Ward councillor** |
| 08 | 19/09/2014 | FRI | OLD COMMUNITY HALL | 09:00-12:00 | VERENA A, B,LANGKLOOF FARMS(RIETFONTEIN & DOORNEK ) | Executive Mayor, MMC LM Shabangu & MMC JJ Tau.**Cllr Helen Mahlomonyane- Ward councillor** |
| 16 | 19/09/2014 | FRI | RDP OPEN SPACE | 14:00-16:00 | BUHLEBESIZWE 2 & RDP | Executive Mayor and All MMC’s**Cllr Mgiyelwa Bhuda- Ward councillor** |
| 10 | 20/09/2014 | SAT | SKHAHLA PRIMARY SCHOOL | 09:00-12:00 | SKHAHLA, Swartkoopies FARMS & MZIMUHLE | Executive Mayor, MMC LX Mtsweni & MMC JJ Tau.**Cllr Fanie Mashiya- Ward councillor** |
| 11 | 20/09/2014 | SAT | KAMLAUDZI HALL | 09:00-12:00 | VERENA C, D, WOLVENKOP & FARMS | MMC JJ Jiyane, MMC LM Shabangu & MMC LM Mboweni.**Cllr Sgaule Mnisi- Ward councillor** |
| 10 | 20/09/2014 | SAT | SPORTS GROUND (MZIMUHLE) | 14:00-16:00 | MZIMUHLE, ISKHAHLA FARMS | Executive Mayor and All MMC’s**Cllr Fanie Mashiya- Ward councillor** |
| 08 | 23/09/2014 | TUE | FARM WATERVAL OPEN SPACE | 09:00-12:00 | BLY ‘N BIETJIE FARMS | MMC JJ Jiyane, MMC LX Mtsweni & MMC LM Mboweni. **Cllr Helen Mahlomonyane- Ward councillor** |
| 11 | 23/09/2014 | TUE | VERENA CLUSTER HALL | 09:00-12:00 | VERENA C, D, WOLVENKOP & FARMS | Executive Mayor, MMC JJ Tau & MMC LM Shabangu. **Cllr Sgaule Mnisi- Ward councillor** |
| 08 | 23/09/2014 | TUE | LANGKLOOF COMMUNITY HALL | 14:00-16:00 | VERENA A, B,LANGKLOOF FARMS(RIETFONTEIN & DOORNEK ) | Executive Mayor and All MMC’s.**Cllr Helen Mahlomonyane- Ward councillor** |
| 08 | 25/09/2014 | THU | BLY ‘N BIETJIE SCHOOL | 09:00-12:00 | FARM WATERVAL | Executive Mayor and All MMC’s.**Cllr Helen Mahlomonyane- Ward councillor** |
| 12 | 25/09/2014 | THU | OPEN SPACE (TWEEFONTEIN C) | 14:00-16:00 | TWEEFONTEIN C, EMANALENI | Executive Mayor, MMC JJ Tau & MMC LM Shabangu. **Cllr Moses Sepogwana- Ward councillor** |
| 23 | 25/09/2014 | THU | BONGUMUSA SCHOOL | 14:00-16:00 | PHUMULA A1, A2 & B1,C1 | MMC JJ Jiyane, MMC LX Mtsweni & MMC LM Mboweni. **Cllr Jan Ntuli- Ward councillor** |
| 13 | 26/09/2014 | FRI | TRIBAL OPEN SPACE | 09:00-12:00 | TWEEFONTEIN B2, TWEEFONTEIN K | Executive Mayor, MMC JJ Tau & MMC LM Shabangu. **Cllr Aaron Khumalo- Ward councillor** |
| 21 | 26/09/2014 | FRI | OLD MUNICIPAL SATELITE OFFICE | 14:00-16:00 | VLAKLAAGTE NO.1 | MMC JJ Jiyane, MMC LX Mtsweni & MMC LM Mboweni. **Cllr Solomon Mahlangu- Ward councillor** |
| 13 | 26/09/2014 | FRI | DUTCH REFORM CHURCH | 17:00-19:00 | TWEEFONTEIN K & TWEEFONTEIN B2 | Executive Mayor, MMC JJ Tau & MMC LM Shabangu. **Cllr Aaron Khumalo- Ward councillor** |
| 26 | 27/09/2014 | SAT | KWAGGAFONTEIN COMMUNITY HALL | 09:00-12:00 | KWAGGAFONTEIN C | MMC JJ Jiyane, MMC LX Mtsweni & MMC LM Mboweni. **Cllr June Mtsweni- Ward councillor** |
| 07/24 | 27/09/2014 | SAT | ENDLINI YABO GOGO | 09:00-12:00 | BOEKENHOUTHOEK ,MATHYSENSLOOP & MHLAMONYANE | Executive Mayor, MMC JJ Tau & MMC LM Shabangu. **Cllrs Johannes Mahlangu & Aaron Motau- Ward councillors** |
| 24 | 27/09/2014 | SAT | OPEN SPACE | 14:00-16:00 | BUNDU & MACHIPE | Executive Mayor and All MMC’s.**Cllr Aaron Motau- Ward councillor** |
| 07 | 30/09/2014 | TUE | EKOSINI-MATHYSENSLOOP | 09:00-12:00 | MATHYSENSLOOP, MHLAMUNYANE & BOEKENHOUTHOEK | Executive Mayor and All MMC’s.**Cllr Johannes Mahlangu- Ward councillor** |
| 31 | 30/09/2014 | TUE | OPEN GROUND-VRIES | 14:00-16:00 | KWAGGA D, KWAGGA E & DOBHA | Executive Mayor and All MMC’s.**Cllr David Lukhele- Ward councillor** |
| 25 | 01/10/2014 | WED | SINDAWONYE PRIMARY SCHOOL OPEN SPACE | 09:00-12:00 | KWAGGAFONTEIN B | Executive Mayor and All MMC’s.**Cllr Bellinah Skhosana- Ward councillor** |
| 31 | 01/10/2014 | WED | OPEN SPACE-DOBHA | 14:00- 16:00 | KWAGGA D, E & DOBHA | Executive Mayor and All MMC’s.**Cllr David Lukhele- Ward councillor** |
| 27,28,29 | 04/10/2014 | SAT | KWAGGAFONTEIN SPAR OPEN SPACE | 09:00-12:00 | KWAGGAFONTEIN A | Executive Mayor and All MMC’s.**Cllrs Senzeni Dube, Hendrick Kabini & Michael Nkabinde- Ward councillors** |
| 31 | 04/10/2014 | SAT | TRIBAL OFFICE | 14:00-16:00 | KWAGGA D, E & DOBHA | Executive Mayor and All MMC’s.**Cllr David Lukhele- Ward councillor** |

# AMENDMENT OF PROCESS PLAN

The Municipality through the Office of the Mayor, has a central role in monitoring the implementation of the Process Plan. Should there be a need to amend this Process Plan the following process will be pursued:

* The IDP/Budget Steering Committee will meet after each phase of the IDP to assess progress on the implementation of the Process Plan
* Each municipality will inform the District Municipality on likely deviations
* The IDP Steering Committee will make recommendation for amendments to the Municipal Process Plan as and when required
* The approval of any amendment to the municipal process plan is a competency of the Municipal Council.

# CONCLUSION

This Municipal Process Plan is compiled in terms of Section 28 of the Local Government Municipal Systems Act and binds municipalities as provided for in Section 28 (2) of the Act. Provisions of this document shall be followed by the municipality in the compilation of their 2015/2016 Integrated Development Plan.