

# **IDP Process Plan 2011/12**



## **Thabazimbi Municipality**

*"Working Together For Prosperity"*

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## **SECTION A: IDP PROCESS PLAN**

### **1. INTRODUCTION**

Thabazimbi Municipality is in compliance with Chapter 5 (five) of the Local Government Municipal Systems Act of 2000, in adopting its integrated Development Plan as compelled to undertake developmentally integrated Planning Process that is to be reviewed annually.

Integrated Development Plan is a process through which Municipality prepare a strategic development plan for a five year period. The integrated Development Plan (IDP) is a product of the integrated Development Planning process.

The IDP is the principal strategic planning instrument and is adopted to guide and inform the Municipality on issues such as planning, budget, infrastructure development, Land Management, promotion of Local Economic Development and institutional transformation in a consultative, systematic and strategic manner.

The IDP however will not only inform the Municipal Management is supposed to guide the activities of any agency, spheres of government, corporate services providers, NGO's private Sector and other interested entity within and outside the Municipal area.

Implementation starts after the plan is adopted therefore gives a way to assess the performance and achievement of targets as well as strategic objective through the IDP Review Process, as a legislative requirements by section 34 of the Municipal Systems Act.

According to the section 34 of the Municipal Systems Act, a Municipal Council

(a). Must review its Integrated Development Plan

- Annually in accordance with an assessment of its performance measurements in terms of section 4 and
- To the extend that changing circumstances so demand, and

(b).May amend its integrated development plan in accordance with a prescribed process

The underlying principle and process helps with the management of IDP on a day to day basis to produce an implementable IDP for the year 2011/2012. Contents for Thabazimbi indicate the following:-

- Organisational structure/institutional arrangements
- Distribution of roles and responsibilities
- Mechanisms and procedures for public participation, alignment, sector Departments (programmes)
- Action Plan-time frame and resources
- Legally Binding legislation and planning requirements

- Technical Project design and
- Monitoring of review process and implementation

The purpose of Integrated Development Planning is therefore to achieve faster and more appropriate delivery of services and to provide a framework for Economic and Social development in a municipality.

As part of the preparation for the execution of the integrated Development Plan Review for 2011/2012, the municipality is compelled to draft and adopt a **PROCESS PLAN**.

## **2. EVALUATION OF PROGRESS AND PROCESS**

The 2010/2011 IDP review document, representing a considerable improvement over the original IDP, still exhibits a number of shortcomings which are more related to Sector Plans. The forthcoming review process should focus mainly on the sector plans compliance.

## **3. THE REVIEW PROCESS**

The IDP review process for the Thabazimbi municipality will incorporate the following steps towards producing the reviewed document for the year 2011/2012: The annual IDP review relates to assessing Thabazimbi municipality's performance against its objectives as well as Service Delivery, taking into consideration new information and changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of IDP.

The annual review allows for the ongoing adjustment and improvement of

- Strategic Planning which in turn guides and informs
- Institution Preparation and
- Financial Planning (budget)

The IDP is reviewed in the light of changing internal and external circumstances that impact on the following:-

- Priority issues
- Objectives
- Strategies
- Projects and
- IDP Programmes

The annual review must inform municipality's financial and institutional planning and most importantly: The Drafting of the annual budget

### 3.1 PLANNING CYCLE

| <b>CYCLE</b>    | <b>PHASES</b>      | <b>STRATEGIC INPUT/OUTPUT</b>  |
|-----------------|--------------------|--|
| July-Sept 2010  | Preparation phase  | Information gathering at all levels. Progress on previous commitments and change of strategic direction or developments in line with the NSDP and LEGDP  |
| Oct-Dec 2010    | Consultation phase | Public participation in all the wards assisted by Ward Committees. Strategic information based on the 1 <sup>st</sup> cycle. Budget indication by the CFO, Sector Depts and Private Sector. Programmes to be based on consultation process with the Communities. Priority projects allocations should be aligned to influence the initial budget. The 1 <sup>st</sup> draft reviewed IDP and budget should be in place by mid December for Public Consultation. Both the Capital Expenditure (CAPEX) and Operational Expenditure (OPEX). |
| Jan-March 2011  | Drafting phase     | Heads of Depts to embark on strategic sessions to analyse their budget to give an indication of MTEF allocations. Each Depts to provide its projections for the next 5 yrs in order to guide budgeting process.  |
| March-June 2011 | Adoption phase     | Both the District and the Thabazimbi Municipal Council will engage in Public Debates and Consultation with the Community for inputs into the final IDP Document, which will be adopted by stakeholders and approved by Council.  |

In the above mentioned part, the municipality would review quarterly progress of the implementation of the IDP. Each Department/cluster to reflect its current performance.

Identification of gaps and analysis will be highlighted. The gaps identified will concentrate on issues of policies, systems in place, and the link between Departmental Business Plans and the IDP. The analysis will include the Financial Performance of the Departments and ultimately the municipality as a whole.

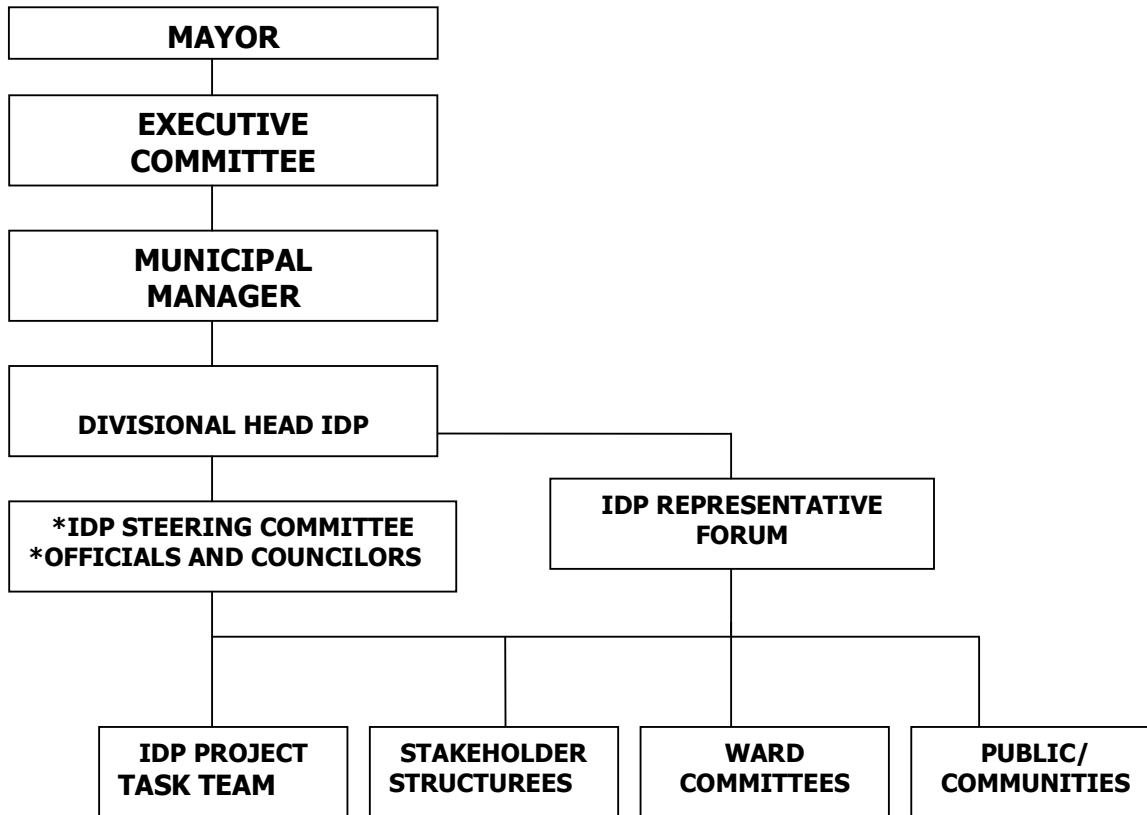
We have to note that Priority Projects will be influenced by ongoing consultations on Project Design. Frequent interaction and consultation with stakeholders.

#### **4 ORGANISATIONAL STRUCTURE/INSTITUTIONAL ARRANGEMENTS**

It is critical that certain units or task teams be made by the municipality during the IDP review process. It is envisaged that the existing structures be revived for the review process. Organisational Diagram indicates the structures that were created to partake in the IDP planning process.

The purpose would be: Institutionalisation of participation, Effective management of drafting of outputs and afford affected parties the opportunity to contribute to the process. IDP Review Structures: IDP Steering Committee, IDP Representative Forum and Clusters (Social, Institutional, Economic and Basic Services).

INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL STRUCTURE OF THE IDP: ANNEXURE A



## **5 DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS**

The Municipal Manager through the Divisional Head IDP, continuously has to ensure that both external and internal role players adhere to their performance roles throughout the processes.

### **5.1 INTERNAL ROLE PLAYERS**

#### **5.1.1 THE MAYOR**

As the senior governing person of the municipality, the mayor will have to:

- Decide on the process plan
- Consider, adopt and approve the process plan
- Approve nominated person to be in charge of different roles, activities and responsibilities of the process and drafting.

#### **5.1.2 MUNICIPAL MANAGER/IDP MANAGER**

Has to manage and co-ordinate the IDP review process. This includes:

- Preparations and finalisation of the Process Plan
- Be responsible for overall management, co-ordinating and monitoring of the process and drafting the IDP Review
- Responsible for the day to day management of the planning process, ensuring that all relevant actors are appropriately involved
- Ensure that the process is participatory , strategic and implementation orientated and is aligned with and satisfies sector planning requirements
- Ensure that amendments and proper documentation of the draft IDP Review are to the satisfaction of the Municipal Council
- Monitor the implementation of the IDP proposals

If the Divisional Head IDP is not the Municipal Manager, the latter is still responsible and accountable.



### **5.1.3 WARD COUNCILLORS**

Councillors are the major link between the Municipal government and the residents. As such, their role is to:

- Link the planning process of their constituencies and /or wards
- Be responsible for organising public consultation and participation
- Ensure the annual business plans and municipal budget are linked to and based on the IDP.

### **5.1.4 STEERING COMMITTEE**

As the persons in charge for implementing IDP's the technical/sectional officials have to be fully involved in the review process to:

- Determine progress, achievements and shortcomings of 2010/2011 review document
- Provide relevant technical expertise in the consideration and finalisation of strategies and identification of projects
- Provide departmental operational and capital budgetary information
- Be responsible for preparing amendments to the draft IDP review for submission to the Municipal Council for approval and the Waterberg District Municipality and MEC for Local Government for alignment.

### **5.1.5 MUNICIPAL COUNCIL**

- Evaluate, amend and adopt a Process Plan review
- Undertake to overall management and co-ordination of the planning process which includes ensuring that:
  - Ensure that all relevant actors are appropriately involved
  - Appropriate mechanisms and procedures for public consultation and participation are applied
  - The planning process is related to the real burning issues in the municipality, that is a strategic and implementation-orientated process
- Adopt and approve the IDP review
- Adjust the IDP in accordance with the MEC for Local Government proposal
- Ensure that the annual business plans and Municipal budget are linked to and based on the IDP

## **EXTERNAL ROLE PLAYERS**

### **5.1.6 IDP REPRESENTATIVE FORUM**

IDP Representative Forum is the structure which facilitates and co-ordinates participation in the IDP Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensure geographical and social representation. The role is as follows:

- Represents the interest of their constituents on the IDP process
- Form a structure link between the municipal government and representatives of the public.

- Ensure communication between all the stakeholder representatives including the municipal government
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government,
- Monitor the performance of the planning and implementation process

#### **5.1.7 PLANNING AND IMPLEMENTATION MANAGEMENT SUPPORT (PIMS) CENTRE**

- Provide methodological guidance
- Assist in facilitation of Sector Alignment and mainstreaming of HIV/AIDS programmes and plans
- Provide professional support
- Facilitate capacity building trainings

### **6 MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION STRATEGY**

The involvement of community and stakeholder organisations in the IDP process is one of the main features and requires specific attention. An appropriate public participation strategy has to be formulated by the IDP Steering Committee and must also be approved by Council.

Public participation has always been in a structured manner, hence the existing and established forums namely:

- District and Local IDP forums
- Municipal Steering Committee
- Ward Based Community Consultation
- Cluster Meeting
- Executive Meetings
- Council Meetings

It is the responsibility of the Divisional Head to link the municipality with all the relevant stakeholders. The Divisional Head IDP has to make sure that all our Communities and Stakeholders are provided with the draft IDP document.

#### **6.1 FUNCTIONS OF COMMUNITY PARTICIPATION**

Participation in the review of IDP serves to fulfil five major functions namely:

1. **NEED ORIENTATION**  
Ensuring that people's needs and problems are taken into account
2. **COMMUNITY OWNERSHIP**  
Mobilising local residents and communities initiatives, resources, encouraging co-operation, partnerships between Municipal government and residents for implementation and maintenance

### 3. APPROPRIATENESS OF SOLUTIONS

Using the knowledge and experience of local residents and communities in order to arrive at appropriate and sustainable problem solutions and measures

### 4. BUILDING TRUST

It is an important component of a community participation process to build a foundation of trust between all the role players

### 5. EMPOWERMENT

Making Integrated Development Planning a public event and a forum for negotiating conflicting interest, finding compromises and common ground and thereby, creating the basis for increased transparency and accountability of local government towards local residents.

## 6.2 PARTICIPATION PROCESS

The following tasks are important to ensure proper community participation, namely:

1. The municipality must compile a database of all relevant community and Stakeholder organisations
2. Communities and stakeholders must be informed of the municipality's intention to embark on the IDP review process and
3. Organised and unorganised community/social groups must be invited by the municipality to participate in the IDP review process

## 6.3 MECHANISMS FOR PARTICIPATION

The following are important mechanisms for Community participation:

### 1. WARD COMMITTEES

Information must be made available within wards through Public ward meeting

### 2. MEDIA INVOLVEMENT

Information regarding the IDP review process and requests for participation by the Community and Stakeholders could be made by the following:

- Newsletters inside Municipal Bills
- Notices at prominent locations
- Postal notices to organised groups and organisations
- Local radio coverage and
- Local newspapers

## **7 MECHANISMS AND PROCEDURES FOR ALIGNMENT**

The successful implementation of IDP review proposals depends largely on whether there is conformity between Province, District and Municipality in respect of policy, process and projects, i.e. alignment.

Continual communication between the different levels is important to ensure alignment, as is retrospection after each phase. A prerequisite for alignment is the availability of information regarding existing plans and programs at District and Provincial level. The alignment strategy would therefore comprise:

Alignment is also realised from two levels i.e. horizontal and vertical levels. Horizontal alignment will focus on addressing issues at both District and Local Municipalities. Vertical alignment will focus on issues that affect our municipality from National, Provincial Departments, and other organisations. It is therefore important that planning need to be informed by all stakeholders for Effective and Efficient allocation and use of scarce resources.

Determination of existing plans and programs

- Regular interaction with adjacent municipalities at specified points in the project
- Interaction with service providers (if any)
- Interaction with District and Province

## 7.1 ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE

- Is a key feature for developmental government
- A legislative requirement as it is entrenched in the Constitution and Chapter 4 of the Municipal Systems Act
- Participation ensures that the IDP deals or addresses real issues that are experienced by Communities at Local level.

| <b>PLANNING PHASE</b> | <b>ACTIVITES</b>   | <b>MECHANISM</b> |
|-----------------------|--|------------------|
| PREPARATION PHASE     | Process Plan inputs  | Meeting          |
| ANALYSIS              | Gaps identified are in line with developmental needs/issues                              | Meeting          |
| STRATEGIES            | Ensure that developmental objectives are realistic and in line with Strategic Guidelines | Meeting          |
| PROJECTS              | Reviewed Project proposal  | Meeting          |
| INTEGRATION           | All reviewed activities and programme are integrated                                     | Meeting          |
| APPROVAL              | Council awaits comments for approval   | Meeting          |

8 ACTION PLAN: TIME FRAME AND RESOURCES/FOR ALL THE PHASES

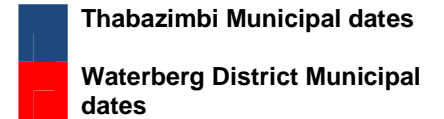


TABLE 8.1 : FIRST QUARTER ACTION PLAN (JULY, AUGUST, SEPTEMBER 2010)

| IDP   | PHASE   | ACTIVITY  | RES   | REF                          | KEY DEADLINE S               | JULY |   |   |   | AUGUST |   |   |   | SEPTEMBER |   |   |   |  |  |
|---|---|---|---|------------------------------|------------------------------|------|---|---|---|--------|---|---|---|-----------|---|---|---|--|--|
|   |   |   |   |                              |                              | 1    | 2 | 3 | 4 | 1      | 2 | 3 | 4 | 1         | 2 | 3 | 4 |  |  |
|   |   |   |   |                              |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
| IDP   | Planning  | Consult with all local municipality on District-wide Draft Framework/Process Plan | WDM IDP and Local Mun.                          | MSA, Sec 27 and 29 (2)(a)    | 2 <sup>nd</sup> week July 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Development of the review Process Plan  | Div. Head IDP                                   | MSA, Sec 28 and 29           | 4 <sup>th</sup> week July 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Consult and agree with Management   | MM  |                              | 2 <sup>nd</sup> week Aug 10  |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Consult with the Mayor  | Municipal manager                               |                              | 3 <sup>rd</sup> week Aug 10  |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Alignment with the District Action Plan   | Div.Head IDP and District                       |                              | 3 <sup>rd</sup> week Aug 10  |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Adoption of IDP/Budget Process Plan   | Council   |                              |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   | Analysis  | Collection of latest data and statistics on situational information               | Div. Head IDP                                   |                              | 1 <sup>st</sup> week Sept 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Review of baseline information  | Steering Committee                              |                              | 2 <sup>nd</sup> week Sept 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Consultation with Councillors and Steering Committee                              | Mayor, Councillors,MM, S57 Managers, Div Heads  |                              | 3 <sup>rd</sup> week Sept 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Review and finalization of prioritisation criteria                                | Mayor,Councillors, MM, S57 Managers, Div. Heads |                              | 3 <sup>rd</sup> week Sept 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   |   | Consult with District Planning Forum  | Div.Head IDP and District                       |                              | 4 <sup>th</sup> week Sept 10 |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
| 1 <sup>st</sup> Rep Forum on Analysis Phase |   | Mayor   |   | 4 <sup>th</sup> week Sept 10 |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
| PMS   |   |   |   |                              |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   | SDBIP approves by the Mayor   | Mayor, PMS Coordinator  |   | 1 <sup>st</sup> week July 10 |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   | Prepare Performance Agreements of Managers  | MM, PMS Coordinator   |   | 4 <sup>th</sup> week July    |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |
|   | Submission of fourth quarter report to Management team and to Performance Audit Committee | MM, PMS Coordinator   |   | 1 <sup>st</sup> week Aug 10  |                              |      |   |   |   |        |   |   |   |           |   |   |   |  |  |

|                 |  |   |                     |                          |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--|---|---------------------|--------------------------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|                 |  | Consolidate the performance Chapter of Annual Report  | MM, PMS Coordinator |                          | 3 <sup>rd</sup> week Aug 10     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>BG<br/>T</b> |  | Commence planning for next three year budget, reviews of IDP and budget policies and consultation in accordance with budget process coordination role-review previous year's budget evaluation checklist, council delegations and budget time schedules of key deadlines. | Mayor               | MFMA 21(1)               | 1 <sup>st</sup> week of July 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Establish departmental budget committees to include portfolio councillors and officials and delegate tasks in accordance with delegations policies.   | AO, MM              | MEMA Guidance            | 1 <sup>st</sup> week of July 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Commence process to review delegations and all budget related policies including reviews of tariffs, rates, credit control and supply chain management and cash management/investment policies.   | AO,MM               | MFMA 62(1)(f)& 79(1)©    | 1 <sup>st</sup> week of July 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Table in council budget and IDP time schedule of key deadlines(including timing for development of policies and process of consultation)  | Mayor               | MFMA 21(1)(b) & 53(1)(b) | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Establish appropriate committees and consultation forums and plan program of internal public meetings, to update community needs analysis and obtain feedback on past year's performance.   | Mayor               | MFMA Guidance            | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Advertise budget and IDP time schedule in terms of budget consultation policy   | AO, MM              | MFMA Guidance            | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                 |  | Commence process of review of IDP and service delivery mechanisms to gauge impact of new or existing service delivery   | Mayor               | MSA 34(a)& 77(f)         | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |   |         |               |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|---|---------|---------------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | agreements and long term contracts on budget where appropriate.   |         | MFMA Guidance |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Determine strategic objectives for service delivery and development including backlogs for next three year budget including reviews of other municipal, provincila and national government sector and strategic plans   | Council | MFMA Guidance | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Ensure internal analyses of finalncial and non-financial performance over year are prepared, analyse gaps between actual and planned performance, assess impacts of plans. Determine financial position and assess financial capacity against future strategies.                              | AO, MM  | MFMA Guidance | 4 <sup>th</sup> week of Aug 10  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope, andfinancial outlook to identify need to review fiscal strategies. | AO,MM   | MFMA Guidance | 4 <sup>th</sup> week of Sept 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Implement budget and IDP time schedule of key deadlines   | AO, MM  | MFMA Guigance | 4 <sup>th</sup> week of Sept 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Critical Notes: National and Provincial Departments prepare Adjustment Estimates - September 2010**



**TABLE 8.2 : SECOND QUARTER ACTION PLAN (OCTOBER, NOVEMBER, DECEMBER 2010 )**

| IDP        | PHASE | ACTIVITY  | RES   | KEY DEADLINE                   | OCTOBER                        |   |   |   | NOVEMBER |   |   |   | DECEMBER |   |   |   |  |  |
|------------|-------|---|---|--------------------------------|--------------------------------|---|---|---|----------|---|---|---|----------|---|---|---|--|--|
|            |       |   |   |                                | 1                              | 2 | 3 | 4 | 1        | 2 | 3 | 4 | 1        | 2 | 3 | 4 |  |  |
| Strategies |       | IDP workshop for Councillors  | Mayor, Speaker, Councillors   | 4 <sup>th</sup> week of Oct 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Sector Department consultation  | All sector departments, Div. Head IDP, Mayor, MM  | 4 <sup>th</sup> week of Oct 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Review Objectives and Strategies  | Steering Committee  | 1 <sup>st</sup> week of Nov 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Consult with the District Planning Forum to present the draft Objectives and Strategies | Div. Head IDP and District IDP  | 3 <sup>rd</sup> week of Nov 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Consult with local Stakeholders on the Draft Strategies and Objectives                  | Rep Forum   | 4 <sup>th</sup> week of Nov    |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | District Municipality Rep Forum on the Draft Objectives and Strategies                  | Waterberg District Municipal Rep Forum  | 3 <sup>rd</sup> week of Nov 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Internal Strategic Planning Session   | Steering Committee  | 1 <sup>st</sup> week of Dec 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Waterberg District Municipal Strategic Planning Session                                 | Div. Head IDP and District  | 3 <sup>rd</sup> week of Nov 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            | PMS   |   | Compile assessment of municipality's performance against performance objectives for revenue and votes: Quarterly assessment of IDP Implementation for 2010/11 | MM, PMS Coordinator            | 2 <sup>nd</sup> week of Oct 10 |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | 1 <sup>st</sup> quarterly PMS Audit Report to MM and Audit Committee                    | PMS Coordinator   | 3 <sup>rd</sup> week of Oct 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |
|            |       | Draft Annual Report   | PMS Coordinator, MM   | 1 <sup>st</sup> week of Nov 10 |                                |   |   |   |          |   |   |   |          |   |   |   |  |  |

|            |  |  |                     |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------|--|--|---------------------|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|            |  | Council approve Annual Performance Report  | MM, PMS Coordinator | 4 <sup>th</sup> week of Nov 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  | Community input into 2009/10 Annual Report   | MM, PMS Coordinator | 2 <sup>nd</sup> week of Dec 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>BGT</b> |  | Commence preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers and (NER)   | AO,MM               | 1 <sup>st</sup> week of Oct 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  | Conclude first budget draft & policies for initial council resolution  | AO, MM              | 4 <sup>th</sup> week of Oct 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  | Commence community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Further council and management discussion and debate. | AO,MM               | 1 <sup>st</sup> week of Nov 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  | Finalise inputs from bulk resource providers and (NER) and agree on proposed price increases   | AO,MM               | 1 <sup>st</sup> week of Dec 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  | Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on  | AO,MM               | 1 <sup>st</sup> week of Dec 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|            |  |  |                     |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|--|--|--|--------|--------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  | proposed price increases of bulk purchases.  |        |                                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities | AO, MM | 1 <sup>st</sup> week of Dec 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Critical Notes: National and Provincial Departments finalizes MTEF's**

**TABLE 8.3 : THIRD QUARTER ACTION PLAN (JANUARY, FEBRUARY, MARCH 2011)**

| PHASE                         | ACTIVITY  | RES   | KEY DEADLINES                  | JANUARY |   |   |   | FEBRUARY |   |   |   | MARCH |   |   |   |  |  |
|-------------------------------|---|---|--------------------------------|---------|---|---|---|----------|---|---|---|-------|---|---|---|--|--|
|                               |   |   |                                | 1       | 2 | 3 | 4 | 1        | 2 | 3 | 4 | 1     | 2 | 3 | 4 |  |  |
| Project                       | Consolidate inputs from the Strategic Planning Session                                  | Steering Committee  | 2 <sup>nd</sup> week of Jan 11 |         | ■ |   |   |          |   |   |   |       |   |   |   |  |  |
|                               | Cluster 1: Public Participation   | Northam, Setaria, Jabulani, Rethabile, Swartklip, Smashblok | 3 <sup>rd</sup> week of Jan 11 |         |   | ■ |   |          |   |   |   |       |   |   |   |  |  |
|                               | Cluster 2: Public Participation   | Rooiberg, Raphuti, Krmdraai, Leeupoort, Phatsima, Mamoraka  | 3 <sup>rd</sup> week of Jan 11 |         |   | ■ |   |          |   |   |   |       |   |   |   |  |  |
|                               | Cluster 3: Public Participation   | Regorogile 1, Apiesdoring, Kwa-Botha                        | 4 <sup>th</sup> week of Jan 11 |         |   |   | ■ |          |   |   |   |       |   |   |   |  |  |
|                               | Cluster 4: Public Participation   | Regorogile 2, Ipelegeng, Mmebana                            | 4 <sup>th</sup> week of Jan 11 |         |   |   | ■ |          |   |   |   |       |   |   |   |  |  |
|                               | Cluster 5: Public Participation   | Rooibokkraal, Sentrum, Makoppa, Dwaalboom, Cumberland       | 4 <sup>th</sup> week of Jan 11 |         |   |   | ■ |          |   |   |   |       |   |   |   |  |  |
| Integration                   | Cluster 6: Public Participation   | Thabazimbi Town, Farmers                                    | 4 <sup>th</sup> week of Jan 11 |         |   |   | ■ |          |   |   |   |       |   |   |   |  |  |
|                               | Workshop on prioritised list of projects and develop Draft projects and budget proposal | Mayor, Councillors, MM, S57, Div. Heads                     | 2 <sup>nd</sup> week of Feb 11 |         |   |   |   |          | ■ |   |   |       |   |   |   |  |  |
|                               | Present the Draft Projects and Budget to stakeholders                                   | Rep Forum   | 3 <sup>rd</sup> week of Feb 11 |         |   |   |   |          |   | ■ |   |       |   |   |   |  |  |
|                               | SDBIP Departmental discussions  | Internal Individual departments                             | 3 <sup>rd</sup> week of Feb 11 |         |   |   |   |          |   | ■ |   |       |   |   |   |  |  |
|                               | Present the Draft IDP/Budget to District Development Planning Forum                     | Div. Head IDP and District IDP                              | 2 <sup>nd</sup> week of Feb 11 |         |   |   |   |          | ■ |   |   |       |   |   |   |  |  |
|                               | Sector Plans integration  | Steering Committee  | 3 <sup>rd</sup> week of Feb 11 |         |   |   |   |          |   | ■ |   |       |   |   |   |  |  |
|                               | SDBIP and Cashflow development  | CFO   | 9-Mar-10                       |         |   |   |   |          |   |   |   |       |   |   | ■ |  |  |
| Council consultation on Draft | Council   | 19-Mar-10   |                                |         |   |   |   |          |   |   |   |       |   |   | ■ |  |  |



|  |  |        |                                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | tariff policy.   |        |                                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Report to council on status of the next three year budget, previous year's annual performance report-reinforce upcoming process for budget approval and oversight. | Mayor  | 4 <sup>th</sup> week of Jan 11   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Note national budget for provincial and national alloactions to municipalities for incorporation into the budget.  | AO, MM | 4 <sup>th</sup> week of Feb 11   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Receive notification of any transfers that will be made to the municipality from the Waterberg District Municipality in each of the next three financial years     | AO, MM | 1 <sup>st</sup> week of March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Receive bulk resource providers' price increases as tabled in Parliamentor Provincial Legislature  | AO, MM | 2 <sup>nd</sup> week of March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Incorporate transfers to be received from the District Municipality  | AO, MM | 3 <sup>rd</sup> week of March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges   | AO, MM | 3 <sup>rd</sup> week of March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Print and distribute all budget documentation prior to meeting at which budget is to be tabled   | AO, MM | 4 <sup>th</sup> week of March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Table in the annual budget and all supporting documents  | Mayor  | 4 <sup>th</sup> week of March    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Make public the tabled annual  | AO, MM | 4 <sup>th</sup> week of          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | budget and accompanying budget documentation, invite the community to submit representations and submit to the provincial treasury, National Treasury and other affected organs of state |  | March 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

 Thabazimbi Municipal dates  
 Waterberg District Municipal dates

**TABLE 8.4 : FOURTH QUARTER ACTION PLAN (APRIL, MAY, JUNE 2011)**

| PHASE      | ACTIVITY   | RES                          | KEY DEADLINES                                     | APRIL |   |   |   | MAY |   |   |   | JUNE |   |   |   |  |  |  |
|------------|--|------------------------------|---|-------|---|---|---|-----|---|---|---|------|---|---|---|--|--|--|
|            |  |                              |   | 1     | 2 | 3 | 4 | 1   | 2 | 3 | 4 | 1    | 2 | 3 | 4 |  |  |  |
| Approval   | Undertake Community participation on the Draft IDP/Budget                    | Mayor, MM, PED, Div.Head IDP | 1 <sup>st</sup> – 4 <sup>th</sup> weeks of Apr 11 |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | Waterberg District confirmation of the adjusted project list to stakeholders |                              | 3 <sup>rd</sup> week April 11                     |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | Approval and Adoption of IDP and SDBIP                                       | Council                      | 4 <sup>th</sup> week of May 11                    |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
| PMS Review | Submission of Adopted IDP to MEC   | MM                           | 1 <sup>st</sup> week of June 11                   |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | PMS alignment  | Steering Committee           | 2 <sup>nd</sup> week of June 11                   |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | PMS Review: Scorecard review - workshop 1                                    | Management                   | 2 <sup>nd</sup> week of May 11                    |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | PMS Review: Scorecard review - workshop 2                                    | Management                   | 3 <sup>rd</sup> week of May 11                    |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |
|            | Review of Performance Contracts  | Management                   | 2 <sup>nd</sup> week of June 11                   |       |   |   |   |     |   |   |   |      |   |   |   |  |  |  |





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|  |  |         |                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Respond to submissions received and if necessary revise the budget and the amendments for council consideration  | Mayor   | 4 <sup>th</sup> week of Apr 11  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Assist Mayor in preparing final budget documentation for final approval by council, review any other comments from National Treasury or provincial government or organ of state  | AO, MM  | 1 <sup>st</sup> week of May 11  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Print and distribute all budget documentation including draft IDP and SDBIP documentation prior to meeting at which budget is to be approved   | AO, MM  | 2 <sup>nd</sup> week of May 11  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Consider approval of annual budget   | Council | 4 <sup>th</sup> week of May 11  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Submit draft SDBIP to the Mayor  | AO, MM  | 2 <sup>nd</sup> week of June    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Submit draft annual performance agreements for the next year to the Mayor  | AO, MM  | 2 <sup>nd</sup> week of June 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Approve annual budget by Council resolution, including taxes, tariffs, measurable performance objectives, changes to the IDP and budget related policies, include service delivery agreements and long term contracts where appropriate. | Council | 4 <sup>th</sup> week of June 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Approve SDBIP  | Mayor   | 4 <sup>th</sup> week of June 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Submit approved budget to the  | AO, MM  | 4 <sup>th</sup> week of         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |                                    |  |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|------------------------------------|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  | provincila and national treasuries |  | June 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |                                    |  |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |                                    |  |         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Critical Notes: Municipal Budget Finalised - April 2011**  
**Finalize IDP Implementation Plan - May 2011**

**9 BINDING PLANS AND PLANNING REQUIREMENTS**

The IDP requires that the Municipal Planning Process must be in line with the National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform annual budget allocations. National Acts and Policies further require Local governments to produce certain integrated sector plans which compliment the IDP, thereby avoiding unnecessary duplication.

This necessities a more co-ordinated and integrated information sharing and dissemination between both specific sector departments and municipalities. At National level, the Constitution of Republic of South Africa, (Act 108 of 1996). A list of binding legislation and requirements considered during the IDP planning Process and which is also relevant to the IDP Review Process:

## 9.1 LOCAL GOVERNEMENT

| DEPARTMENT                                  | LEGAL REQUIREMENTS  | LEGAL BINDING LEGISLATION   | STRATEGIES / PLANS                   |
|---|---|---|--------------------------------------|
| <b>DFED(Dept of Finance &amp; Econ Dev.</b> | Integrated Waste Management Act<br>National Environment Management Act, (Act 107 of 1998)   | White Paper on Environmental Management Policy for South Africa, 1996           | Local Agenda 21                      |
|   |   | White paper on Integrated Pollution and Waste Management                        |                                      |
|   | Integrated Environmental Plan   | White paper on Integrated Pollution Management, 2000                            |                                      |
|   | Disaster Management Plan<br>Environmental Conservation Act, (73 of 1 Municipal 989)<br>Regulations R1183, April 1998 (Act 73 of 1998) | White paper on Conservation and Sustainable Use of South Africa's Bio-Diversity |                                      |
|   | Local Economic Development Plan<br>Agricultural Resource Act  | Municipal Systems Act   |                                      |
|   | National Heritage Resource Act  | White paper on Arts, Culture and Heritage                                       |                                      |
|   | Veld and Forest Fire Act<br>National Forest Act   | White paper on Sustainable Forest Development in South Africa, 1996             |                                      |
|   | Veld and Forest Fire Act<br>Agricultural Resource Act<br>National Forest Act  |   |                                      |
| <b>Local Government</b>                     | IDP<br>PMS  | Municipal Structures Act.(Act 117 of 1998)                                      |                                      |
|   | Municipal Systems Act, (Act 32 of 2000)<br>Municipal Financial Management Act (Act 2000)  |   |                                      |
|   | The RSA   |   | Credible Integrated Development Plan |
|   | Transition Act Second Amendment Act (Act 97 of 1996)  |   |                                      |
|   | Municipal Demarcation Act (Act 27 of 1998)  |   |                                      |
|   | Municipal Structures Act (Act 117 of 1998)  | White paper on local government, 1998 towards a policy on IDP                   |                                      |
|   | Municipal Systems Act (Act 32 of 2000)  | White paper on Local government , 1998 towards a policy on IDP                  |                                      |
|   | Property rates Bill, 2000   |   |                                      |
|   | Cross-Boundary Municipalities Bill 2000   |   |                                      |
|   | Policy framework on Municipal International Relation, 1999  |   |                                      |
|   | Intergovernmental Relations Framework   |   |                                      |
| <b>Dwaf</b>                                 | WSDP/Water Services Act   | White paper on Disaster Management Bill 2000                                    |                                      |

|                                   |   |   |  |
|-----------------------------------|---|---|--|
|                                   |   | White paper in water Supply and Sanitation, 1994<br>White paper on National Water Policy for South Africa, 1997 |  |
| <b>DOH</b>                        | National House of Traditional Leaders Amendment Act               | Housing Act   | Housing Urbanisation Information System (Huis)   |
| <b>DLA And AGRICULTURE</b>        | Spatial Development Framework                                     | Municipal Systems Act<br>Land Use Management Bill 2001  |  |
|                                   | Development Facilitation Act (Act 67 of 1995)                     | White paper on South Africa's Land Policy   |  |
|                                   | National environmental Management Act                             |   |  |
|                                   | Township Ordinance  | White paper on South African land reform, 1997  |  |
|                                   |   | Green Paper on development and planning, 1997   |  |
|                                   |   | White paper on Agriculture, 1995  |  |
|                                   | Ministry of agriculture and land affairs 2001                     | Draft white paper on spatial and land use management  |  |
| <b>Human Resource Development</b> | ABET Act  | White paper on Education  | Language in Education Policy<br>Human Resource Development Strategy                    |
|                                   | Skill Development Act   | White paper on Science and Technology   | Interim Policy for early Childhood development<br>National Standard for School funding |
|                                   | Promotion of Equality and Prevention of unfair discrimination Act | White paper on an integrated National Disability Strategy   | SA's National Policy Framework for Women's Empowerment and Gender Equity               |
| <b>Social Development</b>         | National Sports and Recreation Act                                | White paper on Population Development   | National Youth Policy on HIV/AIDS for learners and Educators                           |
|                                   |   | White paper on Transformation of the Health System<br>White paper on Sports and Recreation                      | Poverty Eradication Strategy   |
| <b>Safety And Security</b>        |   | White paper on Defence  | National crime prevention strategy   |

|                            |   |  |                                      |
|----------------------------|---|--|--------------------------------------|
|                            |   |  | Provincial Crime prevention strategy |
| <b>Transport</b>           | National Transport Bill, 1999<br>National Land Transport Transitional Act, 1999<br>Urban Transport Amendment Act (Act 14 of 1992)                         |  |                                      |
| <b>Provincial Policies</b> | Provincial Growth Development Strategy<br>Spatial Rationale   |  |                                      |
| <b>National Policies</b>   | Reconstruction and Development (RDP), 1994<br>Growth Employment and Redistribution (GEAR): A micro-economic strategy, 1996<br>Urban Development Framework |  |                                      |
| <b>Asgisa</b>              | Accelerated and shared Growth initiatives for South Africa  |  |                                      |

## 10 BUDGET

The IDP Review cost estimates for 2011/2012:

| <b>TASKS</b>                                | <b>COSTS</b>    |
|---|-----------------|
| 1. Public participation (road shows)        | R500 000        |
| 2. Strategic Workshops (Steering Committee) | R50 000         |
| 3. Advertisements                           | R30 000         |
| 4. Printing IDP documents                   | R70 000         |
| 5. Miscellaneous                            | R5 000          |
| <b>TOTAL</b>                                | <b>R655 000</b> |

## **11 MONITORING OF REVIEW PROCESS AND IMPLEMENTATION**

It is the responsibility of the Municipal Manager/Planning and Economic Manager and the IDP Manager to attend to the IDP review process and to monitor progress with regard to implementation of policies and projects.

The implementation of the ORGANOGRAM and the institution of the PMS are imperative for the effective monitoring of progress in respect of the IDP.

## **12 CONCLUSION**

The Process Plan as part of the IDP and PMS review preparation phase ensures that the role players within the processes ahead are well prepared. All activities in the document need to be outlined according to the Framework provided by the municipality. The process plan will then inform all planning projections of the Thabazimbi Local Municipality.