



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP REVIEW – BUDGET - PMS PROCESS PLAN





TABLE OF CONTENTS

| | |
|---|--------|
| 1. Introduction..... | 3-4 |
| 1.1 The Legal Context..... | 4-5 |
| 1.2 Purpose..... | 6-7 |
| 1.3 Planning Cycle..... | 7-8 |
| 2. Distribution of roles and responsibilities..... | 8-13 |
| 3. Organizational Structure/Institutional arrangements..... | 13- 14 |
| 4. Action Plan: time frame and resources..... | 15-26 |
| 5. Mechanisms and procedures for public participation (Community and Stakeholder)... | 27-30 |
| 6. Mechanisms and procedures for alignment..... | 31-32 |
| 7. Binding plans and planning requirements (Provincial and National level)..... | 33-39 |
| 8. Cost Estimate for the Planning..... | 40 |
| 9. Monitoring of the Planning..... | 40 |
| 10. Conclusion..... | 40 |



1. INTRODUCTION

According to Municipal System Act 32 of 2000, Chapter 5, Section 28 and 29: It requires the municipality to adopt a process set out in writing which is supposed to guide the planning, drafting, adoption and review of the IDP. This process is called the **PROCESS PLAN**. 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 2018/19. The Process Plan should fulfil the function of an operational plan for the IDP process. It says in transparent manner what has to happen when, by whom, with whom, where and it include a cost estimate.

Contents for the Process Plan indicate the following:-

1. Introduction
2. Distribution of roles and responsibilities
3. Organisational structure/institutional arrangements
4. Action Plan-time frame and resources
5. Mechanisms and procedures for public participation
6. Mechanisms and Procedures for alignment.
7. Legally Binding legislation and planning requirements
8. Cost Estimate for the Planning Process.
9. Monitoring of review process and implementation

a. STRUCTURE OF THIS REPORT

This report consists of nine sections. These sections provide basic guidance, purposes, contents and processes of the IDP. Each section has its importance and a role it plays during the implementation of the IDP and these sections can be briefly described as follows:-

- ▶ Allocation of roles and responsibilities – the IDP review needs to be undertaken as a collaborative effort by different role players and the distribution of the roles and responsibilities is thus critical especially within the municipality to ensure that each role player is adequately aware of the required input and capacity that he/ she should provide within the lifespan of the IDP review process.
- ▶ Institutional arrangements for implementation – this is the composition of the key representatives who are critical for the management, execution and implementation of the IDP process.
- ▶ Mechanisms for public participation – as previously indicated public participation is a compulsory principle and a legal requirement with regards to the annual review of the IDP process.
- ▶ Mechanisms and procedures for alignment – this provides a brief overview regarding the required procedures for vertical and horizontal alignment that the IDP needs to achieve. The vertical alignment will include aligning the IDP with National and Provincial policies and District strategies, while the horizontal alignment will include aligning the IDP with the Sector Plans and adjacent municipalities.
- ▶ Binding legislations and planning requirements – the proposed IDP review needs to show consciousness by Thabazimbi Municipality of its constitutional and policy mandate for developmental local government including its powers and functions. This section will list the key legislations and policies that must be considered for the review of the IDP.
- ▶ Monitoring of the process plan – this process highlights the series of interrelated stages which will culminate the production of the IDP process.



- ▶ Action plan with timeframes – the IDP review is a process that is action driven and time bound. This section will therefore set the overall targets and a framework by which the IDP Tasks Team will abide to in order to ensure that the overall process is undertaken and completed within the required timeframes.
- ▶ Costs estimates for the review process – This presents the financial implications that will be incurred through allocating the required resources that are needed for undertaking the scope of the review exercise.

1.1 LEGAL CONTEXT

1.1.1 THE INTEGRATED DEVELOPMENT PLAN

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates that:

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which-

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

The legislation indicates that in terms of Section 34 of the MSA:

A municipal council-

(a) must review in accordance its integrated development plan-

(i) annually in accordance with an assessment of its performance measurements in terms of section 41; and

(ii) to the extent that changing circumstances so demand; and

(b) may amend its IDP in accordance with a prescribed process

1.1.2 ANNUAL BUDGET

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must-

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-

i. The preparation, tabling and approval of the annual budget;

ii. The annual review of-

aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and

bb) The budget related policies.

iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and

iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).



In deciding on the schedule for the 2018/19 budget process, the Mayor and Municipal Manager must also note that the MFMA read together with the Municipal Budget and Reporting Regulations only allows for a 'main adjustments budget' to be tabled after the midyear budget and performance assessment has been tabled in council, i.e. after 1 January 2018. In addition, the permitted scope of an adjustments budget is quite limited: taxes and tariffs may not be increased, and any additional revenues may only be appropriated to programmes and projects already budgeted for (see section 28 of the MFMA). Therefore, the idea of the current council passing a 'holding budget' which the new council will change substantially through an adjustments budget soon after the start of the municipal financial year is not legally permitted. It is each municipal council's prerogative to decide when to approve its annual budget. However, to assist municipalities, OTP, Coghsta, National Treasury and SALGA proposes that municipal Councils consider adopting one of the following options for their 2018/19 IDP/Budget process:

1.1.3 SERVICE DELIVERY BUDGET IMPLEMENTATION PLAN

The Service Delivery & Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue Expenditure Framework. Therefore, only projects that are budgeted for are implemented.

Section 1 of the MFMA defines the SDBIP as:

- "a detailed plan approved by the Mayor of a municipality in terms of section 53 (1) (c) (ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:
 - (a) Projections for each month of –
 - (i) Revenue to be collected, by source; and
 - (ii) Operational and capital expenditure, by vote;
 - (b) Service Delivery Targets and Performance indicators for each quarter

1.1.4 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS)



1.2 PURPOSE

The purpose of the Process plan is to guide the 2017 – 2022 IDP process. This document seeks to provide guidance to municipalities, municipal entities, sector departments and parastatals in preparation for the 2018/19 IDPs and budgets processes

----- 5 Year IDP (2017 – 2022) -----

5 Year IDP

- Adopted 2017/18

Implementation plan Review
2018/19

- Annual Performance Review.
- Annual Budget

Implementation plan Review
2019/20

- Annual Performance Review.
- Annual Budget

Implementation plan Review
2020/21

- Annual Performance Review.
- Annual Budget

Implementation plan Review
2021/22

- Annual Performance Review.
- Annual Budget



1.2.1 SCOPE OF APPLICATION

The IDP will be applicable to the Thabazimbi Local Municipal Area which includes the following towns and settlements:

Table: 1

| WARD | AREA |
|------|---|
| 1 | Thabazimbi ext., Wegemoed farm, Sekgweng (Rooibikkraal), Groenvlei (Sentrum), Kaaldraai |
| 2 | Thabazimbi town, Spitskop, Zimthabe, Marakele, Rooiberg |
| 3 | Smashblok |
| 4 | Koedoeskop, Raphuti, Kromdraai, Leeuwpoot, Mamoraka, Madoing, Regorogile 2 |
| 5 | Dwaalboom, Swartklip |
| 6 | Northam Platinum Mine(Setaria), Amandelbult Mine (Ditshaba), Jabulane |
| 7 | Northam ext 5 |
| 8 | Northam town, Tumela, Smashblok |
| 9 | Apiesdoorn, Regorogile1 ext 5,6, Kwa Botha, Regorogile 2 |
| 10 | Regorogile 1 ext 1, 3 |
| 11 | Amandelbult Mine (Mlanje), Rethabile, Northam Platinum Mine |
| 12 | Regorogile 1 ext 1, 4,6 |

1.3 PLANNING CYCLE

The total programme spans over an expected ten (10) month period and has been categorised as:

- Phase 0 – Preparation
- Phase 1 – Analysis
- Phase 2 – Strategies
- Phase 3 – Projects
- Phase 4 – Integration
- Phase 5 – Approval

One need to consider that certain phases/activities overlap with others, thus enabling the Municipality to adhere to the required timeframe. It should be noted further, that the above programme excludes the 3-week year-end vacation period and Council recess in December.

**Table: 2**

| CYCLE | PHASES | STRATEGIC INPUT/OUTPUT |
|-----------------|--------------------|--|
| July-Sept 2017 | Preparation phase | Information gathering at all levels. Progress on previous commitments and change of strategic direction or developments in line with the MTSF, NSDP and LEGDP |
| Oct-Dec 2017 | Consultation phase | Public participation in all the wards assisted by Ward Committees. Strategic information based on the 1 st 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 st draft IDP and budget should be in place by mid-December for Public Consultation. Both the Capital Expenditure (CAPEX) and Operational Expenditure (OPEX). |
| Jan-March 2018 | 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 2018 | 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. |

1.3.1 MUNICIPAL ACCOUNTABILITY CYCLE IN SA

Municipal accountability in South Africa consists of:

- a. **Integrated Development Plan (IDP):** Sets out the municipality's goals and development plan. Council adopts the IDP and undertakes an annual review and assessment of performance.
- b. **Budget:** The IDP informs the budget. The budget sets out the revenue raising and expenditure plan of the municipality for approval by Council if it is linked to the SDBIP. The budget and the SDBIP lay the basis for the performance agreements of the Municipal Manager and Senior Management.

2.DISTRIBUTION OF ROLES AND RESPONSIBILITES 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. The IDP process is a consultative and participatory process in its nature and this therefore necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. The stakeholders are expected to comply with all the roles and responsibilities that are listed below since they will be applied throughout the process.



a. INTERNAL ROLE PLAYERS

Table: 3

| | |
|---------------------------------|--|
| <p>Mayor</p> | <ul style="list-style-type: none"> • Manage the drafting of the IDP; • Assign responsibilities in this regard to the Municipal Manager; • Submit the draft and final IDP to Council for adoption and approval. • 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 |
| <p>Municipal Council</p> | <ul style="list-style-type: none"> • 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 |
| <p>Municipal Manager</p> | <ul style="list-style-type: none"> • Preparations and finalisation of the Process Plan • Day-to-day management and coordination of the IDP process in terms of time, resources and people, and ensuring: |



| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> • The involvement of all relevant role-players, especially officials; • That the timeframes are being adhered to; • That the planning process is horizontally and vertically aligned and complies with national and provincial requirements; • That condition for participation is provided; and that the outcomes are documented. • Chairing the IDP Steering Committee; • 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 and final IDP/Budget are to the satisfaction of the Municipal Council • Monitor the implementation of the IDP process |
| <p>Divisional Head IDP</p> | <p><i>The IDP Divisional Head under the supervision of the Municipal Manager must undertake the following duties: -</i></p> <ul style="list-style-type: none"> • Prepare a programme for a review process, • Undertakes the responsibility for the overall management, co – ordination and monitoring of the planning process, Ensuring that all relevant role players are appropriately involved, • Decides on different roles and responsibilities within the review process, • Ensures efficient, effectively managed and organized review process, • Be responsible for the day – to – day management of the review process, • Ensure that vertical and horizontal alignment procedures and mechanisms are implemented • Ensures that the review process is participatory, strategic, implementation orientated and satisfies the sector plans requirements, • Ensures that amendments made to the Revised IDP are to the satisfaction of the local municipal council. |
| <p>Ward Councillors</p> | <ul style="list-style-type: none"> • Link the planning process of their constituencies and /or wards • Assist the Ward Councillor in identifying challenges and needs of residents. |



| | |
|---|---|
| | <ul style="list-style-type: none"> • Disseminate information in the ward. • Draw up a ward plan that offers suggestions on how to improve service delivery in that ward. • Be responsible for organising public consultation and participation. • Monitor the implementation process concerning its area. • Ensure the annual business plans and municipal budget are linked to and based on the IDP. |
| <p>IDP/Budget/PMS Steering Committee</p> | <p>Chairperson: Municipal Manager Secretariat: The secretariat for this function is provided by the IDP The IDP Steering Committee is responsible for the following:</p> <ul style="list-style-type: none"> • Commission research studies; • Consider and comment on: <ul style="list-style-type: none"> ➤ Inputs from subcommittee(s), cluster teams; ➤ Inputs from provincial sector departments and support providers. • Process, summarise and draft outputs; • Prepare and submit reports and make recommendations to the Representative Forum; • Prepare, facilitate and minute meetings to the IDP Representative Forum; • Provide relevant technical expertise in the consideration and finalisation of strategies and identification of projects • Provide departmental operational and capital budgetary information. |



b. EXTERNAL ROLE PLAYERS

Table: 4

| | |
|---|---|
| <p>IDP/Budget/PMS Representative Forum</p> | <p>This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process. The representative forum will meet as indicated in the action plan.</p> <p>IDP Representative Forum is the structure which facilitates and co-ordinates participation in the IDP/Budget/PMS Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensure geographical and social representation.</p> <p>Chairperson: The Mayor or a nominee Secretariat: The secretariat for this function is provided by the IDP Unit</p> <p>The role is as follows:</p> <ul style="list-style-type: none"> • 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 |
| <p>Waterberg District Municipality</p> | <p>Co-ordination roles for:</p> <ul style="list-style-type: none"> • Ensuring horizontal alignment of the IDPs of the municipalities in the district council area. • Ensuring vertical alignment between district and local planning. • Facilitation of vertical alignment of IDPs with other spheres of government and sector departments. • Preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists. • Provide methodological guidelines, • Prepare and organize all IDP review workshops (MECs IDP assessment, District IDP pre – assessment, ETC) for the local municipalities, • Facilitate capacity building trainings in Local Municipality. |



| | |
|---|---|
| <p>COGHSTA</p> | <ul style="list-style-type: none"> • Ensure horizontal alignment of IDPs of the district municipalities within the province. • Ensure vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at local/district level. |
| <p>Social, Institutional & Transformation and Infrastructure & LED Clusters, Climate change Committee</p> | <ul style="list-style-type: none"> • Ensure both vertical and horizontal alignment • Integrated planning and implementation co-ordination |
| <p>Government Departments</p> | <ul style="list-style-type: none"> • Provide data and information. • Budget guidelines. • Alignment of budgets with the IDP |

3. ORGANISATIONAL STRUCTURE/INSTITUTIONAL ARRANGEMENTS

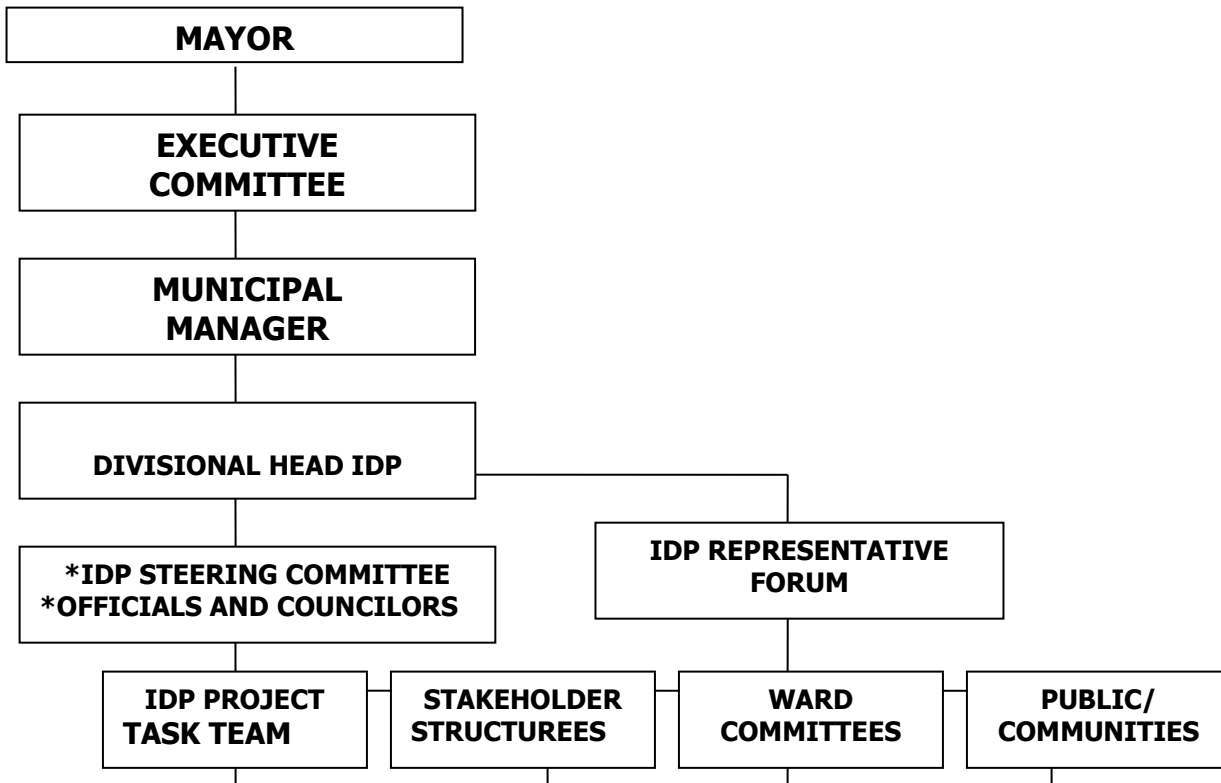
It is critical that certain units or task teams be made by the municipality during the IDP process. It is envisaged that the existing structures be revived for the review process. Organisational Diagram indicates the structures that were created to partake in the IDP planning process.

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



INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL STRUCTURE OF THE IDP

The IDP process needs to be managed effectively and it is very important that institutional arrangements are properly made. The following structure and persons are recommended:-





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

Thabazimbi Municipality
 Waterberg District Municipality
 CoGHSTA
 OTP

FIRST QUARTER ACTION PLAN (JULY, AUGUST, SEPTEMBER 2017)

Table: 5

| IDP | PHASE O: PREPARATION Planning Activities | RES | KEY DEADLINE | JULY | | | | AUGUST | | | | SEPTEMBER | | | | | |
|-----|---|--|-----------------------------------|------|---|---|---|--------|---|---|---|-----------|---|---|---|--|--|
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| | Preparation of IDP/Budget/PMS Process Pan | Div. Head IDP, Div Head Budget and Treasury & Div Head PMS | 1 st -4th week July 17 | | | | | | | | | | | | | | |
| | WDM 1 st IDP/PMS Managers Framework/Process plan | Div. Head IDP, PMS & WDM | 3 rd week July 17 | | | | | | | | | | | | | | |
| | WDM 1 st District Development Planning Forum | Div. Head IDP, Sec. 57 Managers & WDM | 1 st week Aug 17 | | | | | | | | | | | | | | |
| | WDM 1 st MM's Forum | MM | 2 nd week Aug 17 | | | | | | | | | | | | | | |
| | WDM 1 st Rep Forum on Framework | Div. Head IDP, PMT, EXCO & WDM | 2 nd week Aug 17 | | | | | | | | | | | | | | |
| | 1 st Provincial Development Planning Forum | All Sec 57 Managers, WDM, Div. Head IDP | 2 nd week Aug 17 | | | | | | | | | | | | | | |
| | WDM IGR Forum | MM | 2 nd week Aug 17 | | | | | | | | | | | | | | |
| | TBZ 1 st Rep Forum | All | 3 rd week Aug | | | | | | | | | | | | | | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | | | | | | | | |
|------------|--|------------------------------------|--|-------------|--|--|--|---------------|--|--|--|------------------|--|--|--|--|--|--|--|
| | | Stakeholders | 17 | | | | | | | | | | | | | | | | |
| | TBZ 1 st MPAC Meeting | MPAC Committee | 2 nd week Sep 17 | | | | | | | | | | | | | | | | |
| | Provincial IDP Engagement Session | Div Head IDP & All Sec 57 Managers | 2 nd week Sept 17 | | | | | | | | | | | | | | | | |
| | TBZ 1 st EXCO Meeting | EXCO | 2 nd week Sept 17 | | | | | | | | | | | | | | | | |
| | TBZ 1 st Council Meeting | Council | 4 th week Sept 17 | | | | | | | | | | | | | | | | |
| IDP | PHASE 1: ANALYSIS Planning Activities | RES | KEY DEADLINE | JULY | | | | AUGUST | | | | SEPTEMBER | | | | | | | |
| | Collection of latest data and statistics on situational analysis | Div. Head IDP | 1 st - 4 th week July 17 | | | | | | | | | | | | | | | | |
| | Review of baseline information | Div. Head IDP & All Managers | 1 st - 4 th week Sept 17 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

| | ACTIVITY | RES | KEY DEADLINE | JULY | | | | AUGUST | | | | SEPTEMBER | | | | | | | |
|------------|---|---------------------|---------------------------------|-------------|--|--|--|---------------|--|--|--|------------------|--|--|--|--|--|--|--|
| | SDBIP approves by the Mayor | Mayor, Div Head PMS | 1 st week July 17 | | | | | | | | | | | | | | | | |
| | Prepare Performance Agreements of Managers | AMM, Div Head PMS | 4 th week July 17 | | | | | | | | | | | | | | | | |
| | Submission of fourth quarter report to Management team and to Performance Audit Committee | AMM, Div Head PMS | 1 st week Aug 17 | | | | | | | | | | | | | | | | |
| | Consolidate the performance Chapter of Annual Report | AMM, Div Head PMS | 3 rd week Aug 17 | | | | | | | | | | | | | | | | |
| BGT | 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 | 1 st week of July 17 | | | | | | | | | | | | | | | | |



| | | | | | | | | | | | | | | | |
|--|---|--------------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| | Establish departmental budget committees to include portfolio councillors and officials and delegate tasks in accordance with delegations policies. | ACFO, AMM | 1 st week of July 17 | | | | | | | | | | | | |
| | 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. | ACFO, AMM | 1 st week of July 17 | | | | | | | | | | | | |
| | Table in council budget and IDP time schedule of key deadlines(including timing for development of policies and process of consultation) | Mayor | 4 th week of Aug 17 | | | | | | | | | | | | |
| | 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 | 4 th week of Aug 17 | | | | | | | | | | | | |
| | Advertise budget and IDP time schedule in terms of budget consultation policy | ACFO, AMM | 4 th week of Aug 17 | | | | | | | | | | | | |
| | Commence process of review of IDP and service delivery mechanisms to gauge impact of new or existing service delivery agreements and long | Mayor | 4 th week of Aug 17 | | | | | | | | | | | | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | term contracts on budget where appropriate. | | | | | | | | | | | | | | | | | | | |
| | Determine strategic objectives for service delivery and development including backlogs for next three year budget including reviews of other municipal, provincial and national government sector and strategic plans | Council | 4 th week of Aug 17 | | | | | | | | | | | | | | | | | |
| | Ensure internal analyses of financial 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. | ACFO, AMM | 4 th week of Aug 17 | | | | | | | | | | | | | | | | | |
| | 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, and financial outlook to identify need to review fiscal strategies. | ACFO, AMM | 4 th week of Sept 17 | | | | | | | | | | | | | | | | | |
| | Implement budget and IDP time schedule of key deadlines | ACFO, AMM | 4 th week of Sept 17 | | | | | | | | | | | | | | | | | |



Critical Notes: National and Provincial Departments prepare Adjustment Estimates - September 2017

Thabazimbi
 Waterberg
 CoGHSTA
 OTP

TABLE 6: SECOND QUARTER ACTION PLAN (OCTOBER, NOVEMBER, DECEMBER 2017)

| IDP | PHASE 2: STRATEGY Planning Activities | RES | KEY DEADLINE | OCTOBER | | | | NOVEMBER | | | | DECEMBER | | | | | |
|-----|--|---|---|---------|---|---|---|----------|---|---|---|----------|---|---|---|--|--|
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| | WDM 2 nd IDP/PMS Managers Meeting | Div. Head IDP, PMS & WDM | 1 st week Oct 17 | | | | | | | | | | | | | | |
| | TBZ 2 nd EXCO Meeting | EXCO | 4 th week Oct 17 | | | | | | | | | | | | | | |
| | Notice to the public of the Public Participation Programme | Div Head IDP | 2 nd week Oct 17 | | | | | | | | | | | | | | |
| | TBZ 1 st Round of Public Participation | All Wards, Councillors, Officials | 1 st - 4 th week Sep 17 | | | | | | | | | | | | | | |
| | TBZ 2 nd IDP/Budget Steering Committee meeting on Analysis | All Managers, All Div. Heads, EXCO, PMT | 4 th week Oct 17 | | | | | | | | | | | | | | |
| | TBZ 2 nd Rep Forum on Analysis & prioritization | Stakeholders | 4 th week Oct 17 | | | | | | | | | | | | | | |
| | TBZ 1 st Council Consultation Meeting on Public Participation | All Councillors, Ward Committees & CDWs | 1 st week Oct 17 | | | | | | | | | | | | | | |
| | WDM 2 nd Rep Forum | Div. Head IDP, PMT, EXCO & WDM | 2 nd week Nov 17 | | | | | | | | | | | | | | |
| | WDM 2 nd MM Forum | AMM | 2 nd week Nov 17 | | | | | | | | | | | | | | |
| | 2 nd IGR Forum | AMM | 2 nd week Nov 17 | | | | | | | | | | | | | | |
| | TBZ 3 rd EXCO Meeting | EXCO | 3 rd week | | | | | | | | | | | | | | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | | | | | | | |
|--|--|--------------------------------------|-----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | Nov 17 | | | | | | | | | | | | | | | |
| | 2nd Provincial District IDP Engagement Session | Div Head IDP & All Managers | 3rd week Nov 17 | | | | | | | | | | | | | | | |
| | WDM Development Planning Forum | Div. Head IDP, Sec 57 Managers & WDM | 4th week Nov 17 | | | | | | | | | | | | | | | |
| | TBZ 2 nd Council Meeting | Council | 1 st week Dec 17 | | | | | | | | | | | | | | | |

| | ACTIVITY | RES | KEY DEADLINE | OCTOBER | NOVEMBER | DECEMBER |
|------------|--|---------------------|--------------------------------|---------|----------|----------|
| PMS | Compile assessment of municipality's performance against performance objectives for revenue and votes: Quarterly assessment of IDP Implementation for 2017/18 | MM, PMS Coordinator | 2 nd week of Oct 17 | | | |
| | 1 st quarterly PMS Audit Report to MM and Audit Committee | Div Head PMS | 3 rd week of Oct 17 | | | |
| | Draft Annual Report | Div Head PMS, MM | 1 st week of Nov 17 | | | |
| | Council approve Annual Performance Report | MM, Div Head PMS | 4 th week of Nov 17 | | | |
| | Community input into 2017/18 Annual Report | MM, Div Head PMS | 2 nd week of Dec 17 | | | |
| BGT | 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 st week of Oct 17 | | | |
| | Conclude first budget draft & policies for initial council resolution | AO, MM | 4 th week of Oct 17 | | | |
| | Commence community and stakeholder consultation process, | AO,MM | 1 st week of Nov 17 | | | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | |
|--|--------|--------------------------------|--|--|--|--|--|--|--|--|--|--|
| <p>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.</p> | | | | | | | | | | | | |
| <p>Finalise inputs from bulk resource providers and (NER) and agree on proposed price increases</p> | AO,MM | 1 st week of Dec 17 | | | | | | | | | | |
| <p>Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk purchases.</p> | AO,MM | 1 st week of Dec 17 | | | | | | | | | | |
| <p>Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities</p> | AO, MM | 1 st week of Dec 17 | | | | | | | | | | |

Critical Notes: National and Provincial Departments finalizes MTEF's

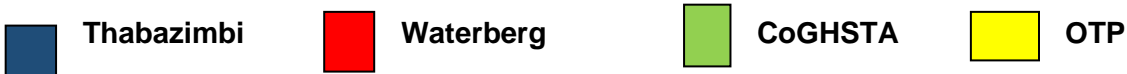


TABLE 7: THIRD QUARTER ACTION PLAN (JANUARY, FEBRUARY, MARCH 2017)

| IDP | PHASE 3: PROJECT Planning Activities | RES | KEY DEADLINE | JANUARY | | | | FEBRUARY | | | | MARCH | | | | | |
|-----|--|--|-----------------------------|---------|------------|------------|------------|----------|------------|------------|------------|-----------|---|---|---|--|--|
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| | TBZ 2nd MPAC Meeting | MPAC Committee | 2 nd week Jan 18 | | Thabazimbi | | | | | | | | | | | | |
| | TBZ Strategic Planning Session | EXCO, Councillors, Officials, Stakeholders | 3 rd week Jan 18 | | | Thabazimbi | | | | | | | | | | | |
| | TBZ 4 th EXCO Meeting | EXCO | 2 nd week Jan 18 | | Thabazimbi | | | | | | | | | | | | |
| | TBZ 3 rd Council Meeting | Council | 4 th week Jan 17 | | | | Thabazimbi | | | | | | | | | | |
| | TBZ 3 rd MPAC Meeting | MPAC Committee | 2 nd week Feb 18 | | | | | | Thabazimbi | | | | | | | | |
| | WDM 3rd MM Forum | AMM | 2nd week Feb 18 | | | | | | Waterberg | | | | | | | | |
| | TBZ 5 th EXCO Meeting | EXCO | 3 rd week Feb 18 | | | | | | | Thabazimbi | | | | | | | |
| | TBZ 1 st Special Council Meeting | Council | 4 th week Feb 18 | | | | | | | | Thabazimbi | | | | | | |
| | 3rd IGR Forum | AMM | 3rd week Feb 18 | | | | | | | Waterberg | | | | | | | |
| | 3rd Provincial IDP Engagement Session on Project Phase | Div Head IDP & All Managers | 3rd week Feb 18 | | | | | | | CoGHSTA | | | | | | | |
| | WDM Strategic Planning Forum | WDM, TBZ Managers, EXCO, Div. Head IDP, Stakeholders | 4 th week Feb 18 | | | | | | | | Waterberg | | | | | | |
| | WDM Development | Div. Head IDP, | 1 st week | | | | | | | | | Waterberg | | | | | |



FOURTH QUARTER ACTION PLAN (APRIL, MAY, JUNE 2018)

Table: 8

| IDP | PHASE 4 : INTEGRATION Planning Activities | RES | KEY DEADLINE | APRIL | | | | MAY | | | | JUNE | | | | | |
|-----|---|--|---|-------|---|---|---|-----|---|---|---|------|---|---|---|--|--|
| | | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| | TBZ 5 th MPAC Meeting | MPAC Committee | 2 nd week April 18 | | | | | | | | | | | | | | |
| | WDM 4 th MM Forum | AMM | 2 nd week Apr 18 | | | | | | | | | | | | | | |
| | 4 th IGR Forum | AMM | 3 rd week Apr 18 | | | | | | | | | | | | | | |
| | WDM 4 th IDP/PMS Management Committee Meeting | Div. Head IDP, PMS & WDM | 3 rd week Apr 18 | | | | | | | | | | | | | | |
| | TBZ 7 th EXCO Meeting | EXCO | 4 th week April 17 | | | | | | | | | | | | | | |
| | Notice to the public of the Public Participation Programme | Div Head IDP | 1 st week April 18 | | | | | | | | | | | | | | |
| | TBZ 4 th IDP/Budget Steering Committee meeting on Analysis | All Managers, All Div. Heads, EXCO, PMT | 2 nd week May 18 | | | | | | | | | | | | | | |
| | TBZ 4 th Rep Forum on the final IDP and Budget documents for 2018/19 | Stakeholders | 2 nd week May 18 | | | | | | | | | | | | | | |
| | TBZ 2 nd Council Consultation Meeting on Public Participation | All Councillors, Ward Committees & CDWs | 2 nd week April 18 | | | | | | | | | | | | | | |
| | TBZ 2 nd Round of Public Participation | All Wards, Councillors, Officials | 2 nd week Apr – 3 rd week May 18 | | | | | | | | | | | | | | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | | | | | | |
|---|--------------------------------------|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|---|--|
| Public comments invited for the Draft IDP/Budget for 21 days | Div. Head IDP & MM | 1 st -4 th week April 18 | ■ | ■ | ■ | ■ | | | | | | | | | | | |
| TBZ 8 th EXCO Meeting | EXCO | 2 nd week May 18 | | | | | | ■ | | | | | | | | | |
| PHASE 5: APPROVAL Planning Activities | RES | KEY DEADLINE | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | | |
| TBZ 9 th EXCO Meeting | EXCO | 4 th week April 17 | | | | | | | | ■ | | | | | | | |
| | | | | | | | | ■ | | | | | | | | | |
| WDM 4 th Rep Forum | Div. Head IDP, PMT, EXCO & WDM | 3 rd week May 18 | | | | | | | ■ | | | | | | | | |
| WDM Development Planning Forum | Div. Head IDP, Sec 57 Managers & WDM | 3 rd week May 18 | | | | | | | ■ | | | | | | | | |
| TBZ 5 th Council Meeting on Approval and adoption of Final IDP 2018/19 | Council | 4 th week May 18 | | | | | | | | ■ | | | | | | | |
| TBZ 6 th MPAC Meeting | MPAC Committee | 2 nd week June 18 | | | | | | | | | | ■ | | | | | |
| TBZ 9 th EXCO Meeting | EXCO | | | | | | | | | | | | | | | ■ | |
| Submission of adopted IDP for 2018/19 within 10 days of approval | Div Head. IDP, | 2 nd week June 18 | | | | | | | | | | | ■ | | | | |
| Notice to the Public of approval of Final IDP 2018/18 within 14 days of adoption | Div Head Admin and Council Support | 1 st week June 18 | | | | | | | | | | ■ | | | | | |

| ACTIVITY | RES | KEY DEADLINE | APRIL | MAY | JUNE |
|---|------------------|----------------------------------|-------|-----|------|
| 3 rd quarterly review of PMS action Steps (Quarterly meeting of Audit Committee) | MM/ Div Head PMS | 2 nd week of April 18 | ■ | | |
| | | | | | |
| 3 rd quarterly PMS Audit Report to MM | Div Head PMS | 3 rd week of April 18 | | ■ | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------|----------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| and Audit Committee | | | | | | | | | | | | | | | | | | | | |
| Community input into Organisational KPI's and Targets | Div Head PMS/ MM/ IDP Manager | 1 st week of April 18 | | | | | | | | | | | | | | | | | | |
| Approved SDBIP publicised for information and monitoring purposes | MM | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | |
|------------|---|---------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| BGT | Implement changes to 2018/19 Tabled Budget from community participation process | CFO | 1 st week of May 18 | | | | | | | | | | | | | | | | | |
| | Submission 2018/19 Final Budget to the Mayor | CFO | 1 st week of May18 | | | | | | | | | | | | | | | | | |
| | 2018/19 IDP/Budget adopted by Council | Council | 2 nd week of May 18 | | | | | | | | | | | | | | | | | |
| | Approve SDBIP | Mayor | 4 th week of June 18 | | | | | | | | | | | | | | | | | |
| | Submit approved budget to the provincial and national treasuries | AO, MM | 4 th week of June 18 | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

**Critical Notes: Municipal Budget Finalised - April 2018
Finalize IDP Implementation Plan - May 2018**

5.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. In line with section 16 of the Municipal Systems Act 2000, the IDP review process would involve an intensive and structured public and stakeholder's participation process. Public participation has become one of the key features of developmental government. The aspect of public participation has been entrenched in the constitution and chapter 4 of the Municipal Systems Act is a legislative requirement. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality. The establishment of the Representative Forum ensures that public participation is indeed put into practice by the local municipality

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.

5.1 FUNCTIONS OF COMMUNITY PARTICIPATION

Participation in the 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.

5.2 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

5.3 MECHANISMS FOR PARTICIPATION

The following are important mechanisms for Community participation:

1. WARD COMMITTEES

Meetings will be held with ward committees to inform local community about the IDP Review process, provide report back on the progression of the implementation of the review process as well as on projects that are currently being implemented in the municipal area, review the existing IDP project list and identify new projects. Information must be made available within wards through Public ward meeting.

2. IDP/BUDGET/PMS REP FORUM MEETINGS

The forum should be restructured so as to include the recently established ward committees, service providers and other community – based organizations. There are three proposed IDP Forum meetings to be held during the review process. The table below indicates the details with regards to the meetings that will be undertaken.

Table: 9

| MEETING | PURPOSE | OUTPUT |
|-------------------------|---|---------------------|
| First IDP Forum Meeting | The first meeting will be undertaken at the analysis phase of the IDP process. The aim of this meeting is to highlight the past performance of the previous financial years in terms of the success, challenges and achievements in meeting the | IDP Analysis Report |



| | | | |
|--------------------------|--|--|--|
| | | intended goals, strategic objectives and addressing the backlogs. The second aim will primarily focus on the presentation of the reviewed analysis in order to examine the relevance of previous priority issues and to assess new issues. | |
| Second IDP Forum Meeting | | The primary aim of this meeting is to align the development strategy with the new priorities including those of the district and the sector departments. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ To review the development strategic framework, ▶ To receive the presentations from the sector departments on their priorities. | Strategic Planning Framework |
| Third IDP Forum Meeting | | The primary aim of this meeting is to integrate information obtained from the ward committees meetings. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ Discussion regarding the existing IDP Priority issues and projects, ▶ Submission of additional projects within the municipality, ▶ Developing a municipal list of priority projects. | List of Priority Projects |
| Fourth IDP Forum Meeting | | The primary aim of this meeting is to integrate information obtained from all stakeholders. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ Incorporate in-puts by all stakeholders ▶ Give feed-back to the community | Approved IDP with community in – puts. |

3. IDP PUBLIC PARTICIPATION

Thabazimbi Municipality, in conjunction with Waterberg District Municipality, intends to undertake the IDP Public Participation during October 2017 for needs identification per ward and April – May 2018 for mayoral roadshows for final community inputs in the IDP/Budget documents. This summit will comprise of the administrative and political offices within both Thabazimbi Municipality and Waterberg District Municipality. The invitation will be extended to the councilors, ward committees and CDWs. The District will present the programs and projects as captured on the draft district wide IDP.

4. STRATEGIC PLANNING SESSION

Strategic planning will be undertaken in the form of the workshop with Senior, Middle Management, PMT, EXO, Councillors, labour unions and stakeholders. The session will be undertaken in January 2018 and it will entail the review of the strategic planning framework. This Strategic Framework should indicate the strategic direction of the municipality, and form the basis for updating the Vision, Mission, Values, Objectives and Strategies. Furthermore, the most important aspect here is the formulation of key performance indicators.

5.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

6. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment is at two levels, horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if this is done, a clear picture of what is happening will not be achieved. 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. The strategy that we are going to follow applies to both horizontal alignments between the Thabazimbi local municipality and Waterberg District and, and vertical, between the municipalities, the province and the national departments and parastatals. The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are co-ordinated and addressed jointly. On the other hand, alignment between local government and other spheres of government as well as parastatals or service providers ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. The Thabazimbi IDP should reflect the integrated planning in its IDP in which both Waterberg District and sector departments’ plans find and aligned expression in the document.

For both alignment types, horizontal and vertical, the main responsibility lies with the Thabazimbi Municipality. The role of the IDP Manager at the local level is of utmost importance. IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as coordinator to ensure alignment above local level and between districts and departments within the Province.

6.1 ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE

- Participation 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.

Table: 10

| PLANNING PHASE | ACTIVITES | MECHANISM |
|-----------------------|---|------------------|
| PREPARATION PHASE | <ul style="list-style-type: none"> • Process Plan inputs. | Meeting |
| ANALYSIS | <ul style="list-style-type: none"> • To participate in gaps identification. • To ensure that identified gaps are in line with developmental issues. | Meeting |



| | | |
|-------------|---|---------|
| STRATEGIES | <ul style="list-style-type: none"> • Ensure that developmental objectives are realistic and in line with Strategic Guidelines. • Ensure that developmental objectives are realistic. • Ensure that reviewed strategies are in line with localized guidelines. • Ensure that reviewed strategies are in line with development priorities. • Participate in discussions to formulate and adopt alternative strategies. | Meeting |
| PROJECTS | Reviewed Project proposal | Meeting |
| INTEGRATION | All reviewed activities and programme are integrated | Meeting |
| APPROVAL | Council awaits comments for approval | Meeting |

Alignment within the review process serves as an instrument to synthesize and integrates the top down and bottom up planning processes between different spheres of government. The IDP planning processes is a local process, which requires inputs and support from all spheres of government so that the IDP is in line with provincial and national policies and strategies. This will make sure that such plans are then considered for financial allocations or departmental budgets and conditional grants.

As a mechanism for alignment, it is proposed that four focused sessions be undertaken with envisaged four clusters of government departments and service providers. The clusters will be organized according to infrastructure, economic, social and institutional development. Focused sessions will be used to align the programmes, budgets and resources. An alternative option is to organize a service provider’s forum. Each cluster has a list of government department and service delivery agencies that work hand – in – hand with and there are tabulated as follows:

Table: 11 Focused Session with Various Stakeholders

| INFRASTRUCTURE | SOCIAL | ECONOMIC | INSTITUTIONAL |
|--|-----------------------------------|--|---|
| DWAE | Dept. of Social Development | Dept. of Economic Affairs – LEDET | Coghsta and OTP – PMS Unit and IDP Unit |
| ESKOM | Dept. of Education | Dept. of Trade and Industry | National and Provincial Treasury |
| Waterberg District – Infrastructure Unit | | Waterberg District - PED Department | Waterberg District – IDP/PMS Unit |
| Telkom | Dept. of Land Affairs | Waterberg District – LED Unit Dept. of Home Affairs | Office of the Premier – Planning Co-ordination Unit |
| Department of Roads and Transport | Dept. of Safety and Security | Department of Agriculture | |
| Department of Public Works | Dept. of Sports, Arts and Culture | Coghsta – LED Unit | |
| Road Agency Limpopo | Dept. of Labour | Limpopo Business Support | |



| | | | |
|--------------------|-------------------|------------------------------|-------------------|
| | | Agency | |
| Magalies Water | Coghsta – Housing | Trade and Investment Limpopo | |
| Coghsta – MIG Unit | | Small Development (SEDA) | Enterprise Agency |
| | | Productivity SA | |
| | | Limpopo Tourism and Parks | |
| | | Community Association (CTA) | Tourism |

The various stakeholders will be involved in consultation process to discuss the existing, future projects and programmes as well as alignment and co – ordination issues.

7.BINDING LEGISLATION AND PLANNING REQUIREMENTS

The IDP requires that municipal planning processes be in line with the national and provincial legislation, policies, programmes and strategies which in turn will be able to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well co – ordinated and integrated information sharing and dissemination between specific sector departments and municipalities. The following is a list of binding legislation and requirements considered during the IDP planning processes and should also apply during review processes.

Table: 12

| SECTOR DEPARTMENTS | LEGAL REQUIREMENT | LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE | VALUE ADDING CONTRIBUTION |
|--|--|--|----------------------------------|
| COGHSTA COGTA National and Provincial Treasury | IDP PMS Financial Management /Financial Plan (Budgeting) | Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act | Co – ordination of Development |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | |
|---|---|---|--|
| COGTA /Presidency Department of Environment and Tourism Department of Economic Development | NDP/LDP/IDP Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development | Cabinet Lekgotla Decision NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa's biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act | Alignment and co-ordination of development Attainment of Local Agenda 21 Promotion of economic growth and job creation Attainment of millennium development goals |
| DWAS | WSDP | Water Services Act | Management of scarce water resources. Regulation of water services. |
| DOH/DLGH | Housing strategy and targets/ Housing Chapter of the IDP | National Housing Policy Housing Act | Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement |
| DOT | Integrated Transport Plan | National Transport Act | Co – ordination and standardization of transportation |
| DLA | Land Reform Development and Planning /Directive Principles | South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill | Redress to the previously disadvantaged and Promote sustainable human settlements |
| Human Resource Development | ABET Act | White paper on Education | Language in Education Policy Human Resource Development Strategy |
| | Skill Development Act | White paper on Science and Technology | Interim Policy for early Childhood development 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 |
| Social Development | 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 White paper on Sports and Recreation | Poverty Eradication Strategy |
| Safety And Security | | White paper on Defence | National crime prevention strategy Provincial Crime prevention strategy |

7.1 LOCAL GOVERNEMENT

Table: 13

| DEPARTMENT | LEGAL REQUIREMENTS | LEGAL BINDING LEGISLATION | STRATEGIES / PLANS |
|--|---|---|--------------------|
| DFED(Dept. of Finance & Econ Dev. | Integrated Waste Management Act 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 Environmental Conservation Act, (73 of 1998) 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 Agricultural Resource Act | Municipal Systems Act | |
| | National Heritage Resource Act | White paper on Arts, Culture | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | |
|----------------------------|--|---|--|
| | Veld and Forest Fire Act National Forest Act | and Heritage White paper on Sustainable Forest Development in South Africa, 1996 | |
| | Veld and Forest Fire Act Agricultural Resource Act National Forest Act | | |
| Local Government | IDP PMS | Municipal Structures Act.(Act 117 of 1998) | |
| | Municipal Systems Act, (Act 32 of 2000) 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 | | |
| Dwaf | WSDP/Water Services Act | White paper on Disaster Management Bill 2000 White paper in water Supply and Sanitation, 1994 White paper on National Water Policy for South Africa, 1997 | |
| DOH | National House of Traditional Leaders Amendment Act | Housing Act | Housing Urbanisation Information System (Huis) |
| DLA And AGRICULTURE | Spatial Development Framework | Municipal Systems Act Land Use Management Bill 2001 | |
| | Development Facilitation Act (Act 67 | White paper on South Africa's | |



THABAZIMBI LOCAL MUNICIPALITY

2018/19 IDP-BUDGET-PMS PROCESS PLAN

| | | | |
|-----------------------------------|---|--|--|
| | of 1995) | 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 | |
| Human Resource Development | ABET Act | White paper on Education | Language in Education Policy Human Resource Development Strategy |
| | Skill Development Act | White paper on Science and Technology | Interim Policy for early Childhood development 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 |
| Social Development | 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 White paper on Sports and Recreation | Poverty Eradication Strategy |
| Safety And Security | | White paper on Defence | National crime prevention strategy Provincial Crime |



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

National Legislation

- The Constitution of the Republic of South Africa, (Act 108 of 1996)

Local Government

- Local Government: Transition Act Second Amendment Act, (Act 97 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998) and its amendments.
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Intergovernmental Relations Framework Act, (Act 13 of 2005)
- Promotion of Access to Information Act (Act 2 of 2000)
- White paper on local government, 1998
- Towards a policy on integrated development planning, 1998
- White paper on municipal service partnership, 2000
- Policy framework on municipal international relations, 1999

Finance

- Division of Revenue Act (Act 1 of 2007)
- Public Finance Management Act (Act 2 of 1999)

Land and Agriculture

- Development Facilitation Act, (Act 67 of 1995)



- Land use management Bill, 2001
- White paper on South African land reform, 1997
- Green paper on Development and Planning, 1997
- White paper on Agriculture, 1995
- Communal Land Rights Act, (Act 11 of 2004)

Transport

- National Land Transport Bill, 1999
- National Land Transport Transitional Act, 1999
- Moving South Africa, September 1998
- Moving South Africa, the Action Agenda, 1999
- White paper on National Transport Policy, 1996

Housing

- Housing Act, (Act 107 of 1997)

Water Affairs and Forestry

- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- White Paper in Water Supply and Sanitation, 1994
- White Paper on a National Water Policy for South Africa, 1997

Provincial Policies

- Limpopo Employment Growth and Development Plan
- Limpopo Spatial Rationale

National Policies

- Reconstruction and development programme (RDP), 1994
- Growth, Employment and Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA **Natural environment**)
- Environmental Conservation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)
- National Environmental Management Biodiversity Act, (Act 10 of 2004)
- White paper on integrated Pollution and Waste Management, 2000
- White paper on the Conservation and Sustainable use of South Africa's Biological Diversity, 1997
- White Paper on an Environmental Policy for South Africa, 1998
- National Forest Act (1998)

Tourism

White Paper on the Development and Promotion of Tourism, 1996 Tourism in Gear, 1997

APPLICABLE PLANNING LEGISLATIONS ,POLICIES AND FRAMEWORKS

FMPPI : Framework for Managing Programme Performance Information



| | |
|--------|--|
| FSPAPP | : Framework for Strategic Plans and Annual Performance Plans |
| NDP | : National Development Plan |
| GPNPC | : Green Paper on National Planning Commission |
| GOA | : Guide to Outcome Approach |
| IDP | : Integrated Development Plan |
| IGR | : Inter – Governmental Relations Framework |
| LEGDP | : Limpopo Employment Growth and Development Plan |
| MTEF | : Medium - Term Expenditure Framework |
| MSA | : Municipal Systems Act |
| MFMA | : Municipal Finance Management Act |
| PFMA | : The Public Finance Management Act 1 of 1999 |
| MTSF | : Medium – Term Strategic Framework |
| NSDP | : National Spatial Development Perspective |
| NPF | : National Planning Framework |
| PGDS | : Provincial Growth and Development Programme |
| RDP | : Reconstruction and Development Programme |
| SDF | : Spatial Development Framework |
| | The Constitution Act 108 Of 1996 |
| | The Public Service Act 103 of 1996 |

8.COST ESTIMATE FOR THE PLANNING PROCESS

The IDP Review cost estimates for 2018/2019:

Table:14

| TASKS | COSTS |
|--|-----------------|
| 1. Public participation process (Rep fora, transports, Sound System) | R500 000 |
| 2. Strategic Planning Session | R150 000 |
| 3. Advertisements | R30 000 |
| 4. Printing IDP documents | R300 000 |
| 5. Miscellaneous | R10 000 |
| TOTAL | R990 000 |

The figures above are subject to change in light of the economic factors.

9.MONITORING OF REVIEW PROCESS AND IMPLEMENTATION

It is the responsibility of the Municipal Manager, Divisional Head IDP and PMS Co-ordinator 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.

10.CONCLUSION

The Process Plan as part of the IDP, Budget 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 projection of the Thabazimbi Local Municipality.

