

# IDP & BUDGET REVIEW TIME-LINES

2015 / 2016 REVIEW CYCLE FOR 2016 - 2021

2015

# Integrated Development Plan (IDP)

## Process Plan

Compiled in terms of **Sections 27, 28 and 29 of the Local Government: Municipal Systems Act, No 32 of 2000** (*framework for integrated planning, adoption of process and process to be followed*) including a time schedule in terms of **Section 21 of the Local Government: Municipal Finance Management Act, No 56 of 2003** (*budget preparation process*)

*Adopted by the Municipal Council on August 2015*

The IDP is a municipality's **principal strategic plan** that deals with the following:

- The most critical development needs of the municipal area (**external focus**), as well as
- The most critical governance needs of the municipality as an organisation (**internal focus**).

### **The IDP –**

1. **Is within a prescribed period after the start of a Council term, adopted as a single, inclusive and strategic plan for the development of the municipality and remains in place for the duration of the council's elected term** (a period of five years);
2. **Is reviewed annually in consultation with the local community as well as interested organs of state and other role-players;**
3. **Guides and informs all planning and development, and all decisions with regard to planning, management and development;**
4. **Forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and**
5. **Seeks to promote integration by balancing the economic, ecological and social pillars for sustainability** (without compromising the institutional capacity required in its implementation), **and coordinating actions across sectors and spheres of government.**

# **Contents**

## **1. Introduction**

- 1.1 Point of departure
- 1.2 Area of the IDP
- 1.3 Five year cycle of the IDP
- 1.4 Phases of the annual process

## **2. Legal requirements**

## **3. Preparation for the process**

## **4. Organisational arrangements**

- 4.1 Activities and outputs
- 4.2 Structured participation
- 4.3 Ward Committees
- 4.4 Mohokare Local Municipality's IDP Representatives Forum

## **5. Roles and responsibilities**

- 5.1 Activities and outputs
- 5.2 Proposed distribution of roles and responsibilities between the municipality and external role-players
- 5.3 Proposed distribution of roles and responsibilities within the Municipality

## **6. Intergovernmental alignment**

## **7. IDP content**

- 7.1 Legally required content of a five year IDP
- 7.2 Suggested table of contents

## **8. Annual revisions of the five year IDP (Annual Plans)**

- 8.1 Legal requirements
- 8.2 Purpose of a review (Annual Plan)
- 8.3 What the review is not

## **9. IDP source documents**

## **10. Annexure A (IDP and Budget Time Schedule)**

## **11. Conclusion**

## **12. Approval or adoption**

## 1. INTRODUCTION

### 1.1 Point of departure

Integrated development planning is the key tool for local government to cope with its role and function in terms of the Constitution of the Republic of South Africa and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is now seen as a function of municipal management, as part of an integrated system of planning and delivery. The IDP process is meant to arrive at decisions on issues such as municipal budget priorities, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner.

The integrated development planning process has to provide a forum for identifying, discussing and resolving the real issues in a municipality (which may be over-arching issues for the whole municipality as well as issues of specific communities or stakeholder groups) to a level of detail that is required for realistic costing and managing the implementation process without much delay.

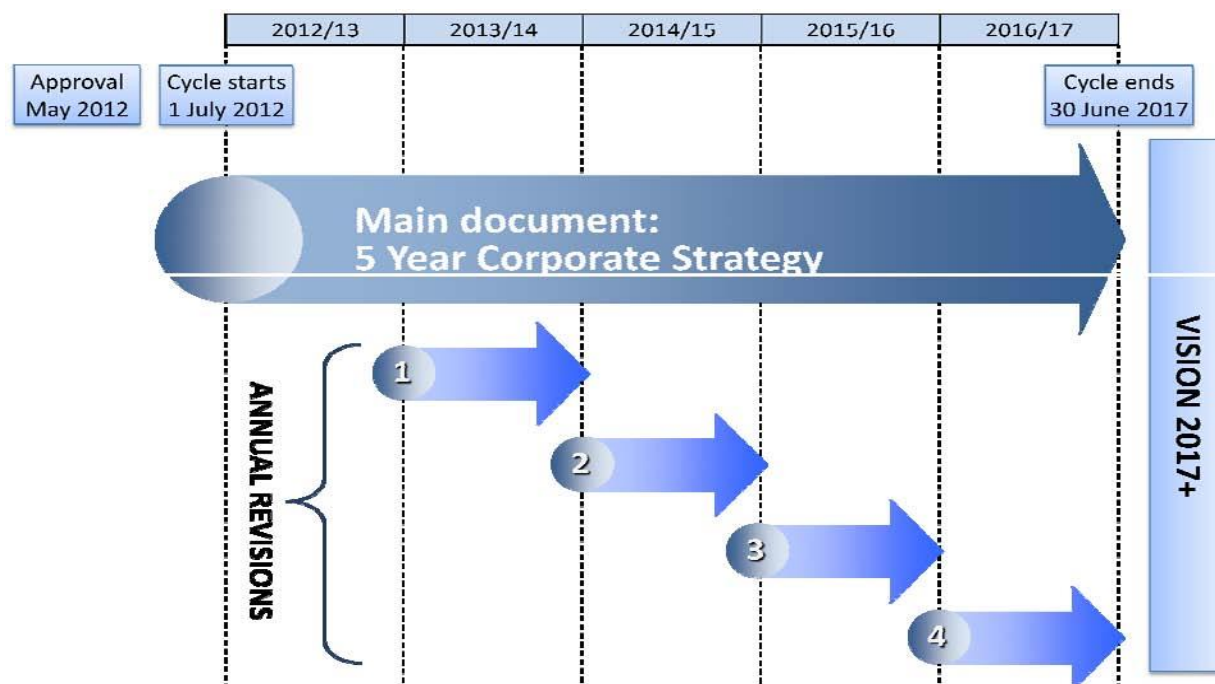
The Process Plan fulfils the function of a business plan or an operational framework for the IDP process. It says in a simple and transparent manner what has to happen when, by whom, with whom, and where, and it includes a budget.

### 1.2 Area of the IDP

The IDP will be applicable to the **Mohokare Local Municipal area** which includes the following towns and settlements: **Rouxville, Smithfield and Zastron.**

The municipality has the third largest surface area (geographic size) of the four local municipalities in the Xhariep District, covering 15645.12 square kilometers (km<sup>2</sup>).

### 1.3 Five (5) year cycle of the IDP



Mohokare Local Municipality – 2015/2016 IDP Review Process Plan

*Incorporating the following towns: Rouxville, Smithfield and Zastron*

## 1.4 Phases of the annual process

The IDP process normally goes through the following phases during the course of a year:

PHASE	TASKS	MECHANISMS
1. Analysis	<b>External Analysis</b>	
	<ul style="list-style-type: none"> <li>Spatial</li> <li>Social</li> <li>Economic</li> <li>Environmental</li> </ul>	<ul style="list-style-type: none"> <li>Scan sector plans</li> <li>Surveys if necessary</li> <li>Spatial Development Framework (SDF)</li> </ul>
	<ul style="list-style-type: none"> <li>Sector needs and issues</li> </ul>	<ul style="list-style-type: none"> <li>Discussions with major sector role-players</li> </ul>
	<b>Compilation or Revision of Area-based or Ward Plans</b>	
	<ul style="list-style-type: none"> <li>Ward profiles</li> <li>Service backlogs</li> <li>Priority issues</li> </ul>	<ul style="list-style-type: none"> <li>Ward Committee meetings and workshops</li> <li>Ward stakeholder meetings</li> <li>Ward general or public meetings</li> <li>Inputs from the MM, Directors and line managers</li> </ul>
	<b>Internal Analysis</b>	
	<ul style="list-style-type: none"> <li>Critical issues or challenges</li> <li>Minimum service levels</li> </ul>	<ul style="list-style-type: none"> <li>In-house exercise by the Municipal Manager (MM), Director Financial Services or Chief Financial Officer (CFO), all other Directors and line managers</li> </ul>
	<ul style="list-style-type: none"> <li>Institutional</li> </ul>	<ul style="list-style-type: none"> <li>In-house exercise by the Director Corporate Support Services</li> </ul>
	<ul style="list-style-type: none"> <li>Financial</li> </ul>	<ul style="list-style-type: none"> <li>In-house exercise by the CFO</li> </ul>
	<ul style="list-style-type: none"> <li>Performance</li> </ul>	<ul style="list-style-type: none"> <li>Annual customer satisfaction survey</li> <li>Performance assessments</li> </ul>
	<b>Intergovernmental Alignment</b>	
	<ul style="list-style-type: none"> <li>Obtain inputs from National and Provincial Government, State Owned Enterprises (SOEs) and other major service providers</li> </ul>	<ul style="list-style-type: none"> <li>District level technical and political intergovernmental relations meetings facilitated by the Xhariep District Municipality</li> </ul>
2. Strategy	<ul style="list-style-type: none"> <li><b>Municipal Council and Management</b> discuss strategic issues such as the vision and mission, future directions, strategic outcomes and outputs, as well as measures and targets of each strategic output</li> </ul>	<ul style="list-style-type: none"> <li>Strategic workshops</li> <li>Stakeholder workshops</li> <li>IDP and Budget Steering Committee meetings</li> <li>IDP Representative Forum meetings</li> </ul>
3. Programmes, projects and preliminary capital budget	<ul style="list-style-type: none"> <li>Review programmes and projects and provide for priorities and outputs desired for the next three (3) years with updated cost estimates</li> <li>Finalise strategic priorities and preliminary budget allocations</li> </ul>	<ul style="list-style-type: none"> <li>In-house exercise by the MM, CFO, all other Directors and line managers</li> </ul>
4. Operating budget	<ul style="list-style-type: none"> <li>Prepare a draft operating budget</li> </ul>	<ul style="list-style-type: none"> <li>In-house exercise by the MM, CFO, all other Directors and line managers</li> </ul>

PHASE	TASKS	MECHANISMS
5. Approval of draft IDP and draft annual budget	<ul style="list-style-type: none"> <li>Finalise and approve draft IDP and draft annual Budget</li> </ul>	<ul style="list-style-type: none"> <li>In-house preparation of the relevant documentation and submission to the Municipal Council</li> </ul>

## 2. LEGAL REQUIREMENTS

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the district municipal IDP process is regulated by the Municipal Systems Act, No 32 of 2000 (MSA). The Act requires the following regarding the process:

### ***Section 27 (Framework for integrated development planning)***

- (1) Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.
- (2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipality, and must at least –
  - (a) identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;
  - (b) identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
  - (c) specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and
  - (d) determine procedures –
    - (i) for consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and
    - (ii) to effect essential amendments to the framework.

### ***Section 28 (Adoption of process)***

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

### ***Section 29 (Process to be followed)***

- (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –
  - (a) be in accordance with a predetermined programme specifying time frames for the different steps;
  - (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –
    - (i) the local community to be consulted on its development needs and priorities;
    - (ii) the local community to participate in the drafting of the integrated development plan; and
    - (iii) organs of state, including traditional authorities, and other role-players to be identified and consulted on the drafting of the integrated development plan;
  - (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and

**Mohokare Local Municipality – 2015/2016 IDP Review Process Plan**

*Incorporating the following towns: Rouxville, Smithfield and Zastron*

(d) be consistent with any other matters that may be prescribed by regulation.

(2) A district municipality must –

- (a) plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipalities in that area;
- (b) align its integrated development plan with the framework adopted in terms of section 27; and
- (c) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the local municipalities in that area.

(3) A local municipality must –

- (a) align its integrated development plan with the framework adopted in terms of section 27; and
- (b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

### 3. PREPARATION FOR THE PROCESS

The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management leadership collective, that is confident about the task ahead.

The Process Plan outlines the following issues:

- Organisational arrangements are established and the membership of committees and forums is clarified.
- Roles and responsibilities are clarified and internal human resources allocated accordingly.
- The legal requirements, principles and functions of community and stakeholder participation during the IDP process – *who has to be involved, consulted and informed, at which stage of the process and by which means?*
- Mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts and other spheres of government – *such alignment should be coordinated at district level.*
- An example of a table of contents for the IDP is provided.
- Legislation and policy requirements that have to be considered in the course of the IDP process are provided – *the list contains documents, guidelines, plans and strategies from the provincial and national spheres of government.*

#### **NOTE:**

- *The preparation task for IDP is a task of municipal management – **the preparation process should contribute to the institutional preparedness of the municipality for the IDP process.***
- *Nobody else, therefore, can make the management decisions involved in it, except the Municipal Manager.*

### 4. ORGANISATIONAL ARRANGEMENTS

#### 4.1 Activities and outputs

The municipality needs to establish a set of organisational arrangements to:

- institutionalise the participation process;
- effectively manage outputs; and
- give affected parties access to contribute to the decision making process.

The municipality should consider existing arrangements, use and adapt them if necessary, and avoid duplication of mechanisms. This section deals with the organisational structure and the terms of reference for each of the arrangements and / or structures.

## 4.2 Structured participation

The IDP process and the participation of the community in this process have to be structured and considerate of the Mohokare Local Municipality's geographical area of **8748,53** square kilometers and its population of **34 146**. It is not possible to allow for direct participation of people in an unstructured way.

The directive from national government on how community participation should be structured is the ward committee system. Most of the IDP liaison with communities will be done through ward committee and ward constituency public meetings.

Although ward committees provide for representation of communities on a geographical basis, there are also a number of sector interests not covered by ward committees that play a major role within the municipal area, such as education, business and agriculture. Liaison with, and involvement of such sector groups is therefore also crucial in order to get a full picture of the current reality in our area. Liaison with sector groups will be done mainly through the Mohokare Local Municipality's IDP Representative Forum and workshops.

## 4.3 Ward committees

The role of the Ward Committees with respect to the IDP is to:

- Assist the Ward Councillor in identifying challenges and needs of residents.
- Provide a mechanism for discussion and negotiation between the stakeholders within the ward.
- Advise and make recommendations to the ward councillor on matters and policy affecting the ward.
- Disseminate information in the ward.
- Ensure constructive and harmonious interaction between the municipality and community.
- Interact with other forums and organisations on matters affecting the ward.
- Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward.
- Monitor the implementation process concerning its area.

**NOTE:** *The chairperson of the Ward Committee is the Ward Councillor of that particular ward.*

## 4.4 Mohokare Local Municipality's IDP Representatives Forum

The Municipality's IDP Representative Forum comprises of the Mayor, Ward and Proportional Representation Councillors, two (2) members from each ward committee (12 members), **the Municipal Manager** and officials attached to his / her office (*IDP, Organisational Performance Management System, Local Economic Development, Internal Audit and Risk Management*), **the CFO, all other Directors**, as well as any other role-player(s) or stakeholder(s) co-opted onto the Forum for one or more meetings or for a specific purpose by the Municipal Council.

**NOTE:** *The sole purpose of the IDP Representatives Forum will be to advise the Municipal Council on matters relating to the IDP. It will not have any decision making powers.*

## 4.5 Mohokare Local Municipality's IDP and Budget Steering Committee

The Municipality's IDP and Budget Steering Committee comprises of the Municipal Manager and officials attached to his / her office (*IDP, Organisational Performance Management System, Local Economic Development, Internal Audit and Risk Management*), the CFO, all other Directors, Office Manager or representative from the office of the Mayor, **the Mayor and three (3) other Councillors appointed by the Municipal Council**, as well as any other role-player(s) or stakeholder(s) co-opted onto the committee by the Municipal Manager for one or more meetings or for a specific purpose.

**Mohokare Local Municipality – 2015/2016 IDP Review Process Plan**

*Incorporating the following towns: Rouxville, Smithfield and Zastron*



**NOTE:** The sole purpose of the IDP and Budget Steering Committee will be to advise the Municipal Manager and management on matters relating to the IDP. It will not have any decision making powers.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 Activities and outputs

It is one of the pre-requisitions of a smooth and well organised IDP process that all role-players are fully aware of their own and of other role-players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles and of the persons or organisations that can assume those roles. This section deals with the:

- roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play;
- further specification of roles within the Municipality and the responsibilities related to that role in detail.

### 5.2 Proposed distribution of roles and responsibilities between the municipality and external role players

ROLE PLAYER	ROLES AND RESPONSIBILITIES
<b>Mohokare Local Municipality</b>	<ul style="list-style-type: none"> <li>• Prepare and adopt the IDP Process Plan.</li> <li>• Undertake the overall management and co-ordination of the IDP process which includes ensuring that:               <ul style="list-style-type: none"> <li>○ all relevant role-players are appropriately involved;</li> <li>○ appropriate mechanisms and procedures for community participation are applied;</li> <li>○ events are undertaken in accordance with the approved time schedule;</li> <li>○ the IDP relates to the real burning issues in the municipality; and</li> <li>○ the sector planning requirements are satisfied.</li> </ul> </li> <li>• Prepare and adopt the IDP.</li> <li>• Adjust the IDP in accordance with the MEC's proposals.</li> <li>• Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.</li> </ul>
<b>Local residents, communities and stakeholders</b>	<ul style="list-style-type: none"> <li>• Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the Ward Committees or the IDP Representatives Forum to:               <ul style="list-style-type: none"> <li>○ analyse issues, determine priorities, and provide input;</li> <li>○ keep their constituencies informed on IDP activities and their outcomes; and</li> <li>○ discuss and comment on the draft IDP.</li> </ul> </li> </ul>

**Mohokare Local Municipality – 2015/2016 IDP Review Process Plan**

*Incorporating the following towns: Rouxville, Smithfield and Zastron*

ROLE PLAYER	ROLES AND RESPONSIBILITIES
Xhariep District Municipality	<ul style="list-style-type: none"> <li>• Same roles and responsibilities as local municipalities but related to the preparation of the District IDP – <b><i>the District Municipality must also prepare a District Framework (MSA Section 27).</i></b></li> <li>• Fulfill a coordination and facilitation role by ensuring alignment of the IDPs of the municipalities in the district council area; <ul style="list-style-type: none"> <li>○ ensuring alignment between the district and local planning;</li> <li>○ facilitation of alignment of IDPs with other spheres of government and sector departments; and</li> <li>○ preparation of joint strategy workshops with local municipalities, provincial and national role-players; and other subject matter specialists.</li> </ul> </li> </ul>
Provincial Government	<ul style="list-style-type: none"> <li>• Ensure horizontal alignment of the IDPs of the district municipalities within the province.</li> <li>• Ensure vertical / sector alignment between provincial sector departments / provincial strategic plans and the IDP process at local / district level by: <ul style="list-style-type: none"> <li>○ guiding the provincial sector departments' participation in and their required contribution to the municipal IDP process; and</li> <li>○ guiding them in assessing draft IDPs and aligning their sector programmes and budgets with the IDP's.</li> </ul> </li> <li>• Efficient financial management of provincial IDP grants.</li> <li>• Monitor the progress of the IDP processes.</li> <li>• Facilitate resolution of disputes related to the IDP.</li> <li>• Assist the municipality in the IDP drafting process where required.</li> <li>• Organise IDP related training where required.</li> <li>• Co-ordinate and manage the MEC's assessment of the IDP.</li> </ul>
Sector Departments and Corporate Service Providers	<ul style="list-style-type: none"> <li>• Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner.</li> <li>• Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects.</li> <li>• Engage in a process of alignment with district municipalities.</li> <li>• Participate in the provincial management system of co-ordination.</li> </ul>

### 5.3 Proposed distribution of roles and responsibilities within the municipality

#### Mohokare Local Municipality – 2015/2016 IDP Review Process Plan

Incorporating the following towns: Rouxville, Smithfield and Zastron

ROLE PLAYER	ROLES AND RESPONSIBILITIES
<b>Municipal Council</b>	<ul style="list-style-type: none"> <li>Consider and approve the IDP.</li> <li>Consider and approve the Budget.</li> </ul>
<b>MSA Section 79 Municipal Council's Planning &amp; Budget Committees</b> – <i>Municipal Structures Act Section 79 Committees</i>	<ul style="list-style-type: none"> <li>Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP and budget.</li> <li>Assign and delegate responsibilities in this regard to the municipal manager.</li> <li>Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.</li> <li>Submit the draft IDP and budget to the Council for adoption.</li> <li>Through the Mayor, presides at meetings of the Mohokare Local Municipality's IDP Representatives Forum.</li> </ul>
<b>Ward Councillors</b>	<ul style="list-style-type: none"> <li>Form a link between the municipal government and the residents.</li> <li>Link the IDP process to constituencies and / or wards.</li> <li>Assist in organising public consultation and participation (with particular reference to the functioning and participation of ward committees).</li> <li>Monitor the implementation of the IDP at ward level.</li> </ul>
<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>Prepare the IDP Process Plan.</li> <li>Undertake the day to day management and co-ordination of the IDP process.</li> <li>Ensure that all relevant actors are appropriately involved and timeously informed.</li> <li>Nominate technical persons in charge of different roles.</li> <li>Ensure that the IDP process is participatory, strategic, implementation orientated, aligned with and satisfies sector planning requirements.</li> <li>Respond to comments on the draft IDP.</li> <li>Ensure proper IDP documentation.</li> <li>Adjust the IDP in accordance with the MEC's proposals.</li> <li>Presides at meetings of the Mohokare Local Municipal IDP and Budget Steering Committee.</li> </ul>
<b>Directors and line managers</b>	<ul style="list-style-type: none"> <li>Provide relevant technical, sector and financial information for analysis for determining priority issues.</li> <li>Contribute technical expertise in the consideration and finalisation of strategies and identification of projects.</li> <li>Provide departmental operational and capital budgetary information.</li> <li>Responsible for the preparation of project proposals, the integration of projects and sector programmes.</li> </ul>

## 6. INTERGOVERNMENTAL ALIGNMENT

The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process the municipality needs to understand where alignment should take place and through which mechanism this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.

The desired outcome of intergovernmental alignment is –

- to make government as a whole work together;
- to improve the impact of its programmes; and
- to work towards achieving common objectives and outcomes, particularly with respect to economic growth for job creation and addressing the needs of the poor.

Efficient performance of government, integration and alignment across all spheres of government can be realized through focused implementation.

The alignment process MUST be co-ordinated by the Xhariep District Municipality and the alignment meetings should take place on district level with the involvement of all local municipalities.

## **7. IDP CONTENT**

### **7.1 Legally required content of a five (5) year IDP**

#### **Section 26 of the MSA: Core components of integrated development plans**

##### ***An integrated development plan must reflect –***

- (a) the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41.

#### **Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations**

##### ***Details of an integrated development plan***

- (1) A municipality's integrated development plan must at least identify –
  - (a) the institutional framework, which must include an organogram, required for –
    - (i) the implementation of the integrated development plan; and
    - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
  - (b) any investment initiatives in the municipality;
  - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
  - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
  - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may –
  - (a) have attached to it maps, statistics and other appropriate documents; or
  - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (3) A financial plan reflected in a municipality's integrated development plan must at least –
  - (a) include the budget projection required by section 26(h) of the Act;

##### **Mohokare Local Municipality – 2015/2016 IDP Review Process Plan**

*Incorporating the following towns: Rouxville, Smithfield and Zastron*

- (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
- (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
  - (i) revenue raising strategies;
  - (ii) asset management strategies;
  - (iii) financial management strategies;
  - (iv) capital financing strategies;
  - (v) operational financing strategies; and
  - (vi) strategies that would enhance cost-effectiveness.
- (4) A spatial development framework reflected in a municipality's integrated development plan must –
  - (a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);
  - (b) set out objectives that reflect the desired spatial form of the municipality;
  - (c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must –
    - (i) indicate desired patterns of land use within the municipality;
    - (ii) address the spatial reconstruction of the municipality; and
    - (iii) provide strategic guidance in respect of the location and nature of development within the municipality;
  - (d) set out basic guidelines for a land use management system in the municipality;
  - (e) set out a capital investment framework for the municipality's development programs;
  - (f) contain a strategic assessment of the environmental impact of the spatial development framework;
  - (g) identify programs and projects for the development of land within the municipality;
  - (h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
  - (i) provide a visual representation of the desired spatial form of the municipality, which representation –
    - (i) must indicate where public and private land development and infrastructure investment should take place;
    - (ii) must indicate desired or undesired utilisation of space in a particular area;
    - (iii) may delineate the urban edge;
    - (iv) must identify areas where strategic intervention is required; and
    - (v) must indicate areas where priority spending is required.

## 7.2 Suggested table of contents

The form and content of a five year IDP are largely subject to the discretion of a Municipality. The following table of contents is based on the above-mentioned act and regulations, the IDP Guide Pack, National and Provincial directives as well as the 2014 Provincial IDP Assessment Template.

It serves only as a guide and the eventual table of contents will most likely be a combination and / or rearrangements of the different components of the final or annually reviewed IDP document.

### 7.2.1 Table of contents

- Foreword by the Mayor
- Preface by the Municipal Manager
- Executive Summary
- **Chapter 1:** Introduction and background to Integrated Development Planning (IDP)
- **Chapter 2:** Situation analysis
- **Chapter 3:** Powers and functions
- **Chapter 4:** Process followed to develop the idp / planning process

**Mohokare Local Municipality – 2015/2016 IDP Review Process Plan**

*Incorporating the following towns: Rouxville, Smithfield and Zastron*

- **Chapter 5:** Status quo assessment
- **Chapter 6:** Spatial economy and development rationale
- **Chapter 7:** High level objectives and strategies
- **Chapter 8:** Strategy
- **Chapter 9:** Sector plans in terms of section 26 of the municipal systems act
- **Chapter 10:** Development strategies, programmes and projects
- **Chapter 11:** Alignment with national and provincial objectives and programmes (intergovernmental policy and strategic alignment)
- **Chapter 12:** Programmes and projects of other spheres (involvement of government sector departments and state owned enterprises)
- **Chapter 13:** Unfunded projects

## **8. ANNUAL REVISIONS OF THE FIVE YEAR IDP (ANNUAL PLANS)**

### **8.1 Legal requirements**

#### ***MSA Section 34: Annual review and amendment of integrated development plan***

##### **A municipal council –**

- (a) must review 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 integrated development plan in accordance with a prescribed process.

### **8.2 Purpose of a review (annual plan)**

The IDP has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- inform other components of the municipal business process including institutional and financial planning and budgeting; and
- inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The annual review must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter.

The purpose of the annual review is therefore to –

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

***NOTE: THE MINIMUM (IF ANY) STRATEGIC CHANGES SHOULD TAKE PLACE DURING THE ANNUAL REVIEW.***

### **8.3 What the review is not**

- The Review (Annual Plan) is not a replacement of the five (5) year IDP.
- The Review (Annual Plan) is not meant to interfere with the long-term strategic orientation of the municipality to accommodate new whims and additional demands.

## **9. IDP SOURCE DOCUMENTS**

The Integrated Development Planning process is guided by a number of legal and policy documents that impose a range of demands and requirements on the Municipality. The list below contains some of the most important IDP source documents:

### **9.1 Acts**

- Development Facilitation Act, (Act 67 of 1995)
- Constitution of the Republic of South Africa Act (Act 108 of 1996)
- Local Government: Municipal Structures Act (Act 117 of 1998)
- National Environmental Management Act / NEMA (Act 107 of 1998)
- Local Government: Municipal Systems Act (Act 32 of 2000)
- Disaster Management Act (Act 57 of 2002)
- Municipal Finance Management Act (Act 56 of 2003)
- Spatial Planning and Land Use Management Act / SPLUMA (Act 16 of 2013)

### **9.2 Regulations**

- Treasury Regulations and Guidelines
- White Papers
- Batho Pele White Paper (October 1997)
- White Paper on Local Government (March 1998)
- Municipal Planning and Performance Management Regulations (August 2001)

### **9.3 National policy**

- National Spatial Development Perspective (2006)
- Medium Term Strategic Framework (2009)
- Local Government Turn-around Strategy (December 2009)
- Government's twelve (12) Strategic Outcomes (January 2010)

### **9.4 Provincial policy**

- Free State Provincial Spatial Development Framework
- Free State Growth and Development Strategy
- Free State Provincial Strategic Plan
- Integrated Development Plans of adjacent municipalities

### **9.5 District Policy**

- Xhariep District Economic Development Strategy (2013)



## 10. ANNEXURE (A)

### IDP AND BUDGET TIME SCHEDULE IN TERMS OF SECTION 21(1)(B) OF THE MFMA

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
<b>AUGUST 2015</b>			
<b>31 August 2015</b>	<ul style="list-style-type: none"> <li>Table the IDP Process Plan in council <b>(should happen once every 5 years)</b>.</li> <li>The time schedule in terms of Section 21(1)(b) of the Municipal Finance Management Act (MFMA) which is this annexure is replaced every year.</li> </ul>	<b>MSA Section 28:</b> (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan. (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process. (3) A municipality must give notice to the local community of particulars of the process it intends to follow.	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> </ul>
<b>31 August 2015</b>	<ul style="list-style-type: none"> <li>Table in council a budget and IDP time schedule of key deadlines – <b>happens every year at least 10 months before the start of the budget year.</b></li> </ul>	<b>MFMA Section 21(1)(b):</b> The mayor of a municipality must 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	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).	
<b>On or before 31 August 2015</b>	<ul style="list-style-type: none"> <li>Submit annual financial statements and annual performance report to the Auditor-General for auditing – <b>within two months after the end of the financial year.</b></li> </ul>	<b>MSA Section 126(1)(a):</b> The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing.	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>SEPTEMBER 2015</b>			
<b>31 August – 4 September 2015</b>	<ul style="list-style-type: none"> <li>Submit process plan and time schedule to the Xhariep District Municipality and the Free State Provincial Government.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>
<b>7 – 11 September 2015</b>	<ul style="list-style-type: none"> <li>Give notice of the approved process plan and time schedule through local media.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>
<b>During September 2015</b>	<ul style="list-style-type: none"> <li>Constitute the <b>Mohokare Local Municipality IDP Representatives Forum.</b></li> </ul>		<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> </ul>
<b>OCTOBER 2015</b>			
<b>September – October 2015</b>	<ul style="list-style-type: none"> <li>Internal analysis – <ul style="list-style-type: none"> <li>critical issues / challenges with respect to every service</li> <li>minimum service levels</li> <li>institutional</li> <li>financial</li> <li>performance</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>Directors</b></li> </ul>
<b>September – October 2015</b>	<ul style="list-style-type: none"> <li>Compile a Financial Plan.</li> </ul>	<b>MSA Section 26(h):</b> An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>September – October 2015</b>	<ul style="list-style-type: none"> <li>External analysis – <ul style="list-style-type: none"> <li>Spatial</li> <li>Social</li> <li>Economic</li> <li>Environmental</li> </ul> </li> </ul>	<b>MSA Section 29(1)(b):</b> The process followed by a municipality to draft its integrated development plan, including its	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Ward Councillors</b></li> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
	<b>NOTE:</b> <i>The external process should be combined as far as possible with the compilation of area based or ward plans and must involve the local community and other stakeholders.</i>	consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for – (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the integrated development plan; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.	<ul style="list-style-type: none"> <li>• <b>Directors</b></li> </ul>
<b>1 September – 30 October 2015</b>	<ul style="list-style-type: none"> <li>• Commence with the multi-year capital and operating budget.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>1 September – 30 October 2015</b>	<ul style="list-style-type: none"> <li>• Obtain inputs from Directors and Division Heads on preliminary capital and operating budget – <b>SHOULD include the following: review of salary, fleet and equipment budget and tariffs, etc.</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>October 2015</b>	<ul style="list-style-type: none"> <li>• Commence with the compilation of new area based or ward plans.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• <b>Ward Councillors</b></li> <li>• <b>Municipal Manager</b></li> </ul>
<b>October – November 2015</b>	<ul style="list-style-type: none"> <li>• Workshop with <b>IDP Representatives Forum</b> members and other invited stakeholders.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• <b>Ward Councillors</b></li> <li>• <b>Municipal Manager</b></li> </ul>
<b>November – December 2015</b>	<ul style="list-style-type: none"> <li>• Preparation of departmental operational plans and SDBIP aligned to strategic priorities in IDP and inputs from other stakeholders including government sector departments and bulk service providers – <b>e.g. NER, ESKOM, BloemWater, Water Users Associations, etc.</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• <b>Ward Councillors</b></li> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> <li>• <b>Directors</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
	(SDBIP – Service Delivery and Budget Implementation Plans, ESKOM – Electricity Supply Commission, NER – National Electricity Regulator)		
<b>NOVEMBER 2015</b>			
<b>11 – 12 November 2015</b>	<ul style="list-style-type: none"> <li>Strategic session with the Council and Management</li> </ul>		<ul style="list-style-type: none"> <li>Mayor</li> <li>Ward Councillors</li> <li>Municipal Manager</li> </ul>
<b>November 2015</b>	<ul style="list-style-type: none"> <li>Receive audit report on annual financial statements from the Auditor-General.</li> </ul>	<b>MFMA Section 126(3):</b> The Auditor-General must – (a) audit those financial statements; and (b) submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.	<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>November 2015</b>	<ul style="list-style-type: none"> <li>Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report – <b>prepare action or audit plans to address and incorporate into the annual report.</b></li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>DECEMBER 2015</b>			
<b>December 2015</b>	<ul style="list-style-type: none"> <li>Finalise inputs from bulk resource providers – <b>e.g. NER and agree on proposed price increase.</b></li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>December 2015</b>	<ul style="list-style-type: none"> <li>Review whether all bulk resource providers have lodged requests with National Treasury and SALGA seeking comments on proposed price increases of bulk resources.</li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>December 2015</b>	<ul style="list-style-type: none"> <li>Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities.</li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> <li>Directors</li> </ul>
<b>December 2015 – January 2016</b>	<ul style="list-style-type: none"> <li>Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities.</li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> <li>Directors</li> </ul>
<b>December 2015</b>	<ul style="list-style-type: none"> <li>Finalise first draft of annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements.</li> </ul>		<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> <li>Director Corporate Support Services</li> <li>All other Directors</li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
<b>December 2015</b>	<ul style="list-style-type: none"> <li>Submit draft adjustments budget to the <b>IDP and Budget Steering Committee</b>.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>JANUARY 2016</b>			
<b>20 January 2016</b>	<ul style="list-style-type: none"> <li>Adjustments budget submitted to the <b>Municipal Council's Planning and Budget Committees – MSA Section 79 committees</b>.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>27 January 2016</b>	<ul style="list-style-type: none"> <li>Adjustments budget submitted to the <b>Municipal Council</b>.</li> </ul>		<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>28 – 3 February 2016</b>	<ul style="list-style-type: none"> <li>Approved adjustments budget submitted to the Provincial and National Treasuries.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>During January 2016</b>	<ul style="list-style-type: none"> <li>Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>During January 2016</b>	<ul style="list-style-type: none"> <li>Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>During January 2016</b>	<ul style="list-style-type: none"> <li>Finalise detailed operating and capital budgets in the prescribed formats incorporating National and provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>January – February 2016</b>	<ul style="list-style-type: none"> <li>Review the KPIs and annual performance targets.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>FEBRUARY 2016</b>			
<b>February – March 2016</b>	<ul style="list-style-type: none"> <li>Finalise the draft capital and operating budgets, and budget related policies.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>Other Directors</b></li> </ul>
<b>During February 2016</b>	<ul style="list-style-type: none"> <li>Finalise area based or ward plans.</li> </ul>		<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Ward Councillors</b></li> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>Other Directors</b></li> </ul>
<b>During February</b>	<ul style="list-style-type: none"> <li>Note any provincial and</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
<b>2016</b>	national allocations to municipalities for incorporation into budget.		<ul style="list-style-type: none"> <li>• <b>Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>During February 2016</b>	<ul style="list-style-type: none"> <li>• Finalise corrective measures from audit report.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>09 – 25 February 2016</b>	<ul style="list-style-type: none"> <li>• <b>IDP Representatives Forum Meeting.</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• <b>Ward Councillors</b></li> <li>• <b>Municipal Manager</b></li> </ul>
<b>Before 27 February 2016</b>	<ul style="list-style-type: none"> <li>• Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years <b>by no later than 120 days before the start of its budget year.</b></li> </ul>	<b>MFMA Section 37(2):</b> In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for the spending of such allocations, the accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 financial years.	<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>MARCH 2016</b>			
<b>During March 2016</b>	<ul style="list-style-type: none"> <li>• Receive bulk resource providers' price increases as tabled in parliament or the provincial legislature.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>Before 15 March 2016</b>	<ul style="list-style-type: none"> <li>• Submit draft budget at least 90 days before the start of the budget year to the <b>IDP Budget Steering Committee.</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>
<b>15 – 31 March 2016</b>	<ul style="list-style-type: none"> <li>• Table draft IDP and budget in Council at least 90 days before the start of the budget year.               <ul style="list-style-type: none"> <li>◦ Submit to EXCO – <b>17 March 2014</b></li> <li>◦ Submit to Council – <b>31 March 2014</b></li> </ul> </li> </ul>	<b>MFMA Section 16:</b> (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table	<ul style="list-style-type: none"> <li>• <b>Mayor</b></li> <li>• <b>Municipal Manager</b></li> <li>• <b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		the annual budget at a council meeting at least 90 days before the start of the budget year.	
<b>31 March 2016</b>	<ul style="list-style-type: none"> <li>Approval of NERSA tariffs. (NERSA – National Electricity Regulator of South Africa)</li> </ul>		<ul style="list-style-type: none"> <li>Mayor</li> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>APRIL 2016</b>			
<b>6 – 11 April 2016</b>	<ul style="list-style-type: none"> <li>Submit the budget as well as the IDP to the Provincial Treasury, National Treasury and other affected organs of state.</li> </ul>	<b>MFMA Section 22:</b> Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must (a) in accordance with Chapter 4 of the Municipal Systems Act – (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget; (b) submit the annual budget – (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.	<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>CFO</li> </ul>
<b>6 – 11 April 2016</b>	<ul style="list-style-type: none"> <li>Submit the proposed revised IDP to the District Municipality.</li> </ul>	<b>MFMA Section 22:</b> Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must (a) in accordance with Chapter 4 of the Municipal Systems Act – (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget;	<ul style="list-style-type: none"> <li>Mayor</li> <li>Municipal Manager</li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		(b) submit the annual budget – (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.	
06 – 11 April 2016	<ul style="list-style-type: none"> <li>Publish the proposed IDP for public comment.</li> </ul>	<b>MPPM Regulation 3(4)(b):</b> No amendment to a municipality's integrated development plan may be adopted by the municipal council unless the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>
11 – 29 April 2016	<ul style="list-style-type: none"> <li>Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state.</li> </ul>	<b>MFMA Section 23(1):</b> When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Ward Councillors</b></li> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>All Directors</b></li> </ul>
<b>MAY 2016</b>			
2 – 6 May 2016	<ul style="list-style-type: none"> <li><b>IDP Representatives Forum meeting.</b></li> </ul>		<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Ward Councillors</b></li> <li><b>Municipal Manager</b></li> </ul>
6 – 13 May 2016	<ul style="list-style-type: none"> <li>Confirm National budget for provincial and National allocations to municipalities for incorporation into budget.</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
6 – 13 May 2016	<ul style="list-style-type: none"> <li>Review provincial and national legislation including DoRA to</li> </ul>		<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>



DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
	establish potentially new reporting requirements including annual, monthly and quarterly grant and performance reports for specific new allocations and programmes – <b>10 working days after end of month deadlines.</b>		<ul style="list-style-type: none"> <li>• CFO</li> <li>• Other Directors</li> </ul>
<b>6 – 13 May 2016</b>	<ul style="list-style-type: none"> <li>• Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council.</li> </ul>	<b>MFMA Section 23(2):</b> After considering all budget submissions, the council must give the mayor an opportunity – (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Municipal Manager</li> <li>• CFO</li> </ul>
<b>Before 14 May 2016</b>	<ul style="list-style-type: none"> <li>• Completion of Annual Budget amendments or refinements.</li> </ul>		<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Municipal Manager</li> <li>• CFO</li> <li>• Other Directors</li> </ul>
<b>Before 19 May 2016</b>	<ul style="list-style-type: none"> <li>• Submit draft budget 30 days before the start of the budget year to the <b>IDP and Budget Steering Committee.</b></li> </ul>		<ul style="list-style-type: none"> <li>• Municipal Manager</li> <li>• CFO</li> </ul>
<b>During 23-31 May 2016</b>	<ul style="list-style-type: none"> <li>• Table final IDP and budget in Council at least 30 days before the start of the budget year. <ul style="list-style-type: none"> <li>◦ Submit to EXCO – <b>15 May 2015</b></li> <li>◦ Submit to Council – <b>29 May 2015</b></li> </ul> </li> </ul>	<b>MFMA Section 24(1):</b> The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.  <b>MPPM Regulation 3(3):</b> An amendment to a municipality's integrated development plan is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.  <small>(MPPM – Local Government: Municipal Planning and Performance Management regulation)</small>	<ul style="list-style-type: none"> <li>• Mayor</li> <li>• Municipal Manager</li> <li>• CFO</li> </ul>
<b>JUNE 2016</b>			
<b>Before 5 June 2016</b>	<ul style="list-style-type: none"> <li>• Place the IDP, annual budget, all budget-related documents and all budget-related policies</li> </ul>	<b>MFMA Section 75(1):</b> The accounting officer of a municipality must	<ul style="list-style-type: none"> <li>• Municipal Manager</li> <li>• CFO</li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
	on the website <b>within 5 days of the adoption of the plan.</b>	<p>place on the website the following documents of the municipality:</p> <p>(a) the annual and adjustments budgets and all budget-related documents; and</p> <p>(b) all budget-related policies.</p> <p><b>MSA Section 21A(1)(b):</b> All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</p> <p><b>MFMA Section 75(2):</b> A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</p>	
<b>Before 10 June 2016</b>	<ul style="list-style-type: none"> <li>Submit a copy of the revised IDP to the MEC for local government as well as Provincial Treasury <b>within 10 days of the adoption of the plan.</b></li> </ul>	<p><b>MSA Section 32(1)(a):</b> The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>15 – 17 June 2016</b>	<ul style="list-style-type: none"> <li>Give notice to the public of the adoption of the IDP <b>within 14 days of the adoption of the plan</b></li> </ul>	<p><b>MSA Section 25(4)(a):</b> A municipality must, within 14 days of the adoption of its</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		<p>integrated development plan in terms of subsection (1) or (3) give notice to the public – (i) of the adoption of the plan; and (ii) that copies of or extracts from the plan are available for public inspection at specified places;</p> <p><b>MSA Section 21A(1)(a) and (c):</b> All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community – (a) by displaying the documents at the municipality's head and satellite offices and libraries; (c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.</p>	
15 – 17 June 2016	<ul style="list-style-type: none"> <li>Publicise a summary of the IDP <b>within 14 days of the adoption of the plan.</b></li> </ul>	<p><b>MSA Section 25(4)(b):</b> A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) publicise a summary of the plan.</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>
15 – 17 June 2016	<ul style="list-style-type: none"> <li>Make public the approved annual budget and supporting documentation (including tariffs) <b>within 10 working days after approval of the budget.</b></li> </ul>	<p><b>BUDGET AND REPORTING REGULATIONS 2009, Regulation 18:</b> (1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		<p>Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the Act.</p> <p>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including –</p> <p>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</p> <p>(b) Information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in sub-regulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>	
<b>Before 18 June 2016</b>	<ul style="list-style-type: none"> <li>Submit approved budget to the provincial treasury and National Treasury <b>within 10 working days after approval of the budget.</b></li> </ul>	<p><b>MFMA Section 24(3):</b> The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p><b>BUDGET AND REPORTING REGULATIONS 2009, Regulation 20:</b> The municipal manager must comply with section 24(3) of the Act within ten working days</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		after the municipal council has approved the annual budget.	
<b>18 June 2016</b>	<ul style="list-style-type: none"> <li>Submit to the Mayor the draft SDBIP and draft annual performance agreements for the next year <b>within 14 days after approval of the budget.</b></li> </ul>	<b>MFMA Section 69(3):</b> (a) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year. (b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>Other Directors</b></li> </ul>
<b>18 June 2016</b>	<ul style="list-style-type: none"> <li>The Mayor takes all reasonable steps to ensure that the SDBIP is approved <b>within 28 days after approval of the budget.</b></li> </ul>	<b>MFMA Section 53(1)(c)(ii):</b> The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> </ul>
<b>Before 23 June 2016</b>	<ul style="list-style-type: none"> <li>Place the performance agreements and all service delivery agreements on the website.</li> </ul>	<b>MFMA Section 75(1):</b> The accounting officer of a municipality must place on the website the following documents of the municipality: (d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and (e) all service delivery agreements.  <b>BUDGET &amp; REPORTING REGULATIONS 2009, Regulation 19:</b>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.	
<b>Before 30 June 2016</b>	<ul style="list-style-type: none"> <li>Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government <b>within 14 days after concluding the employment contract and performance agreement.</b></li> </ul>	<p><b>MFMA Section 53(3)(b):</b> Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</p> <p><b>PERF REGS 2006 Regulation (5):</b> The employment contract and performance agreement must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement</p>	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> <li><b>Other Directors</b></li> </ul>
<b>Before 30 June 2016</b>	<ul style="list-style-type: none"> <li>Submit the SDBIP to National and Provincial Treasury <b>within 10 working days approval of the plan.</b></li> </ul>	<p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Regulation 20(2)(b):</b> The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan.</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>
<b>Before 30 June 2016</b>	<ul style="list-style-type: none"> <li>Make public the projections, targets and indicators as set out in the SDBIP <b>within 10 working days after the approval of the SDBIP.</b></li> </ul>	<p><b>MFMA Section 53(3)(a):</b> The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance</p>	<ul style="list-style-type: none"> <li><b>Municipal Manager</b></li> <li><b>CFO</b></li> </ul>

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY
		<p>indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.</p> <p><b>BUDGET &amp; REPORTING REGULATIONS 2009, Regulation 19:</b> The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.</p>	
<b>Before 30 June 2016</b>	<ul style="list-style-type: none"> <li>Make public the performance agreements of Municipal Manager and senior managers <b>no later than 14 days after the approval of the SDBIP.</b></li> </ul>	<p><b>MFMA Section 53(3)(b):</b> The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.</p>	<ul style="list-style-type: none"> <li><b>Mayor</b></li> <li><b>Municipal Manager</b></li> </ul>

## 11. CONCLUSION

The above IDP and Budget schedule outlines the activities that will be undertaken whilst reviewing the Mohokare Local Municipality's integrated development plan for the 2015/2016 financial year.

The approved IDP Process Plan also details activities in relation to the 2014/2015 municipal performance reporting cycle and the 2015/2016 budget year. This plan will ensure that all role players are well prepared to participate in the IDP review process.

All activities outlined in this document have been prepared in close collaboration with the Xhariep District Municipality. Following the adoption of the plan by the Municipal Council it will be the official guiding tool for undertaking the IDP review for the 2015/16 financial year.

## 12. APPROVAL OR ADOPTION

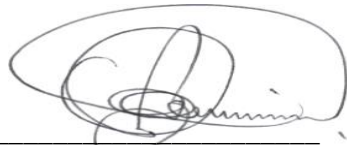
The **Mohokare Local Municipality's 2015/2016 Annual IDP Process Plan** for the review towards the **2016/2017 IDP** and Budget is approved or adopted by the Municipal Council on **Monday, 31 August 2015**.

Signed on behalf of the Mohokare Local Municipal Council by:



**Honorable Councilor M. A. Shasha**  
**MAYOR**

**Date:** 31 August 2015



**Mr. Thabo C Panyani**  
**MUNICIPAL MANAGER**

**Date:** 31 August 2015