

***IDP, BUDGET AND PMS PROCESS PLAN***

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**2014-2015**

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## **SECTION ONE: INTRODUCTION AND BACKGROUND**

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### **1. INTRODUCTION**

The IDP is developed in accordance with requirements set out in the Municipal Systems Act (32 of 2000) and Local Government Municipal Planning and Performance Management Regulations (2001). The MSA further mandates municipalities to review its IDP annually in accordance with an assessment of its performance measurements. On 27 May 2014, Breede Valley municipality adopted its third reviewed Integrated Development Plan in the current 5-year IDP cycle (2012/13-2016/17) for the municipality. The Process Plan for 2014/2015 will enable the municipality to review its IDP for 2015/16 financial year.

The IDP Process Plan ensures proper coordination between all relevant stakeholders, including the Council, administration, different spheres of government, institutional structures, ward committees and various community-based organisations, and outlines review processes, roles and responsibilities of stakeholders and timeframes, which is required for a systematic review process.

This IDP review process is a continuous cycle of planning, implementation and review in order to prevent strategic drift, as can be seen in the figure below. During the year under review new information may become available and unexpected events may occur. This may necessitate immediate changes to the planning and the implementation of the IDP. After the reviewed IDP has been adopted, implementation as well as situational changes will continue to occur, which is again monitored throughout the year and evaluated for consideration in the next IDP review.

<b>Planning phase</b>	<b>Methods for Participation</b>
<b>Analysis</b>	<ul style="list-style-type: none"><li>• Community meetings/ward committee meetings organised by ward councillor</li><li>• Stakeholder meetings</li><li>• Inputs and comments (getting views on how citizens feel about a particular issue)</li></ul>
<b>Strategies</b>	<ul style="list-style-type: none"><li>• IDP Steering Committee</li><li>• Budget Steering Committee</li></ul>

	<ul style="list-style-type: none"> <li>• Public debates on what can work best to solve a problem</li> <li>• Meetings with affected communities and stakeholders</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Identification of projects for possible inclusion in IDP</li> <li>• Representation of stakeholders on project subcommittees</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>• IDP Steering Committee/IDP Representative Forum</li> <li>• Ward Committees</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>• Public Discussion and consultation with communities and stakeholders</li> </ul>
<b>Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• IDP/PMS Unit monitors and evaluates performance against KPI's</li> <li>• IDP Representative Forum</li> </ul>

**Diagram 1: IDP planning phases**

Each of these steps is reflected in the Process Plan which outlines the time frames and activities within which these steps should take. Since the roll out of the PMS is part of the review process, it is also included in the IDP Process Plan.

## **2. LEGAL CONTEXT**

The adoption of the IDP Process Plan is regulated in terms of Section 28 (1) of the Municipal Systems Act (32 of 2000) which stipulates that:

- *“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;*
- *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Municipal Systems Act (32 of 2000), consult the community before the adopting the process; and*
- *A municipality must give notice to the local community of particulars of the process it intends to follow”.*

Furthermore, Section 29 of the MSA stipulates that 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 timeframes for the different steps;*

*(b) through appropriate mechanisms, processes and procedures 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;*
- (iii) organs of state and other role-players to be identified and consulted on the drafting of the integrated development plan*

Section 34 of the MSA requires a municipal council to review its integrated development plan annually in accordance with an assessment of its performance measurements in terms of Section 4 (i) and to the extent that changing circumstances demand, in accordance with a prescribed process.

*The Municipal Planning and Performance Management Regulations 2001 provides further guidelines on IDP review processes in line with Section 27 of the MSA.*

## **2.1 The Annual Budget**

The review of the IDP is done based on past financial and budgetary performance, but also taking into account future financial implications. The link between the Annual Budget and the IDP has been established through Section 21 of the Municipal Finance Management Act (56 of 2003) that stipulates that:

*“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*
- The preparation, tabling and approval of the annual budget;*
- The annual review of –*
  - a. The integrated development plan in terms of Section 34 of the Municipal Systems Act; and*
  - b. The budget related policies.*
- The tabling and adoption of any amendment to the integrated development plan and the budget related policies; and*
- The consultative processes forming part of the processes referred to subparagraph (i), (ii) and (iii)”.*

The budgetary requirements, processes and mechanisms are integrated in the IDP Process Plan 2014/2015, as required by the MFMA.

## **2.2 The Service Delivery Budget Implementation Plan (SDBIP)**

The *Service Delivery and Budget Implementation Plan* (SDBIP) is an implementation plan of the approved *Integrated Development Plan* (IDP) and *Medium Term Revenue and Expenditure Framework* (MTEF). Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

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*

## **3. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES**

The IDP Process Plan 2014/2015 aligns the IDP review, Budget process and the review of the Performance Management System (PMS) to adhere to the legislative requirements highlighted in Section 2. The Key Performance Indicators flow from the IDP and forms the basis of the Performance Management System. The linkages of the three processes are summarised in the following diagram:

**Diagram 2: Breede Valley municipality IDP Process Plan: IDP, Budget and PMS Linkages**

#### **4. RATIONALE FOR IDP REVIEW**

Notwithstanding the statutory imperatives, it is necessary for Breede Valley Municipality to review its IDP in order to:

- Ensure the IDP's relevance as the municipality's strategic plan;
- Review strategic elements to ensure the implementation of Council priorities;
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting;
- Update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework;
- Revise the Performance Management System to ensure closer alignment between the IDP, Budget and Service Delivery and Budget Implementation Plan (IDP/BUDGET/SDBIP Alignment); and
- Inform the cyclical inter-governmental planning and budget processes.

In the IDP review cycle, changes to the IDP may be required from these main sources:

- Comments from the MEC for Local Government (DLG), if any;

- Comments from LGMTEC 3 Report by Provincial Treasury and the Provincial Department of Local Government;
- New information regarding sector plans and the implementation thereof;
- Incorporate comments from the Auditor-General in respect of the previous audit report, if any;
- Incorporate comments from the Internal Audit Committee, if there are any;
- Alignment of the IDP with both the provincial and national policies and programmes (*i.e.* NDP, PGDS, etc);
- Incorporation of the most recent descriptive data;
- Review and refinement of the objectives and strategies;
- Review and refinement of projects;
- Shortcomings and weaknesses identified through self-assessment;
- Joint intergovernmental planning platforms (IDP Indaba 1 and 2);
- Updates of the Socio-Economic Profile, as provided by Provincial Treasury;
- New Ward Plans;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

## **5. FRAMEWORK FOR INTEGRATED DEVELOPMENT PLANNING**

In terms of Section 27 of the Municipal Systems Act (32 of 2000), each local municipality is obligated to integrate plans and planning requirements from national and provincial legislation and to identify matters for alignment between the district and the local municipality. The MSA also requires the local municipality and district municipality to determine procedures on how consultation between the District and a local municipality will occur.

The Cape Winelands District Municipality has established district IDP/PMS Managers' Forums, which are also attended by the Department of Local Government and COGTA, to support municipalities in charting their strategic direction. The current IDP review process of Breede Valley municipality will utilise these forums to align its strategic planning with other municipalities.



The Breede Valley municipality is committed to the improvement of integrated district development planning and closer collaboration with neighbouring municipalities, particularly in the context of the *National Development Plan* (NDP) and Provincial and Regional economic growth initiatives.

## **5.1 Sector Departments**

The Breede Valley municipality actively participates in provincial and national joint planning initiatives, which will be intensified and deepened as we venture towards finding synergy with provincial and national plans and programmes.

Vertical alignment with sector departments currently takes place through:

- Annual LG-MTEC Assessments, as initiated by the Department of Local Government;
- Provincial IDP Indaba 1 and 2;
- District and local IGR forums;
- One-on-one meetings with government departments, where necessary, and improved coordination of such engagements.

Alignment with Sector Departments is essential for vertical integration in order for sectoral plans to be incorporated in municipal planning and ultimately reflected in the IDP document.

## SECTION TWO: ORGANISATIONAL ARRANGEMENTS

### 6. ORGANISATIONAL ARRANGEMENTS

#### 6.1 Internal stakeholders

Internal stakeholders include Councillors and Officials. Councillors will participate through the statutory meetings of the Section 79 and 80 Committees, Mayoral Committee and Council.

All directorates will be required to conduct Strategic Planning sessions in preparation for the IDP Revision, Budget compilation and Service Delivery and Budget Implementation Plan (SDBIP). Training and capacity building of Directors and Managers will be conducted and efforts to keep the general staff informed of the IDP and Budgeting Process will be made. The two representative unions will be consulted on these programmes.

The following internal stakeholders will play an active role in IDP review processes:

#### Internal stakeholders

- Council and the Executive Committee
- Nominated Councillors
- Executive Mayor
- Municipal officials (including directors);
- Municipal Manager
- Manager: IDP/SDBIP
- Budget Steering Committee
- IDP Representative Forum
- Relevant Government Departments
- Planning professionals/facilitators
- Ward Committee Members

Internal stakeholders will be involved in five structures, which will guide the IDP Review Process within the Breede Valley municipality:

- IDP Steering Committee
- Ward/PR Councillors and Ward Committees
- Budget Steering Committee
- Inter-Governmental Relations
- IDP Representative Forum

### **6.1.1 IDP Steering Committee**

An IDP Steering Committee functions as a technical working team and comprises the following members:

- Municipal Manager (Chairperson);
- Heads of Departments; and
- Designated representatives from Departments;
- IDP & PMS Unit.

The terms of reference for the Steering Committee are primarily to enable involvement of all Departments in the formulation and implementation of the IDP. The steering committee provides technical support to the IDP & PMS Unit to guide the IDP review process and ensure a smooth planning process. The main brief of the IDP Steering Committee is to refine projects agreed upon and lift out the details to be captured in project templates that are earmarked for inclusion in the IDP. The IDP Steering Committee must undertake pre-scooping work on projects that are due for implementation in the forthcoming planning cycle. The steering committee will identify the key issues arising from the technical analysis in order to finalise a list of priorities. The steering committee considers comments and recommendations from the IDP Representative Forum, provincial departments, district council and the broad public.

### **6.1.2 Ward/PR Councillors and Ward Committees**

Councillors are the link between the Breede valley municipality and the communities. They are therefore responsible for informing communities of the IDP process and encouraging them to participate.

All 21 Ward committees will be engaged in the IDP review process. Ward/PR Councillors and Ward Committees must ensure that their mandates in the IDP Review process come from communities which they represent, particularly on issues affecting them. Ward/PR Councillors and Ward Committees are further expected to communicate back to communities on deliberations during the IDP Review Process.

### **6.1.3 Budget Steering Committee**

The Mayor of the municipality must establish a Budget Steering Committee as required by Section 4 of the Municipal Budget and Reporting Regulations. The function of the Budget Steering Committee is to provide technical assistance to the Mayor in discharging the responsibilities set out in Section 53 of the Municipal Finance Management Act 2003 (Act 56 of 2003).

The Committee is constituted as follows:

- Executive Mayor (Chairperson);
- MMC: IDP/PMS/Finance;
- Speaker;
- Municipal Manager;
- Chief Financial Officer;
- Director: Technical Services;
- Director: Community Services;
- Director: Strategic Support Services;
- Senior Manager: Financial Planning;
- Manager: IDP/PMS;
- any technical expert that may be required.

The primary aim of the Budget Steering Committee is to ensure that:

- the process followed to compile the budget complies with legislation and good budget practices;
- there is proper alignment between the policy and the service delivery priorities set out in the municipality's IDP and the budget, taking into account the need to protect the financial sustainability of the municipality;
- the municipality's revenue and tariff setting strategies meet cash resource requirements to deliver services; and
- the various spending priorities of the different municipal departments are properly evaluated and prioritised during resource allocation.

#### **6.1.4 Inter-Governmental Relations**

Chapter 3 of the Constitution of the Republic of South Africa (1996) provides for the principles that underlie the relations between the spheres of government. IGR meetings will take place on a quarterly basis and are an information-sharing mechanism where government departments and the municipality share their experiences and challenges with regards to service delivery.

The IGR forum is regarded as a strategic planning body on current financial year programmes and projects. It serves to provide information on government programmes at a localised and district-wide level. Heads of government departments and parastatals such as ESKOM and TELKOM attend these meetings, failing which representatives are sent. From the municipality's side, IGR meetings are attended by the Municipal Manager, Communications Officer, Director: Strategic Support Services, and IDP/PMS Manager. Representatives for local tertiary institutions can also be invited to support various project initiatives.

#### **6.1.5 IDP Representative Forum**

The IDP Representative Forum provides a vehicle for discussion and communication between all municipal stakeholders. The IDP Representative Forum is part of the IDP process mechanism, who will meet in accordance with the schedule of activities as outlined in the IDP/Budget Process Plan. Other functions of the IDP Representative Forum include:

- Monitoring the development of the IDP/Budget process plan;
- Providing advice on the proposed IDP/Budget process plan;
- Providing advice on project identification and prioritisation;
- Providing advice on the Draft IDP prepared for council's consideration;
- Monitoring IDP implementation.

## SECTION THREE: 2014/15 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES

### 7.1 Key Activities in the IDP, Budget and PMS Process

Below are a summary of key activities that will take place in terms of the IDP, Budget and PMS for the 2014/15 IDP Process:

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
<b>ANALYSIS PHASE</b>				
<b>JULY 2014</b>	Preparation of the Draft IDP /Budget and PMS Process Plan			PMS/IDP Manager
	Senior Management to discuss the draft IDP/Budget and PMS Process Plan			EXECMAN
	Engagement with Budget Office and PMS for alignment purposes			CFO/IDP/PMS Manager
	Provincial IDP Assessment		MSA S31	DLG/IDP/PMS Manager
	Mayor begins planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	CFO/MM/EM
	Accounting officer and senior managers of municipality commence planning for next three-year budget		MFMA S68, 77	MM/EXECMAN
	Accounting officer and senior managers of municipality review options and contracts for service delivery		MSA S76-81	MM/EXECMAN
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			MM/EXECMAN
	Signing of new performance agreements for Section 57 Managers and submission to Mayor and Municipal Manager on 31 July 2014		MFMA S69 MSA S57	EM/MM/IDP/PMS Manager
	Prepare Sector Plans for the 2014/15 financial year.			HODs
	Conduct final 2013/14 S57 Managers' Performance Assessments.			MM/PMS Unit
	Preparation of S46 Reports		MSA S46	HODs
	Collate inputs to Annual Report		MSA S46	PMS/IDP Manager
	<b>AUGUST 2014</b>	Tabling of IDP Process Plan to MAYCO for comments		
Roll-Over Budget tabled to Council		25 Aug 2014	MFMA S28(2)(e), Budget Reg. 23(5)	CFO/Manager Budgets
IDP Process Plan tabled to Council for approval				IDP/PMS /Council
Advertisement of the IDP Process Plan in order to meet AG audit requirements				IDP/PMS Manager
Review of comments received from DLG on the				IDP Steering

	2014/15 IDP Review document.			Committee
	Self-assessment to identify gaps in the IDP process.			IDP Steering Committee
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee
	Municipality identifies the critical challenges it is facing to deliver services and pursue sustainable development in terms of Western Cape Delivery Plan	31 Aug 2014		MM/EXECMAN/IDP/PMS Manager
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee
	Send approved IDP/Budget Process Plan to DLG/ MEC for Local Govt.			IDP/PMS Manager
	Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget.	31 Aug 2014	MFMA S21,22, 23 MSA S34	EM
	Mayor establishes committees and consultation forums for the budget process.			EM
	Accounting Officer submits AFS to Auditor-General by 31 August 2014	31 Aug 2014	MFMA S126(1)(a)	CFO/MM
	Submission of Q4 SDBIP Report (for last quarter of 2013/2014)		MPPR Reg. 14	HOD's/IDP/PMS Unit
	Submission of the Annual Performance Report to Council.		MSA S46	IDP/PMS Manager
	Submission of S46 Report to AG by 31 August 2014		MSA S46	IDP/PMS Manager
<b>SEPTEMBER 2014</b>	Integration of new information from adopted Sector Plans into the IDP Review document.			IDP/PMS Manager
	Conduct public participation sessions in wards			Senior Management/IDP
	Compile ward-based plans to identify ward priorities			IDP/PMS Manager
	Review and update IDP Vision, Mission and Objectives.			IDP/PMS Manager
	Council determines strategic objectives for service delivery and development for next three-year budgets			IDP/PMS/Council
	Review of provincial and national government sector and strategic plans			IDP/PMS/Council
	Align IDP with provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.)			IDP/PMS Manager
	Municipality identifies priorities through community engagement in relation to WCDP	30 Sep 2014		MM/EXECMAN/IDP/PMS Manager
	Audit of performance measures.			AG
	Send reminder to HOD's to submit their Q1 SDBIP Reports.		MSA S41	IDP/PMS Manager
<b>STRATEGIES</b>				
<b>OCTOBER 2014</b>	Integration of information from reviewed Sector Plans into the IDP Review document.			IDP/PMS Manager
	Integration of Spatial Development Framework			IDP /PMS Manager
	Update and review the strategic elements of the IDP			IDP /PMS Manager
	Municipality gather all available information			MM/EXECMAN/IDP/

	on the 4-6 development priorities it has identified in terms of the Western Cape Delivery Plan			PMS Manager
	Municipality finalise the report and present findings at district sessions for WCDP implementation	9 Oct 2014		MM/EXECMAN/IDP/ PMS Manager
	IDP Steering Committee Meeting			IDP/PMS Manager
	Initial review of national policies and budget plans is conducted and potential		MFMA S35, 36, 42; MTBPS	MM/CFO
	Discuss potential price increases of bulk resources with sector departments.		MFMA S35, 36, 42; MTBPS	MM/CFO
	Determine revenue projections and proposed rates and service charges	3 Oct 2014		CFO/ Budget Steering Committee/ Manager: Budgets
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	15 Oct 2014		CFO/Manager: Budgets
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS.			CFO
	Incorporate initial changes into IDP.			IDP /PMS Manager
	Submission of Q1 Reports by HOD's			HOD's
	Q1 Reports tabled to Council (for first quarter of 2014/2015)		MPPR Reg. 14	
	S57 Managers' quarterly <b>informal</b> assessments (for first quarter of 2014/2015)			IDP/PMS Manager
<b>PROJECTS PHASE</b>				
<b>NOVEMBER 2014</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.			PMS/IDP/MM
	Identification of priority IDP projects based on ward committee inputs.			IDP /PMS Manager
	Convene IDP Representative Forum.			IDP/PMS Manager
	Reviews and initial changes are drafted into IDP		MSA S34	IDP/PMS Manager
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements.	28 Nov 2014		Budget Steering Comm./CFO
	Identify new CAPEX/OPEX projects and programmes emanating from IDP projects	28 Nov 2014		CFO/IDP Steering Committee
	Auditor-General returns audit report by 30 November 2014.		MFMA S126(4)	AG/MM
	Review performance of service providers as per the approved policy			
<b>DECEMBER 2014</b>	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets.			EM
	Project alignment between CWDM and BVM			EM
	Identification of priority IDP projects.			IDP/PMS Manager
	Council finalises tariff policies for next financial year.		MSA S74, 75	CFO/ Executive Mayor
	Inputs from Departments for Adjustment	10 Dec 2014		MM/Directors/Budge



	Budget			t Steering Comm/ Manager: Budgets
	Start preparation for Mid-year review and performance assessment			IDP/PMS Manager
	Compile Annual Report for 2013/2014.		MFMA S121	IDP/PMS Manager
	Send reminder to HOD's to submit their Q2 SDBIP Reports.		MSA S41	IDP/PMS Manager
<b>JANUARY 2015</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets in strategic planning session with senior management			IDP/PMS Manager
	Identification of priority IDP projects.			IDP /PMS Manager
	IDP Steering Committee Meeting.			IDP/PMS Manager
	Submission of Q2 Reports by HOD's.			EM/IDP/PMS
	Q2 Reports tabled to Council (for second quarter of 2014/2015).		MPPR Reg. 14	IDP/PMS Unit
	Mayor tables draft annual report for 2014/2015.		MFMA S127(2)	PMS/IDP /EM
	Make public annual report and invite community inputs into report.		MFMA S127 & MSA S21a	IDP/PMS Manager
	Municipal Manager submits Midterm/Midyear Report to the Mayor.		MFMA S72	MM
	Midterm/Midyear Report is published in the Local Newspaper.			IDP/PMS manager
<b>FEBRUARY 2015</b>	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.			PMS/IDP Manager
	Identification of priority IDP projects.			IDP /PMS Manager
	IDP Steering Committee Meeting			IDP /PMS Manager
	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-years, taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report.			CFO/MM
	Prepare detailed budgets and plans for the next three years.			CFO/Manager: Budgets
	Prepare Adjustment Budget	12 Feb 2015		
	Table Adjustment Budget before Council	28 Feb 2015	MFMA S28(2)b,d,f	Executive Mayor
	Executive Management adopts budget and plans and changes to IDP.			CFO/EXCO/IDP/PMS Manager
	Quarterly Project Implementation Report (for second quarter of 2014/2015)		MPPR Reg. 14	
	Submit draft annual report to AG and DLG		MFMA S127	PMS/IDP Manager
	S57 Manager's <b>formal</b> quarterly assessments (for second quarter of 2014/2015)			MM/IDP/PMS Manager
	Draft SDBIP's for 2015/16 developed and for incorporation into draft IDP 2015/16 FY.			IDP/PMS Manager
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	28 Feb 2015	MFMA S36	CFO/Manager: Budgets
<b>INTEGRATION/REFINEMENT PHASE</b>				

<b>MARCH 2015</b>	Submit approved Adjustment Budget to NT, PT and Public.	10 Working days after approval		Manager: Budgets
	Finalisation of Municipal Strategies, Objectives, KPA's, KPI's and targets.			IDP/PMS Manager
	IDP Steering Committee Meeting			IDP /PMS Manager
	Convene IDP Representative Forum			IDP /PMS Manager
	Adoption of draft IDP and Budget 2015/16	10 March 2015	MFMA S16(2)	CFO/IDP/ PMS Manager
	Mayor tables municipality budget and proposed revisions to IDP at least 90 days before start of budget year.	31 March 2015	MFMA S16, 22, 23, 87; MSA S 34	Executive Mayor
	Council to consider and adopt an oversight report due by 31 March 2015		MFMA S129(1)	
	Council Adopts draft Annual Report for the year ending June 2015.			EM/IDP/PMS
	Publicise Annual Report and MPAC Report.			PMS/IDP Manager
	Submit Draft SDBIP's for 2015/16 to Council.			IDP/PMS Manager
	Reminder to be sent to HOD's to submit their Q3 SDBIP Reports		MSA S41	PMS/IDP Manager
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Manager: Revenue
	<b>APRIL 2015</b>	Publicise Draft IDP and Budget and invite local community to make written comments in respect of the IDP and Budget	Immediately after Tabling before Council	MFMA S22 & MSA S21A
Accounting officer publishes tabled budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed.		Immediately after Tabling before Council	MFMA S22 & MSA S21A	CFO/ IDP/PMS Manager
Review written comments in respect of the Budget and IDP		20 April 2015	Best Practice	CFO/ IDP/PMS Manager
Conclusion of Sector Plans initiated for the 2014/15 financial year and integration into the IDP Review report.				IDP /PMS Manager
IDP Steering Committee Meeting				IDP /PMS Manager
Public participation process launched through series of public hearings on the IDP and Budget.				IDP/PMS Manager
Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.				IDP/PMS Manager
Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year.		30 April 2015	MFMA S21	CFO
Public hearings on the Budget, Council Debate on Budget and Plans.				MM/IDP/CFO
Q3 Reports tabled to Council (for third quarter of 2014/15).			MPPR Reg. 14	PMS/IDP /MM/CFO
Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2014/15 IDP Review report.				IDP/PMS Manager
S57 Managers' <b>informal</b> quarterly assessments (for third quarter of 14/15).				IDP/PMS Manager

	Publicise Annual Report due by April 2015.		MFMA S129(3)	IDP/PMS
	Submit Annual Report to DLG/MEC Local Government		MFMA S132(2)	IDP/PMS Manager
	Review annual organisational performance targets.		MPPR Reg. 11	MM/IDP/PMS Manager
<b>APPROVAL PHASE</b>				
<b>MAY 2015</b>	EXCO recommends adoption of the IDP to Council.			IDP/PMS Manager
	Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information.	12 May 2015		CFO/EM
	Adoption of the IDP by Council.	31 May 2015	MFMA S24	IDP/PMS Manager
	Convene IDP Representative Forum.			IDP/PMS Manager
	Council to consider approval of budget and plans at least 30 days before start of budget year.	31 May 2015	MFMA S23, 24; MSA Ch 4	CFO
	Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year.	31 May 2015	MFMA S16, 24, 26, 53	CFO/Council
	Community input into municipality's KPIs and targets.			PMS/IDP Manager
<b>JUNE 2015</b>	Submission of the Final IDP to DLG			IDP/PMS Manager
	Accounting officer publishes approved budget, plans, and proposed revisions to IDP as prescribed.	Within 10 working days after Approval by Council	Budget Reg. 18 & MSA S21A	CFO/ IDP/PMS Manager
	Accounting officer submits approved budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed.	Within 10 working days after Approval by Council	Budget Reg. 20	CFO/ IDP/PMS Manager
	Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with S57 (2) of the MSA.		MFMA S 53; MSA S 38-45, 57(2)	PMS/Manager/Executive Mayor
	Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.			PMS/IDP Manager
	Council must finalise a system of delegations.		MFMA S 59, 79, 82; MSA S 59-65	Council
	Accounting officer submits to the mayor no		MSA	PMS/IDP Manager

	later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements within one month		S57(1)(b) MFMA S69; MSA S57	
	Finalise performance contracts.			PMS/IDP Manager/MM
	Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.			CFO/IDP Manager
	Reminder to be sent to HOD's to submit their Q3 SDBIP Reports.		MSA S 41	PMS/IDP Manager

In approving the IDP Process Plan, Council provides the Municipal Manager with the authority to alter the IDP Process Plan to comply with legislative prescripts and binding deadlines.

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## **SECTION FOUR: MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION**

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The Public Participation Policy of Breede Valley municipality outlines the IDP public participation mechanisms and procedures as well as communication strategies that will be followed.

### **8.1 *Functions and Context of Public Participation***

Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

### **8.2 *Mechanisms for IDP public Participation***

The following mechanisms for participation, which will be aligned to the envisaged Public Participation Policy of the municipality, will be utilised:

#### **8.2.1 Ward Committee Meetings**

These meetings happen within the framework of Ward-based Planning and is closely linked to the public meetings that are held in the municipality. Ward Committee members are meant to assist the municipality in prioritizing the ward specific needs in preparation for the Budget Committee's interrogation of the public participation inputs.

The Ward Committee Meetings will take place during September 2014 as part of the Ward-based Planning Activities in the ANALYSIS PHASE. These meetings will be followed with consultative meetings in April 2015 after the draft IDP and Budget had been approved in March 2015 as part of the APPROVAL PHASE.

#### **8.2.2 Community Road Shows**

The first broad public representative and consultation meetings to take place during the APPROVAL PHASE to publicise the draft IDP and Budget in mid-April 2015. The venues for these meetings will be publicised at municipal buildings as well as through the media.

These meetings can take place in the Council chambers, the locality of each Ward or the structure and layout of the meeting can allow for ward specific input to be made during the course of the meeting, making sure that

issues unique to a particular ward are listed. This can be achieved through the clustering of wards with similar socio-economic, geographical or other contexts in one meeting, but still structure and manage the meeting in such a manner that community members from the different wards are given an opportunity to raise their issues.

#### 8.2.3 Municipal Services Outreach Programme

This campaign is aimed at introducing municipal services to residents through the hosting of an exhibition and scheduled information sessions. At these events exhibitions of the different departments will be on display and helpdesks will be staffed with appropriate officials and resources to respond to queries and complaints of the public.

The municipal services outreach programme will be executed during October and November as part of the ANALYSIS PHASE of the IDP Process.

#### 8.2.4 Media

Local Media and the municipality's external newsletter will be used to inform the community of the progress of the IDP.

#### 8.2.5 Information sheets

This will be prepared in Afrikaans and isiXhosa and be distributed via the IDP Unit and other civil society structures where a need for this has been identified.

#### 8.2.6 The municipality's Website

The official website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

### **9. COUNCIL APPROVAL**

Once the Budget Steering Committee has recommended to Council for the adoption of the IDP and Budget in May 2015, the IDP will be tabled at MAYCO for consideration by mid-May 2015. Council will then adopt the IDP and Budget by the end of May 2015.

## **10. AMENDMENT OF FRAMEWORK**

The following procedures and principles will apply to addressing any departure/amendment to the Framework and/or the planning process as such:-

- The Budget Steering Committee meets after each phase in the IDP process to evaluate progress and to identify where changes, amendments or departures to/from both the Framework and the planning process are required.
- The Budget Steering Committee must request the Municipal Manager's permission to depart from the Action Plan, particularly if the request may delay the implementation of the IDP/Budget Process Plan.
- Requests to amend the Framework must include:-
  - The wording of the proposed amendment;
  - Motivation for the amendment;
  - Expected implications of the amendment.
- The Manager: IDP/PMS deals with the process and ensures that all proposals for departure/amendment are reported to role-players and that their comment is invited.
- Where deemed necessary by the Municipal Manager, the Manager: IDP/PMS submit a formal request to Council to approve the amendment.
- The Budget Office must work closely with the Department: IDP/PMS/Public Participation of the municipality in planning and executing any technical and public participation tasks related to the compilation of the IDP, Budget and Service Delivery and Budget Implementation Plan.

**11. PROPOSED IDP WARD COMMITTEE MEETINGS**

**FIRST ROUND: SEPTEMBER-OCTOBER 2014**

<b>DATE</b>	<b>WYK NO.</b>	<b>COUNCILLOR</b>	<b>VENUE</b>	<b>TIME</b>
15-Sep-2014	1	Smith	Steenvliet Hall	19:00
16-Sep-2014	2	Lubisi	De Doorns MPC	19:00
17-Sep-2014	3	Januarie	De Doorns MPC	19:00
18-Sep-2014	4	Marran	De Doorns MPC	19:00
18-Sep-2014	7	Meiring	Worcester-East NG Church	19:00
22-Sep-2014	5	Kriegler	De Doorns MPC	19:00
23-Sep-2014	6	Steyn	Tuindorp Hall	19:00
25-Sep-2014	10	Stalmeester	Kibutz	19:00
29-Sep-2014	8	Steto	Zweletemba Civic Hall	19:00
29-Sep-2014	12	Sheldon	Worcester Civic Hall	19:00
30-Sep-2014	16	Jali	Zweletemba Civic Hall	19:00
01-Oct-2014	17	Tyira	Zweletemba Civic Hall	19:00
01-Oct-2014	14	Ismail	Victoria Park Primary	19:00
02-Oct-2014	18	Dyonta	Zweletemba Civic Hall	19:00
02-Oct-2014	15	Boshoff	Worcester-West NG Church	19:00
07-Oct-2014	19	Goedeman	Goudini High School	19:00
07-Oct-2014	11	Sampson	Worcester Civic Hall	19:00
08-Oct-2014	20	Blom	Goudini High School	19:00
08-Oct-2014	13	Farao	Maranatha Church Hall	19:00
09-Oct-2014	21	Wehr	Breerivier School Hall	19:00
09-Oct-2014	9	Matjan	Worcester Civic Hall	19:00
11-Oct-2014		Speaker	Ward Committee Summit	

**SECOND ROUND: APRIL-MAY 2015**

<b>DATE</b>	<b>WYK NO.</b>	<b>COUNCILLOR</b>	<b>VENUE</b>	<b>TIME</b>
01-April-2015	4	Marran	De Doorns MPC	19:00
01-April-2015	17	Tyira	Zweletemba Civic Hall	19:00
02-April-2015	5	Kriegler	De Doorns MPC	19:00
06-April-2015	1	Smith	Steenvliet Hall	19:00
07-April-2015	2	Lubisi	De Doorns MPC	19:00
08-April-2015	3	Januarie	De Doorns MPC	19:00
08-April-2015	6	Steyn	Tuindorp Hall	19:00
09-April-2015	7	Meiring	Worcester-East NG Church	19:00
13-April-2015	8	Steto	Zweletemba Civic Hall	19:00
14-April-2015	9	Matjan	Worcester Civil Hall	19:00



<b>15-April-2015</b>	10	Stalmeester	Kibuts	19:00
<b>16-April-2015</b>	12	Sheldon	Worcester Civil Hall	19:00
<b>21-April-2015</b>	16	Jali	Zweletemba Civic Hall	19:00
<b>21-April-2015</b>	11	Sampson	Worcester Civil Hall	19:00
<b>22-April-2015</b>	17	Tyira	Zweletemba Civic Hall	19:00
<b>22-April-2015</b>	13	Farao	Maranatha Church Hall	19:00
<b>23-April-2015</b>	18	Dyonta	Zweletemba Civic Hall	19:00
<b>23-April-2015</b>	14	Ismail	Victoria Park Primary	19:00
<b>28-April-2015</b>	19	Goedeman	Goudini High School	19:00
<b>29-April-2015</b>	20	Blom	Goudini High School	19:00
<b>30-April-2015</b>	21	Wehr	Breerivier High School	19:00

**12. PROPOSED MUNICIPAL SERVICES OUTREACH PROGRAMME (from 09:00 – 14:00)**

<b>Dates</b>	<b>AREA</b>	<b>Venues (need to be confirmed)</b>
<b>Saturday, 18 Oct 2014</b>	Touwsriver	<b>Steenvliet Hall</b>
<b>Saturday, 18 Oct 2014</b>	De Doorns	<b>De Doorns MPC</b>
<b>Saturday, 18 Oct 2014</b>	Worcester West	<b>Town Hall</b>
<b>Saturday, 18 Oct 2014</b>	Worcester South	<b>Indoor Sport Centre</b>
<b>Saturday, 18 Oct 2014</b>	Worcester South	<b>Avianpark Primary School</b>
<b>Saturday, 18 Oct 2014</b>	Rawsonville	<b>Goudini High School</b>
<b>Saturday, 18 Oct 2014</b>	Zwelethemba	<b>Town Hall</b>