

EPHRAIM MOGALE

LOCAL MUNICIPALITY



111
MARBLE HALL
0450
013-261 8400
013-261 2985



Leeuwfontein Office (013) 261 8509
Elandsdraal Office (013) 261 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

EXTRACTS FROM THE MINUTES OF THE 1ST SPECIAL COUNCIL MEETING OF
EPHRAIM MOGALE LOCAL MUNICIPALITY HELD ON TUESDAY THE 30TH AUGUST
2016

FILE/S: 2/4/3:2016/17

SC1/01/2016 IDP/BUDGET PROCESS PLAN 2016/17 2/4/3:2016/17

RESOLVED

- 1 THAT the Council approve the IDP/ Budget process plan for 2016/17 for submission to COGHSTA , Cogta, Provincial and National Treasury and SDM.
- 2 THAT the Municipal Manager implement the decision accordingly.

M.D. MOTHOGWANE
SPEAKER

30 AUGUST 2016

FINALISATION BY:

Referred toby Municipal Manager

M.M. Mathabela
Municipal Manager

30/08/16

Date Received

PURPOSE

To obtain Council's approval for the 2016/17 IDP/ Budget process plan.

BACKGROUND

The attached process plan has been compiled for the IDP/ Budget for 2016/17

COMMENTS

Section 21(1) (b) of Municipal Finance Management Act of 2003 prescribes that the mayor of a municipality must at least 10 months before the start of the budget year; table in the council a time schedule outlining key deadlines for the preparation, approval of the annual budget and annual review of the Integrated Development Plan. Local Government Municipal Systems Act of 2000 also prescribes the process to be followed by the municipality to draft its IDP and Budget

RECOMMEND TO RESOLVE

- 1 **THAT** the Council approve the IDP/ Budget process plan for 2016/17 for submission to COGHSTA , Cogta, Provincial and National Treasury and SDM.
- 2 **THAT** the Municipal Manager implement the decision accordingly.

2016/17

PROCESS PLAN



INTRODUCTION

Section 28 of the Municipal Systems Act 32 of 2000 requires that each municipal council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP, Budget and Performance. The process plan should have clear and established mechanisms, procedures and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set and a budget will be aligned to the programme.

Section 21 of the Municipal Finance Management Act no 56 of 2003 also provides the following:

The Mayor of the municipality must-

- (1) (b) at least 10 months before the start of the year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget;

1.1 Content of the IDP/Budget/Performance Process Plan

Ephraim Mogale Municipality IDP/Budget/Performance Process Plan is outlined as follows:

- phases and activities of the process ;
- Structures that will manage the planning process and their respective roles
- Public/community participation;
- Time schedule for the planning process; and
- Monitoring of the process.

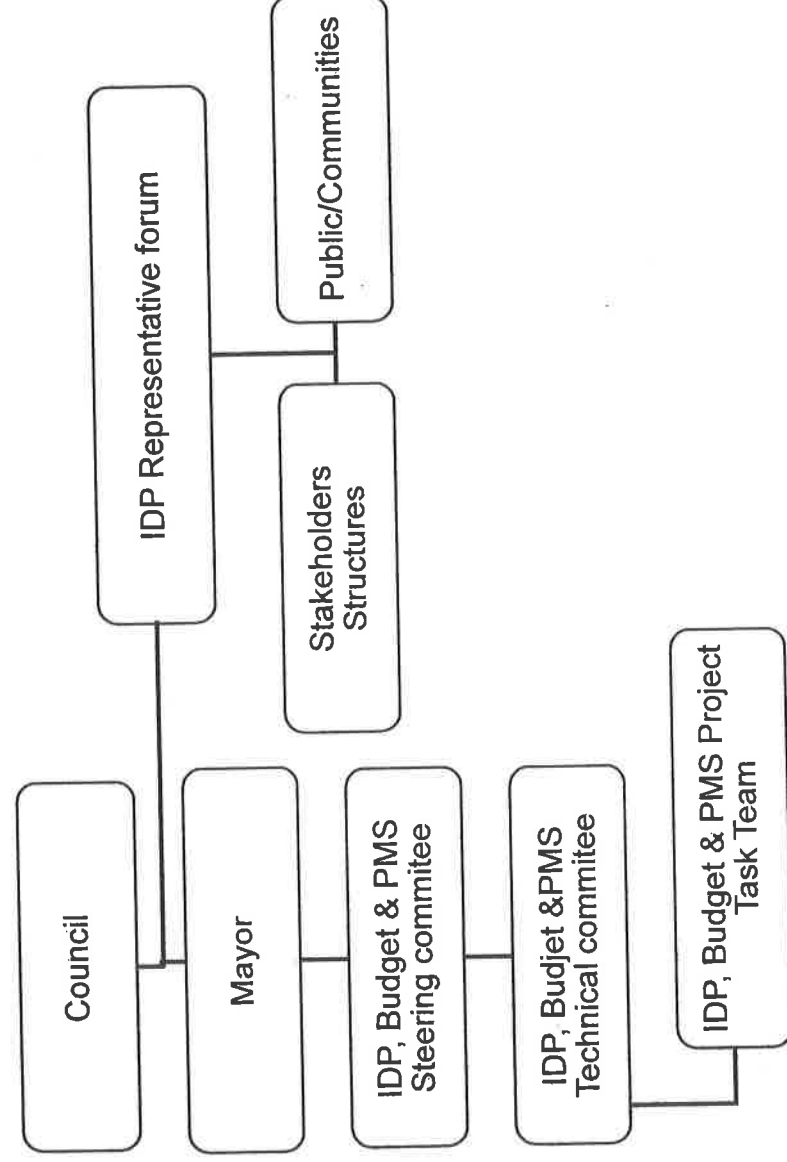
(2) Phases and activities of the IDP/ Budget/PMS Process Plan

The table below shows the phases/stages of the IDP process and Activities entailed for the review of the 2016/17 IDP:

Stages/phases of the IDP process	
IDP phases	Activities
Preparatory Phase	• Identification and establishment of stakeholders and or structures and sources of information. • Development of the IDP Framework and Process plan
Analysis Phase	• Compilation of levels of development and backlogs that suggest areas of intervention.
Strategies phase	• Reviewing the Vision, Mission, Strategies and Objectives.
Project phase	• Identification of possible projects and their funding sources.
Integration Phase	• Sector plans summary inclusion and programmes of action.
Approval Phase	• Submission of draft IDP to council • Road-show on Public Participation and publication • Amendments of the Draft IDP according to comments; • Submission of final IDP to council for approval and adoption.

2.1 Structures that manage/ drive the IDP, Budget and PMS process

The following diagram is a schematic representation of the organisation structure that drives the IDP process;



The following structures will be responsible to develop, implement and monitor the IDP/Budget/PMS of Ephraim Mogale Local Municipality IDP, Budget and PMS have been aligned as indicated in the table below:

Structures that manage/drive the IDP/BUDGET/PMS Process		
Structure	Composition	Role
Council	Members of council (Chair: Speaker)	• Deliberate and adopt IDP Framework and Process Plan. • Deliberate, adopt and approve the IDP.
IDP/Budget & PMS Steering Committee	Mayor, Head of Portfolio Committee, Municipal Manager, All Directors, (Chair: Mayor)	Function of the committee • Provide terms of reference for subcommittees and the various planning activities. • Commission research studies. • Consider and comment on:- ➢ Inputs from subcommittee(s), study teams and consultants ➢ Inputs from provincial sector Department and support providers. • Process, summarize and draft outputs • Make recommendations. • Prepare, facilitate and minute. • Meeting. • Prepare and submit reports to the IDP representative forum
Municipal manager	The Municipal Manager	• Responsible for the overall management, coordination and monitoring of the planning process, as delegated to the Municipal Manager and the IDP/Budget/PMS planning process. • Prepares the programme for the planning process. • Undertake the overall management and coordination of the planning process, ensuring

Structures that manage/drive the IDP/BUDGET/PMS Process		
Structure	Composition	Role
		that all relevant actors are appropriately involved. • Assign persons in charge of every role • Ensure an efficient and effectively manage and organised planning process. • Responsible for the day-to-day management of the drafting process. • Ensure that planning process is participatory, strategic and implementation-orientated and is aligned to and satisfies sector planning requirements. • Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of the satisfaction of the municipal council. • Ensure that MEC for local government's proposals are responded to and IDP relevantly adjusted.
IDP/Budget & PMS Technical Committee	Municipal Manager, All Directors, General Management (Chair: Municipal Manager)	• Contribute technical expertise in the consideration and finalization of strategies and identification of projects. • Provide departmental operation and capital, budgetary information. • Responsible for the project proposal. • Responsible for the preparation and integration of projects and sector programmes. • Responsible for preparing amendments for the IDP/Budget/PMS review. • Responsible for organising public consultation and participation.

Structures that manage/drive the IDP/BUDGET/PMS Process		
Structure	Composition	Role
IDP/Budget & PMS Operational task teams	<u>IDP</u> Manager: IDP Acting Manager: Councillor support Manager: LED (Chair: CFO and Director) Planning and Economic Development	<u>IDP</u> • Implement the process plan • Provide analysis of relevant technical and sector information. • IDP consultation with various sectors (sector forum) • Preparation for all IDP meetings. • Ensures documentation of the results of the review of the IDP document. • Ensures amendments are made to the draft IDP to the satisfaction of the technical Committee.
Budget task team	<u>BUDGET</u> All managers (Chair: CFO)	<u>BUDGET</u> • Implement the budget plan. • Provides analysis of relevant technical, sector and financial information. • Ensure departmental budget committees are functional. • Ensures proper documentation of the results of the drafting of the budget document. • Ensures amendments are made to the draft budget to the satisfaction of the Technical Committee.
IDP/Budget & PMS Representative Forum	Stakeholders forum comprising, amongst others community structures, non-profit making organisations, traditional leaders, ward councillors association, interest group, government departments, church leaders, ward committee members.	• Participate and ratify the completion of each phase of the IDP development and review process. • Represent the communities at strategic decision-making level.

Structures that manage/drive the IDP/BUDGET/PMS Process		
Structure	Composition	Role
Publication participation Team	(Chair: Mayor) Representative from all Directorates and the Office of the Mayor. (Chair: Acting Manager: Councillor Support	• Coordination of the public participation programme • Mobilise the involvement and commitment if stakeholders. • Ensure participation of previously disadvantaged groups, e.g. women, the disabled, etc.
Audit and performance Audit Committee	Audit Committee members, Executive Management and internal Auditor. (Chair: Chairperson of the Audit and performance audit Committee)	• IDP/Budget/PMS monitoring and evaluation. • Ensure due process followed to IDP presentation • Ensure credibility of IDP based on process followed, compliance with legislation, contain all necessary information, to all factors including public comments into consideration. • Resources are available to ensure implementation/ achievement of undertakings.
CoGHSTA	MEC of CoGHSTA	• Assess/Evaluate the IDP • Comment and Monitor IDP implementation

2.2 MECHANISMS AND PROCEDURES FOR PARTICIPATION

2.2.1 Functions and context of public participation

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a municipality must establish appropriate mechanism, processes and procedures to enable the local community to participate in the affairs of the municipality. 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

2.2.2 Mechanisms for participation

The following Mechanisms for participation will be used:

- **Media**

National and local newspapers, local radio stations and the Municipal newsletter will be used to inform the community of the progress of the IDP

- **Website**

The Municipal website will also be utilised 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.

- **Traditional Authorities and Municipal Satellite Offices.**

Copies of the IDP will be distributed to traditional authorities' offices, Municipal cluster service centre office, Municipal resource centre and all municipal libraries.

2.2.3 Procedures for Participation

The following procedures for participation will be utilized:

- **IDP Representative Forum**

The forum consists of members representing all stakeholders in the municipality. Efforts will be made to bring additional organisations into the IDP Rep Forum and ensure their continued participation throughout the process.

- **Public Consultation Meetings**

1. For the entire review/ development of the IDP/Budget/PMS, communities will be consulted during the month of April each financial year directly on soliciting the needs and presenting the draft IDP/Budget of the municipality. This will deepen the participation of the community in the entire process of the IDP/Budget/PMS cycle.
2. Inputs raised and discussed in the draft IDP/Budget/PMS public participation consultations will be noticed by the IDP Office and Community participation and taken into consideration when compiling the final IDP document.

3. ACTIVITY FLOW

- The Mayor through the office of the Municipal Manager will be responsible for the development/review of the IDP/Budget.

- The Municipal Manager has delegated the responsibility of secretariat of the IDP to the IDP office.
- The IDP and Budget office's shall draft IDP/Budget process plan with the IDP steering committee and submit to the council for approval.
- The Mayor shall establish and consult with the IDP/Budget steering committee and IDP/Budget Rep Forum.
- The Mayor shall submit the Framework and process plan to council.
- The Municipal Manager shall facilitate the technical/steering committee in the drafting of the IDP in all the phases.
- The IDP Manager, Budget Manager and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to timeframes throughout.
- The IDP steering committee shall determine the strategic objectives and priorities for service delivery in the municipality in consultation with stakeholders.
- The draft IDP/Budget technical committee shall develop and compile the status quo report, analysis phase, identify strategies, draft programme and projects aligned to the sector plans.
- The draft IDP/Budget shall be submitted to MPAC for oversight.
- The Mayor shall submit the IDP/Budget/SDBIP to council.

IDP & BUDGET PROCESS PLAN

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
Planning Phase			
22 July 2016	Refinement of the draft approved process plan and awareness in accordance with provincial and district.	IDP manager and CFO	MM, Directors and Managers
18 August 2016	Submission draft Process plan to portfolio committee	IDP Manager	MM, Managers and Directors
23 August 2016	Submission Draft Process Plan to Exco	Mayor and Exco	Mayor, Exco, MM, and Directors
26 August 2016	Table the process plan to council	Mayor and Exco	Mayor, Exco, All councillors, MM and Directors.
Analysis phase			
9 – 30 September 2016	a) Legal framework Analysis b) Leadership Guidelines c) Municipality Technical Development Analysis d) Community and Stakeholders Development Analysis. e) Institutional analysis f) Economic analysis g) Socio-economic analysis h) Spatial analysis i) In-depth analysis and identification of key Development priorities	IDP Office	All wards
07 October 2016	IDP Technical committee	MM	MM, Directors and Managers
11 October 2016	IDP Steering Committee	Mayor and Exco	Exco, MM, Directors and Managers
14 October 2016	IDP rep forum	Mayor and Exco	Mayor, Exco, All Councillors, MM, Directors and Managers

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
18 October 2016	Table the analysis phase to portfolio committee	IDP Manager	MM, Directors and Managers
19 October 2016	Table Analysis Phase to Exco	MM	Mayor, Exco, MM and Directors
20 October 2016	Table the analysis phase to council	Mayor	Exco and all Councillors
Strategies Phase			
25-28 October 2016	Departmental Strategic Phase session	IDP manager	All Directors
28-30 November 2016	Institutional strategic planning session	Mayor and Exco	Mayor, Exco, All councillors MM, directors and Managers
02 December 2016	IDP Rep Forum	Mayor, Exco	Mayor, MM, and Directors
6 December 2016	Table the strategic phase to Exco	MM	Mayor, Exco, MM and Directors.
7 December 2016	Table the strategic Phase to Council	MM	Mayor, Exco and all Councillors, MM and all Directors
Project Phase			
13 December 2016	IDP/Budget/PMS Technical Committee to consider projects	MM	MM, Directors And Managers
14 December 2016	IDP/Budget/PMS Steering committee to consider projects	Mayor and Exco	Mayor, Exco, MM, and Directors
15 December 2016	IDP/Budget/PMS Rep forum	IDP Manager	Mayor, Exco, all councillors, Sector Departments, ward committee and CDW's.

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
1-19 December 2016	Preparation of the operational and capital budget	CFO	HOD
19 DEC 2016-13 January 2017	Preparation of first draft of capital and operational budget	CFO	MM, Directors and Managers
13 January 2017	Preparation of Adjustment budget	CFO	Budget advisory committee
25 January 2017	Approval of mid-year and performance assessment	CFO	Mayor, MM, Directors & Treasury
25-31 January 2017	Table to council adjustment budget	CFO	Exco and All Councillors
25-31 January 2016	Table annual report	MM	Mayor, MM, Directors & Treasury
01-10 February 2016	Preparation of second draft capital and operational budget	CFO	Budget advisory committee & Mayoral committees
16 February 2016	Budget advisory committee to discuss and evaluate the proposal from Section 80 committees. Prepare draft for strategic planning	CFO	MM, Directors and Managers
Integration phase			
13 January 2017	Audit Committee Consider IDP/Budget	IDP Manager	Mayor, MM, and Directors
17 January 2017	Joint Portfolio Committee Consider Draft IDP/Budget	IDP manager	MM, Directors and Managers
24 March 2017	Draft IDP and Budget Table to Exco	IDP Manager	MM, Directors and Managers

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
29 March 2017	Draft IDP and Budget table to Council and adoption of oversight report	Mayor and Exco	Exco and All Councillors
06 April 2017	Consider Draft IDP/Budget Issue public notice on the tabled 2017/18 Draft IDP/Budget in newspaper and placement of the document on the municipal website.	IDP and Communication	Communities and other stakeholders
07 April 2017	Submit Draft IDP and Budget to relevant authorities for assessment (CoGHSTA, National & provincial treasuries and direct Municipality)	MM and CFO	IDP/ Budget
10-21 April 2017	10 Days after tabling Public participation on Draft IDP/Budget in all Clusters	Public Participation, IDP and Budget	Community and Stakeholders

Approval

26 April 2017	IDP Technical Committee	IDP manager	MM, Directors and Managers
02 May 2017	Considering input from Community IDP Steering Committee	Mayor and Exco	Mayor, Exco, MM and Directors
05 May 2017	Consider input from the community Audit Committee	MM	MM, Directors and Managers
16 May 2017	Joint Portfolio Committee	IDP manager	MM, Directors and Managers
24 May 2017	Consider final IDP/Budget Final IDP/Budget to Exco	MM	Mayor, Exco, MM and Directors
30 May 2017	Final IDP and Budget table to Council	IDP Manager	MM, Directors and Managers
	Consider final IDP/Budget		

TARGET DATE	OUTPUT REQUIRED	COORDINATOR	STAKEHOLDERS
01 June 2017	Issue Public Notice on the adopted 2017/18 IDP/ Budget in newspapers and placement of documents on the municipal website	IDP, Communication	Communities
09 June 2017	Submit adopted IDP and Budget to relevant Authorities (CoGHSTA, National & provincial treasuries, district Municipality)	MM & CFO	IDP/Budget
10 Days after adoption			

Performance Management Timetable

ACTIVITY	SUBMISSION DATES	RESPONSIBILITY COORDINATOR
Annual Performance Report 2016-2017	PMS 18 July 2016	All Departments PMS Section
	Internal Audit 20 July 2016	
	Audit Committee 24 August 2016	
	EXCO Lekgotla 26 August 2016	
	Portfolio Committee 28 August 2016	
	EXCO 29 August 2016	
	Council 31 August 2016	
	Submission to CoGHSTA, CoGTA, LPT & NT 31 August 2016	
	PMS 07 October 2016	
	Internal Audit 11 October 2016	
First Quarter Performance Report 2016-2017	Audit Committee 14 October 2016	All Departments PMS Section
	EXCO Lekgotla 25 October 2016	
	Portfolio Committee 27 October 2016	
	EXCO 28 October 2016	
	Council 31 October 2016	
	Submission to CoGHSTA, CoGTA, LPT & NT 31 October 2016	
	PMS 06 January 2017	
Mid-Term Performance Report 2016-2017		All Departments PMS Section

ACTIVITY	SUBMISSION DATES	RESPONSIBILITY CO-ORDINATOR
	Audit Committee 19 July 2017	
	EXCO Lekgotla 21 July 2017	
	Portfolio Committee 24 July 2017	
	EXCO 26 July 2017	
	Council 28 July 2017	
	Submission to CoGHSTA, CoGTA, LPT & NT 02 July 2017	
Annual Performance Report 2016-2017	PMS 17 July 2017	
	Internal Audit 20 July 2017	
	Audit Committee 24 August 2017	
	EXCO Lekgotla 26 August 2017	
	Portfolio Committee 27 August 2017	
	EXCO 28 August 2017	
	Council 31 August 2017	
	Submission to CoGHSTA, CoGTA, LPT & NT 31 August 2017	