



INTERGRATED DEVELOPMENT PLAN REVIEW FRAMEWORK/PROCESS PLAN

XHARIEP DISTRICT MUNICIPALITY
AUGUST 2017

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CHAPTER 1: INTRODUCTION AND BACKGROUND

In terms of the Municipal Systems Act (Act 32 of 2000), all municipalities must prepare an Integrated Development Plan (IDP). The IDP is a product of integrated development planning process. The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. According to Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually:

- in accordance with an assessment of its performance measurements in terms of section 41
- to the extent that changing circumstances so demand and
- may amend its IDP in accordance with the prescribed process.

Furthermore, all municipalities must prepare a **Process Plan** as a preparatory phase for the review of the IDP. The Process Plan must outline how the IDP Review process will unfold (i.e. the planning process to be undertaken, organizational structures and distribution of roles and responsibilities). The ***District Municipality*** is in charge of preparing a **Framework Plan**. The Framework Plan and the Process Plan are two distinct documents which should be aligned to guide the review process.

In terms of Guide Pack 2 (DPLG, p5), the Framework Plan is a *co-ordination tool* for the district which helps to ensure interrelated parallel planning processes at a district and local level. The Framework Plan provides a joint time schedule for the District and Local level IDP's and identifies crucial joint milestones. The District has accordingly prepared this document in liaison with the three local municipalities (***Kopanong LM, Letsemeng LM and Mohokare LM***). The content of the Framework Plan is informed by Section 27 of the Municipal Systems Act and has been adhered to in the preparation of this document.

2. DISTINCTION BETWEEN A FRAMEWORK PLAN AND A PROCESS PLAN

The **Framework Plan is a coordination tool** for the District which ensures interrelated and parallel planning processes at district and local levels whilst the **Process Plan is a management tool** for each municipality which helps with the management of the IDP process on a day to day basis. The Framework Plan must ensure that the District IDP and the Local Municipalities IDP are mutually linked and can inform each other.

The Framework Plan binds the District and the Local Municipalities in consultation and alignment of their planning processes. The Framework Plan is based on a consultative process with the Local Municipalities whilst the Process Plan is based on appropriate consultation with local communities.

The Framework Plan is prepared by the District in consultation with the Local Municipalities and *all municipalities must agree on a joint time schedule and joint milestones*. The approved plan

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has to be made available to all Local Municipalities. It is important to note that some of the sections of the Framework Plan and Process Plan are identical. All Local Municipalities will use Framework Plan as a basis for drafting their IDP review Process Plans.

3. 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 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 –*

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- (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*
- (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.*

4. PREPARATION FOR THE PROCESS

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

The Framework and 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.*

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- 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.*

5. THE ANNUAL BUDGET

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

The Mayor of a municipality must-

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-*
- *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
- *The budget related policies.*
- *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
- *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

6. PERFORMANCE MANAGEMENT SYSTEM

Chapter 6 of the Municipal Systems Act 32 of 2000 prescribes as follows on the development of performance management system:

“38. A Municipality must—

(a) Establish a performance management system that is—

- (i) Commensurate with its resources;
- (ii) Best suited to its circumstances; and
- (iii) In line with the priorities, objectives.

Indicators and targets contained in its integrated development plan;

(b) Promote a culture of performance management among its political structures. Political office bearers and councillors and in its administration;

(c) And administer its affairs in an economical, effective, efficient and accountable manner.

7. DEVELOPMENT OF PERFORMANCE MANAGEMENT SYSTEM

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The executive committee or executive mayor of municipality or, if the municipality does not have an executive committee or executive mayor, a committee of councillors appointed by the municipal council must-

- (a) *Manage the development of the municipality's performance management system:*
- (b) *Assign responsibilities in this regard to the municipal manager, and*
- (c) *Submit the proposed system to the municipal council for adoption*

7.1 Monitoring and review of performance management system

(40) A municipality must establish mechanisms to monitor and review its performance management system.

7.2 Core components

41(1) *A municipality must in terms of its performance management system and in accordance with any regulations and guidelines that may be prescribed—*

- (a) *Set appropriate key performance indicators as a yardstick for measuring performance, including outcomes and impact. With regard to the municipality's development priorities and objectives set out in its Integrated Development Plan;*
- (b) *Set measurable performance targets with regard to each of those development priorities and objectives;*
- (c) *With regard to each of those development priorities and objectives and against the key performance indicators and targets set in terms of paragraphs (a) and (b) –*
 - *Monitor performance; and*
 - *Measure and review performance at least once per year;*
- (d) *Take steps to improve performance with regard to those development priorities and objectives where performance targets are not met: and*
- (e) *Establish a process of regular reporting to*
 - *The council, other political structures, political office bearers and staff of the municipality; and*
 - *The public and appropriate organs of state.*

(2) *The system applied by a municipality in compliance with subsection (1) (c) must be devised in such a way that it may serve as an early warning indicator of under-performance.*

7.3 Community involvement

A municipality, through appropriate mechanisms, Processes and procedures established in terms of Chapter 4, must involve the local community in the development. Implementation and review of the municipality's Performance Management System and, in particular, allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality."

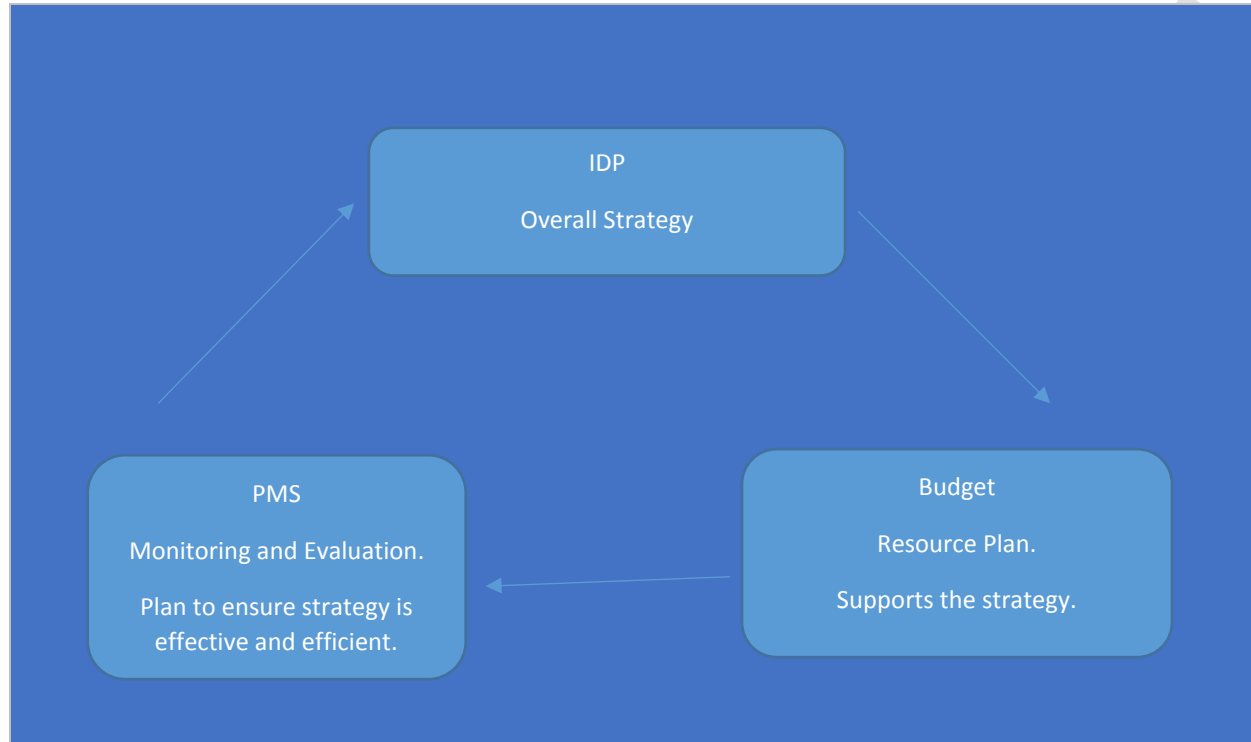
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8. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three processes are summarised in the following diagram:

Figure 1 – The IDP, Budget and PMS Linkages



9. BINDING PLANS AND PLANNING REQUIREMENTS AT PROVINCIAL AND NATIONAL LEVELS

LEGISLATION	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
Planning Development Act (No 6 of 2008)	Establishment of private townships, subdivision and layout of land for building purposes or urban settlement and the preparation and carrying out of town planning schemes	Municipalities	Department of Cooperative Governance Traditional Affairs
Municipal Systems Act (No. 32 of 2000)	Integrated Development Plans Strategic planning Multi-sectoral planning, co-ordination & alignment	Municipalities	Municipalities. MEC Local Government may require amendment to IDP
Municipal Structures Act (No 117 of 1998)	To provide for the establishment of	Municipalities	Department of Cooperative Governance

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	municipalities in accordance with the requirements relating to categories and types of municipality; to establish criteria for determining the category of municipality to be established in an area; to define the types of municipality that may be established within each category; to provide for an appropriate division of functions and powers between categories of municipality; to regulate the internal systems, structures and office-bearers of municipalities.		Traditional Affairs
Planning and Development Act	To direct and regulate planning and development in the Province and ensure that all planning and development decisions now occur at municipal level.	Municipalities	Department of Cooperative Governance Traditional Affairs
Spatial Planning and Land Use Management Act (No. 6 of 2008)	Framework act for all spatial planning and land use management legislation in South Africa. It seeks to promote consistency and uniformity in procedures and decision-making in this field.	Municipalities	Department of Cooperative Governance and Traditional Affairs
Water Services Act, 1997 (Act No. 108 of 1997)	Water Services Plans Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities
National Land Transport Transition Act (Act No. 22 of 2000)	Transport Plans Public Transport Plan, Operational Plan, Integrated Transport Plan and Operational plan.	Transport Authorities Municipalities	Transport Authorities Municipalities
National Housing Act, 1997 (Act No. 107 of 1997)	Housing Delivery Plans: Provision and delivery of housing.	National & Provincial Government, Municipalities	National & Provincial Government, Municipalities
National Environmental Management Act (Act	Environmental Management Plans,	Certain national departments and each	Certain national departments and each

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No. 107 of 1998	Environmental Principles, Environmental Implementation Management Plan	province	province
Municipal Structures Act, 1998 (Act No. 117 of 1998)	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	Department of Cooperative Governance and Traditional Affairs, Demarcation Board
Municipal Finance Management Act (No 56 of 2003)	Economic, efficient & effective management of municipal finances through sound accounting and internal control systems	Municipalities	National & Provincial Treasury
Reconstruction & Development Programme (RDP)	Development planning and service delivery. Local Economic Development.	Office of the President and Premier	Office of the President and Premier
Rural Development Framework (RDF)	The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.	Department of Rural Development & Land Reform	Department of Rural Development & Land Reform
Local Agenda (LA 21)	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.	Department of Environmental Affairs and the Department of Cooperative Governance Traditional Affairs	Department of Environmental Affairs and the Department of Cooperative Governance Traditional Affairs
Free State Environmental Implementation Plan	An environmental management system for integrating government policies, programmes and related plans. Provides an assessment of the present state of environmental management in the province.	Department of Agriculture & Environmental Affairs & Rural Development	Department of Agriculture & Environmental Affairs & Rural Development
Free State Provincial Growth & Development Strategy (PGDS)	A 2030 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive	Premier's Office	Premier's Office

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	province.		
Land redistribution for Agricultural Development (LRAD)	Primarily deals with agricultural land redistribution. Deals with the transfer of agricultural land to specific individuals or groups. Deals with commonage projects to improve access to municipal and tribal land for grazing purposes.	Department of Rural Development & Land Affairs	Department of Rural Development & Land Affairs

10. INTEGRATED DEVELOPMENT PLANNING

Important legislation binding the compilation of the IDP process includes:

- The Municipal Systems Act.
- The Municipal Structures Act.
- The Structures Amendments Act (Section 84).
- The Demarcation Act.
- The Constitution of the Republic of South Africa (Schedule A and B which governs powers and functions).
- The Water Act.
- The Municipal Financial Management Act (MFMA).
- Local Government Municipal Planning and Performance Management Regulations.

11. BUDGET PREPARATION

Important legislation impacting upon the municipal budget preparation processes include:

- Division of Revenue Act.
- The Municipal Finance Management Act.
- The Local Authorities Ordinance.
- Local Government Municipal Planning and Performance Management Regulations.

12. PROCEDURES AND PRINCIPLES FOR MONITORING OF THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK

12.1. Monitoring of the IDP review process

As indicated in Guide Pack 2 (DPLG, p6), the compliance of the IDP processes of all municipalities with the Framework Plan has to be carefully monitored by the District in order to undertake corrective actions in time if some municipalities fail to adhere to the timeframes.

Monitoring of the IDP Review Process of the four IDP's will be undertaken at the Xhariep IDP and PMS Committee meetings. IDP Managers from the four municipalities will provide progress reports to the meeting which will indicate:

- How their IDP's are progressing;
- Progress on the implementation or rollout of the SDBIP;
- Any deviations from their approved Process Plans; and
- Any deviations from the Framework Plan.

The table below depicts the phases involved during the reviewing of the IDP up until its approval by Council:

NO	REVIEW PHASE	PRODUCT OUTPUT
1	<i>Preparation</i>	Completion and adoption of the IDP review process plan (including the interaction with local municipalities to ensure the alignment of key planning milestones)
2	<i>Phase-1 Analysis</i>	Identification of analysis gaps, outstanding information obtained and key issues confirmed (including an analysis to such an extent that circumstances may have changed)
3	<i>Phase 2 – Reviewed Strategies</i>	Revised vision statement, mission, objectives and strategies (May need to be attended to during the review process).
4	<i>Sector Plans / Programmes</i>	Completion of outstanding plans
5	<i>Phase 3 Revised Projects</i>	Revised projects will also need to be attended to during the review process; Will need to be evaluated, and also in terms of a sustainability framework and gender relations impact assessment to be drawn up.
6	<i>Phase 4 Integration</i>	Integration of all projects into integrated sector plans and operational strategies and finalisation of amended IDP.
7	<i>Phase 5 Approval</i>	Adoption and advertising of amended IDP.
8	<i>General</i>	Diverse matters to be attended to during the IDP Review Process.
9	<i>Budget / IDP Link</i>	Ensure that the budget is aligned with the revised IDP.

13. AMENDMENTS TO THE FRAMEWORK PLAN

Depending on the progress of the four IDP's mentioned above, amendments may be required to the Framework Plan. Any amendments will be tabled at the ADM IDP Steering Committee, IDP Forum and to Council for final approval as per meetings.

CHAPTER 2: ORGANISATIONAL ARRANGEMENTS

2.1 IDP STEERING COMMITTEE

An IDP Steering Committee (IDP SC) has been operational since the inception of the IDP preparation process in 2001. The IDP SC acts as a support to the IDP Representative Forum, making technical decisions and inputs to the Municipal Manager and the IDP Manager. This IDP SC, as well as the Representative Forum will be reconstituted for the IDP preparation process.

2.2 INSTITUTIONAL ARRANGEMENTS

- The IDP SC will be chaired by the Municipal Manager and in his absence, by the IDP Manager.
- The Municipal Council the very last political decision making body of the municipality has to approve and adopt the Process Plan, IDP, Budget and PMS.
- Secretariat will be provided by the PMS Officer.
- Members of the IDP SC will comprise the Senior Management of the DM, the staff responsible for the preparation of the IDP, PMS and Budget and any other members as the Municipal Manager may deem fit.
- IDP Committee will consist of the IDP Manager, IDP Manager from three local municipalities within the Xhariep District and representative from COGTA.
- IDP representative forum will consist of steering committee member, sector department, business, private sector, NGO's and civil society organizations. The role of the Representative forum is to ensure alignment of programmes and projects with other spheres of government and private organisations; and provide for public, private and civil society sector input to the IDP.

2.3 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE

The terms of reference for the IDP SC are as follows:

- Provide terms of reference for the various planning activities associated with the IDP;
- Commission research studies as may be required;
- Considers and comments on: Inputs from sub-committee/s, study teams and consultants;
- Inputs from provincial sector departments and support providers; and
- IDP RF members.
- Processes, summarise and document outputs;
- Makes content and technical recommendations; and
- Prepare, facilitate and document meetings.

2.4 RESPONSIBILITIES

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Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To submit the reviewed IDP to the relevant authorities.

2.5. IDP REPRESENTATIVE FORUM

➤ Composition Of IDP Representative Forum

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes.

The proposed composition of the IDP RF could be as follows:

- Mayor of XDM as Chairperson
- Mayor of Letsemeng Local Municipality
- Mayor of Mohokare Local Municipality
- Mayor of Kopanong Local Municipality
- MAYCO Members and Councillors of the XDM.
- Municipal Manager and Senior municipal officials from the XDM.
- Municipal Managers from all the three (3) constituent Local Municipalities.
- All the IDP Managers within the District
- 1 Representative from each of the registered Political Parties represented in XDM.
- Representatives from Big Business
 - 1 representative from each of the various Business Chambers within XDM
 - 1 representative from each respective Parastatals operational within XDM
 - 1 representative from each respective and relevant National Departments
 - 1 representative from each of the Provincial Departments respectively
 - 1 representative from each respective Non-Governmental Organizations, CBOs within XDM.

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- 1 representative from each of all the other interest groups across the District, as per the available stakeholder list.

➤ **Terms of Reference for the IDP Representative Forum**

The terms of reference for the IDP RF is as follows:

- Represent the interest of the municipality's constituency in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;
- Ensure communication between all the stakeholder representatives inclusive of municipal government; and
- Monitor the performance of the planning and implementation process.

CHAPTER 3: ROLES, RESPONSIBILITIES & KEY ACTIVITIES

Role Players

The Municipality will confirm the identification of the following role players in the IDP Review Process by removing/adding to their list of stakeholders in the IDP Process:

3.1 INTERNAL ROLE-PLAYERS

- Council and the Mayoral Committee;
- Portfolio Committee
- Executive Mayor;
- Municipal officials;
- Municipal Manager;
- IDP Manager;
- IDP Steering Committee; and
- Representative Forum/Civil Society.

3.2 EXTERNAL ROLE-PLAYERS

The IDP should guide where private and sector departments allocate their resources at local government level. At the same, the municipality should take into consideration the sector departments' policies and programmes when reviewing the IDP. Private and sector department have to participate in the integrated development planning process to ensure that there is alignment between its programmes and that of municipalities.

The external role players will include:-

- Relevant Government Departments;
- Planning professionals/facilitators;

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- Municipal officials; and
- Representative Forum/Civil Society.

3.3. FRAMEWORK PROGRAMME WITH TIME FRAMES AND KEY ACTIVITIES

3.3.1 Background

According to the legislative requirements set out in the Municipal Systems Act of 2000 (MSA), as well as the Planning and Performance Management Regulations, all municipalities, both Districts and Local, have to prepare an IDP and submit it to the MEC for Local Government for assessment which is done in terms of Chapter 5, Section 25, of the MSA.

A legislative requirement ahead of the initiation of the annual IDP Review is the preparation of Process Plan to guide the IDP Review process which outlines key milestones and dates per municipality. Such a Process Plan must be adopted by Council before the end of September each year.

As was done in the previous IDP Reviews, the IDP, Budget and PMS preparation processes are aligned. The Framework Plan seeks to align the Process Plans of the four municipalities so as to ensure that information flows between municipalities and milestones are aligned. The Framework Plan has been prepared after the completion and adoption of the Process Plans.

3.3.2 Key Elements to be addressed during the 2017/18 IDP

Municipalities throughout the Province are continuously in the process of reviewing, improving and updating their IDP.

This IDP process will address, amongst others, the following elements:

A. Assessment Issues

Comments received from the various role-players in the assessment of the IDP documentation for 2016/17, particularly during the “IDP Assessments” in the province and the MEC’s assessment; and shortcomings and weaknesses identified through self-assessment.

B. Review of the Strategic Elements of the IDP in terms of Priorities of Council and the Objectives of Management

- Review of the Strategic elements of the IDP based on changed circumstances.
- Inclusive of new council priorities

C. National and Provincial Strategies/Plans to be Considered

For purposes of alignment during the review process within all spheres of Government, the plans/strategies/policies/programmes below will be considered and incorporated on to the IDP:

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❖ National Development Plan	❖ Provincial Growth and Development Plan
❖ Operation Hlasela	❖ Back to Basics
❖ State of the Nation Address	❖ State of the province Address
❖ Provincial Spatial Economic Development Plan	❖ Outcomes Based Approach
❖ Spatial Development Plans	❖ District Growth and Development Plan

D. Inclusion of New Information Where Necessary

Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process (ie. MFMA, Rural Development, Poverty alleviations etc):

- Alignment of the IDP with newly completed Sector Plans;
- The ongoing alignment of the Xhariep Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework (if any)
- Some of these elements require alignment which will be outlined below.

3.3.3 KEY MILESTONES

Integration of Sector Plan Information

The following sector plans are plans that form a critical role in the development of the IDP in terms of ensuring that planning is coordinated:

Sector Plan	Objectives of Plan	Status of Plan	Implementing Directorate
Rural Development Plan	Create a living environment that offers improved quality of life for the district population residing in the district towns and the rural areas	The plan was approved and adopted by Council	Planning and Social Development: IDP Unit
Spatial Development Framework (SDF)	To make spatial provision for IDP and other strategic planning objectives of Xhariep in line with the principles of Sustainable Development	The plan was approved and adopted by Council. The IDP unit has made a request for the plan to be reviewed since it includes Naledi Local Municipality.	Planning and Social Development: IDP Unit

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	Continuous alignment (Annual Review to ensure alignment to IDP and relevant Planning Legislation i.e SPLUMA)		
Local Economic Development Strategy (LEDS)	Strategy to create a conducive environment for all stakeholders to stimulate economic growth and create decent job opportunities	The plan was approved and adopted by Council	Planning and Social Development: LED Unit
Disaster Management Plan	A plan to pro-actively identify risks and prevent disasters from happening or minimising the impact of such disasters if it cannot be avoided	Approved and in process of being implemented. The Disaster Management Plan is also reviewed annually	Planning and Social Development: Disaster Management Unit
Integrated Waste Management Plan (IWMP)	To integrate and optimise waste management, in order to maximise efficiency and minimise the associated environmental impacts and financial costs, and to improve the quality of life of all residents within Xhariep	The plan was approved and adopted by Council	Planning and Social Development: Environmental Health Management Unit
Environmental Management Framework (EMF)	The main objective of an EMF is to pro-actively identify areas of potential conflict between development proposals and critical/sensitive environments.	The plan was approved and adopted by Council	Planning and Social Development: Environmental Health Management Unit
Long Term Financial Plan	A financial plan that will	The Financial Plan is still	Budget and Treasury:

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	ensure the financial viability of the municipality in order to give effect to the strategic objectives of Council as portrayed in the IDP	in a draft form and will be adopted with the final IDP	Chief Finance Office
Asset Management Plan	To record all assets of the municipality and make recommendations for the optimal economic utilisation of such assets	The plan was approved and adopted by Council	Budget and Treasury: Chief Finance Office
Performance Management Policy Framework	Establishing a culture of performance throughout the whole organisation	The framework was approved and adopted by Council	Office of the Municipal Manager
Risk Management Plan	To identify potential risks in all systems and procedures of the municipality and develop proactive risk reduction strategies	Approved and in process of being implemented. Currently the position of Chief Risk Officer is vacant	Office of the Municipal Manager
Anti-fraud and Corruption Plan	To minimize fraud and corruption within the municipality	Approved and in process of being implemented. Currently the position of Chief Risk Officer is vacant	Office of the Municipal Manager
Internal Audit Charter	Improve good governance and administration within the municipality	The plan was approved and adopted by Council	Office of the Municipal Manager
Integrated HIV/Aids Plan	To facilitate awareness and pro-active strategies to combat HIV/Aids and	To be developed. The current plan has reached	Office of the Executive Mayor

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	provide support to people infected and affected by HIV/Aids	its sell-by date.	
Employment Equity Plan	To ensure that targets are being set for transformation of the staff structure of the municipality in order to reflect the demographic composition of the area	The plan was approved and adopted by Council	Corporate Services: Human Resource
Workplace Skills Plan	To co-ordinate training and capacity building of municipal staff as per their personal career objectives	The plan was submitted to LGSETA	Corporate Services: Human Resource
EPWP Policy	To have EPWP as an approved delivery strategy for projects implementation, employment creation and skills development, by ensuring that EPWP guidelines and principles are adhered to in the implementation of any municipal project	The policy was approved and adopted by Council	Planning and Social Development: LED Unit
Climate Change Response Plan	Actions are required to reduce carbon emissions (mitigation), and prepare for the changes that are projected to take place (adaptation) in the District.	The plan was submitted to Council as a draft	Cut across all departments

Sector Plan integration into the IDP's will take place during the Second Phase of the IDP. This will impact on the Current Reality, Strategies and Project phases of the IDP Review.

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Critical Activities:

Integration of Sector Plan information into the 2017/18 IDP documentation before February 2018.

Project Alignment

The MFMA requires greater alignment between the DM and LM's with regards to IDP projects. The MFMA stipulates February as a deadline by which any municipality transferring funds to another municipality must notify that municipality of the funds to be transferred (Section 37 (2) of the MFMA).

In order to comply with this deadline, project alignment must take place in January 2018 in order for these amounts to appear in the draft budget for Council approval in March 2018.

Critical Activities:

- Alignment of IDP Projects between the DM and LM's in January 2018.
- To coordinate through the IGR structures the following:
- Update Back to Basics Programme;
- The Powers and Functions; and
- IGR Issues.

Public Participation Alignment

The Xhariep DM will be holding its Community "Road Shows" from or during the month of April/May 2018 aimed at presenting the Draft IDP 2017/18 and the Draft Budget 2017/18. Every endeavor will be made to ensure that these dates align with the LM's road shows or that the Mayors/ Councilors of the LM's are available during the DM's Road Shows.

Below are a summary of the key activities to take place in terms of the IDP, Budget and PMS for the 2017/18 IDP Review Process:

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
AUGUST 2017			
By 31 August 2017	<ul style="list-style-type: none"> Table the IDP Framework and Process Plan in council (should happen once every 5 years). 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. 	MSA Section 28: (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.	Mayor begins planning for next three-year budget in accordance with coordination role of budget process MFMA s 53. Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist
31 August 2017	<ul style="list-style-type: none"> Table in council a budget and IDP time schedule of key deadlines – happens every year at least 10 months before the start of the budget year. 	MFMA Section 21(1)(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	Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21,22, 23; MSA s 34, Ch 4 as amended Mayor establishes committees and consultation forums for the budget process

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		Act; and (bb) the budget related policies; (iii) the tabling and adoption of any amendments to the integrated development plan and the budget related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).	
31 August 2017	<ul style="list-style-type: none"> Submit annual financial statements and annual performance report to the Auditor-General for auditing – within two months after the end of the financial year. 	MSA Section 126(1)(a): 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.	Accounting Officer to submit AFS to Auditor-General [Due by 31 August, MFMA Sec 126(1)(a)]
SEPTEMBER 2017			
31 August – 2 September 2017	<ul style="list-style-type: none"> Submit framework, process plan and time schedule to the local municipalities and the Free State Provincial Government. 		Receive acknowledgement from MEC and Provincial Government
4 – 8 September 2017	<ul style="list-style-type: none"> Give notice of the approved process plan and time schedule through local media. 		Issue out notices to local media
During September 2017	<ul style="list-style-type: none"> Constitute the Xhariep District Municipality IDP Representatives Forum. 	Council through the IDP review process determines strategic objectives for service delivery and development for next three year budgets including review of provincial and national government	Minutes/Attendance Registers

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		sector and strategic plans	
OCTOBER 2017			
September – October 2017	<ul style="list-style-type: none"> Internal analysis – <ul style="list-style-type: none"> critical issues / challenges with respect to every service minimum service levels institutional financial performance 		Determine revenue projections and policies. Engagement with sector departments, share and evaluate plans, national policies. Draft initial allocations to functions.
September – October 2017	<ul style="list-style-type: none"> Compile a Financial Plan. 	MSA Section 26(h): 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"> Municipal Manager CFO
September – October 2017	<ul style="list-style-type: none"> External analysis – <ul style="list-style-type: none"> Spatial Social Economic Environmental <p>NOTE: 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.</p>	<p>MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for –</p> <ul style="list-style-type: none"> (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 	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. Project alignment between the DM and LM's. Municipal alignment sessions under auspices of COGTA

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.	
1 September – 31 October 2017	<ul style="list-style-type: none"> Commence with the multi-year capital and operating budget. 		Draft initial changes to IDP. Consolidation of budgets and plans. Executive determines strategic choices for next three years.
1 September – 31 October 2017	<ul style="list-style-type: none"> Obtain inputs from Directors and Division Heads on preliminary capital and operating budget – SHOULD include the following: review of salary, fleet and equipment budget and tariffs, etc. 		Draft initial changes to IDP. Consolidation of budgets and plans. Executive determines strategic choices for next three years.
October-November 2017	<ul style="list-style-type: none"> Workshop with IDP Representatives Forum members and other invited stakeholders. 		<ul style="list-style-type: none"> Executive Mayor Mayors of LMs Ward Councillors Municipal Manager
November – December 2017	<ul style="list-style-type: none"> 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 – e.g. NER, ESKOM, BloemWater, Water Users Associations, etc. <p>(SDBIP – Service Delivery and Budget Implementation Plans, ESKOM – Electricity Supply Commission, NER – National Electricity Regulator)</p>		<ul style="list-style-type: none"> Executive Mayor Municipal Manager CFO Directors
NOVEMBER 2017			
During November 2017	<ul style="list-style-type: none"> Strategic session with the Mayoral Committee and Management – may extend invites to other Councillors, Mayors and Municipal Managers of local Municipalities, as well as any representative(s) of a strategic partner or stakeholder. 		Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Initiate preparation of Financial Plan. Conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report. Finalisation of the SDF Submissions of Draft 2017/18 Reviewed IDPs to COGTA
November 2017	<ul style="list-style-type: none"> Receive audit report on annual 	MFMA Section 126(4):	Auditor-General to return

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
	financial statements from the Auditor-General.	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.	audit report [Due by 30 November, MFMA 126(4)]
November 2017	<ul style="list-style-type: none"> Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report – prepare action or audit plans to address and incorporate into the annual report. 	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements	<ul style="list-style-type: none"> Municipal Manager CFO
DECEMBER 2017			
December 2017	<ul style="list-style-type: none"> Finalise coordination of inputs from bulk resource providers – e.g. NER and agree on proposed price increase. 		<ul style="list-style-type: none"> Municipal Manager CFO
During December 2017	<ul style="list-style-type: none"> District IDP Managers Forum 		<ul style="list-style-type: none"> Municipal Manager Director: Planning and Social Development
December 2017	<ul style="list-style-type: none"> Review whether all bulk resource providers have lodged requests with National Treasury and SALGA seeking comments on proposed price increases of bulk resources. 		<ul style="list-style-type: none"> Municipal Manager CFO
December 2017 – January 2018	<ul style="list-style-type: none"> Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities. 		<ul style="list-style-type: none"> Municipal Manager CFO Directors
8 December 2017	<ul style="list-style-type: none"> Finalise first draft of annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements. 		<ul style="list-style-type: none"> Municipal Manager CFO Director Corporate Support Services All other Directors
December 2017	<ul style="list-style-type: none"> Submit draft adjustments 		<ul style="list-style-type: none"> Municipal Manager

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
	budget to IDP and Budget Steering Committee.		<ul style="list-style-type: none"> CFO
JANUARY 2018			
<i>January 2018</i>	<ul style="list-style-type: none"> Adjustments budget submitted to the Executive Mayor or MAYCO. 		<ul style="list-style-type: none"> Municipal Manager CFO
<i>January 2018</i>	<ul style="list-style-type: none"> Adjustments budget submitted to the Municipal Council. 		<ul style="list-style-type: none"> Executive Mayor Municipal Manager CFO
<i>January 2018 – February 2018</i>	<ul style="list-style-type: none"> Approved adjustments budget submitted to the Provincial and National Treasuries. 		<ul style="list-style-type: none"> Municipal Manager CFO
<i>During January 2018</i>	<ul style="list-style-type: none"> Ensure coordination of any written comments made to bulk resource providers in support of local municipalities on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state. 		<ul style="list-style-type: none"> Municipal Manager CFO
<i>During January 2018</i>	<ul style="list-style-type: none"> Review whether comments coordinated from National Treasury and SALGA have been received on proposed price increases of bulk resources. 		<ul style="list-style-type: none"> Municipal Manager CFO
<i>During January 2018</i>	<ul style="list-style-type: none"> Finalise detailed operating & capital budgets in the prescribed formats incorporating National & provincial budget allocations, integrate & align to IDP documentation & draft SDBIP, finalise budget policies including tariff policy. 		<ul style="list-style-type: none"> Municipal Manager CFO
<i>January – February 2018</i>	<ul style="list-style-type: none"> Review the KPIs and annual performance targets. 		<ul style="list-style-type: none"> Municipal Manager CFO
FEBRUARY 2018			
<i>February – March 2018</i>	<ul style="list-style-type: none"> Finalise the draft capital and operating budgets, and budget related policies. 		<ul style="list-style-type: none"> Municipal Manager CFO Other Directors
<i>During February 2018</i>	<ul style="list-style-type: none"> Review progress with regard to support provided to local municipalities in finalising area based or wards plans. 		<ul style="list-style-type: none"> Executive Mayor Mayors of LMs Ward Councillors Municipal Manager CFO Other Directors
<i>During February</i>	<ul style="list-style-type: none"> Note any provincial and 		<ul style="list-style-type: none"> Municipal Manager

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
2018	national allocations to municipalities for incorporation into budget.		<ul style="list-style-type: none"> CFO
During February 2018	<ul style="list-style-type: none"> Finalise corrective measures from audit report. 		<ul style="list-style-type: none"> Municipal Manager CFO
February 2018	<ul style="list-style-type: none"> IDP Representatives Forum Meeting. 		<ul style="list-style-type: none"> Executive Mayor Mayors of LMs Ward Councillors Municipal Manager
Before February 2018	<ul style="list-style-type: none"> Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years by no later than 120 days before the start of its budget year. 	MFMA Section 37(2): 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"> Municipal Manager CFO
MARCH 2017			
During March 2018	<ul style="list-style-type: none"> Receive bulk resource providers' price increases as tabled in parliament or the provincial legislature. 		<ul style="list-style-type: none"> Municipal Manager CFO
Before 14 March 2018	<ul style="list-style-type: none"> Submit draft budget at least 90 days before the start of the budget year to the Budget Steering Committee. 		<ul style="list-style-type: none"> Municipal Manager CFO
14 – 31 March 2018	<ul style="list-style-type: none"> Table draft IDP and budget in Council at least 90 days before the start of the budget year. 	MFMA Section 16: (1) The council of a municipality must for	<ul style="list-style-type: none"> Executive Mayor Mayors of LMs

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
	<ul style="list-style-type: none"> ○ Submit to MAYCO – 16 March 2017 ○ Submit to Council – 31 March 2018 	<p>each financial year approve an annual budget for the municipality before the start of that financial year.</p> <p>(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</p>	<ul style="list-style-type: none"> • Municipal Manager • CFO
March 2018	<ul style="list-style-type: none"> • District IDP Managers Forum 		<ul style="list-style-type: none"> • Municipal Manager • Director: Planning and Social Development
APRIL 2018			
2 – 6 April 2018	<ul style="list-style-type: none"> • Submit the budget as well as the IDP to the Provincial Treasury, National Treasury and other affected organs of state. 	<p>MFMA Section 22: Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</p> <p>(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</p> <p>(ii) invite the local community to submit representations in connection with the budget;</p> <p>(b) submit the annual budget –</p> <p>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</p> <p>(ii) in either formats to any prescribed national or</p>	<ul style="list-style-type: none"> • Municipal Manager • CFO • Director Planning and Social Development

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DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		provincial organs of state and to other municipalities affected by the budget.	
2 – 6 April 2018	<ul style="list-style-type: none"> Submit the proposed revised IDP to the local municipalities. 	MFMA Section 22: 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"> Executive Mayor Municipal Manager
9 – 13 April 2018	<ul style="list-style-type: none"> Publish the proposed IDP for public comment. 	MPPM Regulation 3(4)(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	<ul style="list-style-type: none"> Municipal Manager

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		of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.	
16 – 20 April 2018	<ul style="list-style-type: none"> Process of consultation and meetings with local community and other stakeholders, local municipalities, Provincial and National Treasury and other organs of state. 	MFMA Section 23(1): 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"> Executive Mayor Mayors of LMs Ward Councillors Municipal Manager CFO
MAY 2018			
May 2018	<ul style="list-style-type: none"> IDP Representatives Forum meeting. 		<ul style="list-style-type: none"> Executive Mayor Mayors of LMs Ward Councillors Municipal Manager
2 – 14 May 2018	<ul style="list-style-type: none"> Confirm National budget for provincial and National allocations to municipalities for incorporation into budget. 		<ul style="list-style-type: none"> Municipal Manager CFO
2 – 14 May 2018	<ul style="list-style-type: none"> Review provincial and national legislation including DoRA to establish potentially new reporting requirements including annual, monthly and quarterly grant & performance reports for specific new allocations & programmes – 10 working days after end of month deadlines. 		<ul style="list-style-type: none"> Municipal Manager CFO Other Directors
2 – 14 May 2018	<ul style="list-style-type: none"> Council must give the Executive Mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments 	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an	<ul style="list-style-type: none"> Executive Mayor Municipal Manager CFO

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	for consideration by the council.	opportunity – (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.	
Before 14 May 2018	<ul style="list-style-type: none"> Completion of Annual Budget amendments or refinements. 		<ul style="list-style-type: none"> Executive Mayor Municipal Manager CFO Other Directors
Before 18 May 2018	<ul style="list-style-type: none"> Submit draft budget 30 days before the start of the budget year to the Budget Steering Committee. 		<ul style="list-style-type: none"> Municipal Manager CFO
Before 31 May 2018	<ul style="list-style-type: none"> Table final IDP and budget in Council at least 30 days before the start of the budget year. <ul style="list-style-type: none"> Submit to MAYCO – May 2018 Submit to Council – 31 May 2018 	<p>MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.</p> <p>MPPM Regulation 3(3): 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.</p> <p><small>(MPPM – Local Government: Municipal Planning and Performance Management regulation)</small></p>	<ul style="list-style-type: none"> Executive Mayor Municipal Manager CFO
JUNE 2018			
Before 7 June 2018	<ul style="list-style-type: none"> Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website within 5 days of the adoption of the plan. 	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality: (a) the annual and adjustments budgets and all budget-related</p>	<ul style="list-style-type: none"> Municipal Manager CFO

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		<p>documents; and (b) all budget-related policies.</p> <p>MSA Section 21A(1)(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>MFMA Section 75(2): 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>	
Before 14 June 2018	<ul style="list-style-type: none"> Submit a copy of the revised IDP to the MEC for local government as well as Provincial Treasury within 10 days of the adoption of the plan. 	<p>MSA Section 32(1)(a): 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</p>	<ul style="list-style-type: none"> Municipal Manager CFO Director: Planning and Social Development

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		the province within 10 days of the adoption or amendment of the plan.	
15 – 20 June 2018	<ul style="list-style-type: none"> Give notice to the public of the adoption of the IDP within 14 days of the adoption of the plan 	<p>MSA Section 25(4)(a): A municipality must, within 14 days of the adoption of its 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>MSA Section 21A(1)(a) and (c): 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>	<ul style="list-style-type: none"> Municipal Manager CFO Director: Planning and Social Development

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Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mokokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
<i>Before 14 June 2018</i>	<ul style="list-style-type: none"> Make public the approved annual budget and supporting documentation (including tariffs) within 10 working days after approval of the budget. 	<p>BUDGET AND REPORTING REGULATIONS 2009, Regulation 18:</p> <p>(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 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</p>	<ul style="list-style-type: none"> Municipal Manager CFO

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		delivery implications of the annual budget; and (b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.	
Before 14 June 2018	<ul style="list-style-type: none"> Submit approved budget to the provincial treasury and National Treasury within 10 working days after approval of the budget. 	<p>MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p>BUDGET AND REPORTING REGULATIONS 2009, Regulation 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</p>	<ul style="list-style-type: none"> Municipal Manager CFO
June 2018	<ul style="list-style-type: none"> District IDP Managers Forum 		<ul style="list-style-type: none"> Municipal Manager Director: Planning and Social Development
20 June 2018	<ul style="list-style-type: none"> Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year within 14 days after approval of the budget. 	<p>MFMA Section 69(3): (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</p>	<ul style="list-style-type: none"> Municipal Manager CFO Other Directors

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		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.	
Before 06 July 2018	<ul style="list-style-type: none"> The Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved within 28 days after approval of the budget. 	MFMA Section 53(1)(c)(ii): 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"> Executive Mayor Municipal Manager
Before 31 July 2018	<ul style="list-style-type: none"> Place the performance agreements and all service delivery agreements on the website. 	MFMA Section 75(1): 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. BUDGET & REPORTING REGULATIONS 2009, Regulation 19: The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the	<ul style="list-style-type: none"> Municipal Manager

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		Municipal Systems Act.	
Before 31 July 2018	<ul style="list-style-type: none"> Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government within 14 days after concluding the employment contract and performance agreement. 	<p>MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</p> <p>PERF REGS 2006 Regulation (5): 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"> Executive Mayor Municipal Manager CFO Other Directors
Before 20 July 2018	<ul style="list-style-type: none"> Submit the SDBIP to National and Provincial Treasury within 10 working days approval of the plan. 	<p>BUDGET & REPORTING REGULATIONS 2009, Regulation 20(2)(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</p>	<ul style="list-style-type: none"> Municipal Manager CFO

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		plan.	
Before 20 July 2018	<ul style="list-style-type: none"> Make public the projections, targets and indicators as set out in the SDBIP within 10 working days after the approval of the SDBIP. 	<p>MFMA Section 53(3)(a): The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance 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>BUDGET & REPORTING REGULATIONS 2009, Regulation 19: 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>	<ul style="list-style-type: none"> Municipal Manager CFO
Before 20 July 2018	<ul style="list-style-type: none"> Make public the performance agreements of Municipal Manager and senior managers no later than 14 days after the approval of the SDBIP. 	<p>MFMA Section 53(3)(b): The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories</p>	<ul style="list-style-type: none"> Executive Mayor Municipal Manager

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

DATE	TASK	LEGAL REFERENCE	RESPONSIBILITY/REVIEW ACTIVITY
		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.	

CHAPTER 4: MECHANISMS AND PROCEDURES FOR PARTICIPATION

4.1. 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.

4.2. MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilised:

IDP Representative Forum (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP RF and ensure their continued participation throughout the process. The representatives that attend these meetings include the IDP Manager of the three local municipalities, Sector departments, and the Services Providers, NGO's etc.

Media

Local newspapers and the District's newsletter will be used to inform the community of the progress of the IDP.

Radio Slots

The community radio station will be utilised to make public announcements where necessary.

Information sheets

This will be prepared in English and Afrikaans and be distributed via the Representative Forum where a need for this has been identified. Other official languages may be used as the need arises.

The DM's Website

The DM's 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.

Community Road Shows

The Xhariep DM will be hosting its community road shows to publicize the draft IDP and Budget in April/May 2018. The venues and exact dates for these meetings will be publicized at the IDP RF as well as through the media.

4.3. HORIZONTAL AND VERTICAL ALIGNMENT

Framework Plan

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

4.4 ALIGNMENT WITH SERVICE PROVIDERS

Alignment with Service Providers is essential so as to ensure that the DM and LM's priorities can be reflected in their project prioritization process, so that Service Provider projects can be reflected in the IDP documentation.

Alignment with Sector Departments will take place through:

- The existing Forums;
- IDP Representative Forum;
- Planning Forum;
- District Area Planning and Development Forum;
- One-on-one meetings with service providers where necessary.

4.5 HORIZONTAL ALIGNMENT

Alignment of the district IDP with the local municipalities is very important to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the IDP and PMS committee meeting which sets on

bi-monthly basis. The frequent meetings of the IDP steering committee meeting will assist the district family to monitor alignment issues constantly.

4.6 VERTICAL ALIGNMENT

Alignment with Sector department and Service providers will also take place as it is essential in order for the District family to have consistence planning and also priorities can be indicated in their project prioritization. This will be undertaken through meetings or one-on-one basis.

The district will convene three IDP Representative Forums, the first one will during November 2017 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in the next financial year, and the second IDP Representative Forum will be in February 2018, to obtain feedback from Sector Departments and also for integration with the third meeting in May 2018 to present the Final IDP and Budget.

4.7 CROSS BORDER ALIGNMENT

Cross border alignment meetings, Xhariep District Municipality will also be arranging meetings with cross border district municipalities to align and integrate issues of functional areas on the IDP and Spatial Development Framework. It will also assist the municipalities to align development issues in an efficient, effective and sustainable manner especially where there are shared and interdependent functional areas across the district. The District Municipality will convene a meeting with Ukhahlamba District Municipality to revive the Tri-District Initiative which involves developments around the Gariep Dam.

DRAFT IDP/BUDGET CONSULTATIVE COMMUNITY MEETINGS

AREA		DATE	TIME	VENUE
Mohokare Municipality	Local	April/May 2018	10h00	Community Hall
Kopanong Municipality	Local	April/May 2018	10h00	Community Hall
Letsemeng Municipality	Local	April/May 2018	10h00	Community Hall
All Stakeholders		April/May 2018	10h00	Community Hall

**PLEASE NOTE THAT THE DATES AND VENUES ARE SUBJECT TO CHANGE*

COUNCIL APPROVAL

Once the IDP RF has recommended the Draft IDP to be tabled to Council for adoption, the IDP together with the budget will be tabled at MAYCO for consideration in May 2018. Council will then adopt the IDP and Budget in May/June 2018.

IDP PREPARATION (IN-HOUSE)

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)

The office dealing with the review, implementation and management of the IDP is falling under the Office of the Municipal Manager, and it has authority to obtain, analyze, align and integrate data from internal and external stakeholders.

COST ESTIMATE FOR THE IDP REVIEW PROCESS

With the IDP review process being done partly in-house and externally (in terms of limited and targeted specialists for assistance) the costs of the planning process for the review will be budgeted from Council Budget.

The XDM will endeavour to access funds for Sector Plans from Provincial and National Departments. Business plans will need to be prepared and submitted. Cost can relate to the following:

- Information dissemination
- Meetings/Workshops
- Printing and Documentation
- Public participation
- Travelling and subsistence costs

IDP 2017/2018 REVIEW - COSTING ANALYSIS (ESTIMATION)

ITEM	AREA	UNIT COST	QUANTITY	TOTAL COST
IDP Budget Roadshows: April/May 2018 (Including Accommodation)	Mohokare LM	R5 000	1	R5 000
	Letsemeng LM	R5 000	1	R5 000
	Kopanong LM	R3 000	2	R6 000
IDP Meetings	District Wide	R2 000	6	R12 000
Adverts	Local Newspaper/Community Radio	R6 000	4	R24 000
Printing/Stationary	In-House (Working Tools)	R50 000		R50 000
Total		R71 000		R102 000

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

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EXECUTIVE MAYOR: XHARIEP DISTRICT MUNICIPALITY

SIGNED: _____

DATE: _____

MUNICIPAL MANAGER: XHARIEP DISTRICT MUNICIPALITY

DATE: _____

SIGNED: _____

Xhariep DM IDP Framework & Process Plan

Xhariep District Municipality – 2017/2018 IDP Review Framework/Process Plan

Incorporating the following municipalities: Letsemeng Local Municipality (FS161), Kopanong Local Municipality (FS162), Mohokare Local Municipality (FS163)