



IDP Process Plan

2020/2021



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1.THE PLANNING PROCESS

1.1 INTRODUCTION

Preparing an IDP is a legal requirement in terms of the municipal System Act (MSA); however that it's not the only reason why municipality must prepare the plan. Under the new constitution, municipalities have been awarded major developmental responsibilities to ensure that the quality of life of its citizens is improved. The new role for local government includes provision of basic services, creation of jobs, promoting democracy and accountability and eradication of poverty. Preparing and implementing the IDP enables the municipality to manage the process of fulfilling its developmental responsibilities.

Through the IDP, the municipality is informed about the problems affecting its municipal area and, being guided by information on available resources, is able to develop and implement appropriate strategies and projects to address the problem.

The Service Delivery and Budget Implementation Plan (SDBIP) details the implementation of service delivery and the Budget for the financial year in compliance with the MFMA (Act 56 of 2003), The SDBIP serves as a contract between the administration, Council and community, exposing the objectives set by council as quantifiable outcomes that can be implemented by the administration over the next Twelve Months.

The SDBIP facilitates the process of holding management accountable for their performance, It provide the basis for measuring performance in the delivery of services, this therefore means that the IDP and Budget cannot be implemented without the SDBIP.

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Local Government: Municipal Finance Management Act NO: 56 OF 2003, Chapter 4 of Section 21(1) of the Municipal Finance Management Act indicate that.

The Mayor of the 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 –

- aa) The Integrated development plan in terms of Section 34 of the Municipal System Act, and
- bb) The Budget related policies

- i) The Tabling and adoption of any amendments to the Integrated development plan and the Budget related policies, and
- ii) The consultative processes forming part of the processes referred to in subparagraph (i)

Review

‘Review’ means a process whereby the IDP is evaluated in terms of the municipality’s performance as well as changed circumstances (IDP Guide VI P119). The IDP review is the reflection of the impact of successes as well as corrective measures to address the problem.

The IDP is also reviewed in the light of changing internal and external circumstances impacting on the priority issues, objectives, strategies, projects and programme of the IDP.

In terms of section 34 of the municipal Systems Act, (Act No 32 of 2000), Municipal Council.

- a. Must review its integrated development plan.
 - I. Annually in accordance with an assessment of its performance measurements in terms of section 41, and
 - II. To the extent that changing circumstances so demand, and
- b. May amend its integrated Development Plan in accordance with a prescribed process.

The IDP has to be review annually in order to:

- ✚ Ensure its relevance to the municipality’s strategic plan
- ✚ Inform other components of the municipal business processes including institutional transformation, financial planning and budget cycle
- ✚ Inform the cyclical inter-departmental planning and budget cycle
- ✚ Address the shortcoming in the original IDP preparations and incorporate improvements.
- ✚ Consider power and functions.

The outcome of the review process may include:

- ✚ A refined understanding of the situation around priority issues.
- ✚ Amended and additional objectives as a result of new information
- ✚ Review and new projects

The review activities include addressing of:

- ✚ New data
- ✚ Comments from the MEC
- ✚ Comments from the Public
- ✚ Revised projects and programmes
- ✚ Better aligned Tokologo IDP with the District to both the national spatial development perspective and the Free State Provincial Growth and Development Strategy.

1.1.1 The Process Plan

The purpose of the process plan is to outline and describe how the Tokologo Municipality will implement the new system of planning in its area of jurisdiction. The Process Plan is similar to a business plan as it sets out clear parameters and the legal framework within all stakeholders are going to operate during the formulation of the IDP. The process plan also spell out the specific timeframes, targets and deliverables during the formulation of the IDP documents.

The municipality planning regulations and performance management regulations, 2001 section 3, stipulates that only a member or committee of a municipal council may introduce proposal for amending the municipality 's integrated development plan in the council.

1.2 Key Power and functions of Tokologo Local Municipality

No	Local Municipality	District Municipality	Provincial Department
1	Municipal Public works	Bulk infrastructure	Provision of Housing
2	Internal Road infrastructure	Integrated Planning	Library services
3	Bulk Water supply and reticulation	Fire fighter	
4	Sanitation	Fresh produce markets and abattoirs	
5	Solid Waste Disposal	Cemeteries and Crematoria	
6	Bulk Electricity Supply	Local Tourism	
7	Fire Fighter Service	Fire Fighting Service (Tswelopele and Masilonyana)	
8		Municipal Airports	
9		Waste Management service	
10		Municipal Health services	
11		Integrated Transport Service	
12		Municipal Airport (except for Matjhabeng and Nala) municipalities.	

1.3 DISTRIBUTION OF ROLES AND RESPONSIBILITY IN THE IDP PROCESS

1.3.1 Local Municipality

The role of the municipal government is to:

- Prepare, decide on and adopt a process Plan

- Undertake the overall management and co-ordination of the planning process which includes ensuring that.
 - All relevant actors are appropriately involved,
 - Appropriate mechanisms and procedures for public consultation and participation are applied,
 - Planning events are undertaken in accordance with the time schedule,
 - Planning process is related to the real burning issues in the municipality, that it is a strategic and implementation-oriented process, and
 - The sector planning requirements are satisfied.
- Adopt and approve the IDP.
- Adjust the IDP in accordance with the MEC of Cooperate governance and Traditional Affairs proposal.
- Ensure that the annual business plans, budget and land use management decision are linked to and based on the IDP.

1.3.2 District Municipality

The District Municipality has the same roles and responsibility as local municipality, but only related to the preparation of a District IDP.

The role of the District Municipality on a local level is the co-ordination of the IDP Processes of the local municipalities:

- Ensuring horizontal alignment of the IDPs of the municipalities in the district council area,
- Ensuring vertical alignment between district and local planning,
- Facilitation of vertical alignment of IDPs with other sphere of government and sector department, and
- Preparation of joint strategy workshop with local municipality, provincial and national role-players and other subject matter specialists.

1.3.3 Sector Departments

Ensuring **vertical/sector alignment** between provincial sector departments/provincial strategic plans and the IDP process at local/district level by:

- Guiding the provincial sector departments' participation in and their required contribution to the municipal planning process, and
- Guiding them in assessing draft IDP and aligning their sector programmes and budgets with the IDPs.
 - Efficient financial **management** of provincial IDP grants.
 - Monitoring the progress of the IDP processes.

1.3.4 Municipal Council

As the ultimate political decision-making body of the municipal Council has to:

- Consider and adopt a process Plan
- Consider, Adopt and approve the IDP

1.3.5 Plenary

As the **senior governing body** of the municipality, they have to:

- Decide on the Process plan.
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP, or delegate this function to the Municipal manager.
- Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.

1.3.6 Ward Councillors

Councillors are the major link between the municipal government and the residents. As such, their role is to:

- Play a leading role in the IDP process.
- Represents their constituency's needs and aspiration.
- Mobilize community to participate in the IDP process.

1.3.6.1 Ward Committees role is to.

- Identify the critical issues facing its area.
- Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipality.
- Form a structure links between the IDP Representative Forum and the Community of each area, and
- Monitor the performance of the planning and implementation process concerning its area.

1.3.6.2 CDW's role is to.

- Assist communities with their needs and with the necessary information on what government is doing.
- Provide information regarding the government work taking place in communities, they remain accountable to councilors.
- Link the communities with government services and relay community concerns and problems back to government structures
- Improve government- community network.

1.3.7 Municipal Manager

The Municipal Manager or a senior official being charged with the function of the IDP Manager on his/her behalf has to manage and co-ordinate the process. This includes to:

- Prepared the Process Plan
- Undertake the overall management and co-ordination of the planning process,
- Ensure that all relevant actors are appropriately involved
- Nominate persons in charge of different roles
- Be responsible for the day-to-day management of the drafting process,
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with the satisfies sector-planning requirements,
- Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council,
- Ensure proper documentation of the results of the planning of the IDP document, and
- Adjust the IDP in accordance with the MEC for Co-operative government and Traditional Affairs.

Even if the municipal manager delegates some of these functions to an IDP Manager on his/her behalf, he/she is still responsible and accountable.

1.3.8 Heads of Departments and Officials

As the person in charge for implementing IDPs, the technical/sectional officers have to **be fully involved in the planning process** to:

- ✓ Provide relevant technical, sector and financial information for analysis for determining priority issues.
- ✓ Contribute technical expertise in the consideration and finalization of strategies and identification of projects,
- ✓ Provide departmental operational and capital budgetary information,
- ✓ Be responsible for the preparation of project proposal , the integration of projects and sector programmes, and
- ✓ Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Cooperate government and Traditional Affairs.

2.1 The IDP Steering Committee

The Steering Committee is a technical working team of dedicated heads of Departments and senior officials who must support the IDP Manager to ensure the smooth planning process. The IDP Manager is responsible for the process but will delegate some functions to the members of the steering committee and will be constituted as follows:

Names	Designation
Mr K.J Motlhale	Municipal Manager
Mr T Matile	Acting Chief Financial Officer
Mr C Tlhokwe	Acting Cooperate Service Director
Mr M Sehloho	Acting Technical Director
Mr M.W Merahe	Acting IDP Manager
Lejweleputswa District Municipality	IDP Support
Provincial CoGTA	IDP Support

- Chairperson : Municipal manager
- Secretariat : Official of the municipality
- Member : Heads of Departments and other identified managers

2.1.1 Terms of reference for the Steering Committee

- The Steering Committee will be responsible for the establishment of the **IDP Representative Forum**.
- Provide terms of reference for the IDP representative Forum, subcommittee and the various planning committee
- Commission research studies
- Consider and comment on inputs from sub-committee, study teams and consultants, inputs from Provincial sector departments and service providers
- Process, summarize and draft outputs and make recommendations to Executive Committee which is headed by the Mayor/Speaker as the ultimate custodian of the IDP on behalf of council.
- Prepare and submit reports to the IDP Representative Forum.

2.1.2 IDP Representative Forum

The IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members to the IDP representative forum has to be based on criteria which ensure geographical, economic and social representation and as follows:

- ✚ Chairperson: Political Head of the institution
- ✚ Secretary: The IDP Steering Committee secretariat
- ✚ Members: Ward Committee chairpersons & CDW's
- ✚ Heads of Departments/Senior Officials
- ✚ Stakeholders representatives of organized groups (e.g. NGO's & CBO's)

- ✚ Resource person/organizations (Doctor/Economist)
- ✚ Community Representatives (e.g. Transport Forum, Health Forum & CPF)

2.1.3 Terms of reference of the IDP Representative Forum

- To represent the interest of their constituents in the IDP process
- Provide an organizational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality.
- Ensure there is adequate communication and consensus on priority issues among all the stakeholder representatives, and
- Monitor the performance of the planning and implementation of the IDP and its process.

2.1.4 Code of conduct – IDP Representative Forum

The code of conduct will at least include the following:

- Meeting schedule (frequency and attendance)

2.1.5 Planning and Public participation processes

3. Annual IDP Review planning process

PHASE 1: ANALYSIS

- Community and Ward Committee meeting
- Institutional meetings (Technical/Political)
- Stakeholders meetings
- Sample survey (if necessary)
- Opinion polls (on certain issues if necessary)
- Desktop analysis

PHASE 2: STRATEGIES

Strategic workshop, with IDP Representatives Forum, provincial and national departments and selected representatives of stakeholder organizations and resource people must be convened as planned.

Stimulation for success of these public events must be through public meetings, press conference, etc.

The outcome of these meetings should give impetus towards addressing pressing challenges that have been identified by stakeholders in order of priorities and municipal delegated functions.

PHASE 3: PROJECTS

- Municipality wide projects/ Programmes identified from:
 - Internal departments especially the ones that are short- to medium term and requiring further budgetary requirements,
 - Stakeholders inputs (departmental, community priorities)

PHASE 4: INTEGRATED

District integrated Plan: Incorporation of sector plans must be done at this stage. Contribution must have been accessed through set meetings.

PHASE 5: APPROVAL

- Broad public discussion/ consultation process within community/ stakeholders organizations.
- IDP Representative Forum.
- Council resolution taken on approving the document for implementation the next financial year

TOKOLOGO MUNICIPALITY IDP AND BUDGET TIME-FRAME				
	ACTION	DELIVERABLE/OUTPUT	RESPONSIBLE	ACTION DATE
1	IDP to be reviewed/amendment	Reviewed/Amend IDP	MM and Mayor	01 September 2019 to 31 May 2020
2	Prepare process plan 2020/2021		IDP Manager	July 2019 submitted to MM's office
3	Proposed IDP process plan 2020/2021	Present Proposed IDP Process plan to IDP Representative forum	IDP Manager and MM	August 2019
4	Submission of process plan for adoption by council	Adopted process plan	Municipal manager	On or before 27 August 2019
5	Formation of IDP committee to deal with comments made during IDP Engagement		Municipal manager and Directors	September 2019
6	IDP Steering committee quarterly performance review-municipal SDBIP	Quarterly Performance Assessment Results	Municipal manager and Directors	02 October 2019
7	Start community consultation process to ensure public participation		Mayor and Municipal manager	September to November 2019
8	IDP Analysis phase draft review report to steering committee		IDP Manager and Municipal manager	09 October 2019
9	Estimates available resources and provide guidance for forward of Budget request inputs to all relevant person		CFO	16 October 2019
10	Review Key Objectives, strategies and Projects	Reviewed Key Objective, strategies and Projects	Municipal manager, IDP Manager, IDP Steering com	05 November 2019
11	Preparation of a summary of available funds from Internal funds and External funds (Grants)		CFO	30 November 2019
12	Prioritization of reviewed projects list for 2020/2021 from the 2019/2020 IDP. Compile report on the needs for the year/s ahead obtained from the community and other stakeholders	Project list	MM, IDP Manager and Steering Committee	04 December 2019
13	Submission of detailed estimates by MM, Directors and Councillors to CFO	Budget Estimates	MM, Directors and Politicians	12 December 2019
14	Assess Financial feasibility of proposed new projects based on the existing and potential funds	Proposed new project list	All Directors	09 January 2020
15	Meeting with relevant Officials (First draft Budget meeting)	Draft Budget	CFO	16 January 2020

16	Meeting with relevant Officials (Second draft Budget meeting)		CFO	30 January 2020
17	Consider of Draft Budget by council		CFO	04 March 2020
18	Tabling of MTEF Budget and IDP to Council for approval as First Drafts	Draft Budget and IDP items to Council	Mayor	On or before 31 March 2020
19	Publicized tabling Draft Budget and Draft IDP within 5 days on municipal website, media and municipal Offices	Publicized Draft Budget and Draft IDP	MM and CFO	03 April 2020
20	Submit copies of Draft IDP and Draft Budget to Provincial CoGTA and Treasury	Submission of Draft IDP and Draft Budget	MM and CFO	13 April 2020
21	Second leg of IDP and Budget participation process start: comments, additions and proposal by stakeholders	Receiving comments, additions and proposal from stakeholders	MM, Directors and Politicians	25 April 2020
22	Finalize IDP and Budget, prepare and submit report for inclusion in council Agenda, Considering stakeholders inputs		MM and CFO	01 May 2020
23	Mayor finalize the Draft IDP and Draft Budget 2020/2021		MM and CFO	14 May 2020
24	Submission of Draft IDP and Budget for 2020/2021 for approval by council	Approval of IDP and Budget by Council	MM and CFO	On or before 30 May 2020
25	Advertise the Approve Final Budget and IDP to the website and media	Advertised the approve Budget and IDP within 14 days	MM and CFO	08 June 2020
26	Submit the approved Budget and IDP to Provincial COGTA and Treasury	Submission of Final Budget and IDP	MM and CFO	13 June 2020
27	Submit Draft SDBIP to Mayor within 24 days after the approval of Budget and IDP	Final municipal SDBIP	MM	July 2020