

BUSHBUCKRIDGE LOCAL MUNICIPALITY FINAL PROCESS PLAN 2020/21



Bushbuckridge Local Municipality

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1. INTRODUCTION

Integrated development planning is an inclusive and strategic plan which guides and informs the planning, budgeting and development of the municipality. IDP is one of the key tools for local government to tackle its new developmental role. In contrast to the role strategic planning has played in the past, integrated developmental planning has now been seen as a core function of municipal management, as part of an integrated system of planning and delivery.

The IDP Process is meant to arrive at decisions on issues such as municipal, planning, resource prioritising, activity management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner. Integrated development plans will however not only inform the municipal budgets and its management but also to guide the activities of all stakeholders from private to public and all spheres of government, NPOs, NGO's and other organised civil groups within the municipal area. According to the Municipal Systems Act (Act 32 of 2000), all municipalities must undertake developmentally oriented planning to ensure that it:

- Strives to achieve the objects of local government set out in section 152 of the constitution,
- Gives effect to municipalities developmental duties as required by section 153 of the constitution; and
- Assists national and provincial organs of state in the progressive realisation of the fundamental rights contained in the constitution.

Thus for municipalities to be compatible with the requirements stipulated above, every municipality must within a prescribed period after the start of its elected term, adopt a single, inclusive plan for the development of the municipality. Such a plan is called the Integrated Development Plan which links integrated and co-ordinated plans and proposals for the development of the municipality. The Municipal Systems Act (2000) also stipulates that each municipality should review its IDP annually in order to:

- Ensure its relevance as the Municipality's Strategic Plan
- Inform other components of the Municipal Business Process including institutional and financial planning and budgeting
- Inform the cyclical inter-governmental planning and budgeting cycle.

The Municipal Systems Act (section 29) also requires that a process be set out in writing and be adopted by the Municipal Council to guide, among other aspects, the IDP review process. The Municipal Systems Act refers to the Process Plan that had to be prepared for the IDP process, which had to include the process for IDP Review. The Process Plan is a management tool for each municipality, which helps the management of the IDP process on a day-to-day basis. The Process Plan has to include:

- A list of the required roles and responsibilities, also indicating responsible persons or agencies, and terms of reference describing the roles and responsibilities,
- A description of the organisational arrangements to be established, including terms of reference, selection criteria, list of agreed representatives, code of conduct
- Mechanisms and procedures for public participation, including organisational arrangements, a communication strategy, etc
- Action Programme: activities, responsible persons, time frames, resources
- Alignment mechanisms and procedures, including responsible persons, specific activities/events and conflict resolution procedures
- Binding legislation and planning requirements at provincial/national level

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- Budget per activity and aggregated by category

In terms of Section 21 of the Municipal Finance Management Act 56 of 2003 (MFMA), the mayor of a municipality:

- Must co-ordinate the processes for preparing the annual budget and reviewing the municipality's Integrated Development Plan (IDP) and Budget related policies to ensure that the tabled budget and any revisions of the IDP and budget related policies are mutually consistent and credible. Section 53 of the MFMA requires the mayor to provide general political guidance over the budget process and the priorities that must guide the preparation of a budget.

2. LEGISLATIVE FRAMEWORK

The following are the legislative framework for IDP, Budget and Performance Management System processes:

1. Municipal Systems Act, No. 32 of 2000 (As amended)
2. Municipal Finance Management Act, No. 56 of 2003
3. Municipal Planning and Performance Management Regulations, 2001

3. ORGANISATIONAL ARRANGEMENT AND KEY ROLE PLAYERS FOR THE IDP PROCESS



Figure 01: Organisational Arrangement

N.B: The roles and responsibilities of the above structures are defined in the following chapter programme/plan of this document.

Table: indicates the composition and roles and responsibilities of each organizational structure:

COMPOSITION	ROLES & RESPONSIBILITIES	FREQUEN CY/ DATES OF THE MEETINGS	VENUES	TIME
A: IDP/Budget Technical Committee				
<ul style="list-style-type: none"> • Municipal Manager-Chairperson • Directors • Managers • Officials 	<ul style="list-style-type: none"> • Advisory to the IDP/Budget Steering Committee • Analyze the community priorities & recommend 	Quarterly	Municipal council chamber	10h00

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COMPOSITION	ROLES & RESPONSIBILITIES	FREQUENCY/ DATES OF THE MEETINGS	VENUES	TIME
	possible integrated solutions to the IDP/Budget Steering Committee <ul style="list-style-type: none"> • Validation of technical information • Alignment of sector plans • Sector consultations 			
B: IDP/Budget Steering Committee				
<ul style="list-style-type: none"> • Executive Mayor - Chairperson • Members of Mayoral Committee • Municipal Manager • Directors • Managers 	<ul style="list-style-type: none"> • Manage the IDP/Budget process, including the process plan • Determine project prioritization model • Determine projects to be funded • Determine the public participation models 	Quarterly	Municipal council chamber	10H00
C: IDP Rep forum				
<ul style="list-style-type: none"> • Speaker- Chairperson • Executive Mayor • Chief Whip • Members of Mayoral Committee • Chairpersons of Oversight Committees • Councillors • Municipal Manager • Directors • Manager: IDP 	<ul style="list-style-type: none"> • Serve as a platform for stakeholders' engagement • Represent constituency interest in the IDP/Budget process • Promote stakeholders' integration and alignment • Information assimilation/ dissemination 	Twice a year	Municipal council chamber	10H00

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COMPOSITION	ROLES & RESPONSIBILITIES	FREQUEN CY/ DATES OF THE MEETINGS	VENUES	TIME
<ul style="list-style-type: none"> • Manager: Budget • Parastatals • Sector departments • Traditional Authorities • Ward Committees • CDW • NGO • Organized Business 	<ul style="list-style-type: none"> • Capacity development and sharing • Comment of the draft IDP/Budget 			

This table refers to the structures that are going to be responsible for the implementation of the process plan and management of the IDP budget processes, namely IDP Technical/Managers Committee, IDP Budget Steering Committee and the IDP Representative Forum.

3.1. The IDP process

The IDP Manager is the responsible person for championing the Integrated Development Planning process designing and the management there after including the reviews of the process.

IDP Process flow

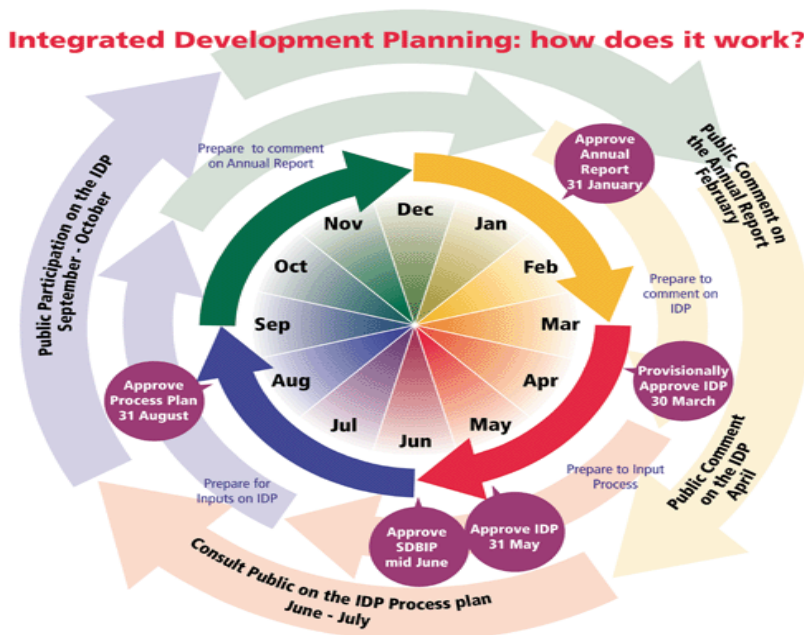


Figure 02: The process flow of activities

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3.2. IDP AND BUDGET PROCESS MANAGEMENT PLAN FOR 2020/21

TASK	TARGET DATES	OUTPUT	
PREPARATORY PHASE : SUBMISSION OF 2020/21 IDP FRAMEWORK AND PROCESS PLANS TO COGTA	August 2019	FRAMEWORK / PROCESS PLAN	
Prepare 2020/21 IDP Framework for Ehlanzeni Family of Municipalities	August 2019		
IDP Technical Committee to discuss framework	August 2019		
Integrating and aligning the LM's, COGTA and EDM process plans,	August 2019		
Adoption of 2020/21 IDP, Budget and PMS Framework Plan and Process Plans	29 August 2019		
Submit Framework / Process Plans to COGTA	06 September 2019		
Advertise IDP Framework and Process Plans	06 September 2019		
ANALYSIS PHASE (PREPARE STATUS QUO REPORTS)	September – October 2019		ANALYSIS / STATUS QOU REPORT
Collect data/ priorities of the communities	September – October 2019		
Develop Community Based plans	October 2019		
Community Gap Analysis	September – November 2019		
Reflect performance information on previous FY	September – October 2019		
Submitting of consolidated community priorities to COGTA	October 2019		
IDP Representative Forum	November 2019		
REVIEW STRATEGIES	November 2019 – February 2020	STRATEGIES	
Review municipal objectives and strategies and performance indicators	November 2019 – February 2020		
First quarter review (budget and SDBIPs)	November 2019 – February 2020		
Review sector plans & Policies	November 2019 – February 2020		
Departmental budget input	November 2019 – February 2020		
Drafting of Strategy Map	November 2019 – February 2020		
PROJECTS PHASE	January – March 2020		PROJECTS IDENTIFICATION
Project identification and review	January – March 2020		
Compile Project list	January -February 2019		
Alignment of IDP with draft capital budget estimates	January 2020		
Approval of budget adjustments	January 2020		
Submission of budget	January 2020		

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TASK	TARGET DATES	OUTPUT
Mid-term performance and budget review	December 2019– January 2020	
Integrate finalized sector plans	January –April 2020	
ADOPTION AND SUBMISSION OF DRAFT 2020/21 IDP AND BUDGET	MARCH 2020	2020/21 FIRST DRAFT IDP
Tabling Draft 2020/21 IDP & Budget Review to the Councillors	March 2020	
Drafting of Organisational Scorecard	April 2020	
IDP draft submission to COGTA	8 April 2020	
Advertise Draft IDP for public comments	10 April 2020	
IDP Public participation for the comments	April 2020	
ADOPTION AND SUBMISSION OF 2020/21 FINAL IDP AND BUDGET	May 2020	FINAL IDP/BUDGET
Incorporate public comments on Draft IDP	April/May 2020	
Incorporate comments from the pre- assessment from COGTA		
Address comments from the Auditor General on the Annual Report of the previous FY		
IDP Representative Forum	April 2020	
Final IDP and Budget Adoption FY2020/21	31 May 2020	
Drafting of Service Delivery and Budget Implementation Plans (SDBIPs)	May – June 2020	
Submission of the final adopted IDP/Budget to COGTA	Early May 2020	
Finalisation of the Performance Agreements of the Municipal Manager and Section 56 Managers	July 2020	

4.2.1. Dates for public consultations in the Analysis phase

Statutory Mandate and Communication strategy	Responsible Person	Objectives	Target Audience	Start and End date	Venue
Approval of Process plan	Portfolio committee Mayoral committee Council	Approval of the process plan of the review of the IDP document for 2019/18	Municipal Council	29 August 2019	Council Chamber
Mayoral Lekgotla	Municipal Manager Directors IDP unit	Adoption of new council objectives and targets	Mayoral Committee Council	September 2019	

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Plenary meeting	IDP manager IDP Officer Office of the Speaker GIS Supply Chain	Preparation for Public Participation and Identification of stake holders	Municipal manager Directors Managers Officials	September 2019	Municipal Complex
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Bushbuckridge community hall (Ward 07,11, 12,13)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Bushbuckridge community hall (Ward 08,09,10,&37)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Cottondale Church (Ward 32,14,16)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Cottondale Church wards(15,17,18,19,20,21)

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Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Ludlow community Hall Wards(30,33,34, & 36)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Ludlow Community Hall Wards(22,29,28,31)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Oakley community hall Wards(25,26,27,35)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Oakley Community Hall (Ward 01,02,03, & 23)
Community Based Planning	IDP Manager IDP Officer IDP Coordinator Office of the Speaker GIS Officer	Capacitation of Ward councillors and Committees Identification and development of Community needs	Ward Councillors Ward Committees CDW's Traditional Authorities	October 2019	Oakley Community Hall (Ward 4,5, 6 & 24)

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Community Gap Analysis	IDP Manager IDP Officer Office of the Speaker GIS Officer	Community needs Analysis Community needs Mapping	Ward Councillors Ward Committees	October 2019	
Community Gap Analysis	IDP Manager IDP Officer Office of the Speaker GIS Officer	Community needs Analysis Community needs Mapping	Ward Councillors Ward Committees	October 2019	

4. DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS

Specific roles and responsibilities required within the IDP process from various structures and governing bodies have been designed in a consultation process as part of the compilation of the district framework plan. These roles and responsibilities are applicable to all the structures for the compilation of the district IDP as well as the IDP's of the various local municipalities in the Ehlanzeni District with the exception of the IDP managers forum, mayoral forum and other stakeholders or existing structures.

4.1. Ehlanzeni District Municipality

- The District Municipality is responsible for the following:
- Horizontal alignment of the IDPs of local municipalities in the Ehlanzeni District Municipality's area of jurisdiction;
- Vertical alignment of planning on district and local level;
- Facilitation of vertical alignment of IDPs with other spheres of government and sector departments;
- The preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists;
- Compilation of a District Process Plan, based on the Framework;
- Managing, compilation and approval of the District IDP and monitoring and evaluating the District IDP Process Plan within the compilation process
- Ensuring that the Process Plans of the local municipalities and development process adhere to the alignment issues as agreed in the Framework.

4.2. Bushbuckridge Local Municipality

According to the Ehlanzeni Framework Plan, each local municipality in the district area, as the ultimate political decision-making body on local level, must:

- Prepare its designated Process Plan based on the Framework and submit the draft Process Plan to the Ehlanzeni Municipality for assessment in terms of alignment procedures and time frames as described in the Framework;
- Amend the Draft Process Plan according to recommendations of the District Steering Committee and decide on and adopt the Process Plans;
- Monitor, evaluate and reporting on its IDP Process in terms of the Monitoring Plan as described in Chapter 6 of the District Framework Plan;
- Undertake the overall management, co-ordination and monitoring of the process and drafting the local IDP and approve the municipal IDP within the agreed time frame;
- Submit necessary documentation on each Phase of the IDP to the District Municipality according to the agreed time frames;
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the process and drafting of the IDP.
- Within its role of managing and coordinating the IDP Process on local level, municipalities must ensure that:
- All relevant actors are appropriately involved;

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- Appropriate mechanisms and procedures for public consultation and participation are applied;
- The planning events are undertaken in accordance with the time schedule;
- The planning process is related to the real burning issues/priorities in the municipalities; and
- That sector planning requirements are adhered to.

5. ISSUES, MECHANISMS AND PROCEDURES FOR ALIGNMENT AND CONSULTATIONS

5.1. INTRODUCTION

Alignment is the instrument used to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. Alignment should be arrived at between Local and District municipalities and all parties involved in the alignment need to be informed. There are two types of alignment procedures that have to take place in the planning process i.e. vertical and horizontal alignment. Both procedures complement each other and the Bushbuckridge Local Municipality will ensure that both procedures are applied. The horizontal alignment, which is between municipalities, district and sector departments ensure that planning processes and issues are co-coordinated and addressed jointly. The District has the responsibility to ensure that alignment between the local municipalities takes place. On the other hand the vertical alignment between local government (municipalities/district) and other spheres of government (provincial/ national sector Departments and also other stakeholders e.g. Eskom, Telkom) ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants.

5.2. COMPOSITION OF PERSONS TO BE INVOLVED IN THE ALIGNMENT PROCESS

Officials and Councillors that should be involved in alignment between municipalities and district includes:

- District Municipality's IDP Manager and IDP Steering Committee;
- Local Municipality's IDP Manager and local IDP Steering Committee;
- IDP Managers' Forum; and
- District IDP Steering committee and National & Provincial sector Departments Planners.

On the other hand between local government and other spheres, the following should be involved:

- Local and District IDP Managers;
- Provincial IDP Co-ordinator;
- Provincial/ national senior sector departments officials;
- Senior officials of corporate service providers (Eskom, Water Boards, Telkom, etc);and Regional stakeholders

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6. MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK PLAN

6.1. MONITORING, EVALUATION AND REPORTING OF PROCESS PLANS

- The municipality will be responsible for monitoring its own Process Plan and ensuring that the Framework Programme is being followed as agreed.
- Detailed mechanisms that will be used to monitor each municipality's Process Plan need to be stipulated in the designated Process Plan. Monitoring mechanisms may include bi-monthly progress reports to be submitted to the designated council.
- The IDP Managers Forum must ensure that all municipalities follow their process plans.

6.2. AMENDMENT OF FRAMEWORK PLAN:

In the event of any deviations from the Framework Plan that needs to be considered, the following procedure is adopted:

- i. The municipality must inform the District Municipality, within a reasonable time, on deviations of the Action Programme that affect district wide activities.
- ii. The IDP Managers Forum (IDP Managers acts on behalf of its designated council and steering committee and should consult them on issues of deviations where required) that meets on a monthly basis is responsible to jointly assess progress and make recommendations on amendments to the IDP Steering Committee.
- iii. The IDP Manager Forum must inform the Steering Committee of its recommendations and the Steering Committee has the mandate to decide when and how amendment takes place and can therefore postpone an activity or continue with the agreed programme.

7. CONCLUSION

The Framework Plan is compiled as per district framework as per legislation. A thorough consultation with the district and other local municipalities within the district was conducted before adoption.