



# **BUFFALO CITY METROPOLITAN MUNICIPALITY**

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## **2016/17 IDP/BUDGET/PMS PROCESS PLAN**

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**“A City Growing with you”**

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# 1. INTRODUCTION

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Buffalo City Metropolitan Municipality has recently adopted the 2016-2021 Integrated Development Plan. As required by section 34 of the Municipal Systems Act, an annual review of the IDP will be conducted during the 2016/17 financial year. the review of an Integrated Development Plan (IDP) is a lengthy planning process, spanning nine months, that needs to be properly organised and followed carefully involving various internal and external municipal actors and stakeholders at all levels as required by legislation. As such, a process plan needs to be developed detailing the *modus-operandi* for the entire IDP review process.

## 1.1. LEGAL CONTEXT

The Local Government: Municipal Systems Act, 32 of 2000 (MSA) as amended, places the IDP at the apex of municipal planning instruments by suggesting that an IDP, adopted by the Council of a Municipality, is the key strategic planning tool for the municipality. In terms of this Act therefore, the IDP is:

*35(1)(a) "...the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development in the municipality";*  
*(b) "binds the municipality in the exercise of its executive authority..."*

Section 25 of the MSA further prescribes that:

*"(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which –*

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;*
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;*
- (c) forms the policy framework and general basis on which annual budgets must be based;*
- (d) complies with the provisions of this Chapter; and*
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation."*

In accordance with this legislation, the Buffalo City Metropolitan Municipality's (BCMM) IDP, as the principal planning document, sets out the long-term vision of the Municipality as:

**“Buffalo City: well-governed, connected, green and innovative.”**

- We are a city that re-invented itself from a divided and fragmented past.
- We are a successful, prosperous and dynamic modern city: enterprising, green, connected, spatially-integrated and well-governed.
- We are proud of our beautiful coastal city, capital of the Eastern Cape Province, home of a globally-competitive auto industry and excellent educational and medical services.

BCMM's IDP also details the:

- development priorities and objectives, which contribute towards achieving this vision, over the Councils elected term;
- strategies, which are the means by which these objectives will be achieved;
- IDP programmes and projects which link to the strategies and contribute to the achievement of the objectives.

Buffalo City Metropolitan Municipality will review and further develop its IDP and Budget in accordance with the requirements set out in the Municipal Systems Act 32 of 2000, the Local Government: Municipal Planning and Performance Management Regulations 2001 and the Municipal Finance Management Act 56 of 2003.

In terms of section 34 of the Municipal Systems Act, a municipality is required to review its IDP annually. Annual revisions allow the municipality to expand upon or refine plans and strategies, to include additional issues and to ensure that these plans and strategies inform institutional and financial planning.

The review and amendment of the IDP thus, further develops the IDP and ensures that it remains the principal management tool and strategic instrument for the Municipality.

## **1.2. THE IDP PROCESS PLAN**

It is required by legislation that a municipal council adopt a process to guide the planning, drafting and adoption of its IDP.

*MSA 28(1) “each municipal council...must adopt a process set out in writing to guide the planning drafting adoption and review of its integrated development plan.”*

This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A Process Plan is required to include:

- a programme specifying time-frames for the different steps;
- outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- identify all plans and planning requirements binding on the municipality, and
- be consistent with any other matters prescribed by legislation.

*MSA 29(1) “the process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –*

- (a) be in accordance with pre-determined programme specifying timeframes 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 IDP;*
  - iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;*
- (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”*

### 1.3. IDP IFORMANTS

The IDP is a multi-sectoral/dimensional planning document requiring inputs from various stakeholders during its development process. Furthermore, the MSA prescribes those elements of the IDP which taken together, make the IDP credible. As such, the IDP is an outcome of a planning process that is participatory and thus is informed by many issues including, but not limited to the following:

<b>KEY SECTOR PLANS TO BE INCLUDED IN IDP</b>	
<b>RELEVANT LEGISLATION</b>	<b>SECTOR PLAN REQUIRED</b>
<b>Section 26 of MSA</b>	<ul style="list-style-type: none"> <li>▪ Local Economic Development Plan</li> <li>▪ Spatial Development Framework</li> <li>▪ Disaster Management Plan</li> <li>▪ Financial Plan</li> </ul>
<b>Section 41 of MSA</b>	Performance Management System
<b>Section 12 of Water Services Act</b>	Water Services Development Plan
<b>Section 11(4)(a)(ii) NEMA: Waste Act 2008</b>	Integrated Waste Management Plan
<b>Section 53 of Disaster Management Act</b>	Disaster Management Plan

	Workplace Skills Plan
<b>Employment Equity Act</b>	Employment Equity Plan
<b>Air quality Act</b>	Air Quality Management Plan
<b>NEMA</b>	Environmental Management Plan
<b>Section 31 NEMA</b>	State of the Environment Report
<b>Section 36 of NLTA</b>	Integrated Transport Plans
<b>Section 9 of Housing Act of 1997</b>	Housing Plan/Strategy
<b>Section 111 of MFMA</b>	Supply Chain Management Policy
<b>White Paper on the Energy Policy of the Republic of South Africa</b>	Electricity Service Delivery Plan (Electrification Plan)

## **POLICIES AND PLANS TO CONSIDER**

<b>POLICY</b>	<b>SUBJECT MATTER</b>
<b>National Development Plan (Vision 2030)</b>	The National Development Plan (NDP) offers a long-term perspective. It defines a desired destination and identifies the role different sectors of society need to play in reaching that goal
<b>New Growth Path (NGP)</b>	A framework for economic policy and a driver of the country's job strategy. The strategy sets out critical markers for employment creation and growth and identifies where viable changes in the structure and character of production can generate a more inclusive and greener economy over the medium to long run
<b>Eastern Cape Development Plan (EC -2030)</b>	Overarching development strategy for the province
<b>Urban Development Framework</b>	Seeks to accommodate the growth and job creation orientation of GEAR with the more re-distributive and 'people development' association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
<b>Rural Development Framework (RDF)</b>	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.
<b>Land redistribution for Agricultural Development (LRAD)</b>	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.
<b>Beneficial Occupation Policy for State Land</b>	Deals with the entitlements of rights holders of Interim Protection of Informal Rights Act on state land and Extension of Security of Tenure Act, in respect of state land disposal projects.

## **OTHER CONSIDERATIONS**

**Changing internal and external circumstances**

**Comments from the MEC on the IDP Review 2015/16****BCM Surveys****Reports from community engagements****Council's Strategic Planning Session****Local Government Back to Basics Programme**

In addition to the above, an assessment/review of the 2016-2021 IDP implementation will also be done. This will be done through assessing/ evaluating the achievement of IDP targets, strategic objectives and considering the impact of successes and the corrective measures.

### 1.4. Sector Plans Developed

Buffalo City Metropolitan Municipality has identified and developed a number of sector plans as part of the IDP development and review process. These sector plans are driven by departmental sector plan champions and coordinated at the level of the IDP Steering Committee. When the need arises new sector plans may be developed and existing plans may be reviewed in line with the IDP review process. The following sector plans have been developed by BCMM:

<b>Sector Plan</b>	<b>Relevant Legislation</b>
<ul style="list-style-type: none"> <li>• Metro Growth and Development Strategy</li> </ul>	National Development Plan
<ul style="list-style-type: none"> <li>• Housing Sector Plan</li> </ul>	Section 9 of Housing Act of 1997
<ul style="list-style-type: none"> <li>• Public Transport Framework Plan</li> </ul>	Section 36 of National Land Traffic Act
<ul style="list-style-type: none"> <li>• State of the Coast Plan</li> </ul>	National Environmental Management Act
<ul style="list-style-type: none"> <li>• State of the Environment Plan</li> </ul>	National Environmental Management Act
<ul style="list-style-type: none"> <li>• Municipal Open Spaces System</li> </ul>	National Environmental Management Act
<ul style="list-style-type: none"> <li>• Electricity Master Plan</li> </ul>	Electricity Act 41 of 1987
<ul style="list-style-type: none"> <li>• HIV/Aids Cross Cutting Strategy</li> </ul>	National HIV/Aids / TB Strategic Plan & Provincial HIV/Aids / TB Strategic Plan
<ul style="list-style-type: none"> <li>• Local Economic Development Strategy</li> </ul>	Section 26 of the Municipal Systems Act
<ul style="list-style-type: none"> <li>• Youth Development Strategy</li> </ul>	National Youth Policy & Provincial Youth Strategy

<b>Sector Plan</b>	<b>Relevant Legislation</b>
<ul style="list-style-type: none"> <li>• Integrated Environmental Management Plan</li> </ul>	National Environmental Management Act
<ul style="list-style-type: none"> <li>• Integrated Transport Plan</li> </ul>	Section 36 of National Land Transport Act, 5 of 2009
<ul style="list-style-type: none"> <li>• Water Services Development Plan</li> </ul>	Section 12 of Water Services Act
<ul style="list-style-type: none"> <li>• Tourism Master Plan</li> </ul>	Tourism Act, 72 of 1993 /Tourism Act, 3 of 2014
<ul style="list-style-type: none"> <li>• Integrated Waste Management Plan</li> </ul>	Section 11(4)(a)(ii) NEMA: Waste Act 2008
<ul style="list-style-type: none"> <li>• Spatial Development Framework</li> </ul>	Section 26 of the Municipal Systems Act
<ul style="list-style-type: none"> <li>• Crime Prevention Strategy</li> </ul>	Criminal Procedure Act 51 of 1977 South African Police Services Act
<ul style="list-style-type: none"> <li>• Traffic Safety Plan</li> </ul>	National Road Traffic Act Province of the Eastern Cape Road Traffic Act 3 of 2003
<ul style="list-style-type: none"> <li>• Employment Equity Plan</li> </ul>	Employment Equity Act
<ul style="list-style-type: none"> <li>• Human Resource Management Strategy</li> </ul>	Skills Development Facilitation Act
<ul style="list-style-type: none"> <li>• Disaster Risk Management Policy Framework</li> </ul>	Section 53 of Disaster Management Act
<ul style="list-style-type: none"> <li>• Air Quality Management Plan</li> </ul>	Air Quality Act 39 of 2005
<ul style="list-style-type: none"> <li>• Roads Master Plan</li> </ul>	
<ul style="list-style-type: none"> <li>• Municipal Health Services Plan</li> </ul>	National Health Act
<ul style="list-style-type: none"> <li>• Integrated Agriculture Strategy</li> </ul>	EC Agricultural and Rural Development Plan
<ul style="list-style-type: none"> <li>• SMME Strategy</li> </ul>	Small Business Tax Amnesty Act
<ul style="list-style-type: none"> <li>• Co-operatives Strategy</li> </ul>	National Co-operatives Act
<ul style="list-style-type: none"> <li>• Trade and Investment Strategy</li> </ul>	

## **1.5. BUFFALO CITY MUNICIPALITY: STRATEGIC OBJECTIVES 2016-2021**

The five strategic objectives were identified through the process of developing Buffalo City's long term Metro Growth and Development Strategy (MGDS). The IDP is explicitly aligned and takes its tune from the long-term MGDS. Implementation of the MGDS will be realised through the IDP.



**Strategic Objective 1: An innovative and productive city:** with rapid and inclusive economic growth, and falling unemployment

**Strategic Objective 2: A green city:** environmentally sustainable with optimal benefits from our natural assets. A clean and healthy city of subtropical gardens.

**Strategic Objective 3: A connected city:** high-quality (and competitively priced) connections to ICT, electricity and transport networks (inside the city and to the outside world). By 2030 BCMM must be a fully logistics hub.

**Strategic Objective 4: A spatially-integrated city:** the spatial divisions and fragmentation of the apartheid past are progressively overcome and township economies have become more productive.

**Strategic Objective 5: A well-governed city:** a smart and responsive municipality (working with other levels of government) that plans and efficiently delivers high quality services and cost effective infrastructure, without maladministration and political disruptions

## **1.6. KEY PERFORMANCE AREAS**

The strategic objectives outlined above are aligned with the Municipality's five key performance areas which are:

**KPA 1:** Municipal Transformation and Organisational Development

**KPA 2:** Basic Service Delivery and Infrastructure Development.

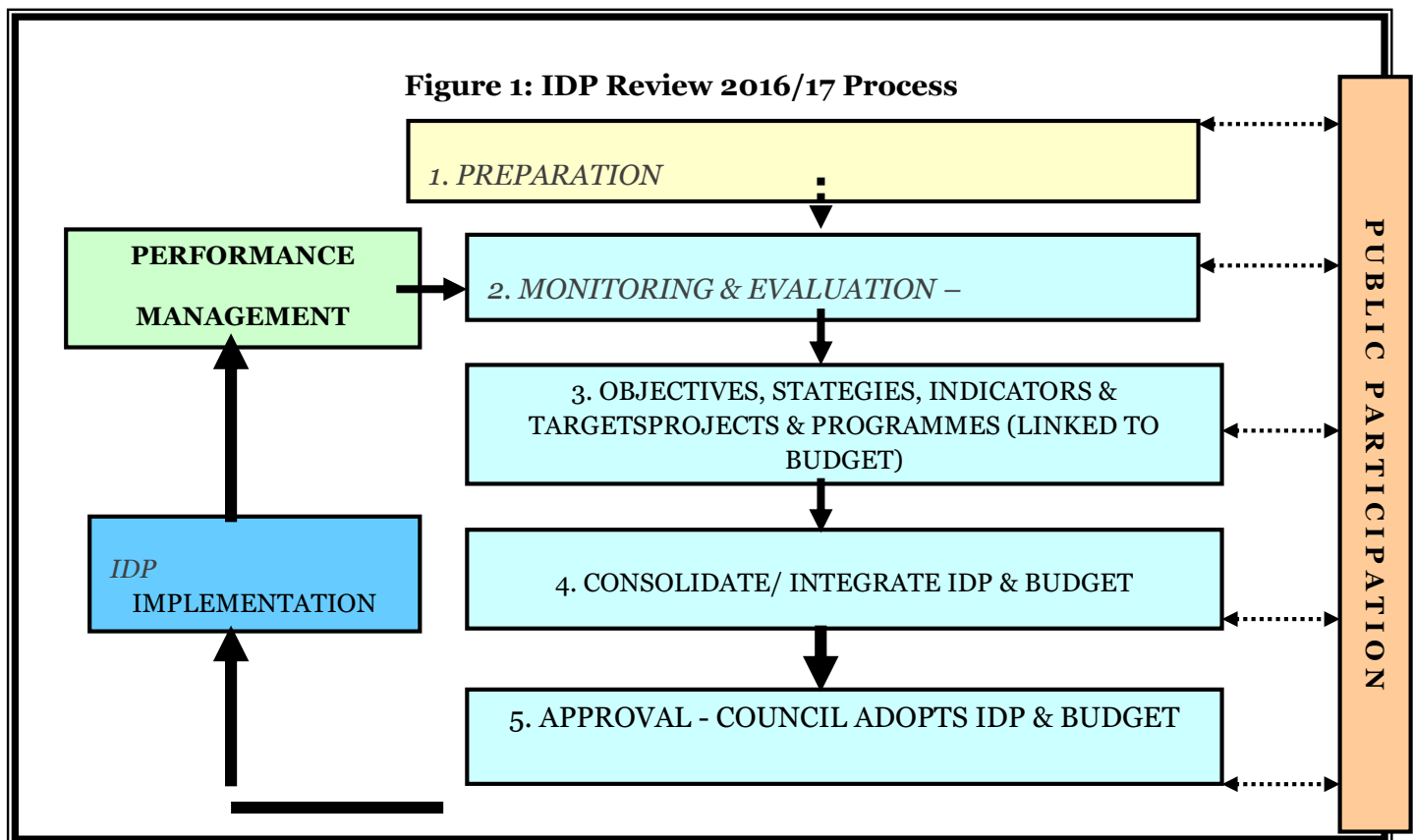
**KPA 3:** Local Economic Development.

**KPA 4:** Municipal Financial Management and Viability

**KPA 5:** Good Governance and Public Participation

## 2. IDP REVIEW PROCESS

The 2016 /17 IDP Review process is described in Figure 1 below; it is a continuous cycle of planning, implementation and evaluation.



Detailed below is the programme with time frames and a description of what is expected to happen throughout the IDP review process.

### 2.1 IDP REVIEW PHASES

A detailed action plan with time frames and dates for the various phases and the identified activities follows in the next section. Whilst the format of the action suggests that the IDP process follows neat sequential steps, the reality is that the process moves between these phases and the phases overlap.

#### 2.2 Phase 1: Preparing for IDP Review

During this phase all the institutional preparations and arrangements have to be made to ensure that the process runs smoothly:

- designing an action programme for the process - indicating main activities, and time frames;
- assigning roles and responsibilities;

- putting in place organizational arrangements and the procedures and mechanisms for public participation

The key “output” of this preparation phase is a Process Plan, to be approved by Council.

### **2.3 Phase 2: Monitoring & Evaluation & Updated Analysis**

The purpose of the Analysis Phase is to find out “what is happening” and to ensure that decisions will be based on:

- people’s priority needs and problems
- knowledge of available and accessible resources
- proper information and understanding of the dynamics influencing the development in the municipality.

The process will involve gathering and collating relevant information, including:

- identification of what has been achieved and the gaps with respect to previous IDP’s;
- progress with the implementation of current programmes and projects;
- new information from internal and external sources, for example:
  - new policy and legislation
  - budget information from other spheres of government and BCMM - identifying potential and available funding from all sources
  - more or improved in-depth information about the existing situation and priority issues, information about new development and trends - including information arising out of sector plans
  - input from stakeholder organizations and constituencies

All community needs and issues identified during various public consultations and those coming from ward meetings will be consolidated and a verification process to determine which needs have been adequately addressed as well which still remain top priorities.

Consideration will need to be given as to how all of the above noted information impacts on the priority issues, objectives and strategies.

The output of this phase will be a Situation Analysis Report, wherein the prioritized/key issues for Buffalo Metropolitan Municipality, are identified, elaborated and discussed.

### **2.4 PHASE 3: OBJECTIVES, STRATEGIES, PROJECTS & PROGRAMMES**

The knowledge generated by the previous phase, will inform this phase. The objectives, strategies, projects and programmes, within the existing IDP, will be evaluated in the light of the ‘Analysis’ and thereafter, appropriate changes and

adjustments will be made. Projects and programmes will be identified for implementation to ensure that set objectives and strategies are realized.

## **2.5 PHASE 4: CONSOLIDATE IDP REVIEW**

It is anticipated that during this phase:

- the IDP programmes & projects will be further refined through the work of Clusters and Directorates;
- the draft IDP will be presented to the Clusters, External Representative Forum; and
- the IDP Report will be consolidated, ready for submission to Council.

Once the draft reviewed 2017/18 IDP and MTREF Budget has been approved by Council, they will be advertised for public comment and will be presented and discussed in public meetings across the municipality.

## **2.6 PHASE 5: APPROVAL**

During this phase consideration will be given to the comments arising out of the public participation process and the reviewed IDP 2017/18 will be submitted, together with the budget, to Council for adoption.

### 3. INSTITUTIONAL ARRANGEMENTS, ROLES & RESPONSIBILITIES

The review of the Integrated Development Plan and Budget involves municipal officials, Councillors, as well as stakeholders external to the Municipality. The proposed roles & responsibilities of institutional structures are described in the table below:

<b>STRUCTURE</b>	<b>COMPOSITION AND RESPONSIBILITY</b>
<b>The Executive Mayor of Buffalo City Metropolitan Municipality</b>	<p>The Executive Mayor of Buffalo City Metro has the ultimate responsibility for the preparation and implementation of the IDP, Budget &amp; Performance Management. In his/her executive capacity the Executive Mayor has to:</p> <ul style="list-style-type: none"> <li>• be responsible for the overall oversight, development and monitoring of the process or delegate IDP &amp; PMS responsibilities to the City Manager;</li> <li>• ensure that the budget, IDP &amp; budget related policies are mutually consistent &amp; credible;</li> <li>• submit the revised IDP &amp; the Annual Budget to the municipal Council for adoption;</li> <li>• submit the proposed Performance Management System to the municipal council for adoption.</li> </ul>
<b>Buffalo City Municipal Council</b>	<p>The Buffalo City Municipal Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> <li>• consider and adopt the IDP Process Plan &amp; time schedule for the preparation, tabling &amp; approval of the annual budget;</li> <li>• consider and adopt the IDP and annual Budget;</li> <li>• ensure the municipal budget is coordinated with and based on the IDP;</li> <li>• adopt a Performance Management System (PMS)</li> <li>• Monitor progress, re. IDP implementation</li> </ul>
<b>Ward Councillors; Ward Committees; Community Development Workers &amp; Traditional Leaders</b>	<p>Ward Councillors/ CDW's &amp; Traditional Leaders are the major link between the municipal government and the residents. As such, their role is to:</p> <ul style="list-style-type: none"> <li>• link the planning process to their constituencies and/or wards;</li> <li>• ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate;</li> <li>• facilitate public consultation and participation within their wards.</li> <li>• provide feedback to their communities on the adopted IDP and Budget.</li> </ul>
<b>IDP / OPMS Portfolio Committee</b>	<p>The IDP/OPMS Portfolio Committee will provide general political guidance over the IDP/Budget &amp; PMS review process. The Portfolio Committee will be chaired by the Political Head of the Executive Support Services Directorate and will be constituted of Councillors and the Executive Mayor as an ex-officio member. Key members will also be the portfolio Councillor for finance and technical support will be provided by the:</p> <ul style="list-style-type: none"> <li>• HOD: Executive Support Services</li> <li>• GM: IDP/Budget Integration/PMS &amp; GIS;</li> <li>• Other relevant officials.</li> </ul>
<b>Budget Steering Committee</b>	<p>The Budget steering committee is responsible for recommending the budget document as well as any other budget related issues such as changes in internally funded projects, prior to approval by council. This committee is chaired by the Executive Mayor or his/her delegated representative, with chairpersons of the portfolio committees and all section 57 employees serving as members.</p>
<b>City Manager</b>	<p>The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation.</p>

<b>IDP Steering Committee</b>	<p>The IDP Steering Committee is chaired by the City Manager and has sitting on the Committee the Heads of Directorates who will also be the technical leaders of the different Clusters. The tasks of the steering committee are to:</p> <ul style="list-style-type: none"> <li>• provide technical oversight and support to the IDP/ Budget review and its implementation;</li> <li>• consider and advise on IDP/ Budget content and process;</li> <li>• ensure inter-directorate co-operation, co-ordination, communication and strategic thinking to address priority issues</li> <li>• ensure sector and spatial co-ordination and alignment</li> <li>• ensure IDP &amp; budget linkage</li> <li>• ensure Performance Management is linked to the IDP</li> <li>• ensure the organisation is oriented to implement the IDP</li> <li>• ensure time-frames set for the review are met.</li> </ul>
<b>Directorates &amp; Departments</b>	<p>Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they :</p> <ul style="list-style-type: none"> <li>• provide technical / sector expertise and information, throughout the IDP Budget process;</li> <li>• ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements;</li> </ul>
<b>IDP Clusters:</b>	<p>IDP Clusters are led politically by Mayoral Committee Councillors and technically by HODs. All Councillors, all General Managers and identified key officials are members of the different working groups. The Clusters are required to:</p> <ul style="list-style-type: none"> <li>• assist with the identification of key issues, the development of objectives, strategies, indicators and programmes, projects &amp; budgets for the relevant themes</li> <li>• ensure inter-sectoral co-operation, communication and strategic thinking to address priority issues</li> <li>• consider &amp; incorporate the cross-cutting issues – HIV/ AIDS, climate change, poverty, gender, youth, elderly and disabled</li> <li>• monitor progress with respect to the implementation of the IDP</li> </ul>
<b>Representative Forum and Community Stakeholders</b>	<p>The IDP/ PM/ Budget Representative Forum constitutes the structure that institutionalises sectoral participation in the IDP Process. The members of the IDP Representative Forum include Business, Government &amp; NGO sectors (as well as political and technical leaders of the IDP Clusters) The Executive Mayor or his/her nominee chairs the Forum. The Forum has the following functions and duties:</p> <ul style="list-style-type: none"> <li>• represents the interests of their constituents in the IDP process;</li> <li>• provide an organisational mechanism for discussion and consensus-building between the different stakeholders and the Municipal Government;</li> <li>• monitor the performance of the planning, implementation and review process;</li> <li>• ensures an efficient flow of information to and from stakeholder groups.</li> </ul>
<b>Public Consultation/ Imbizo Preparation Committee</b>	<p>The Public Consultation/ Imbizo Preparation Committee is led by the Mayoral Committee Councillors for IDP, Public Participation and Finance. Members of the technical Committee include:</p> <ul style="list-style-type: none"> <li>• GM IDP/PMS/GIS &amp; IEMP</li> <li>• GM Public Participation &amp; Special Programmes</li> <li>• GM Development Co-operation and Communication</li> <li>• GM Budget &amp; Treasury</li> <li>• GM Organisational Support</li> <li>• GM Public Safety</li> <li>• GM Community Services</li> </ul> <p>The purpose of the Committee is to provide technical guidance and ensure the administrative co-ordination of key public consultations and imbizos.</p>

**IDP, PM, Budget  
Integration, GIS & IEMP  
Department**

The IDP, Budget Integration, Performance Management and GIS Department reports to the HOD: Executive Support Services and is required to manage and co-ordinate the IDP review process, ensure IDP / budget integration, the roll out of Performance Management System and monitor the implementation of the IDP, including:

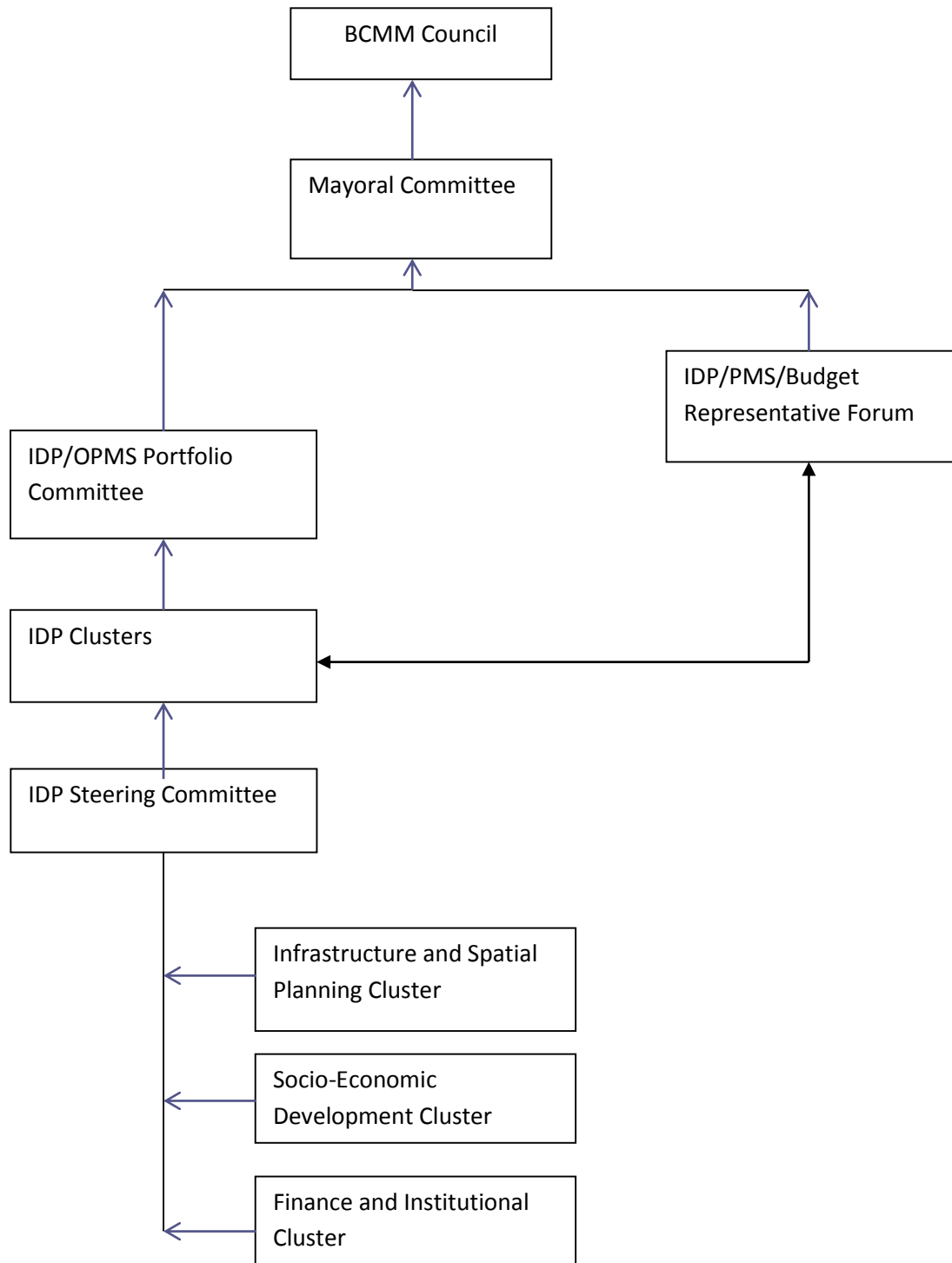
- preparing the Process Plan for the development of the IDP;
- undertaking the overall management and co-ordination of the planning and review process under consideration of time, resources and people
- ensuring that the review process is participatory, strategic, implementation-oriented, integrated with the budget process, is horizontally and vertically aligned and satisfies sector planning requirements ;





### 3.1. IDP PLANNING PROCESS FLOW

The inter-relations between the various structures as identified above as well as the workflow process to be followed in the drafting of the IDP is presented in the diagram below:



The information and/or data contained at the end of each IDP phase is a culmination of the work that shall have been concluded at the various sittings of the structures as depicted above. Engagements with the various internal departments will be on-going and the external sector departments shall be engaged in the formal inter-governmental relations (IGR) processes.

## 4. MECHANISM FOR ALIGNMENT

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The HOD: Executive Support Services, supported by the City Manager and his/her complement of senior management, will be responsible for ensuring the smooth co-ordination of the IDP review process. Of critical importance in this regard is ensuring that the planning process of the BCMM takes cognisance of the planning activities of other stakeholders operating within its space viz.; Government sector departments operating within the metro jurisdiction, government agencies and other para-statal within the jurisdiction of the metro and other neighbouring municipalities that have plans impacting on the operations of the BCMM.

As such to ensure proper co-ordination of the process various engagements will be undertaken with the affected stakeholders from a bilateral level as well as through formalised inter-governmental relations structures. The following IGR structures and processes must be established to ensure that proper coordination as envisaged in the IGR Act of 2005 are realised.

<b>IGR Structure</b>	<b>Composition and Purpose</b>
<b>Metro IGR Forum</b>	Chaired by the Executive Mayor or his/her delegated representative, the Metro-wide IGR Forum will be composed of the mayoral committee, senior managers from sector departments operating within the metro, and senior managers from government agencies and/or para-statal operating within the metro.
<b>IDP/IGR Clusters</b>	Chaired by political cluster leaders. These clusters will be composed of managers and technical workers from the various sectors of government (internal and external) including the private sector.

## 5. MONITORING AND AMENDING

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It is imperative that the monitoring and review mechanisms be catered for in the IDP review process. In relation to the monitoring and amendment of the IDP/ Budget/PMS Process Plan the following is recommended:

- The City Manager and/or delegated official co-ordinate and monitor the IDP development process;
- Progress to be reported to the Executive Mayor, and any deviations from the Process Plan must be highlighted;
- The Executive Mayor may advise the Council of any amendments that ought to be effected in the process plan. Only with the express approval of Council may the changes in the process plan be effected.

## 6. BINDING PLANS AND LEGISLATION

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National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000 (as amended), and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter dedicated to Integrated Development Plans and it is the overarching piece of legislation with regard to development and review of the IDP. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act, 2003.
- Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).
- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21).

These are highlighted in the table below:

<b>Category of requirement</b>	<b>Sector requirement</b>	<b>National department</b>	<b>Legislation/policy</b>
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water	Water Services Act, No 30 of 2004
	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa, 2000
	Spatial planning requirements	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Department of Human Settlements	Housing Act, No 107 of 1997
	Coastal management issues	Department of Environmental Affairs	National Environmental Laws Amendment Act, No 14 of 2009
	LED	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Integrated Planning Act of 1997
	Spatial framework	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Development Facilitation Act (DFA) Principles	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDB/Budget link	Department of Finance	Municipal Finance Management Act, No 56 of 2003

	Developmental local government	Department of Provincial and Local Government	White Paper on Local Government, 1998
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	Local Agenda 21
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millennium Development Goals

The Provincial Spatial Development Plan and the EC Vision 2030 Plan will be used as guiding policy documents during the review phase.

BCMM will include all the planning documents that have been approved by Council and other strategies that might be relevant to the IDP process, as accompanying documents to the IDP.

## 7. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Section 16 of the MSA prescribes that:

*“A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-*

*(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—*

*(i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5*

*(ii) the establishment, implementation and review of its performance management system in terms of Chapter 6*

*(iii) the monitoring and review of its performance, including the outcomes and impact of such performance*

*(iv) the preparation of its budget; and*

*(v) strategic decisions relating to the provision of municipal services in terms of Chapter 8;*

*(b) contribute to building the capacity of—*

*(i) the local community [to enable it to participate in the affairs of the municipality; and*

*(ii) councillors and staff to foster community participation; and*

*(c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).”*

For purposes of compliance with this legislative requirement, the BCMM has established formal structures for effective participation in the IDP processes. Below is a description of the participatory function of each of the various structures established for the IDP process:

- IDP Representative Forum – constituted of formal representatives of various civic and community organisations as well as other formal structures affected by the development efforts of the municipality such as:
  - Traditional Leaders forums
  - Established forums (business chambers and organisations)
  - NGOs
  - CBO
  - CDWs and Ward Committees
  - FBOs

The role of the IDP Forum is to verify and make additions to data collected through non-formal participatory methods.

- In addition to the formal process of representation through the IDP Representative Forum engagement and other Council processes, the BCMM consults its communities on an on-going basis to solicit inputs in as far as

the development challenges they face are concerned. To do this in an effective, efficient and structured manner, the BCMM has institutionalised a process of community engagement through the Mayoral Imbizos and Outreaches. These are community meetings held at the ward level where direct participation by communities is encouraged. To complement this process, ward level planning where planning methods are used to gather data are utilised.

### **7.1. Communication**

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and development of the budget for a financial year. Section 21 of the Act prescribes the various media formats that must be utilised for this purpose. As such, the BCMM will publicise all IDP meetings and engagements, publicise all documents and solicit inputs from communities, publicise approval of documents, and publicise all IDP/PMS/Budget related activities in the following media forms:

- Print Media (local newspapers, formal notices on municipal buildings);
- Electronic Media (municipal website); and
- Audio-visual Media (community radio stations)

### **7.2. Appropriate Language Usage**

English will be used as the medium of exchange. However, in community meetings, the dominant and a mixture of languages will be utilized.

### **7.3. Appropriate Venues & transport**

All community engagement sessions will be held at venues central to those communities being visited and that are within ease of access. Particular attention will be made to such venues to ensure that they cater for all people including those people with disabilities. In the case of formalised meetings, these will be held at the municipal offices in East London/King Williams Town or any other venue as may be advised by Council.

## 8. IDP/BUDGET/PMS ACTION PLAN

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Tabulated hereon bellow is a schedule of the programme to be followed by the BCMM in its process of reviewing the IDP. The dates indicated are as per the approved calendar of events and as per prescripts of Section 28 and 29 of the MSA, will be adhered to so as to ensure that the process of the review of the IDP is both credible and adheres to the principles as contained in the Act.



<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JUNE 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	Advertise adoption of the approved 2016-21 IDP and 2016/17 to 2018/19 MTREF Budget (local newspaper, BCMM website and notice boards)	IDP/ BUDGET	MSA 25(4)(a)(b)	7 June 2016
	Special Top Management Meeting <ul style="list-style-type: none"> <li>• Draft SDBIP 2016/17</li> <li>• Demand Management Plans</li> <li>• Presentation of the final State of the Metro inputs</li> </ul>	IDP & FINANCE Office of the Executive Mayor	MFMA	8 June 2016
	Submit approved IDP and MTREF Budget to MEC for Local Government and Traditional Affairs, Provincial Treasury and National Treasury (in both electronic and printed formats) <ul style="list-style-type: none"> <li>• Make public a copy of the tariff book and resolutions for public inspection at municipal offices</li> </ul>	BUDGET	MFMA 24(3) and MBRR 20	8 June 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JUNE 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	City Manager submits draft SDBIP 16/17 to Executive Mayor 14 days after the approval of budget	IDP/BUDGET/COMM	MFMA 69(3)(a)(b)	10 June 2016
	Top Management Meeting: • Tabling of IDP/Budget/PMS Process Plan for 2016/17 IDP Review	IDP/PMS	MSA/MFMA	13 June 2016
	Accounting Officer Submit to the Executive Mayor draft SDBIP	IDP/PMS	MSA/MFMA	14 June 2016
	Submission of Specifications to the Bid Specifications Committee	Finance	MFMA	17 June 2016
	State of the Metro Address	Office of the Executive Mayor	MSA/MFMA	22 June 2016
	Assessment of section 56 Managers	Office of the Executive Mayor	MSA/Municipal Planning and Performance Management Regulations 2006	23-24 June 2016.
	Executive Mayor approves SDBIP 16/17 & section 56 Performance Agreements 28 days after the adoption of IDP & Budget	IDP/PMS	MFMA (53)(1)(c)(ii)	On or before 28 June 2016

	Technical IGR Discuss the Masiphathisane and B2B 10 point plan (integrated planning approaches)	IDP/IGR	IGR Act 13 of 2005	30 June 2016
<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>JULY 2016</b>				
	Deadline for the submission of the fourth Quarter SDBIP	IDP/PMS and Finance	MFMA	8 July 2016
	Circulate the 2016/17 IDP/Budget Process Plan Annual Report Process Plan	IDP/PMS	MFMA circular 62	11 July 2016 (Top Management)
	Annual Built Environment Plan (BEPP) Evaluation	Enterprise Project Management Office (EPMO)	Division of Revenue Act (DORA)	13 July 2016
	IDP and Organisational Performance Management Portfolio Committee: <ul style="list-style-type: none"> <li>• Tabling of IDP/Budget/PMS Process Plan for 2016-17 Review</li> </ul>	IDP/PMS	MSA/MFMA	14 July 2016
<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>JULY 2016</b>				
<b>Pre-planning</b>	Municipal entities submit draft Annual Reports to the Municipal Manager	CEO of Municipal entity [where applicable].	MFMA Circular No 63 MSA 46 MFMA 121	20 July 2016

<b>phase ( June – August 2016)</b>	Submission of the Business Plans for consideration by Top Management for the rollover adjustment budget (excluding Conditional Grant Funded Projects) of 2015/16.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	25 July 2016
	Submission of 4 <sup>th</sup> Quarter SDBIP	IDP/PMS	MFMA 52(d), 54(i) and Budget Regulations Sec 11(i)	27 July 2016
	Publication of 2017/18 BEPP Guidelines	National Treasury	Division of Revenue Act (DORA)	29 July 2016
<b><i>PHASE</i></b>	<b><i>ACTIVITY</i></b>	<b><i>CO-ORDINATING DEPARTMENT</i></b>	<b><i>LEGISLATIVE REQUIREMENT</i></b>	<b><i>TIME FRAME</i></b>
<b>JULY 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	Special Top Management Meeting: <ul style="list-style-type: none"> <li>Consideration of 2015/16 roll over adjustment budget (excluding Conditional Grant Funded Projects)</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	29 July 2016

	Consolidate inputs for the 2015/16 Annual Report	IDP/PMS	MSA	July/August 2016
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	BEPP Internal Preparations and Workshops	Enterprise Project Management Office (EPMO)	Division of Revenue Act (DORA)	1 August – 31 October 2016
	2016 Local Government Elections	Independent Electoral Commission (IEC)	Municipal Electoral Act 27 of 2000	3 August 2016
	Publicize draft process plan on BCMM website, local newspaper and notice boards	IDP/PMS	MSA (28)(2)(3)	9 August 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	Inaugural Council Meeting	Office of the City Manager	Municipal Structures Act	12 August 2016
	Budget Steering Committee Meeting: ✚ Consideration of 2015/16 roll over adjustment budget (excluding Conditional Grant Funded Projects). With potential impact on 2016/17.	IDP/PMS/Budget & Treasury	MFMA 28 & MBRR 23	12 August 2016
	Submission of Annual Financial Statements to the Audit Committee	Finance	MFMA	13 August 2016
	Review and registration of BCMM stakeholders for participation in the IDP review processes:  ✚ Advertise and invite new stakeholders to register on BCMM database	IDP/PMS	MSA	15 August 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	IDP/Budget/PMS workshop (All Cllrs, Heads of Directorates and General Managers) <ul style="list-style-type: none"> <li>• Presentation of 2016-21 IDP and MTREF Budget</li> <li>• Presentation of draft IDP Review Process Plan 2016/17</li> </ul>	IDP/PMS, Finance, Office of the Executive Mayor and Office of the Speaker	MSA/MFMA	22-23 August 2016
	Submit Annual Performance Report including annual financial statements to the Combined Audit / Performance Committee	Chief Financial Officer and Accounting Officer	MFMA Circular No 63 MSA 46 MFMA 121	25 August 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	IDP Representative Forum: <ul style="list-style-type: none"> <li>• Report 15/16 Annual Performance Report</li> <li>• Presentation of draft IDP Review Process Plan 2016/17</li> </ul>	IDP /PMS  Budget & Treasury	MSA 16 (a)(i)  MFMA	26 August 2016
	Workshop to present Delegations Framework as well as IDP & Budget related policies & By-laws	Budget & Treasury	MFMA	29-31 August 2016



<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	Council meeting: <ul style="list-style-type: none"> <li>• Adoption of IDP/Budget/PMS process plan for 2016/17 IDP Review</li> <li>• Submission of 2016/17 SDBIP and performance plans to Council for <b>NOTING</b></li> <li>• Adoption of Approval of 2015/16 roll over adjustment budget (excluding Conditional Grant Funded Projects)</li> <li>• Tabling of unaudited annual report</li> </ul>	IDP/PMS/Budget & Treasury	MSA Sec 28(1)/MFMA Sec 21(1)  MSA Sec 28(1)/MFMA Sec 21(1)  MSA 21(b), MFMA 28(7) & MBRR 24, 26 & 27(2) (b).	31 August 2016
	Completion and submission of Budget Evaluation Checklist to National Treasury	Budget & Treasury	MFMA	31 August 2016
	Submission of 2015/16 Annual Financial Statements and unaudited Annual Report	Finance  IDP/PMS	MSA/MFMA	31 August 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>AUGUST 2016</b>				
<b>Pre-planning phase ( June – August 2016)</b>	Submit to National Treasury 2015/16 Roll-Over Adjustment Budget in terms of National Treasury Reporting requirements	Budget and Treasury	MSA 21(b), MFMA 28(7) & MBRR 24, 26 & 27(2) (b).	31 August 2016
	Submit draft Annual Performance Report and evidence to Internal Auditors including annual financial statements and financial and non-financial information. [Note that the annual performance report and the annual financial statements form part of an Annual Report.]	Chief Financial Officer [Annual Financial Statements] and HOD: Executive Support Services [Performance Report].	MFMA Circular No 63 MSA 46 MFMA 121	31 August 2016

**SEPTEMBER 2016**

**Situational  
Analysis phase  
( September –  
October 2016)**

<ul style="list-style-type: none"> <li>• Advertise 2015/16 Roll-Over Adjustment Budget for public comment</li> <li>• Place 2015/16 Roll-Over Adjustment Budget on BCMM website</li> </ul>	Budget and Treasury	MSA 21(b), MFMA 28(7) & MBRR 24, 26 & 27(2) (b).	02 September 2016
IDP and Organisational Performance Management Portfolio Committee	IDP/PMS	MSA/MFMA	September 2016
Advertise adopted IDP/Budget/PMS Process Plan <ul style="list-style-type: none"> <li>• Publication of process plan on BCMM website, local newspaper and notice boards</li> </ul>	IDP/PMS	MSA 21, 28(3)	5 September 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>SEPTEMBER 2016</b>				
<b>Situational Analysis phase (September – October 2016)</b>	Submit adopted process plan to MEC for Local Government and Traditional Affairs	IDP/PMS	MSA 31 (a)(b)(c)(d)	5 September 2016
	Review of ward needs and priorities	IDP/PMS	MSA	5-30 September 2016
	IDP Technical Steering Committee Meeting	IDP/PMS	MSA	5 September 2016
	Technical Cluster Meetings <ul style="list-style-type: none"> <li>Commencement of situation analysis phase</li> </ul>	IDP/PMS	MSA	8-9 September 2016
	BCMM Technical IGR Forum Meeting: <ul style="list-style-type: none"> <li>Process plan and expectations</li> <li>Progress report on programmes and projects</li> </ul>	IDP/PMS	MSA / IGR Framework Act	14 September 2016
	Executive Mayoral Imbizo <ul style="list-style-type: none"> <li>Executive Mayor interacts with ward communities to listen to needs and concerns</li> <li>Executive Mayor provides feedback on approved programmes and projects</li> </ul>	Office of the Executive Mayor	MSA	20-23 September 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>SEPTEMBER 2016</b>				
<b>Situational Analysis phase (September – October 2016)</b>	Publication of 16/17 SDBIP <ul style="list-style-type: none"> <li>• Advertise</li> <li>• Place on website</li> <li>• Distribute in libraries</li> </ul>	IDP/PMS	MFMA 53 (3)(a)(b), Budget Regulations Chapter 2, Part 3, 15(3)	30 September 2015
	Submit adopted 2016/17 SDBIP to National Treasury and MEC Local Government and Traditional Affairs	IDP/PMS	MFMA 53(3)(a)(b), Budget Regulations Chapter 2, Part 3, 15(3)	30 September 2015
	BCMM Political IGR Forum Meeting: <ul style="list-style-type: none"> <li>• Process plan and expectations</li> <li>• Progress report on programmes and projects</li> </ul>	IDP/PMS	MSA / IGR Framework Act	30 September 2015

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>OCTOBER 2016</b>				
	IDP Technical Cluster Meetings <ul style="list-style-type: none"> <li>Progress on situational analysis</li> </ul>	IDP/PMS	MSA	3-4 October 2016
	Submission of the Business Plans for consideration by Top Management for the rollover adjustment budget (Conditional Grant Funded Projects) of 2015/16.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	04 October 2016
<b>OCTOBER 2016</b>				
<b>Situational Analysis phase ( September – October 2016)</b>	Auditor-General audits the unaudited Annual Report and submit an audit report to the accounting officer for the municipality / municipal entity. [The Auditor-General's reports are issued during the period of Oct / Nov. Once the AG audit reports have been issued no further changes are allowed as the audit process is completed.]	Auditor General.	MFMA Circular No 63 MSA 46 MFMA 121	5 October 2015

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>OCTOBER 2016</b>				
<b>Situational Analysis phase (September – October 2016)</b>	IDP and Organisational Performance Management Portfolio Committee <ul style="list-style-type: none"> <li>Table progress report on IDP Review Process</li> </ul>	IDP/PMS	MSA/MFMA	5 October 2016
	Top Management Meeting: <ul style="list-style-type: none"> <li>Consideration of 2015/16 roll over adjustment budget for Conditional Grant Funded Projects</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	12 October 2016
	IDP/PMS Portfolio Committee Meeting <ul style="list-style-type: none"> <li>Table progress report on IDP Review Process</li> </ul>	IDP/PMS	MSA	18 October 2016
	Mayoral Lekgotla Session: <ul style="list-style-type: none"> <li>Review of strategic objectives for service delivery and development</li> </ul>	Office of the Executive Mayor	MSA / MFMA	21-23 October 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>OCTOBER 2016</b>				
<b>Situational Analysis phase (September – October 2016)</b>	Council Meeting <ul style="list-style-type: none"> <li>Table 2016/17 SDBIP/ 1<sup>st</sup> quarter report to Council</li> <li>approval of 2015/16 Roll-over Adjustment Budget for Conditional Grant Funded Projects</li> </ul>	IDP/PMS/ Budget and Treasury	MSA/MFMA Sec 52(d)	26 October 2016
	Submission of 2014/15 annual DoRA reports to Transferring National Departments & National Treasury	IDP/PMS/ Budget and Treasury	DoRA	28 October 2016
	IDP Steering Committee Meeting <ul style="list-style-type: none"> <li>Presentation of draft situational analysis report</li> </ul>	IDP/PMS	MSA/MFMA	31 October 2016



**NOVEMBER 2016**

<b>Strategies phase (November – December 2016)</b>	Submission of the draft 2017/18 BEPP to National Treasury	EPMO	DORA section 9.2(a), 9.3,10.9 & 14.1 & 14.2	3 November 2016
	Feedback Session on Outcomes of the Mayoral Lekgotla	IDP/PMS, Office of the Speaker & Office of the Executive Mayor	MSA/MFMA	8-9 November 2016
	Submit to National Treasury 2015/16 Roll-over Adjustment Budget for Conditional Grant Funded Projects	Budget and Treasury	MFMA	9 November 2016
	<ul style="list-style-type: none"> <li>• Advertise 2014/15 Roll-over Adjustment Budget for Conditional Grant Funded Projects for public comment</li> <li>• Place Adjustment Budget on BCMM website</li> </ul>	Budget and Treasury	MFMA	9 November 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>NOVEMBER 2016</b>				
<b>Strategies phase (November – December 2016)</b>	Submit to National Treasury 2015/16 Roll-over Adjustment Budget for Conditional Grant Funded Projects	Budget and Treasury	MFMA	10 November 2016
	<ul style="list-style-type: none"> <li>• Advertise 2015/16 Roll-over Adjustment Budget for Conditional Grant Funded Projects for public comment</li> <li>• Place Adjustment Budget on BCMM website</li> </ul>	Budget and Treasury	MFMA	10 November 2016
	Budget Workshops – with all Directorates	Budget and Treasury	MFMA	14 - 18 November 2016
	IDP Technical Cluster Meeting	IDP/PMS	MSA 34(a)(i)(ii)	15-16 November 2015
	IDP Full Cluster Meetings <ul style="list-style-type: none"> <li>• Consider draft situational analysis report</li> <li>• Confirmation of cluster priorities</li> </ul>	Office of the Executive Mayor	MSA / MFMA	22-23 November 2016
	Council Meeting	Office of the Speaker	MSA / MFMA	30 November 2016

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>DECEMBER 2016</b>				
<b>Strategies phase (November – December 2016)</b>	IDP Representative Forum: <ul style="list-style-type: none"> <li>• Presentation of BCMM Situational Analysis report</li> <li>• Presentation of draft reviewed IDP objectives and strategies</li> </ul>	IDP/PMS	MSA Sec 16(1)(a) MFMA Sec 52(d)	6 December 2016
	Council Meeting	Office of the Speaker	MSA / MFMA	14 December 2016
<b>JANUARY 2017</b>				
<b>Projects phase (January – February 2017)</b>	Submission of the revised Business Plans for consideration by Top Management for the 2016/17 Mid-Year Adjustment budget.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	09 January 2017
	Top Management Technical Planning Session to consider: <ul style="list-style-type: none"> <li>• Mid-year adjustment budget and service delivery targets</li> <li>• Draft IDP Objectives, Strategies and Projects</li> </ul>	IDP/PMS	MSA	11-13 January 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JANUARY 2017</b>				
<b>Projects phase (January – February 2017)</b>	IDP Technical Cluster Meetings: <ul style="list-style-type: none"> <li>Confirmation of draft reviewed IDP Objectives, Strategies and Projects</li> </ul>	IDP/PMS	MSA	18-19 January 2017
	Municipal Entity to align their budget and plans with the City.	Municipal Entity/ BTO	MFMA 87(ii) & (iii) and 88	20 January 2017
	Submission of 2016/17 SDBIP 2 <sup>nd</sup> quarter report to the Executive Mayor	IDP/PMS/Budget and Treasury	MFMA Sec 72 & 51(a), Budget Regulation Part 5 (32) & PM Regulations 2001 (2)(a)	25 January 2017
	Council Meeting: <ul style="list-style-type: none"> <li>Consider 2016/17 SDBIP 2<sup>nd</sup> quarter reports (Mid - year report)</li> <li>Draft Annual Report 2015/16</li> </ul>	IDP/PMS/Budget and Treasury	MFMA Sec 52(d) & 51(a), Sec 72, Budget Regulation Part 5 (32) & PM Regulations 2001 (2)(a)	25 January 2017
	Mayor tables audited Annual Report and financial statements to Council	Executive Mayor	MFMA Circular No 63 MSA 46 MFMA 121	25 January 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JANUARY 2017</b>				
<b>Projects phase (January – February 2017)</b>	Submission of the 2016/17 MID Year Report to both National and Provincial Treasury	IDP/PMS/Budget and Treasury	MFMA Sec 52(d) & 51(a), Sec 72, Budget Regulation Part 5 (35) & PM Regulations 2001 (2)(a)	27 January 2017
	Performance Assessment of the City Manager and Section 57 Managers	IDP/PMS	MFMA, 72(1), PM Regulations 2006	30 January 2017
	Submission of the Business Plans for consideration by Top Management for the 2017/18 to 2019/20 MTREF budget.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	30 January 2017
	Publication of the 2016/17 MID Year Assessment Reports and SDBIP	IDP/PMS/Budget and Treasury/ Communication	MFMA Sec 52(d) & 51(a), Sec 72, Budget Regulation Part 5 (34) & PM Regulations 2001 (2)(a)	31 January 2017
<b>FEBRUARY 2017</b>				
	National Treasury Mid-year Budget and Performance Assessment Review	IDP/PMS/Finance/ Compliance Office	MFMA	February 2017 (TBC)

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>FEBRUARY 2017</b>				
<b>Projects phase (January – February 2017)</b>	2016/17 MTREF Mid-Year Budget and Performance including 2016/17 MTREF BEPP Review	EPMO	DORA/MFMA	February 2017 (TBC)
	Budget Steering Committee Meeting: <ul style="list-style-type: none"> <li>• Consideration of 2016/17 Mid-year adjustment budget</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	February 2017 (TBC)
	IDP Full Cluster Meetings <ul style="list-style-type: none"> <li>• Consideration of draft 2017/18 IDP review and MTREF Budget</li> </ul>	IDP/PMS/Budget & Treasury	MSA/MFMA	15-16 February 2017
	Council considers and approve the 2016/17 Mid-Year Adjustment Budget, IDP, BEPP and SDBIP	IDP/PMS/Budget & Treasury	MFMA 28, 54(1)(c) and MBRR 23	24 February 2017
	Audited Annual Report is made public, e.g. posted on municipality's website.	IDP/PMS	MFMA Circular No 63 MSA 46 MFMA 121	February 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>MARCH 2017</b>				
<b>Consolidation phase (March – April 2017)</b>	Council Workshop (all Cllrs, HODs and GMs) <ul style="list-style-type: none"> <li>• Review and confirm draft 2017/18- IDP, BEPP and MTREF Budget</li> <li>• Review of budget related policies</li> </ul>	IDP/PMS/Finance	MSA/MFMA	6-7 March 2017
	<ul style="list-style-type: none"> <li>• Submits to National Treasury 2016/2017 Mid-Year Adjustment Budget in terms of the National Treasury Reporting Requirements</li> <li>• Advertise 2016/2017 Mid-Year Adjustment Budget for public comment</li> <li>• Place 2016/2017 Mid-Year Adjustment Budget on BCMM website</li> </ul>	IDP/PMS/Budget and Treasury	MSA/MFMA	10 March 2017
	BCMM IGR Forum Meeting: <ul style="list-style-type: none"> <li>• Presentation of draft 2017/18 IDP review and MTREF</li> </ul>	IDP/PMS	MSA / IGR Framework Act	10 March 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>MARCH 2017</b>				
<b>Consolidation phase (March – April 2017)</b>	IDP/Budget/PMS External Representative Forum Meeting: <ul style="list-style-type: none"> <li>• Presentation of draft 2017/18 IDP review and MTREF</li> </ul>	IDP/Budget & Treasury	MSA Sec 16(1)(a) / MFMA	23 March 2017
	IDP/PMS Portfolio Committee Meeting: <ul style="list-style-type: none"> <li>• Presentation of draft 2017/18 IDP review and MTREF</li> <li>• Presentation of the IDP/Budget Road Shows process plan</li> </ul>	IDP/PMS	MSA	March 2016
	Council Meeting: <ul style="list-style-type: none"> <li>• Approve 2017/18 Draft IDP review and MTREF Budget</li> <li>• Approve draft BEPP</li> </ul>	Budget and Treasury	MFMA MSA	31 March 2017
	Oversight committee assessment on Annual Report.	Chairperson of MPAC	MFMA Circular No 63 MSA 46 MFMA 121	31 March 2017



<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>APRIL 2017</b>				
<b>Consolidation phase (March – April 2017)</b>	IDP Steering Committee Meeting: <ul style="list-style-type: none"> <li>Present state of readiness for IDP/Budget roadshows</li> </ul>	IDP/PMS	MSA/MFMA	4 April 2017
	Councillors Briefing Session on IDP/Budget Roadshow	IDP/PMS	MSA/MFMA	6 April 2017
	<ul style="list-style-type: none"> <li>Submits to MEC for Local Government and Traditional Affairs, National Treasury 2017/18 Draft IDP, SDBIP and MTREF Budget</li> <li>Advertise 2017/18 Draft IDP, SDBIP and MTREF Budget for public comment</li> <li>Place 2017/18 Draft IDP and MTREF Budget on BCMM website</li> </ul>	IDP/PMS/Budget and Treasury	MSA/MFMA	7 April 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>APRIL 2017</b>				
<b>Consolidation phase (March – April 2017)</b>	IDP Budget Road Shows: <ul style="list-style-type: none"> <li>• Present summarised draft IDP &amp; Budget</li> <li>• BCMM response to key issues raised by wards</li> <li>• Highlight planned projects and programmes</li> </ul>	IDP,PMS/Budget & Treasury	MSA/MFMA	11-28 April 2017
	Submission of 2016/17 3 <sup>rd</sup> quarter SDBIP report and MFMA Section 52 (d) report to Council	IDP/PMS	MFMA (52)(d)	28 April 2017
<b>MAY 2017</b>				
<b>Approval phase (May 2017)</b>	Council Workshop on the final IDP/Budget before adoption	IDP/PMS	MSA,MFMA	4-5 May 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>MAY 2017</b>				
<b>Approval phase (May 2017)</b>	Consultation with Organised Business and Traditional Leadership on the Draft 2018/22 IDP & Budget <ul style="list-style-type: none"> <li>• Business Breakfast</li> <li>• Session with traditional leadership</li> </ul>	IDP/PMS/ Budget and Treasury	MSA 16(1)(a)(b)(c)	9-10 May 2017
	National Treasury Municipal Budget and Benchmark Engagement.	IDP/PMS/Finance/ Compliance Office	MFMA	May 2017
	Council Open Day	Office of the Speaker	MSA Sec 16(1)(a)	16 May 2017
	Quality check Final IDP/Budget/BEPP for Council Agenda	Office of the Acting City Manager	MFMA/MSA	18 May 2017
	Council Meeting: <ul style="list-style-type: none"> <li>• Approval of final 2017/18 IDP review and MTREF Budget</li> <li>• Approval of final BEPP</li> </ul>	Budget and Treasury	MFMA MSA	27 May 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>JUNE 2017</b>				
<b>Monitoring and Evaluation (June – July 2017)</b>	Publicise BCMM adopted tariffs <ul style="list-style-type: none"> <li>• BCMM website and newspaper</li> <li>• Make public a copy of the tariff book and resolutions for public inspection at municipal offices</li> <li>• Submits to MEC for Co-operative Governance and Traditional Affairs a copy of the tariff resolution and public advert</li> </ul>	Budget & Treasury	MSA, MFMA	9 June 2017
	Advertise Adoption of final 2017/18 IDP review and Budget ( <i>local newspaper, BCMM website and notice boards</i> )	IDP/PMS	MSA	9 June 2017
	<ul style="list-style-type: none"> <li>• Submit to MEC for Local Government and Traditional Affairs, Provincial Treasury, National Treasury and</li> <li>• Place on BCM web site the final 2017/18 IDP review/ Budget (MTREF) / BEPP</li> </ul>	IDP, PMS/Budget & Treasury	MSA 32(1) / MFMA 22/ DORA sec 14	9 June 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JUNE 2017</b>				
<b>Monitoring and Evaluation (June – July 2017)</b>	City Manager submits draft 17/18 SDBIP to Executive Mayor	IDP/PMS	MSA/MFMA	10 June 2017
	Top Management Meeting: <ul style="list-style-type: none"> <li>• Tabling of IDP/Budget/PMS Process Plan for 2017/18 Review</li> <li>• Draft SDBIP 2017/18</li> <li>• Demand Management Plans</li> <li>• Presentation of the final State of the Metro inputs</li> </ul>	IDP/PMS	MSA/MFMA	June 2017
	Submission of Specifications to the Bid Specifications Committee	Finance	MFMA	15 June 2017
	State of the Metro Address	Office of the Executive Mayor	MSA/MFMA	22 June 2017
	Executive Mayor approves 17/18 SDBIP & section 56 Performance Agreements 28 days after the adoption of IDP & Budget	IDP/PMS	MFMA	29 June 2017
	Table SDBIP and Performance Plans to Council for <b>NOTING</b>	IDP/PMS	MFMA	30 June 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>JULY 2017</b>				
<b>Monitoring and Evaluation (June – July 2017)</b>	Publication of 17/18 Institutional SDBIP and directorate SDBIPs <ul style="list-style-type: none"> <li>• Advertise</li> <li>• Place on website</li> <li>• Distribute in libraries</li> <li>• Submit to National &amp; Provincial Treasury, MEC for local government &amp; traditional affairs</li> </ul>	IDP/PMS	MFMA 53 (3)(a)(b), Budget Regulations Chapter 2, Part 3, 15(3)	7 July 2017
	Annual BEPP Evaluation	EPMO	DORA/MFMA	13 July 2017
	Municipal entities submit draft Annual Reports to the Municipal Manager	CEO of Municipal entity [where applicable].	MFMA Circular No 63 MSA 46 MFMA 121	20 July 2017
	Submission of 2017/18 SDBIP/Institutional Scorecard 4th quarter reports and MFMA Section 52 (d) report to Council	IDP/PMS	MSA/MFMA 52 (d)	28 July 2017
	17/18 MTREF Municipal Benchmark Exercise - Budget Council Room, 40 Church Square, Pretoria,	EPMO	DORA/MFMA	29 July 2017
	Section 56/57 Annual Performance Assessments	IDP/PMS	MSA	31 July 2017

## 9. BUDGETARY REQUIREMENTS

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The IDP is the principal strategic document that informs all operations of the municipality and therefore, in order to ensure that a document reflective of the needs of the people and the realistic of the resource base of the municipality must be developed. As such, on an annual basis, municipalities must make provision in their budgets for the development and/or review of the municipality's IDP in accordance with the process plan. Accordingly, the Buffalo City Metropolitan Municipality has committed an amount of R863 947.00 from the public participation workshops vote number 0523230012711DJ1ZZ11for the implementation of the municipality's 2016/17 process plan.