



# **ALFRED NZO**

**DISTRICT MUNICIPALITY**

**ANDM IDP AND BUDGET PROCESS PLAN FOR  
2016/2017**

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## 1. Introduction

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, service delivery, land use management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

In terms of Section 25 of the Municipal Systems Act (MSA) 2000, all municipalities have to undertake an Integrated Development Planning Process to produce Integrated Development Plans. The Integrated Development Plan is a legislative requirement. It has a legal status which supersedes all other plans that guide development at local government level.

The municipal systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act No. 56 of 2003 confer the responsibility on the Executive Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Executive Mayor must also coordinate the annual revision of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget.

The Republic of South Africa had embarked on Local Government Elections during the month of May 2011 and that resulted in the new Councils for all Municipalities inaugurated. This process resulted in Alfred Nzo District Municipality being formed by four Local Municipalities (Mbizana, Ntabankulu, Matatiele and Umzimvubu) from two Local Municipalities (Matatiele and Umzimvubu). This process further meant that a new Council Term came into

place and thus the new Council has to develop plans that are in line with its new five-year term. As per Section 27(1) of the Municipal Systems Act 32 of 2000 as amended, Alfred Nzo District Municipality in consultation with all four local municipalities has developed an IDP Framework Plan for 2016 - 2017 financial year which gives guide on approach that must be endorsed by all municipalities when embarking on IDP development processes to ensure coordination and alignment in the whole IDP development process by all role players. This process has allowed all four Local Municipalities when developing their IDP Process Plans to take into consideration the District IDP Framework Plan as it outlines all plans and government initiatives or priorities that must be considered within municipal plans.

Alfred Nzo District Municipality has further developed its IDP Process Plan 2016/17. This plan will have to be adopted by the Council as guided by Section 28 of the Municipal Systems Act 32 of 2000 as amended. Integrated Development Plans are not developed to inform the municipalities only, but are supposed also to guide the activities of any agency, all spheres of government, NGOs and CBOs, private sector, parastatals and any other interested entity within and outside the municipal area.

## **2. IDP Review**

The annual IDP review process relate to assessing the municipality's performance against organisation objectives as well as implementation in terms of service delivery. An IDP is reviewed in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP. The annual revision of the IDP must inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

An IDP should be reviewed in order:

- To ensure its relevance to the Municipal strategic plan
- To inform other components of the municipal business process, including institutional and financial planning and budgeting.
- To inform the cyclical intergovernmental planning and budgeting cycles
- To reflect the impact of successes as well as corrective measures to address challenges.

## **2.1. The Annual budget**

The annual budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2003). Chapter 4 and section 21 (1) of the municipal Finance Management Act (MFMA) indicates that:

The Executive Mayor of a municipality must –  
(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for

- i. The preparation, tabling and approval of the annual budget;
- ii. The annual review of –
  - aa) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and
  - bb) The budget related policies.
- iii. The tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
- iv. The consultative processes forming part of the process referred to in subparagraphs (i),(ii)and(iii).

This document constitutes the process plan of the IDP review 2016-17 and budget formulation 2016-17 for the Alfred Nzo District Municipality and essentially fulfills the function of a business plan and or operational plan for the IDP process and presents, in a simple and transparent manner what should

happen when, by whom and where during the process of formulating an IDP for the Alfred Nzo District Municipality

## 2.2 The IDP Development Approach

The IDP Development process will focus and be influenced by the following areas:

- Local Government MEC's comments
- Improvement on the IDP/Budget Process based on the previous performance.
- Areas requiring additional attention in terms of legislative requirements
- Preparation, review or amendments of the existing sector plans and policies.
- Preparation of Performance Management System (PMS)

In order to ensure certain minimum quality standards of the IDP Development process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Development Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps; and
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process.

### 3. Framework Plan

The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region. In doing so, proper consultation, coordination and alignment of the development process of the district municipality and various local municipalities can be maintained.

### 4. Institutional arrangements

#### 4.1 Steering Committee

Before the development process commences, it is important that certain institutional arrangements be put in place to ensure that the process is managed well. The IDP Steering committee of the District comprises of the Honorable Executive Mayor, Mayoral Committee Members, Exco Members from all four Local Municipalities, Municipal Managers for all four local municipalities, IDP Managers for all Local Municipalities, District Management Committee and administrative assistants in the Department of Planning and Economic Development.

The Steering Committee will perform amongst the following activities which guide as terms of reference for the functioning of the committee:

IDP Steering Committee	Current Role	Envisaged Role
	Responsible for the establishment of the IDP Representative Forum by: <ul style="list-style-type: none"> <li>Defining TOR and criteria for members of the IDP Representative Forum</li> <li>Informing the public (issue</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate the development of the IDP</li> <li>Facilitate the filling of identified gaps</li> <li>Approve nominated persons to be in</li> </ul>

IDP Committee	Steering	Current Role	Envisaged Role
		<p>an advertisement) about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/ community groups (organised and unorganised) indicating goals, objectives, activities, numbers, and constitution.</p> <ul style="list-style-type: none"> <li>• Processes, summarizes and documents outputs of the IDP</li> <li>• Makes content recommendations.</li> <li>• Prepares, facilitates and documents IDP steering committee meetings in the form of minutes for compliance with legislation.</li> <li>• Develops the programme for Consultation process of Communities and any other stakeholders.</li> </ul>	<p>charge of different roles, activities of the process of preparing draft and the final document (IDP)</p>

## 4.2 IDP Representative Forum

The IDP Representative Forum (RF) for Alfred Nzo District Municipality will be established through a process where all interested and affected stakeholders will be invited to participate in the IDP development process. The approach will ensure that all stakeholders within all four local municipalities within the district municipalities are fully represented in the IDP Representative Forum. The Rep Forum must also have full representatives from all Spheres of Government with



emphasis on Provincial Government Departments and those sector departments located within the district and also government parastatals such as Eskom, Telkom and Government Agencies such as Eastern Cape Rural Development Agency, ECDC, ECATU, SALGA etc. The Rep Forum will be reviewed on an annual basis to ensure that it is continuously effective to ensure sustainable planning and service delivery within the district wide. It is therefore recommended that advertisements be placed in the local newspapers, on the notice boards, or in the local community radio to inform community members of the IDP Preparation and further invitation of interested parties to form part of the Representative Forum to ensure wider representation and the need for continued participation in the IDP process through the Representative Forum to ensure that the final IDP is reflective and inclusive of all needs and programmes of all parties.

#### **4.3 IDP Project Task Teams**

These are small operational teams composed of a number of relevant municipal sector departments and technical people, actors involved in the management of implementation and where appropriate community stakeholders directly affected by the projects. There will be a need for these teams in order to play a major role in the compilation of sector plans, implementation of projects, monitoring and review of the IDP implementation.

#### **5. Roles and Responsibilities**

The roles and responsibilities during the IDP development process are outlined below as follows:

Structure(s)/Person(s)	Roles & Responsibilities
<b>Council</b>	<ul style="list-style-type: none"> <li>-Adopts and approve the IDP and Budget Framework and Process Plans.</li> <li>-Responsible for the overall management, coordination and monitoring of the IDP development processes.</li> <li>-Approves the municipal budget and other IDP Sector Plans and Policies in line with the IDP.</li> </ul>
<b>Executive Mayor</b>	<ul style="list-style-type: none"> <li>-Gives direction on Process Plan for IDP development</li> <li>-Provides political guidance and leadership for both IDP and the budget processes.</li> </ul>
<b>Members of Mayoral Committee</b>	<ul style="list-style-type: none"> <li>-Responsible for providing the overall management, coordination and monitoring of the process of the IDP development.</li> <li>-Recommends the approval of the IDP to Council</li> </ul>
<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>-Manages and coordinates the whole process.</li> <li>-Ensures that all departments fit in the organizational vision.</li> <li>-Ensures that resources are allocated accordingly and well managed.</li> <li>-Chairs the IDP management committee.</li> <li>-Ensures that performance management and evaluations are done on a quarterly basis.</li> </ul>
<b>IDP Manager/officer</b>	<ul style="list-style-type: none"> <li>-Works closely with the Municipal Manager in ensuring that the Council vision is met.</li> <li>- Undertakes the overall management and co-ordination of the planning process,</li> <li>-Ensures alignment and compliance with the legislative framework, IDP guidelines and Sector Departments.</li> <li>-Offers strategic guidance and management to the IDP development process.</li> <li>- Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with</li> </ul>

	<p>and satisfies sector-planning requirements</p> <ul style="list-style-type: none"> <li>-Ensures that implementation takes place within the available resources.</li> <li>-Ensures that all relevant stakeholders are appropriately involved.</li> <li>- Responds to comments on the draft IDP from public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council.</li> </ul>
<b>IDP Management Committee</b>	<ul style="list-style-type: none"> <li>-Monitors, evaluates progress and provide feedback to all structures</li> <li>-Provides technical guidance through whole process in all municipalities</li> <li>-Ensure and maintain integration and alignment of all plans and programmes</li> <li>-Standardize the planning processes</li> <li>- Considers inputs from other committees or stakeholders and recommend corrective measures.</li> <li>-Considers and responds to comments by MEC for Department of Local Government and Traditional Affairs.</li> </ul>
<b>Budget Management Committee</b>	<ul style="list-style-type: none"> <li>-Ensures alignment of proposed budget with IDP;</li> <li>-Ensures that sufficient funding is provided on the budget for projects as per IDP;</li> <li>-Records realistic revenue and expenditure projections for current and future years;</li> <li>-Take cognisance of national, provincial budgets, DORA and national fiscal and macro-economic policy.</li> </ul>
<b>IDP Representative Forum</b>	<ul style="list-style-type: none"> <li>-Represents the interests of the constituencies in the IDP Planning and Review Processes.</li> <li>-Ensures communication and participation from all stakeholders in municipal planning and decision making.</li> <li>- To contribute by providing relevant information on provincial sector department plans, programmes, budgets, objectives, strategies and projects.</li> <li>-Assists in projects and budgeting linkages or alignments.</li> </ul>
<b>Communities</b>	<ul style="list-style-type: none"> <li>-Participate in the IDP Rep Forum</li> <li>-Identify and priorities their needs through guidance by</li> </ul>

	<p>municipalities.</p> <p>-Discuss and comment on the draft IDP and Budget documents</p>
<b>Private Sector</b>	<p>-Participate and ensures inclusion of their projects and programmes in the IDP of the municipality</p> <p>-Provide information on the opportunities that the communities may have in the private sector.</p>
<b>Traditional Leaders</b>	<p>-Traditional Leaders should work closely with ward councilors to identify priority developmental issues within their communities</p> <p>-Facilitate community consultation in collaboration with ward councilors</p>
<b>Other Community Organisations (FBOs, CBOs, Interested Groups etc)</b>	<p><b>-Participate in the process to ensure that interests of structures they represent are considered within the municipal planning process (IDP and Budget).</b></p>

## 6. Mechanism for Community and Stakeholder Participation

Chapter 4 Section 16(1) of the Municipal Systems Act 32 of 2000 as amended stipulates that municipalities must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance that encourages and create conditions for the local community to participate in the affairs of the municipality. This includes involvement of communities in the following:

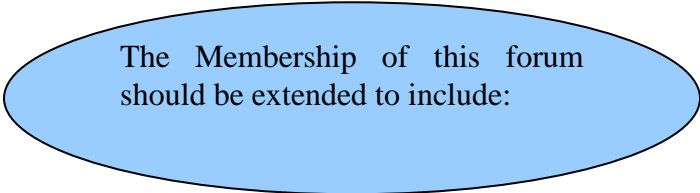
- i. The preparation, implementation and review of the Municipal Integrated Development Plan in terms of Chapter 5 of Municipal Systems Act as amended;
- ii. The establishment, implementation and review of the Municipal Performance Management System in Terms of Chapter 6 of the Municipal Systems Act as amended;
- iii. The monitoring and review of the municipal performance including the outcomes and impact of such performance;
- iv. The preparation of the municipal budget; and
- v. Strategic decisions relating to the provision of municipal services in terms of Chapter 8 of the Municipal Systems Act 32 of 2000 as amended.

Therefore all municipalities and other government departments have a constitutional mandate to encourage the involvement and participation of community organizations in the matters of local government.

Municipalities will adopt the following mechanisms for participation:

**a) IDP Representative Forum**

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process.

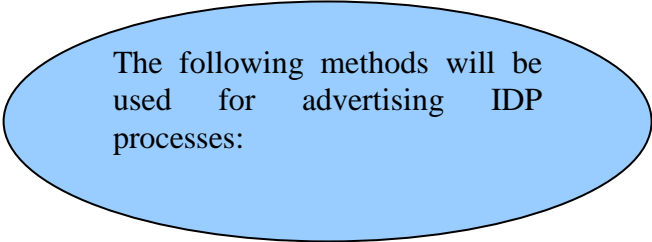


The Membership of this forum  
should be extended to include:

1. Parastatals
2. National Government Departments
3. Service Providers/ Private Sector

**b) Media**

Local newspapers and Information brochures will be used to inform the community about of the progress of the planning phase.



The following methods will be  
used for advertising IDP  
processes:

1. News Paper: Local News Papers.
2. Municipal news letter
3. Notices at public institutions (libraries, schools, churches, municipal offices etc.)
4. Community Radio

## **6.1 PROCEDURES/ PROCESSES FOR PARTICIPATION**

### **6.1.1 Representative Forum (RF)**

The representative forum will meet quarterly. The first RF meeting will involve a presentation of the Process Plan. It will also capture the progress made in terms of projects since the approval of the IDPs.

### **6.1.2 Council Approval**

It is proposed that in a Council Meeting open to public, the Council adopts First Draft IDP documentation by end of the month of March 2015. Council will also approve the various Sector Plans of the IDP on their completion. The Council in a meeting open to public will approve final IDP and Budget by end May 2015.

### **6.1.3 Newspapers**

The adopted first Draft and Final IDP will be published in the local news papers, notice boards, public facilities or community radio.

### **6.1.4 Information Sheets**

At the completion of each of the Sector Plans, as well as the sections of the IDP, an information sheet will be prepared for update of all stakeholders. The members of the Representative Forum shall assist with distribution of these information sheets. The information sheets will cover an executive summary of the completed sector plan or phase of the IDP. This will ensure that communities are kept updated on the progress of IDP preparation.

## **7. Mechanism for Alignment**

Both **horizontal and vertical alignments** will be ensured in the IDP process. The horizontal alignment will be between the district and local municipalities to ensure that planning activities and processes are coordinated and addressed jointly. Vertical alignment on the other hand will be between local government, the province and national governments as well as parastatals or service providers to

ensure that the IDPs are in line with the national and provincial policies and strategies, so that it is considered for the allocation of departmental budgets and conditional grants.

The district municipality is given more responsibility to ensure that both alignments happen, however all role players should support and partake in the alignment process. The province should also play an important role as a coordinator to ensure alignment above district level and between districts within the province.

To manage alignment, the Municipal Manager and IDP manager will play a major role in coordinating information from all clusters. The Municipal Manager will ensure that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment.

**Sector departments** should also be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for information sharing and progress reporting on all programmes planned and implemented in the district. Sectoral Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs.

IDP review programmes or actions from the Provincial Departments, e.g. Department of Housing Local Government and Traditional Affairs should be aligned with the activities as reflected in the municipal process plans.

## 8. IDP & Budget Framework Programme/Process Plan

Phases	Target/Activity	Role Players Stakeholders	Time Frames	Mechanisms/Tools	Output
Preparation Phase	Development of IDP & Budget Process Plan	IDP manager	Jul-Aug 2015	Desktop work	Approved IDP and Budget Process Plan
	Advert for the revival of the IDP and Budget Representative Forum and the IDP and Budget Process Plan (2016/2017)	IDP manager	Aug-Sep 2015	Media	
	Adoption of the IDP and Budget Process Plan	Executive Mayor, Senior Management	Aug 2015	Council Meeting	
	Submit Process Plan to the MEC Local Government	IDP Manager	Sep 2015		
Analysis Phase	First IDP & Budget Rep Forum to present the IDP and Budget Process Plan to Stakeholders	IDP Manager	Sep 2015	Forum	Determine and assess the current level of development and the emerging challenges, opportunities and priority issues.
	Review and document information submitted by Senior Management	IDP Manager	Oct 2015	Desktop work	
	First draft Situational Analysis ready	IDP Manager	Oct 2015	Desktop work	
Strategies Phase	IDP and Budget Steering Committee	Senior Management	Nov 2015	Meeting	Develop Objectives for priority issues and determine programmes to achieve strategic intent including the development of the Strategic Scorecard.
	Present first draft situational analysis to the IDP & Budget Steering Committee and request inputs for the new Municipal Vision,	IDP Manager	Nov 2015	Meeting	



Phases	Target/Activity	Role Players Stakeholders	Time Frames	Mechanisms/Tools	Output
	Mission, Strategies & Objectives				
	Mayoral Committee to confirm and recommend approval of Situational Analysis, Municipal Vision, Mission, Strategies and Objectives	Executive Mayor	Nov 2015	Meeting	
Projects Phase	Set and agree on IDP priority programmes/projects	Senior Management	Nov – Dec 2015	Meeting	Identifying projects and set outputs & targets
	Senior Management develop draft 2016-2017 SDBIP	Senior Management	Mar 2016	Meeting	
Integration Phase	Senior Management identifying programmes with external stakeholders	Senior Management	Feb – Mar 2015	Meeting	Incorporate programmes and projects into the IDP
	Integration of sector plans and institutional programmes	IDP Manager	Mar 2015	Desktop work	
	Presentation of Draft IDP & Budget to the IDP and Budget Steering Committee and MAYCO	IDP Manager	Mar 2015	Meeting	
Approval Phase	Tabling of the Draft IDP and Budget to Council	Executive Mayor	Mar 2015	Council Meeting	Approved IDP, Budget and SDBIP
	Submission of Draft IDP and Budget to MEC, Treasury and Local Government	IDP Manager	Apr 2015	Courier	
	Invite public comments on Draft IDP and Budget including Outreaches	IDP Manager	Apr – May 2015	Media	

Phases	Target/Activity	Role Players Stakeholders	Time Frames	Mechanisms/Tools	Output
	IDP & Budget Steering Committee considers submissions, representations and recommendations from IDP Outreaches. Executive Mayor be provided with an opportunity to respond to submissions during consultation and table amendments for Council consideration.	ALL	May 2015	Meeting	Approved SDBIP and annual performance agreements
	Adoption of final IDP, Budget and Budget related policies	Council	May 2015	Council meeting	
	Submission of final IDP and Budget to MEC, Treasury and Local Government.	IDP Manager	May – Jun 2015	Courier	
	Publication of approved IDP and Budget on website and local newspaper	IDP Manager	Jun 2015	Media	
	Finalisation and submission of draft 2016-2017 SDBIP and annual performance agreement by Municipal Manager to the Executive Mayor	Municipal Manager	Jun – Jul 2015	Meeting	
	Executive Mayor approves the 2016-2017 SDBIP and annual performance agreements of the Municipal Manager and Senior Managers	Executive Mayor	Jun – July 2015	Meeting	

Phases	Target/Activity	Role Players Stakeholders	Time Frames	Mechanisms/Tools	Output
	within 28 days after the approval of the IDP and Budget				
	Submit the approved SDBIP and performance agreements to MEC, Local Government, Local Government within 14 days after approval.	IDP Manager, Corporate Services Manager	Jul 2015	Courier	
Monitoring and Evaluation	Commence with the compilation of the Annual Report 2014-2015	Senior Management	July 2015 – Mar 2016	Desktop work	Compile Annual report
	Quarterly SDBIP performance progress report for first quarter Section 80 Committees, MAYCO and Council	Senior Management	Oct 2015	Desktop work	SDBIP performance reported
	Quarterly SDBIP performance progress report for second quarter, Section 80 Committees, MAYCO and Council	Senior Management	Jan 2016	Desktop work	SDBIP performance reported
	Mid-year budget and performance assessment <b>MFMA Section 72 (1)(2)(3)</b>	Senior Management	Jan 2016	Management Session	Mid-Term finance and service delivery performance report compliant with MFMA
	Executive Mayor tables the Annual Report 2014-2015 <b>MFMA Section 127 (2)</b>	Executive mayor	Jan 2016	Council meeting	Annual Budget tabled
	Executive Mayor tables adjustment budget for approval by Council <b>MFMA Section 28</b>	Executive Mayor	Jan 2016	Council meeting	Approved Adjusted Budget
	Publicise both the Annual	Municipal Manager	Feb – Mar 2016	Media	Annual Report and

Phases	Target/Activity	Role Players Stakeholders	Time Frames	Mechanisms/Tools	Output
	Report (invite public inputs into the report – MFMA 127 & MSA section 21A) and the adjustment budget on the municipal website and in local newspapers.				adjustment budget publicized
	Council to consider and adopt Annual & Oversight Report by end March MFMA Section 129 (1)	Municipal Manager & Executive Mayor	Mar 2016	Council meeting	Oversight Report approved
	Publicise Annual & Oversight Report, within 7 days of adoption MFMA Section 129(3) & MSA Section 21A	Municipal Manager	Apr 2016	Media	
	Within 7 days of adoption of Annual Report & Oversight Report submit to Provincial Legislature/MEC for Local Government	Municipal Manager	Apr 2015	Courier	
	Quarterly SDBIP performance progress report for third quarter, Section 80 Committees, MAYCO and Council	Senior Management, Executive Mayor	Apr 2016	Desktop work	SDBIP performance report noted
	Quarterly SDBIP performance progress report for fourth quarter, Section 80 Committees, MAYCO and Council	Senior Management, Executive Mayor	Jul 2016	Desktop work	

## 9. Monitoring

Monitoring in the context of IDP development refers to the gathering of data and the subsequent organizing of data into sets of information about certain actions/situations throughout the year.

The following three main bodies of information are important as input to the review process:

- Information about the achievement of objectives set in the IDP
- Information on the implementation of programmes and projects by all spheres of government through a series of indicators such as completion time frames, use of resources, etc.
- New or changed information such as:
  - Baseline data on demographics
  - New policy and legislation
  - Budget information from external sources and municipal budget reviews
  - New development and trends
  - Changes in the existing situation due to unexpected events such as natural disasters
  - New investment opportunities
  - Inputs from stakeholders

This information needs monitoring and recording throughout the year for consideration in the overall process. All local municipalities have responsibilities to monitor their own Process Plans and to ensure that the District Framework is properly followed.

If deviation from the Framework process plan is experienced, the following procedure should be adhered to:

- Each Municipality will inform the District on deviations from the Action Plan that affect district-wide activities.
- All Municipalities have to be consulted and agree on the framework before it can be amended.

## 10. Binding legislation, policies, and planning requirements at National and Provincial Levels

The listed binding legislations below are amongst the guiding legislations however the list is not exhaustive:

- ✚ The Constitution of the Republic of South Africa (Act 108 of 1996)
- ✚ National Spatial Development Perspective, 2000
- ✚ Provincial Growth and Development Plan 2004-2014
- ✚ Water Services Act
- ✚ Provincial Spatial Development Plan as Reviewed by 2010
- ✚ White Paper on Local Government 1998
- ✚ Local Government Municipal Systems Act (Act 32 of 2000) as amended
- ✚ Local Government Municipal Structures Act (Act 117 of 1998) and its amendments
- ✚ Municipal Financial Management Act (Act 56 of 2003)
- ✚ Property Rates Act, 2004
- ✚ Land Use Management Bill
- ✚ Housing Act (107 of 1997)
- ✚ National Environmental Management Act
- ✚ Environmental Conservation Act
- ✚ National Heritage Resources Act
- ✚ Development Facilitation Act, 1995
- ✚ Townships Ordinances, 15 of 1934
- ✚ National House of Traditional Leaders Amendment Act
- ✚ Intergovernmental Relations Framework Act
- ✚ Disaster Management Act

- ✚ Public Finance Management Act
- ✚ Skills Development Act
- ✚ National Sports and Recreation Act
- ✚ National Water Act
- ✚ Preferential Procurement Policy Framework Act
- ✚ Skills Development Leviers Act
- ✚ Public Service Amendment Act
- ✚ Employment Equity Act

The above-mentioned legislations should be taken into consideration in the process of developing/reviewing the IDPs.

## 11. Projects Identification

- Projects especially infrastructure related, should be informed by the available sector plans, namely Spatial Development Frameworks, Integrated Waste Management Plan, Disaster Management Plan, Water Service Development Plan, Sanitation Master Plan and Comprehensive Infrastructure Plan, Integrated Transport Plan etc.
- The district IDP unit will assist and guide line departments in project identification.
- The identified projects should also cater for vulnerable people, e.g. the youth, elderly, disabled and women. The projects must also address the issue of Expanded Public Works Programme in all sectors.
- Projects identification or allocation of resources should be in line with identified levels of service backlogs per municipality.
- Projects from sector department should also be informed by community issues and services backlogs as informed by individual municipalities.

## **12. Adoption of the IDP/Budget by the Council**

The new IDPs and Budget documents will be finally adopted by the municipal councils by the 31<sup>th</sup> of May 2016. Local municipalities should adopt their IDPs before the adoption by the district.

## **13. Conclusion**

The outlined Programme with timeframes, monitoring, alignment, binding legislations, policies and planning requirements as well as projects identification and amendment of framework will have to be followed by all Municipalities after mutual agreement has been reached.