



# **BUFFALO CITY METROPOLITAN MUNICIPALITY**

## **2017/18 IDP/BUDGET/PMS PROCESS PLAN**

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**“A City Growing with you”**

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## 1. INTRODUCTION

Buffalo City Metropolitan Municipality adopted the 2016-2021 Integrated Development Plan in May 2016. As required by section 34 of the Municipal Systems Act, an annual review of the IDP will be conducted during the 2017/18 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)
<b>POLICIES AND PLANS TO CONSIDER</b>	
<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.
<b>OTHER CONSIDERATIONS</b>	
<b>Changing internal and external circumstances</b>	
<b>Comments from the MEC on the IDP Review 2016/17</b>	
<b>BCM Surveys</b>	
<b>Reports from community engagements</b>	
<b>Council's Strategic Planning Session</b>	
<b>Local Government Back to Basics Programme</b>	

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:

Sector Plan	Applicable Legislation
• Metro Growth and Development Strategy	National Development Plan
• Housing Sector Plan	Section 9 of Housing Act of 1997
• Public Transport Framework Plan	Section 36 of National Land Traffic Act
• State of the Coast Plan	National Environmental Management Act
• State of the Environment Plan	National Environmental Management Act
• Municipal Open Spaces System	National Environmental Management Act
• Electricity Master Plan	Electricity Act 41 of 1987
• HIV/Aids Cross Cutting Strategy	National HIV/Aids / TB Strategic Plan & Provincial HIV/Aids / TB Strategic Plan
• Local Economic Development Strategy	Section 26 of the Municipal Systems Act
• Youth Development Strategy	National Youth Policy & Provincial Youth Strategy
• Integrated Environmental Management Plan	National Environmental Management Act
• Integrated Transport Plan	Section 36 of National Land Transport Act, 5 of 2009
• Water Services Development Plan	Section 12 of Water Services Act
• Tourism Master Plan	Tourism Act, 72 of 1993 /Tourism Act, 3 of 2014
• Integrated Waste Management Plan	Section 11(4)(a)(ii) NEMA: Waste Act 2008
• Spatial Development Framework	Section 26 of the Municipal Systems Act
• Crime Prevention Strategy	Criminal Procedure Act 51 of 1977 South African Police Services Act
• Traffic Safety Plan	National Road Traffic Act Province of the Eastern Cape Road Traffic Act 3 of 2003
• Employment Equity Plan	Employment Equity Act

Sector Plan	Applicable Legislation
<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.

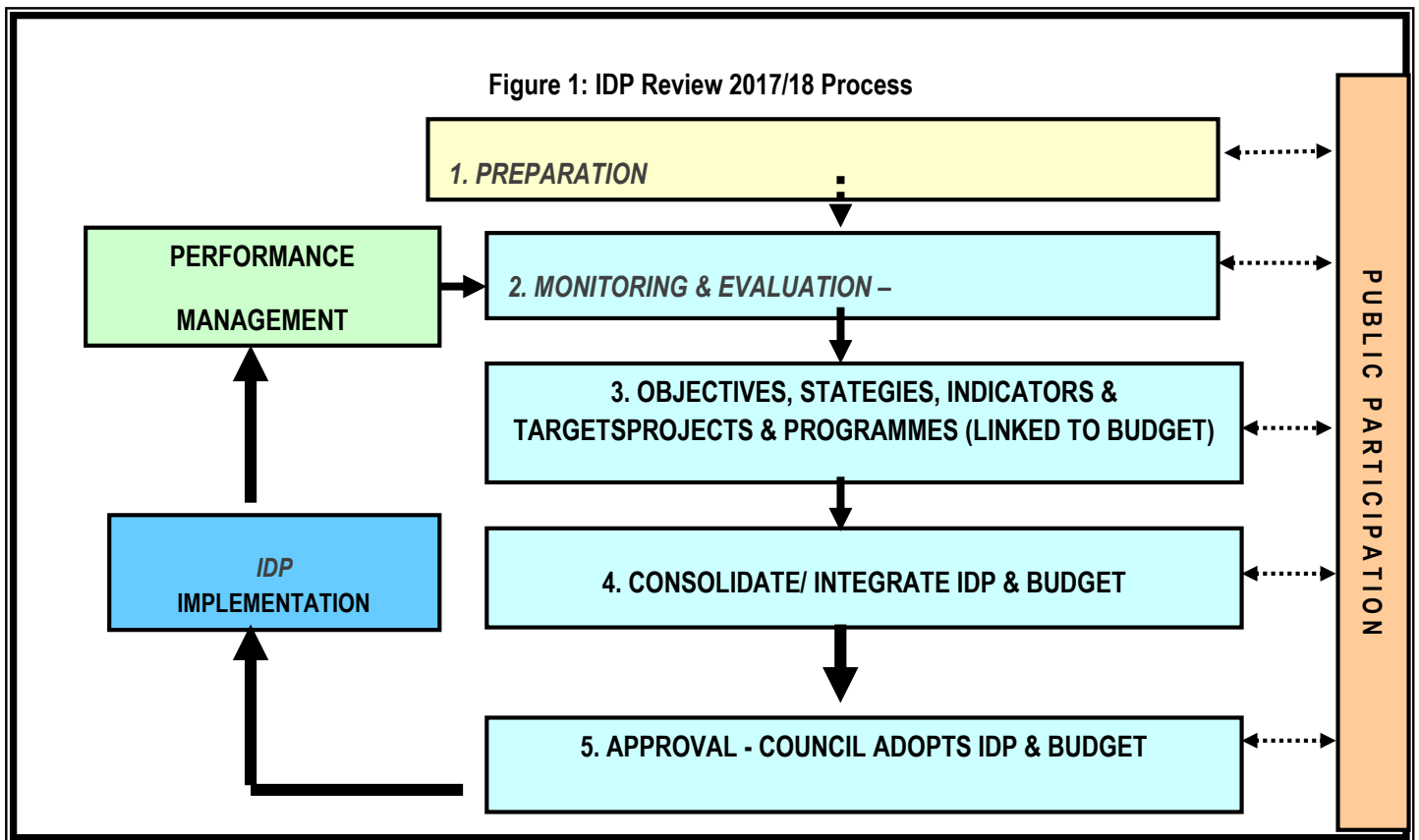
**KPA 3:** Local Economic Development.

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

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

## 2. IDP REVIEW PROCESS

The 2017/18 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 2018/19 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 2018/19 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:

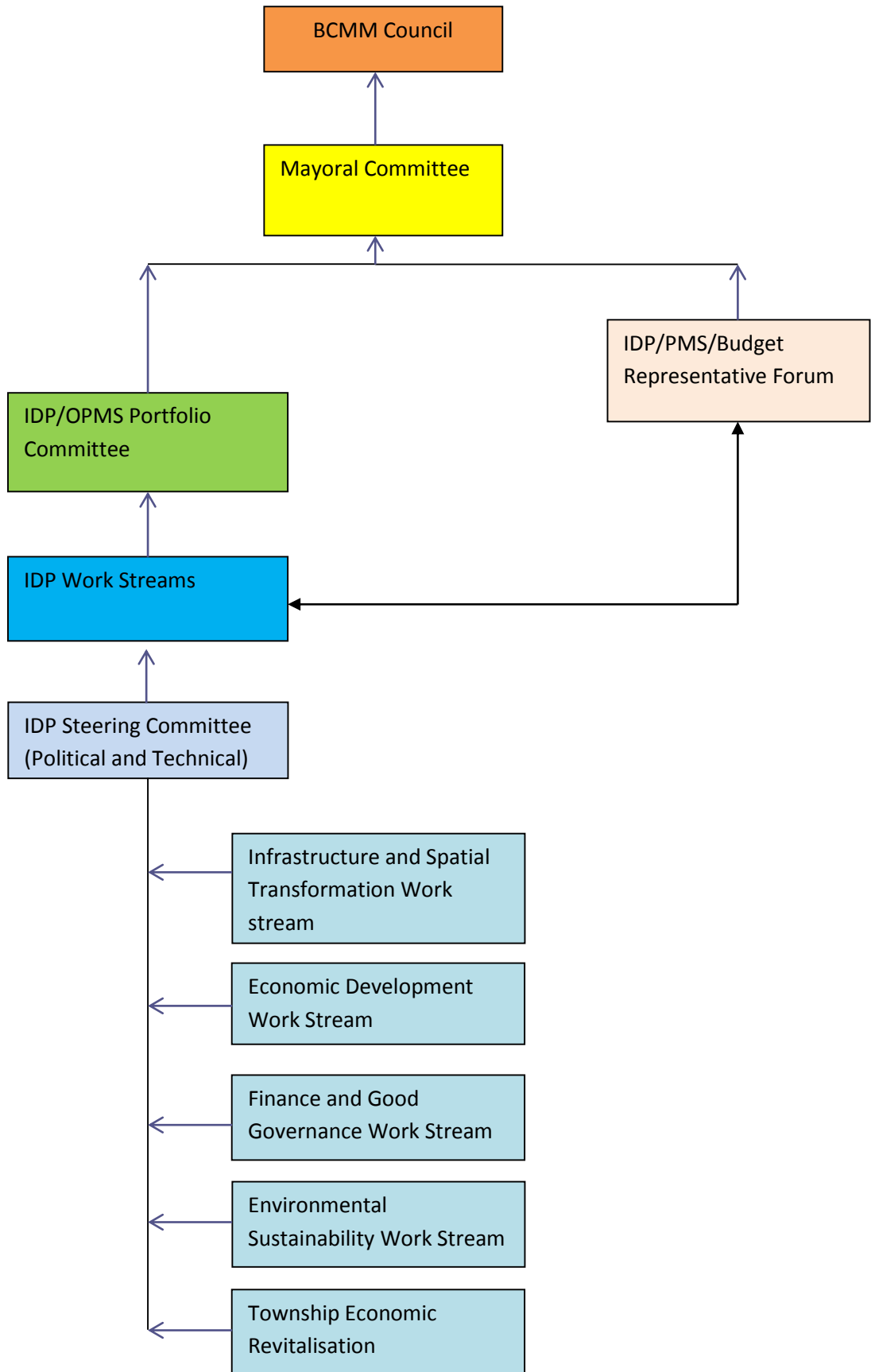
STRUCTURE	COMPOSITION AND RESPONSIBILITY
<b>The Executive Mayor of Buffalo City Metropolitan Municipality</b>	<p>The Executive Mayor of Buffalo City Metro has the ultimate responsibility for the preparation and implementation of the IDP, Budget &amp; Performance Management. In his/her executive capacity 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</p>

	Executive Mayor or his/her delegated representative, with chairpersons of the portfolio committees and all section 57 employees serving as members.
<b>City Manager</b>	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.
<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 Work Streams</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)</p> <p>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> </ul>

	<ul style="list-style-type: none"> <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>
<b>IDP, PM, Budget Integration, GIS &amp; IEMP Department</b>	<p>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:</p> <ul style="list-style-type: none"> <li>preparing the Process Plan for the development of the IDP;</li> <li>undertaking the overall management and co-ordination of the planning and review process under consideration of time, resources and people</li> <li>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;</li> </ul>

### 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

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.

IGR Structure	Composition and Purpose
<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 Work Streams</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

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

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:

Category of requirement	Sector requirement	National department	Legislation/policy
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	Department of Social Development	Sustainable Development Goals

	main development challenges		
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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

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.

## **9. BUDGETARY REQUIREMENTS**

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 R2 488 586 from the public participation workshops vote number 05232300124GMRCZZE3 for the implementation of the municipality's 2017/18 process plan.

PHASE	ACTIVITY	CO-ORDINATING DEPARTMENT	LEGISLATIVE REQUIREMENT	TIME FRAME
<b>JUNE 2017</b>				
<b>Pre-planning phase ( June – August 2017)</b>	Make public/Advertise 2017/18 Draft SDBIP and Draft S57 Annual Performance Agreements, 5 days after its approval.	PMS	MFMA Sec 75 (1&2)	01 June 2017
	Advertise adoption of the approved 2017/18 IDP and 2017/18 to 2019/20 MTREF Budget (local newspaper, BCMM website and notice boards)	IDP/ BUDGET	MSA 25(4)(a)(b)	7 June 2017
	Special Top Management Meeting <ul style="list-style-type: none"> <li>• Draft SDBIP 2017/18</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 2017
	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 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>Pre-planning phase ( June – August 2017)</b>	City Manager submit Draft SDBIP and Draft S57 Annual Performance agreements 2017/18 within 14 days after budget approval	IDP/BUDGET/COMM	MFMA 69(3)(a)(b)	9 June 2017
	Top Management Meeting: • Tabling of IDP/Budget/PMS Process Plan for 2017/18 IDP Review	IDP/PMS	MSA/MFMA	10 July 2017
	Submission of Specifications to the Bid Specifications Committee	Finance	MFMA	17 June 2017
	State of the Metro Address	Office of the Executive Mayor	MSA/MFMA	22 June 2017
	Mayor approves 17/18 Final SDBIP 28 days after budget approval	PMS	MFMA 53 (1) (C) (ii)	23 June 2017
<b>JULY 2017</b>				
	Work sessions between departments / stakeholders who submitted comments / inputs to metros if required	EPMO	MSA/DORA	1 July – 29 September 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>Pre-planning phase (June –</b>	IDP and Organisational Performance Management Portfolio Committee: <ul style="list-style-type: none"> <li>• Tabling of IDP/Budget/PMS Process Plan for 2017-18 Review</li> </ul>	IDP/PMS	MSA/MFMA	05 July 2017
	Circulate the 2017/18 IDP/Budget Process Plan Annual Report Process Plan	IDP/PMS	MFMA circular 62	10 July 2017 (Top Management)
	Publication of 16/17 Fourth Quarter Performance Report and MFMA Section 52 (d) report to Council <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) MSA/MFMA 52 (d)	11 July 2017
	Annual Built Environment Plan (BEPP) Evaluation including draft BEPP 2018/19 guidelines	Enterprise Project Management Office (EPMO)	Division of Revenue Act (DORA)	13 July 2017
	Submission of the Business Plans for consideration by Top Management for the rollover adjustment budget (excluding Conditional Grant Funded Projects) of 2016/17.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	14 July 2017



<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</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 2017
	Special Top Management Meeting: <ul style="list-style-type: none"> <li>• Consideration of 2016/17 roll over adjustment budget (excluding Conditional Grant Funded Projects)</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	26 July 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>Pre-planning phase (June – August 2017)</b>	Consolidate inputs for the 2016/17 Annual Report	IDP/PMS	MSA	July/August 2017
<b>Pre-planning</b>				

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>phase (June – August 2017)</b>				
<b>AUGUST 2017</b>				
<b>Pre-planning phase (June –</b>	BEPP Internal Preparations and Workshops	Enterprise Project Management Office (EPMO)	Division of Revenue Act (DORA)	01 August 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>August 2017)</b>	Budget Steering Committee Meeting: <ul style="list-style-type: none"> <li>✚ Consideration of 2016/17 roll over adjustment budget (excluding Conditional Grant Funded Projects). With potential impact on 2017/18.</li> </ul>	IDP/PMS/Budget & Treasury	MFMA 28 & MBRR 23	02 August 2017
	BCMM Political IGR Forum (Afternoon 14:00 – 17:00 after Mayoral Committee Meeting)	Deputy Executive Mayor BCMM IGR Secretariat	MSA / IGR Framework 13 Act of 2005	8 August 2017
<b>Pre-planning phase (June –</b>	Submission of the fourth Quarter SDBIP report	IDP/PMS and Finance	MFMA	11 August 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>August 2017)</b>	Publicize draft process plan on BCMM website, local newspaper and notice boards	IDP/PMS	MSA (28) (2)(3)	11 August 2017
	Municipal Entities submit draft Annual Report to the Municipal Manager	CEO of Municipal Entity	MFMA Circular No 63 MSA 46 MFMA 121	11 August 2017
	Review and registration of BCMM stakeholders for participation in the IDP review processes:  <ul style="list-style-type: none"> <li>✚ Advertise and invite new stakeholders to register on BCMM database</li> </ul>	IDP/PMS	MSA	15 August 2017
	Publicise/advertise fourth Quarter 2016/17 SDBIP report	IDP/PMS	MFMA Sec 75	17 August 2017
	IDP/Budget/PMS workshop (All Cllrs, Heads of Directorates and General Managers) <ul style="list-style-type: none"> <li>• Presentation of draft IDP Review Process Plan 2017/18</li> </ul>	IDP/PMS, Finance, Office of the Executive Mayor and Office of the Speaker	MSA/MFMA	17 August 2017
	Submission of Annual Financial Statements to the Audit Committee	Finance	MFMA	24-25 August 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>Pre-planning phase (June – August 2017)</b>	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	24-25 August 2017
	IDP Representative Forum: <ul style="list-style-type: none"> <li>• Report 16/17 Annual Performance Report</li> <li>• Presentation of draft IDP Review Process Plan 2017/18</li> </ul>	IDP /PMS  Budget & Treasury	MSA 16 (a)(i)  MFMA	24 August 2017
	Submission of roll-over requests and business plans by Directorates for consideration by Top Management for the roll-over adjustment budget (Conditional Grant funded projects) of 2016/17	IDP/PMS/ Budget & Treasury	MFMA Budget Guiding circulars	24 August 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	Council meeting: <ul style="list-style-type: none"> <li>• Adoption of IDP/Budget/PMS process plan for 2017/18 IDP Review</li> <li>• Submission of 2017/18 SDBIP and performance plans to Council for <b>NOTING</b></li> <li>• Adoption of Approval of 2016/17 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).	25 August 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>Pre-planning phase (June – August 2017)</b>	<b>AUGUST 2017</b>			
	Workshop to present Delegations Framework as well as IDP & Budget related policies & By-laws	Budget & Treasury	MFMA	29 August 2017
	Submission of 2016/17 Annual Financial Statements and unaudited Annual Report	Finance IDP/PMS	MSA/MFMA	31 August 2017
	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 2017
	Assessments of Section 57 managers	PMS	MSA MFMA	31 August 2017



<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	Formulation and Issuing of Guidelines	EPMO	MSA/DORA	31 August 2017
	Submission of roll-over requests to National Treasury (Conditional Grant funded projects) of 2016/17	Budget & Treasury	MFMA Budget Guiding Circulars	31 August 2017
<b>SEPTEMBER 2017</b>				
<b>Situational Analysis phase (September – October 2017)</b>	Internal Departmental BEPP Workshops	EPMO	MSA/DORA	1 September – 30 November 2017
	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 2017
	Submit adopted process plan to MEC for Local Government and Traditional Affairs	IDP/PMS	MSA 31 (a)(b)(c)(d)	5 September 2017
	IDP and Organisational Performance Management Portfolio Committee	IDP/PMS	MSA/MFMA	6 September 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	Review of Ward & External Stakeholders needs and priorities	IDP/PMS	MSA	5-30 September 2017
	IDP/PMS/Budget Technical Steering Committee Meeting	IDP/PMS	MSA	8 September 2017
	<ul style="list-style-type: none"> <li>• Submit to National Treasury 2016/17 Roll-over adjustment budget in terms of National Treasury reporting requirements</li> <li>• Publicise 2016/17 Roll-Over Adjustment Budget</li> </ul>	Budget and Treasury	MSA 21(b), MFMA 28(7) & MBRR 24, 26 & 27(2) (b).	13 September 2017
	IDP Technical Work Stream meeting <ul style="list-style-type: none"> <li>• Progress on situational analysis</li> </ul>	IDP/PMS	MSA	13 September 2017
	IDP Technical Work Stream meeting <ul style="list-style-type: none"> <li>• Progress on situational analysis</li> </ul>	IDP/PMS	MSA	18 September 2017
	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	22 September 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>Situational Analysis phase (September – October 2017)</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 2017
	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 2017
<b>OCTOBER 2017</b>				
<b>Situational Analysis phase (September – October 2017)</b>	IDP Technical Work Stream Meetings <ul style="list-style-type: none"> <li>• Progress on situational analysis</li> </ul>	IDP/PMS	MSA	2 October 2017
	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	4 October 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	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	05 October 2017
<b>Situational Analysis phase (September – October 2017)</b>	Top Management Meeting: <ul style="list-style-type: none"> <li>• Consideration of 2016/17 roll over adjustment budget for Conditional Grant Funded Projects</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	09 October 2017
	Submission of 2017/18 First Quarter SDBIP Report	PMS	MFMA Sec 52 (d)	11 October 2017
	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>	Executive Mayor's office	MSA	11;12 & 13 October 2017
	Advertise/publish 2017/18 First Quarter SDBIP Report	PMS	MFMA Sec 75	16 October 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	IDP/PMS/Budget Steering Committee Meeting <ul style="list-style-type: none"> <li>• Presentation of draft situational analysis report</li> </ul>	IDP/PMS	MSA/MFMA	17 October 2017
	Mayoral Lekgotla Session: <ul style="list-style-type: none"> <li>• Review of strategic objectives for service delivery and development</li> </ul>	Executive Mayor's office	MSA / MFMA	19-21 October 2017
	Council meeting <ul style="list-style-type: none"> <li>• Table 2017/18 SDBIP 1<sup>st</sup> quarter report to Council</li> </ul>	IDP/PMS/Budget and Treasury	MSA/MFMA Sec 52 (d)	25 October 2017

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
		<b>NOVEMBER 2017</b>		
<b>Strategies phase (November – December 2017)</b>	Session with Ward Councillors: <ul style="list-style-type: none"> <li>• Reviewal of Ward Priorities</li> </ul>	IDP/PMS	MSA/MFMA	1-3 November 2017
	Top Management meeting <ul style="list-style-type: none"> <li>• Consideration of 2016/17 roll over adjustment budget for Conditional Grant Funded Projects</li> </ul>	BTO	MSA/MFMA	06 November 2017
	Councillors Session on Outcomes of the Mayoral Lekgotla	IDP/PMS, Office of the Speaker & Office of the Executive Mayor	MSA/MFMA	7-8 November 2017
	Budget Steering Committee: <ul style="list-style-type: none"> <li>• Consideration of 2016/17 roll over adjustment budget for Conditional Grant Funded Projects</li> </ul>	Budget and Treasury	MFMA	8 November 2017
	Technical Work Stream Meetings <ul style="list-style-type: none"> <li>• Commencement of situation analysis phase</li> </ul>	IDP/PMS	MSA	9- 10 November 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
		<b>NOVEMBER 2017</b>		
<b>Strategies phase (November – December 2017)</b>	Budget Workshops – with all Directorates	Budget and Treasury	MFMA	13 - 17 November 2017
	IDP Technical Work Stream Meeting	IDP/PMS	MSA 34(a)(i)(ii)	15-16 November 2017
	IDP Political Work Stream 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 2017
	Council Meeting <ul style="list-style-type: none"> <li>Approval of 2016/17 Roll-over adjustment budget for conditional grant funded projects</li> </ul>	Office of the Speaker/BTO	MSA / MFMA	29 November 2017
	BCMM Technical IGR Forum	City Manager BCMM IGR Secretariat	MSA / IGR Framework 13 Act of 2005	30 November 2017
<b>DECEMBER 2017</b>				
	IDP Political Steering Committee Meeting	IDP/PMS	MSA/MFMA	1 December 2017

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>Strategies phase (November – December 2017)</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)	7 December 2017
	BCMM political IGR Forum	Deputy Executive Mayor BCMM IGR Secretariat	MSA / IGR Framework 13 Act of 2005	12 December 2017
	Submit to National Treasury 2016/17 Roll-over Adjustment Budget for Conditional Grant Funded Projects	Budget and Treasury	MFMA	13 December 2017



<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	Publicise 17/18 roll-over adjustment budget for conditional grant funded projects	Budget and Treasury	MFMA	13 December 2017
	Council Meeting	Office of the Speaker	MSA / MFMA	13 December 2017
<b>JANUARY 2018</b>				
<b>Projects phase (January – February 2018)</b>	Submission of adjustment budget request together with the revised Business Plans for consideration by Top Management for the 2017/18 Mid-Year Adjustment budget.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	08 January 2018
	Top Management Technical Planning Session: <ul style="list-style-type: none"> <li>• Confirmation of draft reviewed IDP Objectives, Strategies and Projects</li> </ul>	IDP/PMS	MSA	17-19 January 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	<ul style="list-style-type: none"> <li>• 2018/19 MTREF Budget</li> <li>• Consideration of 2017/18 mid-year adjustment budget</li> </ul>			
	Submission of 2017/18 mid-year assessment 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 2018
	Budget Steering Committee Meeting: <ul style="list-style-type: none"> <li>• Consideration of 2017/18 Mid-year adjustment budget</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	26 January 2018
	2017/18 Mid-year Budget and BEPP Review including strategic thrust of BEPP 2018/19 (IGR Engagement)	EPMO	DORA/MFMA	25 January – 26 February 2018
	Performance Assessment of the City Manager and Section 57 Managers	IDP/PMS	MFMA, 72(1), PM Regulations 2006	30 January 2018
	Mayor tables draft Annual Report and audited financial statements to Council	Executive Mayor	MFMA Circular No 63 MSA 46 MFMA 121	31 January 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>Projects phase (January – February 201-8)</b>	Submission and publication of the 2017/18 MID Year Assessment Report	IDP/PMS/Budget and Treasury	MFMA Sec 51(a), Sec 72, Budget Regulation Part 5 (35) & PM Regulations 2001 (2)(a)	31 January 2018
	Submission of the Business Plans for consideration by Top Management for the 2018/19 to 2020/21 MTREF budget.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	31 January 2018
	Council Meeting: <ul style="list-style-type: none"> <li>Consider 2017/18 SDBIP 2<sup>nd</sup> quarter reports (Mid - year report)</li> <li>Draft Annual Report 2016/17</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)	31 January 2018
	Municipal Entity to submit the proposed budget, priorities and objectives to the municipality.	Municipal Entity/ BTO/IDP/PMS	MFMA 87 (i) (ii) & (iii) and 88	31 January 2018
<b>FEBRUARY 2018</b>				
	National Treasury Mid-year Budget and Performance Assessment Review	IDP/PMS/Finance/ Compliance Office	MFMA	February 2018 (TBC)

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
<b>Projects phase (January – February 2018)</b>	Top Management Meeting: Consideration of draft IDP 2018/19 to 2020/21 MTREF budget.	IDP/PMS/Budget & Treasury	MFMA	12 February 2018
	Submission of the 2017/18 2 <sup>nd</sup> quarter Report to both National and Provincial Treasury	IDP/PMS/Budget and Treasury	MFMA Sec 51(a), 52 (d) Sec 72, Budget Regulation Part 5 (35) & PM Regulations 2001 (2)(a)	14 February 2018
	Budget Steering Committee Meeting: <ul style="list-style-type: none"> <li>Consideration of 2017/18 Mid-year adjustment budget</li> </ul>	IDP/PMS/Budget & Treasury	MFMA	14 February 2018
	IDP Political Work Stream Meetings <ul style="list-style-type: none"> <li>Consideration of draft 2018/19 IDP review and MTREF Budget</li> </ul>	IDP/PMS/Budget & Treasury	MSA/MFMA	15-16 February 2018
	Council considers and approve the 2017/18 Mid- Year Adjustment Budget, IDP, BEPP and SDBIP	IDP/PMS/Budget & Treasury	MFMA 28, 54(1)(c) and MBRR 23	28 February 2018

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>MARCH 2018</b>				
<b>Consolidation phase (March – April 2018)</b>	Council Workshop (all Cllrs, HODs and GMs) <ul style="list-style-type: none"> <li>Review and confirm draft 2018/19 IDP, BEPP and MTREF Budget</li> <li>Review of budget related policies</li> </ul>	IDP/PMS/Finance	MSA/MFMA	6-7 March 2018
	<ul style="list-style-type: none"> <li>Submits to National Treasury 2017/2018 Mid-Year Adjustment Budget in terms of the National Treasury Reporting Requirements</li> <li>Publicise 2017/2018 Mid-Year Adjustment Budget for public comment</li> <li>Place 2017/2018 Mid-Year Adjustment Budget on BCMM website</li> <li>Publish mid-year adjustment budget and Service Delivery targets</li> </ul>	IDP/PMS/Budget and Treasury	MSA/MFMA	14 March 2018
	IDP & Organisational Performance Management Portfolio Committee Meeting: <ul style="list-style-type: none"> <li>Presentation of draft 2018/19 IDP review and MTREF</li> <li>Presentation of the IDP/Budget Road Shows process plan</li> </ul>	IDP/PMS	MSA	14 March 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	BCMM IGR Forum Meeting: <ul style="list-style-type: none"> <li>• Presentation of draft 2018/19 IDP review and MTREF</li> </ul>	IDP/PMS	MSA / IGR Framework Act	16 March 2018
<b>Consolidation phase (March – April 2018)</b>	IDP/Budget/PMS External Representative Forum Meeting: <ul style="list-style-type: none"> <li>• Presentation of draft 2018/19 IDP review and MTREF</li> </ul>	IDP/Budget & Treasury	MSA Sec 16(1)(a) / MFMA	22 March 2018
	The City to consider the proposed budget of the entity and assess the entity's priorities and objectives	Municipal Entity/BTO/IDP/PMS	MFMA 87 (i) (ii) & and 88	23 March 2018
	Council Meeting: <ul style="list-style-type: none"> <li>• Approve 2018/19 Draft IDP review and MTREF Budget</li> <li>• Approve draft BEPP</li> </ul>	Budget and Treasury	MFMA MSA	28 March 2018
	Tabling Oversight report on the Annual Report.	Chairperson of MPAC	MFMA Circular No 63 MSA 46 MFMA 121	30 March 2018

<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>APRIL 2018</b>				
<b>Consolidation phase (March – April 2018)</b>	IDP/Budget/PMS Technical 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 2018
	City Manager submit annual report and oversight report within seven days after the municipal council has adopted	PMS	MFMA 132	4 April 2018
	IDP/Budget/PMS Political Steering Committee Meeting: <ul style="list-style-type: none"> <li>Present state of readiness for IDP/Budget roadshows</li> </ul>	IDP/PMS	MSA/MFMA	5 April 2018
	Councillors Briefing Session on IDP/Budget Roadshows	IDP/PMS	MSA/MFMA	6 April 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	<ul style="list-style-type: none"> <li>Submits to MEC for Local Government and Traditional Affairs, National Treasury 2018/19 Draft IDP, SDBIP and MTREF Budget</li> <li>Advertise 2018/19 Draft IDP, SDBIP and MTREF Budget for public comment</li> <li>Place 2018/19 Draft IDP and MTREF Budget on BCMM website</li> </ul>	IDP/PMS/Budget and Treasury	MSA/MFMA	11 April 2018
<b>APRIL 2018</b>				
<b>Consolidation phase (March – April 2018)</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	18 April – 14 May 2018
	Submission of 2017/18 3 <sup>rd</sup> quarter SDBIP report and MFMA Section 52 (d) report to Council	IDP/PMS	MFMA (52) (d)	25 April 2018



<i>PHASE</i>	<i>ACTIVITY</i>	<i>CO-ORDINATING DEPARTMENT</i>	<i>LEGISLATIVE REQUIREMENT</i>	<i>TIME FRAME</i>
<b>MAY 2018</b>				
<b>Approval Phase (May 2018)</b>	Top Management Meeting: Consideration of final 2018/19 to 2020/21 MTREF budget.	IDP/PMS/Budget & Treasury	MFMA	07 May 2018
	Consultation with Organised Business and Traditional Leadership on the Draft 2018/19 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 2018
	Budget Steering Committee Meeting: Consideration of final 2018/19 to 2020/21 MTREF budget.	IDP/PMS/Budget & Treasury	MFMA Budget Guiding circulars	09 May 2018
	Council Open Day	Office of the Speaker	MSA Sec 16(1)(a)	16 May 2018
	IDP/Budget/PMS External Representative Forum Meeting: <ul style="list-style-type: none"> <li>• Presentation of final draft 2018/19 IDP review and MTREF</li> </ul>	IDP/Budget & Treasury	MSA Sec 16(1)(a) / MFMA	18 May 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	Council Workshop on the final IDP/Budget before adoption	IDP/PMS	MSA, MFMA	24-25 May 2018
	Council Meeting: <ul style="list-style-type: none"> <li>• Approval of final 2018/19 IDP review and MTREF Budget</li> <li>• Approval of final BEPP</li> </ul>	Budget and Treasury	MFMA MSA	30 May 2018
<b>JUNE 2018</b>				
	Share BEPPs 2018/19 MTREF with IGR Stakeholders	EPMO	MSA/DORA	06 June 2018
	BCMM Technical IGR Forum	City Manager BCMM IGR Secretariat	MSA / IGR Framework 13 Act of 2005	8 June 2018
	Top Management Meeting: <ul style="list-style-type: none"> <li>• Tabling of IDP/Budget/PMS Process Plan for 2018/19 Review</li> <li>• Draft SDBIP 2018/19</li> <li>• Demand Management Plans</li> <li>• Presentation of the final State of the Metro inputs</li> </ul>	IDP/PMS	MSA/MFMA	12 June 2018
<b>Monitoring and Evaluation (June – July 2018)</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> </ul>	Budget & Treasury	MSA, MFMA	13 June 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	<ul style="list-style-type: none"> <li>Submits to MEC for Co-operative Governance and Traditional Affairs a copy of the tariff resolution and public advert</li> </ul>			
	Advertise Adoption of final 2018/19 IDP review and Budget ( <i>local newspaper, BCMM website and notice boards</i> )	IDP/PMS	MSA	13 June 2018
	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	13 June 2018
	Advertise Adoption of final 2018/19 IDP review and Budget ( <i>local newspaper &amp; libraries</i> )	IDP/PMS	MSA	13 June 2018
	<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 BCMM web site the final 2018/19 IDP review/ Budget (MTREF) / BEPP</li> </ul>	IDP, PMS/Budget & Treasury	MSA 32(1) /MFMA 22/ DORA sec 14	13 June 2018

<b>PHASE</b>	<b>ACTIVITY</b>	<b>CO-ORDINATING DEPARTMENT</b>	<b>LEGISLATIVE REQUIREMENT</b>	<b>TIME FRAME</b>
	City Manager submits draft 18/19 SDBIP to Executive Mayor	IDP/PMS	MSA/MFMA	14 June 2018
	State of the Metro Address	Office of the Executive Mayor	MSA/MFMA	22 June 2018
	BCMM political IGR Forum	Deputy Executive Mayor BCMM IGR Secretariat	MSA / IGR Framework 13 Act of 2005	26 June 2018
	Executive Mayor approves 17/18 SDBIP & section 56 Performance Agreements 28 days after the adoption of IDP & Budget	IDP/PMS	MFMA	29 June 2018
<b>JULY 2018</b>				
<b>Monitoring and Evaluation (June – July 2018)</b>	Publication of 17/18 SDBIP <ul style="list-style-type: none"> <li>• Advertise on local newspapers</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 2018
	Submission of 2017/18 4 <sup>th</sup> quarter SDBIP	IDP/PMS	MSA/MFMA 52 (d)	25 July 2018
	Section 56/57 Annual Performance Assessments	IDP/PMS	MSA	31 July 2018

