



**DRAFT
IDP PROCESS PLAN
2019/2020-2020-
2021

2018**

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PURPOSE OF THE IDP PROCESS PLAN

The purpose of this document is to outline the operational plan for the development of Integrated Development Plan for Dr J.S. Moroka Local Municipality. In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- 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;
- An indication of the organizational arrangements for the IDP Process;
- Binding Process and planning requirements, i.e. policy and legislation

ROLES AND RESPONSIBILITIES OF DISTRICT AND LOCAL MUNICIPALITIES

The legislation requires District Councils and Local Municipal Councils to do integrated development planning. A district municipality is responsible for integrated development planning for the district municipality as a whole, including a framework for integrated development plans of all municipalities in the area of the district municipality. The Municipal Structures Act further states that the framework binds both the district municipality and the local municipalities in the area of the district municipality. This district IDP Framework must at least:

- identify the plans and planning requirements binding in terms of national and provincial legislation on the District municipality and the local municipalities;

- identify all matters that must be included in the district IDP and local IDPs and that require alignment;
- specify the principles to be applied and the approach to be adopted in respect of those matters; and determine procedures for consultation between the district and local municipalities in the process of drafting their respective IDPs as well as procedures to effect changes to the framework.

BINDING PLANS AND PLANNING REQUIREMENTS

In order to further facilitate coordination and alignment between the spheres of government, the IDPs of municipalities must within the prescripts of the Intergovernmental Relations Framework Act of 2005 (IGR Act) reflect planning frameworks and plans of the other spheres of government. There are other critical binding requirements that emanate from local government legislation which the IDPs must comply with. Table 2 below,

Section 25 of MSA	Adoption of IDP
Section 26 of Municipal Systems Act	<ul style="list-style-type: none"> ▪ Council’s long term vision ▪ Critical development and internal transformation needs ▪ Existing level of development ▪ Access to basic municipal services ▪ Development priorities, objectives and strategies ▪ Spatial Development Framework ▪ Disaster Management Plan ▪ Financial Plan
Section 41 of MSA	PMS
Section 57 of MSA	Performance agreements
Section 12 of Water Services Act	Water Services Development Plan
Section 53 of Disaster Management Act	Disaster Management Plan
Section 9 of Housing Act of 1997	Housing Plan/Strategy
Section 16 of MFMA	Annual budget
Section 53 of MFMA	SDBIP
Section 111 of MFMA	Supply Chain Management Policy
Section 121 of MFMA	Annual Report

IDP REVIEW PROCESS

Table 1: IDP Programme & Time Frames

PHASE	MONTH	KEY EVENTS
Preparatory zero phase	June – Aug 18	Management Discussion & Process Plan adopted by Council
Situational Analysis Phase(1)	Sep –October 18	DR JSMLM Departmental Reviews IDP implementation assessment People’s priority needs and problems Knowledge of available and accessible resources. resources
Strategic Phase(2)	November 18	Knowledge generated by the previous phase, will inform this phase. Mission & Vision Developmental strategies.
Project Phase (3)	November 18	proposed projects prioritization
Integration Phase (4)	January 19	integration of National , Provincial & other Programmes
The Executive Mayor IDP Open Day	April 19	Executive Mayor IDP Open Day
Approval Phase (5) Draft IDP 2019/2020 Final IDP 2019/2020	Jan- April 19 April 2019 May 2019	IDP submitted to Council
Advert for Draft IDP 2019/2020	Mar -April 19	Advert in the news papers
Publicized Advert for Final IDP 2019/2020	May 19	Publicized advert in the news paper
Submission to the MEC of COGTA	June 19	FINAL IDP 2019/2020 DOCUMENT.

PREPARATORY PHASE (0): Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the planning process. The Plan must be set out in writing in terms of the legislation and must comply with the provisions of the District Framework Plan in terms of the binding National and Provincial Planning Frameworks, mechanisms and processes stipulated in the Framework

Plan of the District. IDP process Plan must be adopted by August 2018 will be every financial year subsequent to the adoption of the District Framework Plan by July 2018.

The IDP Process Plan consists of the following phases which ensure alignment between the local municipalities and District.

- Preparatory phase
- Analysis Phase
- Strategy phase
- Integration phase
- Approval phase

ANALYSIS PHASE (1)

- Identified problems within wards are assessed and prioritized in terms of what is urgent and what needs to be done first. Therefore the municipality to ensure community base planning has designed the template (ward template). The template is to be used by ward councillors in filling the needs of his/her wards as identified by community members. This phase should be completed by October 2018 every financial year.

STRATEGIC PHASE (2)

- In this phase the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase.
- Development strategies must be developed focusing on finding the best way for the municipality to meet a development objective. Once the municipality has identified the best methods and strategies to achieving its development objectives identification of specific projects must commence. This phase should be completed by November 2018, every financial year.

PROJECT PHASE (3)

- During this phase the municipality works on the design and content/specifications of projects identified during the prior phases. Clear details for each project have to be worked out. Clear targets must be set and indicators worked out to measure performance, budget as well as the impact of individual programmes and projects. This phase should be completed by 31 January 2019.

INTEGRATION PHASE (4)

- Once all projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with National/Provincial programmes and projects/programmes of sector departments are part/included in the IDP 2019/2020. During this period Provincial Sector Departments will have finalized their draft strategic plans.

ADOPTION /APPROVAL PHASE (5):

- After the completion of the IDP compilation process, the IDP 2019/2020 document must be presented to the council for consideration and adoption to enable the District to adopt its IDP 2019/2020. The public must be informed of the adoption of the Reviewed Integrated Development Plan by publishing a notice in a newspaper for 21 days in terms of Section 25 (4) of the Act.

SUBMISSION TO MEC FOR LOCAL GOVERNMENT

- In terms of Section 32 (1) (a) of the Municipal Systems Act the Municipal Manager of a Municipality must submit a copy of Integrated Development Plan as adopted by Council to the MEC for Local Government in terms of in the province within 10 days of the adoption or amendment of the plan. Such a copy must be accompanied by a summary of the process in terms of Section 28.

PROCESS FOR AMENDING AN ADOPTED IDP

In terms of Municipal System Act Municipality a municipal council may amend its integrated development plan in accordance with a prescribed process. Integrated development plan may be amended if there are new addition to the plan.

In terms of Municipal Planning and Performance Management Regulations of 2001, only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council. Any proposal for amending a municipality's integrated development plan must be aligned with the framework adopted in terms of Section 27 of the Municipal Planning and Performance Management Regulation of 2001.

In terms of the regulations, no amendment to a municipality's integrated development plan may be adopted by the municipal council unless:

- all the members of the council have been given reasonable notice;
- the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public, an opportunity to make representations with regard to the proposed amendment;
- the municipality, if it is a district municipality, has consulted all the local municipalities in the area of the district municipality on the proposed amendment, and has taken all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment.
- If the project is already in the plan with funds available to implement the project, communities and stakeholders will only be informed of such developments, without any amendment to the plan.

IDP STRUCTURAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES

All municipalities embarking on the IDP Process need to establish a set of organizational structures in order to:

- Institutionalize the participation process;

- Effectively manage the drafting of outputs; and
- Give affected parties access to contribute to the decision- making process.

The following structures are in place in Dr J.S. Moroka Local Municipality in order to fulfill the above functions:

structure	composition	Roles & responsibility
Mayoral Committee	<ul style="list-style-type: none"> • Executive Mayor • Members of the Mayoral Committee 	<ul style="list-style-type: none"> • Decide on the Process Plan and make recommendations to Council. • Chair meetings of IDP Forum
Council	All Councillors.	<ul style="list-style-type: none"> ▪ Approve the Process Plan and the IDP. ▪ Major link between the municipal government and the residents; ▪ Link the planning process to their constituencies and/or wards; ▪ Be responsible for facilitating the organisation of public consultation and participation; ▪ Ensure the municipal IDP and municipal budget are linked to and based on priority needs of their constituencies
IDP Technical Committee	Assistant Manager IDP. All Assistant Managers. All Managers Senior officials. IDP Co-ordinators.	<ul style="list-style-type: none"> • Assess the level of development by among others conducting the community and stakeholder issue analysis; • analysis of priority issues • Provide technical expertise in the consideration and finalisation of strategies and identification of projects; • Make preliminary budget projections for the capital and operational budget allocations, <ul style="list-style-type: none"> • Design project proposals and set project objectives, targets and indicators; <ul style="list-style-type: none"> • Contribute to the integration of projects and sector programmes; • Contribute to the actual consolidation and finalisation of the IDP document
Ward Committees	All members of Ward Committees.	<ul style="list-style-type: none"> • Link the planning process to their wards. • Assist in the organizing of public consultation and participation engagements.
Municipal Manager		<ul style="list-style-type: none"> ▪ Manage and co-ordinate the IDP processes.

		<ul style="list-style-type: none"> ▪ Prepare the Framework Plan (in case of the District) and Process Plan; ▪ Undertake the overall management and co-ordination of the planning process; ▪ Ensure that all relevant actors are appropriately involved, ▪ Delegate persons in charge of different roles; ▪ Be responsible for the day- to-day management of the drafting process, implementation and monitoring; ▪ Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements; ▪ Respond to comments on the draft IDP and budget from the public, ▪ Ensure preparation of IDP and Budget for Council to approve, after following the prescribed processes
<p>IDP Management Committee</p>	<ul style="list-style-type: none"> • Constituted by the MMCs members and IDP Technical Committee members. 	<ul style="list-style-type: none"> ▪ To acquaint the political wing of the municipality with all the reports emanating from the IDP Technical Committee so as to harness common understanding between political and administrative components before reports are considered at the IDP Representative Forum.

ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt will be made in this Municipal Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three processes are summarised in the following diagram:



DRAFTING AND ADOPTION OF MUNICIPAL BUDGET

The drafting of the Municipal budget is regulated in terms of the Municipal Finance Management Act of 2003 (MFMA). S21(1) of the MFMA states that the mayor of a municipality must co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible. At least 10 months before the start of the budget year the Mayor must table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget. In order for the municipal council to adopt the budget of the municipality, the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year in terms of S16 (2) of the MFMA, which annual budget must be approved by the council, in terms of S16 (1) of the same Act, before the start of that financial year.

2018 – 2022 INTERGRATED DEVELOPMENT PLAN & BUDGET SCHEDULE			
PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME PREPARATION
0 PHASE	District framework plan and municipal IDP Process Plan.	NDM, MM	July 2018
PHASE (JULY TO AUG 2018)	Review of the IDP and Budget time schedule	Chief Financial Officer (CFO) and Accounting Officer (MM)	July 2018
	Submission of 2018/19 to 2019/20 IDP and Budget preparation time schedule to Mayoral Committee	CFO and MM	Aug 2018
	Approval of the IDP and Budget Time Schedule by Council Office of the Executive Mayor,	CFO and MM	Aug 2018
	Advertisement of IDP and Budget time schedule on municipal website	MM	Aug 2018
	<ul style="list-style-type: none"> ▪ Municipal Manager to submit the 2018/19 draft SDBIP to the Executive Mayor. 	Municipal Manager/PMS Manager	June 2018
	<ul style="list-style-type: none"> ▪ Executive Mayor approves the 2018/19 SDBIP 	Executive Mayor/PMS Manager	June 2018
	<ul style="list-style-type: none"> ▪ Municipal Manager to submit the draft 2018/19 performance agreements to the Executive Mayor 	Municipal Manager /PMS Manager	July 2018
	<ul style="list-style-type: none"> ▪ Approval & signing of 2018/19 performance a/agreements 	Executive Mayor and Municipal Manager	July 2018
ANALYSIS PHASE (JULY TO SEPT 2018)	Council through the IDP review processes determines strategic objectives for service delivery and development for the next three year budget	CFO	September 2018
	Gap analysis and enhancement of public participation structures and processes (e.g. IDP Representatives Forum)	MM	October 2018
	Approval of the reviewed public participation programme for IDP and Budget processes based on an analysis by the Mayoral Committee (September 2018)	MM, Office of the Speaker & CFO	September 2018
	Submission of 2017/18 Annual Financial Statements to of the Auditor-General	Municipal Manager and CFO	Aug 2018

	Submission of 2017/18 Annual Financial Statements by entity to Auditor-General and Chief Financial Officer	CFO	Aug 2018
	Approval by Council of 2018/19 Budget Strategy and Assumptions	CFO	
	Convening IDP and Budget Steering Committee meeting	MM	April 2019
	Convening IDP Representative Forum meeting	MM	October 2018
	Intergovernmental engagements and engagements with entities and other government institutions on IDP and Budget	CFO and MM	October 2018
	Ward-based operational plan	MM – Public Participation	August 2018
	Socio-economic profiling of wards	MM – Public Participation	September 2018
	Submission of 2017/18 Consolidated Annual Financial Statements to Auditor-General	MM and CFO	Aug 2018
	Approve 2018/19 Reviewed PMS Framework Policy	Municipal Manager/PMS Manager	June 2018
	<ul style="list-style-type: none"> ▪ Publish 2018/19 performance agreements and plans within 14 days on website 	Executive Mayor/PMS Manager	July 2018
	<ul style="list-style-type: none"> ▪ Submit 2018/19 performance agreements to MEC co-operative governance and traditional affairs. 	Executive Mayor/PMS Manager	July 2018
	<ul style="list-style-type: none"> ▪ Finalize Annual Performance Report 	Municipal Manager/PMS Manager	August 2018
	<ul style="list-style-type: none"> ▪ Table 2018/19 draft Annual Performance Report before Council 	Executive Mayor/PMS Manager	December 2018
	<ul style="list-style-type: none"> • Submit the 2018/19 Annual Performance Report to office of the Auditor General 	Municipal Manager/PMS Manager	December 2018
	Engagements with Provincial Government regarding any adjustments to projected allocations for the next 3 years in terms of Medium-term Expenditure Framework	CFO, MM and Executive Directors	January 2019
STRATEGIES PHASE (SEPT TO DEC 2018)	Undertaking public participation meetings	Office of the Executive Mayor, Office of the Speaker, Ward Councilors, MM, CFO, Executive Directors	Aug – Sept 2018
	Draft Ward-based plans in place	MM	November 2018
	Receipt of 2017/18 Audited Annual Financial Statements and Audit Report from Auditor-General	CFO	November 2018

	Submission of IDP inputs, including sector plans by directorates, to Office of the Accounting Officer	CFO, MM, Executive Directors, & Trade Unions	November 2018
	Convening IDP Representatives Forum meeting	MM	July 2019
	Setting objectives, targets and indicators for the IDP	MM	October 2018
	First Draft IDP (2019/20 in place)	Municipal Manager,	March 2019
	1 st 2018/19 quarterly reports	Municipal Manager	November 2018
	Completion of 2017/18 audit action plan to address issues raised in the Audit Report of the Auditor-General	Municipal Manager, CFO	December 2018
PROJECTS PHASE (JAN TO APRIL 2019)	Provision of mid-year budget assessment	CFO	January 2019
	Convening IDP Representatives Forum meeting	MM	October 2018
	Adoption of 2018/19 Adjustment Budget (and amended SDBIP, if necessary) by Council Office of the Executive	Executive Mayor and CFO	February 2019
	First Draft of the IDP available for public comment	MM	April 2019
	Submission of 2019/20 Draft Capital and Operating Budgets and IDP to IDP and Budget Steering Committee	MM	February 2019
	Development of Draft IDP and Budget Public Participation Programme	Office of the Executive Mayor, Office of the Speaker, CFO and MM	March 2019
	2019/20 Draft Capital and Operating Budgets, Draft Ward-based Budget, Draft IDP and Draft SDBIP approved by Council for public participation	CFO and MM	February 2019
	Publishing the Council approved Draft IDP and Budget (2019 /20) on the municipal website	MM	March 2019
	Second quarter report (2017/18) to MM and Executive Mayor	Municipal Manager/ Assistant Manager PMS	January 2019
	<ul style="list-style-type: none"> ▪ Table 2017/18 final Annual Report before Council 	Executive Mayor/PMS Manager	January 2019
	<ul style="list-style-type: none"> ▪ Mid-year written assessment for section 56 managers 	Municipal Manager/PMS Manager	March 2019
	<ul style="list-style-type: none"> ▪ Submit the 2018/19 Annual Performance Report to MEC for Local Government 	Municipal Manager/PMS Manager	January 2019

	<ul style="list-style-type: none"> Prepare an oversight report on 2017/18 Annual Report. 	MPAC	January 2019
	<ul style="list-style-type: none"> Table oversight report to Council after consideration of the 2017/18 Annual Report. 	MPAC	March 2019
	<ul style="list-style-type: none"> Make public the oversight report within seven (7) days of the adoption of the annual report. 	Municipal Manager MPAC	April 2019
	<ul style="list-style-type: none"> Submit the annual report and oversight report to MEC Local Government 	Municipal Manager	April 2019
	<ul style="list-style-type: none"> 3rd Quarterly Performance report for 2018/19 	Municipal Manager	April 2019
	Advertisement of 2018/19 Draft Capital and Operating Budget and Draft IDP in local newspapers for public comment and public participation	MM, Office of the Speaker and CFO	March 2019
	Undertaking public participation meetings	Office of the Executive Mayor, Office of the Speaker, Ward Councillors, Municipal Manager, CFO, MM, Executive, Directors	April 2019
	Alignment of provincial and national programmes with IDP	MM	January 2019
INTEGRATION PHASE (FEB TO JULY 2019)	Convening IDP Representatives Forum meeting	MM	APRIL 2019
	Consolidation of all public participation inputs and comments in respect of 2019/20 Draft IDP	CFO and MM	January 2019
	Publishing the Council approved 2019/20 IDP on the municipal website	MM	May 2019
	Forwarding 2019/20 to IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state	CFO and MM	June 2019
	Production of a summary of the IDP	MM	May 2019
	Submission of the approved IDP to the MEC for local government	MM	May 2019
	Giving notice to the public of the approved IDP and Budget (2018/19) and publicizing a summary of the IDP	MM	May 2019
	Prepare an oversight report on 2017/18 Annual Report.	MPAC	February 2019
	<ul style="list-style-type: none"> Table oversight report to Council after consideration of the 2017/18 Annual Report. 	MPAC	March 2019

	<ul style="list-style-type: none"> Make public the oversight report within seven (7) days of the adoption of the annual report. 	Municipal Manager MPAC	April 2019
	<ul style="list-style-type: none"> Submit the annual report and oversight report to MEC Local Government 	Municipal Manager	April 2019
	<ul style="list-style-type: none"> Municipal Manager to submit the 2019/20 draft SDBIP to the Executive Mayor. 	Municipal Manager/PMS Manager	June 2019
	<ul style="list-style-type: none"> Executive Mayor approves the 2019/20 SDBIP 	Executive Mayor/PMS Manager	June 2019
	<ul style="list-style-type: none"> Submit the Approved 2019/2020 SDBIP to Provincial Cogta, Provincial and Nation Treasury 	Municipal Manager/PMS Manager	June 2019
	<ul style="list-style-type: none"> Municipal Manager to submit the draft 2018/19 performance agreements to the Executive Mayor 	Municipal Manager /PMS Manager	July 2019
	<ul style="list-style-type: none"> Approval & signing of 2018/19 performance a/agreements 	Executive Mayor and Municipal Manager	July 2019
	Submission of first Draft 2016/17 Annual Report to the Auditor-General	Municipal Manager/ Assistant Manager PMS	August 2018
MONITORING & EVALUATION PHASE	First quarter report (2017/18) to MM and Executive Mayor	Municipal Manager/ Assistant Manager PMS	October 2018
	Second quarter report (2017/18) to MM and Executive Mayor	Municipal Manager/ Assistant Manager PMS	January 2018
	Tabling of 2017/18 Mid-term Performance Assessment Report to Executive Mayor/Mayoral Committee, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget	Municipal Manager/CFO/ Assistant Manager PMS	January 2019
	Submission of Draft 2017/18 Annual Report to Council	Municipal Manager/ Assistant Manager PMS	January 2019
	Publishing of the 2018/19 Mid-term Performance Assessment Report, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget on the municipal website	Municipal Manager/ Assistant Manager PMS	January 2019
	Publishing of notice in local newspapers inviting comments on 2018/19 Annual Report and communicating public participation programme	Municipal Manager/ Assistant Manager PMS	February 2019

	Submission of the 2017/18 Annual Report public participation programme to the Municipal Public Accounts Committee	Municipal Manager/ Assistant Manager PMS	February 2019
	Submission of 2018/19 Adjustments Budget to National Treasury and Provincial Treasury	CFO	February 2019
	Publishing of the approved 2018/19 Adjustments Budget, with supporting documents on municipal website	CFO	March 2019
	Submission and approval of 2017/18 Annual Report and Municipal Public Accounts Committee Report by Council	MM	March 2019
	Publishing adopted 2017/18 Annual Report on municipal website	Municipal Manager/ Assistant Manager PMS	April 2019
	Submission of adopted 2018/19 Annual Report to MEC for local government and other government structures	Municipal Manager/ Assistant Manager PMS	April 2019
	Third quarter report (2018/19) to Municipal Manager and Executive Mayor	Municipal Manager/ Assistant Manager PMS	April 2019
	Fourth quarter report (2018/19) to Municipal Manager and Executive Mayor	Municipal Manager/ Assistant Manager PMS	July 2019

MECHANISMS FOR PARTICIPATION

The Constitution of the Republic of South Africa, Act 108 of 1996, places an obligation on municipalities to encourage the involvement of communities and community organizations in the matters of local government. With the promulgation of the Municipal Systems Act, 32 of 2000, the attention of municipalities was focused on the need to encourage the involvement of communities in their own affairs. Through public participation, the Municipality is able to make development plans and render services that are more relevant to the needs and conditions of local communities. This in itself empowers local communities to have control over their own lives and livelihoods. The following will be done to ensure widespread and conducive stakeholder participation:

- Advertisements in local newspapers and the Municipality's newsletter;
- Media
- Broadcasting on local radio stations; and
- Loud hailing.
- IDP Representative Forum: This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP Representative Forum and ensure their continuous participation throughout the process.

A good participation process is characterized by commitment from the Municipality and those from the community that participate in the process. All relevant stakeholders that have an interest in the IDP process will be provided with the opportunity to participate directly or through representation.

OBJECTIVES OF PUBLIC PARTICIPATION

The Municipal Structures Act, 1998, Municipal Systems Act, 2000, the Access to Information Act, 2000 and the Constitution of the Republic of South Africa, 1996 place unique obligations on local government communications and oblige high levels of transparency, accountability, openness, participatory democracy and direct communication with the citizenry in improving

their lives for the better. Public participation should be promoted in order to achieve, *inter alia*, the following objectives:

- Consult with the community on their developmental challenges;
- Forms basis for people-centred governance and bottom-up planning process'
- Improve the relationship between council and the communities and thereby improve political accountability and transparency;
- Empower communities through information dissemination/assimilation;
- Establish the community feedback programme, which allows local leaders the opportunity to interact with communities on issues of service delivery;
- Provide communities with a platform to influence the developmental trajectory of municipalities and government in general;
- Provides the municipality with a project/programme evaluation and implementation monitoring feedback mechanism.

White Paper on Service Delivery (Batho Pele 1998)

Section 195 of the Constitution enshrines the basic democratic values and principles governing public administration. In 1997, The White Paper on Transforming Service Delivery translated these constitutional principles and values into what is known today as the Batho Pele Principles, to achieve improved service delivery in government. These principles are illustrated in Table 1.1 below.

PRINCIPLE DESCRIPTION

Consultation	A Municipality's citizens shall be consulted on service delivery levels and quality and be allowed to participate in decisions that affect the nature, type and quality of services to be delivered to them.
Service Standards:	Service standards should be set and communicated to citizens.
Access	All citizens should have access to basic services.
Courtesy	All citizens shall be treated with courtesy and consideration. Where service standards have not been met, an apology, explanation and remedial action shall be tendered.
Capacity	As a developmentally oriented local government, municipalities must seek to enhance the skills, competencies and knowledge of their administration, political office-bearers, entities and communities to achieve greater efficiency and effectiveness when delivering services.

Information	Full and accurate information regarding services shall be provided to citizens.
Openness and Transparency	Full and accurate information regarding municipal performance matters shall be provided to citizens, using appropriate channels of communication.
Redress	In implementing municipal projects and programmes, the eradication of the inequalities of the past shall take priority. An apology, explanation and remedial action shall be tendered in instances where promised service delivery levels and standards are not being met.
Value for Money	Services shall be provided economically and efficiently, without compromising standards.

The schedule of IDP Izimbizo dates contained in tables below.

PUBLIC REVIEW MEETINGS				
DATE	VENUE	TIME	WARDS	VILLAGES
28 August 2018	Masobye Community Hall	14H00	,28,29,30,31	Mmametlhake, Phake(Thabeng, Rankaile, Rebone, Ratlhagane), Masobe, Nokaneng, Dierefeng
29 August 2018	Lefiso Community Hall	14H00	20, 21, 22 ,26	Senotlelo, Ga Maria, Ditlhagane Kabete, Ramonanabela, Dihekeng, Lefiso, Lefisoane, Ramantsho, Loding, Sehoko, Moletji, Semothhase and part of Nokaneng
30 August 2018	Marapyane Community Hall	14H00	23, 24,25 ,27	Marapyane, Mmaduma, Seabe, Katjibane
31 August 2018	Digwale Community Hall	14H00	14,15, 16, 17, 18 ,19	Digwale , Molapoamogale, Libangeni, Mbongo, Maphanga, Ukukhanya, Madubaduba, Makometsane and Mapotla
07 September 2018	Matshiding Community Hall	14H00	8, 9, 10, 11, 12, 13	Mthambothini, Ga-Morwe, Meetsemadiba, Mabusabesale, Mmakola, Matshiding, Marothobolong, Manyebethwane, Kwa Dithabaneng, Madlayedwa, Borolo
14 September 2018	Thabana Community Hall	14H00	1, 2, 3, 4, 5, 6, 7,	Kwa-Phaahla, Siyabuswa A, B, C, D & E, Makopanong, Toitskraal, Mrhononweni, Mabuyeni, Thabana & Ramokgeletsane
DISTRICT OUTREACH				
27 September 2018	Kwa-Phaahla Community Hall	10H00	All wards	All villages
January 2019	Vaalbank Community Hall	10H00	All Wards	All villages

Table: IDP Technical, Management & Representative Forum Committee's schedule of meetings

Dates: July 2018- May 2019: IDP Technical Committee	Time	Venue	Co-ordination Department
13 July 2018	10h00	Municipal Board room	IDP
16 October 2018	10h00	Municipal Board room	IDP
19 February 2019	10h00	Municipal Board room	IDP
04 April 2019	10h00	Municipal Board room	IDP
July 2018 to May 2019 IDP Management Committee's schedule of meetings	Time	Venue	Co-ordination Department
19 July 2018	10h00	Municipal Board room	IDP
19 October 2018	10h00	Municipal Board room	IDP
26 February 2019	10h00	Municipal Board room	IDP
12 April 2019	10h00	Municipal Board room	IDP
July 2018 to May 2019 :IDP Representative Forum schedule of meetings	Time	Venue	Co-ordination Department
July 2018 Zero phase	10h00	Council chamber	IDP
15 Aug 2018	10h00	Council Chamber	IDP
26 October 2018	10h00	Council Chamber	IDP
16 April 2019	10h00	Council Chamber	IDP
Draft and Final IDP reviewed 2019/ 2020 Approval	Time	Venue	Coordinating Department
March 2019 Draft IDP	15h00	Council Chamber	IDP, Admin
Final IDP & Budget May 2019	15h00	Council Chamber	IDP, Admin
THE EXECUTIVE MAYOR IDP OPEN DAY			
23 May 2019	14h00	Community hall Mbibane	IDP/ PP
24 May 2019	14h00	Community hall Mathanjana	IDP/PP
28 May 2019	14h00	Community hall Mdutjana	IDP/PP

CONCLUSION

The IDP Review Process Plan as being part of IDP Planning preparation phase ensures that the role players within the process ahead are well prepared, this document will serve as a binding planning which must be followed by all in the review of the 2018/2022 IDP and the compilation of the 2018/2022 IDP.