

# Siyanda

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District Municipality  
Distrik Munisipaliteit



# **SIYANDA DISTRICT MUNICIPALITY#**

## **DRAFT PROCESS PLAN FOR INTERGRATED DEVELOPMENT PLAN**

**2011/2012**

**for**

**2012/2013#**

STARTING 2011/07/01

## **1.1 INTRODUCTION**

According to section 34 of the Municipal System Act (32 of 2000), a municipal council:

- (a) Must review its integrated development plan-
  - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41, and
  - (ii) To the extent that changing circumstances so demand, and
- (b) May amend its integrated development plan in accordance with a prescribed process.

In terms of section 28 (1) of the Municipal System Act of 2000, each municipal council must adopt a process set out in writing to guide the planning, drafting adoption and review of its integrated development plan.

Section 28 (2) further provides that the Municipality must through appropriate mechanisms, processes and procedures established in terms of section 4, consult the local community before adopting the process.

The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the adoption by Council.

The 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 organisational arrangements for the IDP process
- Binding plans and planning requirements, i.e. policy and legislation and
- Mechanisms and procedures for vertical and horizontal alignment.

## **2. ORGANISATIONAL ARRANGEMENTS**

### **2.1 IDP STEERING COMMITTEE**

The IDP Steering Committee acts as a support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and the IDP Manager. This committee will be reconstituted for the IDP preparation process.

Institutional Arrangements:

- The IDP Steering Committee will be chaired by the Municipal Manager and in his absence, by the Director Planning & Development or IDP Manager.
- Members of the IDP Steering Committee will comprise the Management of the Municipality, the staff responsible for the preparation of the IDP, PMS and Budget and any other members as the Municipal Manager may deem fit.

### **2.1.1 TERMS OF REFERENCE OF THE IDP STEERING COMMITTEE**

The terms of reference of the IDP Steering Committee are as follows:

- Provide terms of reference for the various planning activities associated with the IDP;
- Commission research studies as may required;
- Considers and comments on:
  - Inputs from sub-committees study teams and consultants;
  - Inputs from provincial sector departments and support providers and
  - IDP RF members.
- Processes summarise and documents outputs;
- Makes content and technical recommendations.

### **2.1.2 THE IDP MANAGER AND RESPONSIBILITIES**

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the IDP Process Plan is finalised and adopted by council
- To adjust the IDP according to the proposals of the MEC.
- To identify additional role players to sit on the IDP Representative Forum
- To ensure the continuous participation of role players
- To monitor the participation of role players.
- To ensure appropriate procedures are followed.
- To ensure documentation is prepared properly.
- To carry out the day to day management of the IDP process.
- To respond to comments and enquiries.
- To ensure alignment of the IDP with other IDP's within the District Municipality.
- To co-ordinate the inclusion of sector Plans into the IDP documentation.
- To co-ordinate the inclusion of the Performance management System (PMS) into the IDP.
- To submit the reviewed IDP to the relevant authorities.

### **2.1.3 IDP REPRESENTATIVE FORUM (IDP RF)**

This forum represents all stakeholders and is inclusive as possible. Efforts will be made to ensure their continued participation throughout the process. The IDP RF serves as the last meeting for public consultation prior to adoption where the Executive Mayor presents the possible intervention to issues raised during consultation period.

#### **2.1.3.1 CODE OF CONDUCT FOR IDP RF MEMBERS**

- Represent the interest of the constituencies
- Attend all meeting as scheduled (frequency and attendance).
- Members understanding their roles and responsibilities in respect of their constituencies.
- Feed back to constituents.
- Require simple majority for decisions.

### **3. ROLES AND RESPONSIBILITIES**

#### **3.1 ROLE PLAYERS**

**3.1.1** The following are identified as role players in the IDP Review Process:

##### **Internal Role- players**

- Council and the Mayoral Committee
- Executive mayor
- Municipal Manager
- IDP Manager
- IDP Steering Committee
- Municipal Officials

##### **External Role-players**

- Relevant Government Sector Departments
- Planning professionals facilitators (Consultants) and
- Civil Society Representatives Forum e.g. NGO's, CBO's Traditional Leaders, Businesses, Academic Institutions and Special Focus Groupings.
- IDP Steering Committee.

#### **3.1.2 ROLES AND RESPONSIBILITIES**

The main roles and responsibilities allocated to each of the internal and external role players relating specifically to the IDP Review Process are set out in the table below.

##### **3.1.2.1 INTERNAL ROLES AND RESPONSIBILITIES**

<b>STRUCTURES</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>COUNCIL</b>	<ul style="list-style-type: none"><li>• Make final decisions.</li><li>• Consider and adopt process plan.</li><li>• Council to consider draft budget.</li><li>• Consider, adopt and approved the IDP/ Budget before the start of the financial year.</li><li>• Council to approve unforeseen and unavoidable expenses.</li></ul>
<b>EXECUTIVE MAYOR</b>	<ul style="list-style-type: none"><li>• Manage the drafting of the IDP review.</li><li>• Assign responsibilities in this regard to the Municipal Manager.</li></ul>

	<ul style="list-style-type: none"> <li>• Process plan to the Council for adoption.</li> <li>• Submit the draft reviewed IDP to the Council for adoption and approval.</li> <li>• The responsibility of the managing the draft of the IDP is assigned to the office of the Municipal Manager.</li> </ul>
MUNICIPAL MANAGER	<ul style="list-style-type: none"> <li>• The Municipal Manager has the following responsibilities, assigned to the Manager IDP.</li> <li>• Preparation of the Process plan.</li> <li>• Day to day management and coordination of the IDP process in terms of the time, resources and people and ensuring: <ul style="list-style-type: none"> <li>○ The involvement of all relevant roles –players, especially official’s management officials.</li> <li>○ That the time frames are being adhered to;</li> <li>○ That the planning process is horizontally and vertically aligned and complies with national and provincial requirements.</li> <li>○ That conditions for participation are provided and those outcomes are documented.</li> </ul> </li> </ul>
IDP MANAGER	<ul style="list-style-type: none"> <li>• Day to day management of the process. Co –ordination and facilitation of IDP Review Process.</li> </ul>
IDP STEERING COMMITTEE	<ul style="list-style-type: none"> <li>• Oversee the alignment of the planning process with the district framework.</li> </ul>
MUNICIPAL OFFICIALS	<ul style="list-style-type: none"> <li>• Provide technical expertise.</li> <li>• Prepare selected Sector Plans.</li> </ul>

**3.1.2.2 EXTERNAL ROLES AND RESPONSIBILITIES**

<b>ROLE PLAYER</b>	<b>ROLES AND RESPONSIBILITIES</b>
Sector Department Officials	<ul style="list-style-type: none"> <li>• Provide sector information.</li> <li>• Alignment of budgets with the IDP.</li> <li>• Provide sector department budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide professional and technical support.</li> </ul>
Planning Professionals Service providers	<ul style="list-style-type: none"> <li>• Methodological guidance and training.</li> <li>• Facilitation of planning workshops.</li> <li>• Drafting Sector plans.</li> <li>• Assist with Performance Management System.</li> <li>• Documentation of IDP.</li> </ul>
IDP Representative Forum	<ul style="list-style-type: none"> <li>• Representing interest and contributing knowledge and ideas.</li> </ul>

#### **4. MECHANISMS AND PROCEDURES FOR PARTICIPATION**

##### **4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION**

Chapter 4 of the Municipal Systems Act, 2000 section 17 (2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality. Four major functions can be aligned with the public participation process namely:

- Needs identification
- Identification of appropriateness of proposed solution.
- Community ownership and buy in and
- Empowerment.

##### **4.1.1 MECHANISMS FOR PARTICIPATION**

The following mechanisms for participation will be utilized;

###### **MEDIA**

National, Local news papers and the Municipal newsletter will be inform the community of the progress of the IDP.

###### **WEBSITE**

The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

##### **4.1.2 PROCEDURES FOR PARTICIPATION**

The following procedures for participation will be utilized:

## **IDP REPRESENTATIVE FORUM**

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

## **PUBLIC CONSULTATION MEETINGS**

The municipality will be hosting public consultation with all stakeholders to publicize the draft and budget. The venues for these meetings will be publicized through the media.

## **5. PROGRAMME OF ACTION FOR IDP REVIEW 2012-2013**

MONTH	PHASE	PLANNED ACTIVITIES	TARGET DATE	LEGISLATIVE REQUIREMENTS
July-Sept	<b>Preparation (Analysis Phase)</b>	<ul style="list-style-type: none"> <li>Prepare and submit the draft IDP Process Plan to Council for adoption.</li> </ul>	July 2011	Section 28 (1) Municipal Systems Act 2000
		<ul style="list-style-type: none"> <li>Present for discussion an IDP Process Plan to the District IDP Steering Committee.</li> </ul>	August 2011	
		<ul style="list-style-type: none"> <li>Assessment of the implementation of the 2011-2011 IDP projects.</li> </ul>	August 2011	
		<ul style="list-style-type: none"> <li>Identify the limitations and shortcomings of the 2010-2011 IDP's.</li> </ul>	August 2011	
		<ul style="list-style-type: none"> <li>Undertake an assessment of the implementation of all Sector Plans and Integrated Programmes</li> </ul>	August 2011	
July-Sept.	<b>Consultation (Strategy)</b>	<ul style="list-style-type: none"> <li>Identify all sector plans and Integrated Programmes to be reviewed.</li> </ul>	August 2011	
		<ul style="list-style-type: none"> <li>Facilitate and organise local municipalities IDP Rep Forum workshops to discuss priority issues for the next financial year (2021/13)</li> <li>Facilitate the identification of priority issues, strategic objectives and strategies for each municipality.</li> <li>Undertake strategic Planning workshop for the district municipality.</li> </ul>	September 2011	Section 29(1)(b) - Municipal Systems Act 2000  IDP Guidelines



Oct - Dec	<b>Consultation (Projects)</b>	<ul style="list-style-type: none"> <li>• Consolidate municipal issues and develop district-wide priority issues and strategies.</li> <li>• Undertake consultation with Sector Departments and other stakeholders.</li> </ul>	October 2011	
		<ul style="list-style-type: none"> <li>• Formulate IDP projects for 2012-2013 financial year.</li> </ul>	October 2011	
		<ul style="list-style-type: none"> <li>• Align local municipal IDP projects with Sector Strategic plans/budgets</li> </ul>	October 2011	IDP Guidelines
		<ul style="list-style-type: none"> <li>• Align proposed municipal projects with Dept. Sector Plans and other stakeholders.</li> </ul>	October 2011	IDP Guidelines
Oct - Dec	<b>Consultation (Projects)</b>	<ul style="list-style-type: none"> <li>• Convene a district-wide workshop that includes Sector Departments to discuss proposed IDP projects from each municipality.</li> </ul>	November 2011	IDP Guidelines
		<ul style="list-style-type: none"> <li>• Convene IDP Representative Forum workshop to discuss potential funded IDP projects for 2012-2013 financial year.</li> </ul>	November 2011	
		<ul style="list-style-type: none"> <li>• Identify and consolidate district-wide IDP projects.</li> </ul>	December 2011	
January	<b>Drafting (Integration)</b>	<ul style="list-style-type: none"> <li>• Prepare and finalise Draft District Integrated Development Plan</li> </ul>	January 2012	
		<ul style="list-style-type: none"> <li>• Present Draft District IDP to IDP Steering Committee, Municipal Managers, HOD's and Managers</li> </ul>	January 2012	
February- June	<b>Approval</b>	<ul style="list-style-type: none"> <li>• Present the Draft District Integrated Development Plan to the District IDP Representative Forum / TOR (for comments)</li> </ul>	February 2012	Section 29(1)(b)(ii) Municipal Systems Act 2000
		<ul style="list-style-type: none"> <li>• Advertise Draft District IDP in local news, media for scrutiny and comments.</li> </ul>	February 2012	Section 21A Municipal Systems Amendment Act 2003 Section 15(3) - Municipal Planning and Performance Management Regulations 2001

		<ul style="list-style-type: none"> <li>• Present final District IDP to Council for adoption.</li> </ul>	30 March 2012	Section 17 (2) (d) Municipal Finance Management Act 2003
		<ul style="list-style-type: none"> <li>• Submit copies of approved District IDP to MEC for Local Government.</li> </ul>	May /June2012	Section 32 (1) (a) Municipal Systems Act 2000
	<b>Approval</b>	<ul style="list-style-type: none"> <li>• Submit copies of approved District IDP to Provincial Sector Departments, COGHSTA and other stakeholders.</li> </ul>	June 2012	
		<ul style="list-style-type: none"> <li>• Post the approved District IDP to the website of the municipality.</li> </ul>	June 2012	Section 21A – Municipal Systems Amendment Act 2003