



Maletswai Local Municipality
2010/2011
Integrated Development Plan
Approved Process Plan
August 2010

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1. Introduction

Section 25 of the Municipal Systems Act (Act 32 of 2000) requires that each municipal council must within a prescribed period adopt a single, inclusive and strategic plan, commonly known as Integrated Development Plan (IDP) for the development of the municipality.

Hence, IDP is the principal strategic planning instrument which guides and informs all planning, budgeting, management and development of the municipality. However, section 34 of the same Act, requires that municipal council must review its IDP annually and based on the outcome of the review process it may amend its IDP in accordance with a prescribed process.

Therefore, this Process Plan must be read together with these documents. The IDP guideline in line with the Municipal Systems Act (Act 32 of 2000) requires that the IDP process plan must include the following:

- Institutional structure to be established for management of the process
- Approach to public participation
- Structures to be established for public participation
- Time schedule for the planning process
- Roles and responsibilities (who will do what)
- How will the process be monitored
- The identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.

IDP brings together various economic, social, environmental, legal, infrastructural and spatial aspects of a problem or plan. This should take place in a way that enhances development and provides sustainable empowerment, growth and equity for the short, medium and long term.

Chapter 4 of the MSA states that municipalities must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must encourage, and create conditions for the local community to participate in the affairs of the municipality including the preparation, implementation and review of its IDP, Budget and Performance Management System. It furthermore states that participation by the local community must take place through Political Structures, Ward Committees and Councillors.

2. Institutional arrangements

The IDP preparation process requires an extensive consultation and participation of communities, all roleplayers and key stakeholders in order to achieve shared understanding of the municipal development trajectory and alignment. Although municipalities are expected to establish participation structures, it will however be critical to consider utilizing existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms. Table A presents the institutional arrangements focusing on a structure, composition and terms of reference, description and frequency of meetings aspects.

2.1 IDP institutional arrangements

Structure	Description	Composition	ToR	Meetings
IDP Representative Forum	Platform for stakeholder engagement	Chaired by the Mayor. Representative of political parties in Council Municipal Manager Departmental Managers Ward Committees and Councillors Business Sector Labour Civil Society Resource persons Government departments and entities	Represent constituency interest in the IDP process Platform for discussions Participate in the process of setting and monitoring “Key Performance Indicators”. Promote stakeholder integration and alignment Information assimilation/dissemination. Capacity development and sharing. Resource mobilisation	Quarterly

IDP Steering Committee	Internal technical coordination and implementation working team	<p>Chaired by Municipal Manager.</p> <p>Manger(s): Technical Services, Community Services, Corporate Services and Financial Services.</p> <p>Secretariat: IDP Unit</p>	<p>Facilitate implementation of IDP</p> <p>Commission research and studies.</p> <p>Consolidate performance report</p> <p>Assist the Mayor in discharging the responsibilities as contemplated in Section 53 of the Municipal Finance Management Act no. 56 of 2003.</p> <p>Co-ordinate the budget preparation process.</p>	Monthly

IDP Broad Planning Technical Committee	Facilitate inter-governmental relations	<p>Chaired by the Municipal Manager</p> <p>Manager(s): Technical Services and Financial Services</p> <p>IDP Coordinator</p> <p>Regional Managers or Directors or Representatives of provincial and national government departments</p>	Facilitate inter-governmental coordination in terms of planning, budgeting, implementation and monitoring.	Quarterly
Ward Forum	Public Participation	Mayor, Ward Councillors, MM, Managers, IDP Coordinator and Ward Committee members	Facilitate easy incorporation of community views and consolidate identified projects.	Quarterly

3. Roles and Responsibilities

Roles and responsibilities for the planning process will be as follows:

The Municipal Council:

Political decision making body to:

- Consider, adopt and approve process plan, IDP, budget, policies and by-laws

- Enable the municipality to obtain access to development resources and outside investment;
- Enable the municipality to provide clear and accountable leadership and development direction;
- Enable the municipality to develop a cooperative relationship with its stakeholders and communities; and
- Enable the municipality to monitor the performance of officials;

Municipal Manager/IDP Steering Committee

- Recommend the Process Plan to Council
- Overall management, coordination and monitoring of process and drafting of IDP
- Approve nominated persons to be in charge of the different roles, activities and responsibilities
- Overall management and coordination of planning process and public participation
- Ensure the annual business plans, budget and land use management decisions are linked to and based on the IDP

Municipal Manager / IDP Coordinator

- Prepare the Process Plan
- Undertake the overall management and co-ordination of the planning process;
- Ensure that all relevant actors are appropriately involved,
- Nominate persons in charge of different roles;
- Be responsible for the day- to-day management of the drafting process;
- 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 from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council;
- Ensure proper documentation of the results of the planning of the IDP document; and adjust the IDP in accordance with the MEC for Local Government's proposals;

- The Municipal Manager may delegate some of these functions to an IDP Coordinator

Departmental Managers and Officials

- Must provide relevant technical, sector and financial information for analysis for determining priority issues;
- Must contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- Must provide departmental operational and capital budgetary information;
- Must be responsible for the preparation of project proposals, the integration of projects and sector programmes;
- Must be responsible for preparing amendments to the draft Integrated Development Plan for submission to municipal Council for approval.

National and Provincial Sector Departments and Social Partners:

- Allocation of resources and implementation of sector projects in line with approved municipal IDPs
- The Integrated Development Plan serves as a guide to the private sector in making decisions with regard to areas and sectors to invest in;
- In the absence of an Integrated Development Plan, a municipality would act in an ad hoc,
- Uninformed and uncoordinated manner, which would lead to the duplication and wastage of limited resources. Furthermore, the lack of a municipal tool to guide development would result in other spheres of government imposing their development programmes, which may not be priority for a municipal area

Ward Councillors and Ward Committees assisted by CDWs:

- Major link between the municipality and communities
- Link the planning process to their wards or constituencies
- Organise, facilitate and ensure public consultation and participation

Communities and Other Stakeholders:

- Inform Council what their development needs are, and to participate actively in determining the municipality's development direction;
- Represent their interests, contribute knowledge and ideas;
- Analyse issues, contribute in setting of priorities, negotiate and reach consensus;
- Discuss and comment on the draft IDP, budget, policies and by-laws;
- Monitor IDP and budget performance and implementation

4. Key IDP and Budget time schedule of events

No	IDP Review Process	Deliverables and Process Management	Responsible person	Timeframe
1	Process plan	Set up a Steering Committee and discussion on the Process Plans.	MM	August 18, 2010
2	Process plan	Submit IDP Process Plan and related matters to council for adoption.	Mayor	August 26, 2010
3	Advertisement of IDP and Budget Process Plan	Public participation on the IDP review, feedback on 2010/2011 Budget and process for identification of community needs (14 days after the adoption of the IDP process plan by Council).	MM	September 02, 2010
4	Process plan	Strategic workshop by the Broad Management to agree on the Key Development Priorities that are in line with the national development priorities to set Maletswai's strategic objectives.	MM	September 10, 2010
5	Identify and establish Budget Steering Committees and Consultation Forums for IDP and budget process.	Committees and consultation forums for the budget process	CFO	September 30, 2010
6	Review sector plans	Assess provincial strategic plans as well as sector specific plans and hold one on one discussions with each sector department and stakeholder	Finance and IDP Office	September 30, 2010
7	Present IDP information to the JGDM	Alignment and development integration	Finance and IDP Office	September 30, 2010
8	CBP Roll Out Programme	Promote Participation of communities in their development	IDP Office	September 2010
9	Hold a steering committee meeting	Discuss the IDP and budget strategy	MM	September 30, 2010

10	1 st Representative forum	Review strategic objectives for service delivery and development for the next three year budget, collate ideas of priority issues and project teams to discuss projects in more detail.	Mayor	September 30, 2010
11	Review delegations framework in terms of MFMA	For appropriate delegation	MM	September 30, 2009
12	IDP Technical Planning Meeting	Engage provincial and national sector departments on sector specific programmes for alignment with municipal IDP.	CFO and IDP Coordinator	October 2010
13	1 st Joint Ward Forum	Discuss projects and budget projections. Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance.	Mayor	10 October
14	1 st Round Outreach Programme to the 6 Wards (Communities)	Public participation, inform communities of the IDP, receive suggestion and comments and give indication of performance of previous financial year	Mayor	October 2010 1 – 11/10 2 – 12/10 3 – 18/10 4 – 13/10 5 – 14/10 6 – 17/10
15	IDP Steering Committee Meeting	Discuss the draft capital and operational budget	MM	October 2010
16	JGDM Administrative Outreach	Identification of key service delivery issues and promotion of alignment between the district and LMS	MM	October 2010
17	JGDM Political Outreach	Public Participation	Mayor	October 2010
18	Attend a District IGR Meeting	Cluster Reports on challenges, achievements and necessary interventions	IDP Office and IGR	November 2010
19	IDP and Budget Lekgotla	IDP Steering Committee meeting with Councillors to analysis and determine strategic objectives and priorities for service delivery as well as development of 3 year budgets including the review of national and provincial government allocations and strategic sector plans.	MM, CFO and Mayor	Last week of November 2010
20	IDP Steering Committee	Finalise the 1 st draft IDP	IDP Coordinator	January 2011
21	Finalise service delivery agreements for next financial year	Performance Management	MM	January 2011

22	Finalise Budget related policies for next financial year.	Sustainable service delivery	CFO	January 2011
23	Finalise tariffs and budget policies	Sustainable service delivery	CFO	January 2011
24	Report on mid-year and performance assessment	Performance Management	MM	January 2011
25	IDP Technical Planning Meeting	IDP alignment and discussion	MM	February 2011
26	Finalize and submit to Mayor proposed budget and plans taking into account the mid-year review report and Annual oversight report	Performance Management	MM	February 2011
27	Joint Ward Forum	Public participation (inform communities about the IDP and Budget, receive suggestion and comments and give indication of performance of previous financial year.	Mayor	February 13, 2011
28	2 nd round Outreach to communities (6 Wards) with sector departments	Engage community on: Service delivery agreements Entities Budget related policies and tariffs Reviewed IDP Proposed budget and service delivery plans	Mayor	February 14 - 22, 2011
29	IDP and Budget Steering Committee	Discuss budget alignment and constraints	MM	February 28, 2011
30	IDP Representative Forum	Engage provincial and national sector departments on finalisation of their inputs into the budget and IDP	IDP Coordinator	March 10, 2011
31	IDP Steering Committee	IDP and budget review Finalize budget and service delivery plans Finalize budget and service delivery plans	MM	March 14, 2011
32	Council	Council to meeting and consider the draft budget and IDP.	Mayor	March 24, 2011
33	Publicise the draft IDP and Budget	Publish the draft IDP and Budget and invites public comments	MM	March 31, 2011

34	Publish service delivery plans, council resolutions, service delivery agreements, budget related policies and tariffs increases and reviewed IDP and invites local community to comments.	Public information	MM	April 2011
35	Submit to National and Provincial Treasury and others departments as prescribed the budget and service delivery plans, council resolutions, service delivery agreements, budget related policies and tariff increases	Performance Management	MM	April 2011
36	Attend a District IGR Meeting	Cluster alignment	JGDM Offices	22 April 2011
37	Revise budget and IDP documentation in accordance with consultative processes and taking into account the results from the third quarter of the current year	Public participation and consultation	CFO and IDP Coordinator	April 2011
38	IDP Steering committee	Consider views / submissions of local community, national and provincial treasury and other national and provincial organs of state. Respond to submissions and table amendments for consideration. Accounting officer to assist Mayor in preparing final budget documents taking into account consultative processes and all necessary amendments	MM	April 29, 2011
39	IDP Representative Forum	Presentation of final IDP to Sector departments (National & Provincial) and inclusion of departments final inputs	IDP Coordinator	May 03, 2011

40	Council meeting	Approval of the budget by Council resolution, setting taxes and tariffs, approving changes to IDP and budget related policies and approving measurable performance objectives for revenue by source and expenditure by vote before the start of the new financial year.	Mayor	May 19, 2011
41	IDP Technical Planning Meeting	Coordination and integration processes on the implementation of IDP	MM	May 24, 2011
42	Advertise / Publicize approved IDP and Budget within 14 days of approval	Public information	MM	June 08, 2011
43	Ensure that the annual performance agreements are linked to the measurable performance objectives approved with the IDP, Budget and SDBIP.	Service delivery implementation and monitoring	Mayor	June 2011
44	Submit to the Mayor a draft of SDBIP and annual performance agreements within 14 days after approval of budget.	Service delivery implementation and monitoring	MM	June 2011
45	Approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded.	Service delivery implementation and monitoring	Mayor	June 2011
46	Submits approved SDBIP and performance agreements to council,	Service delivery implementation and monitoring	Mayor	June 2011
47	Submits approved SDBIP and performance agreements to MEC for local government and makes public within 14 days after approval	Service delivery implementation and monitoring	MM	June 30, 2011

4. Mechanisms and procedures for public participation

- IDP Representative Forum to verify data and add additional data
- Councillors to call meetings to keep communities informed on the IDP progress (including CDW's and Ward Committees)
- Published annual reports on municipal progress
- Print and electronic media for publicising meetings
- Making the IDP and budget documents available for public comments
- Making the IDP and budget documents available to all members of the public
- Community Outreach and stakeholder meetings
- Community Based Planning
- Established forums
- Invitations for Public Inputs on policies, by-laws and planning documents
- Representation of stakeholders on project subcommittees
- Invitation of public to Council meetings

5. 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 utilised.

6. Appropriate Venues, transport and refreshments

Steering Committee meetings will be held in Aliwal North. Representative forums will be held at appropriate venues; however the municipality will be only responsible for transport costs of the designated groups.

7. Mechanisms and Procedures for Alignment

The IDP Coordinator will be responsible for ensuring smooth coordination of our IDP reviews and their alignment with the district IDP review through the use of workshops and bilateral discussions with affected sector departments or municipalities.

8. Binding plans and legislation

8.1 Legislation

The Maletswai Local Municipality will ensure that it adheres to all legislation and planning requirements applicable to municipal planning and budgeting. The following pieces of legislation and plans will have to be complied with:

- Municipal Finance Management Act
- The Municipal Systems Act
- The Water Services Act
- The Disaster management Act
- National Environmental Management Act
- Sector requirements vary in nature in the following way:
 - Legal requirements for the formulation of a discrete sector plans
 - 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).
- Provincial Growth and development plan
- National Spatial Development Perspective

8.2 Applicable Policies

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme (RDP)	Presidents Office	Development planning and service delivery. Local Economic Development.
Growth, Employment & Redistribution Strategy (GEAR)	Presidents Office	A (macro-economic) strategy for rebuilding and restructuring the economy. Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and asset restructuring; employment, wages and training; and policy coordination.
Integrated Sustainable Rural Development Strategy (ISRDS)	Presidents Office	The ISRDS is designed to realize a vision that will attain socially cohesive rural communities with viable

		institutions, sustainable economies and universal access to social amenities, able to attract and retain a skilled and knowledgeable people, who are equipped to contribute to growth and development.
Urban Development Framework	Department of Housing	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.
Rural Development Framework (RDF)	Department of Land Affairs	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.
Local Agenda (LA 21)	Department of Agriculture & Environmental Affairs (DAEA) and Department of Traditional and Local Government Affairs (DTLGA)	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.
Land redistribution for Agricultural Development (LRAD)	Department of Land Affairs	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.
Beneficial Occupation Policy for State Land	Department of Land Affairs	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.
ASGI-SA	The Presidency	Creation of 1,000,000 jobs: Increased employment and income for unemployed or underemployed poor people Reduced income gaps in society More productive jobs in villages and small towns to lessen migration to big city slums Economic empowerment of (mainly black) poor women Address constraints that inhibit economic growth and shared benefits

The Provincial Growth and Development Plan	DLG&TA	
District Growth and Development Summit (DGDS)	The Presidency	<p>The DGDS are intended to facilitate and build partnerships on practical programmes that will be engaged with social partners in each district. The DGDS are not once off events but continuous process of social partner mobilization in economic and social development. (Address to the Eastern Cape Local Government Summit by Director General of dplg: 23:08:2006).</p> <p>The key policy informant of the Growth and Development Summit is the National Growth and Development Summit held in June 2003 including the Eastern Cape Job Summit of February 2006. The EC Job Summit Agreement 2006 recommended that Districts and Metros to host Growth and Development Summits and develop Growth.</p> <p>The Election Manifesto of the ANC's Local Government Election 01:03: In striving for economic growth, the manifesto calls for every district and metro to hold a Growth and Development Summit within a year of the elections.</p>

8.3 Existing Sector Plans

Of most importance in this regard are sector plans which have been undertaken and some sector plans are now in place while some still need to be developed and it is critical that the existing sector plans be reviewed in line with the reviewed IDP. These sector plans comprise the following:

- Responsible Tourism Sector Plan
- LED Strategy
- Housing Sector Plan
- Financial Management Policy
- Communication Strategy
- Spatial Development Framework
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The following sector plans are being developed.

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