

IDP

Process Plan 2012-2017



PORT ST JOHNS
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Office of the Municipal Manager

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CHAPTER 1: Background

1.1 BACKGROUND

Drafting an IDP requires a comprehensive planning process. A wide range of role-players from inside and outside the Municipality are required. Such a process has to be properly organised and prepared. This preparation is the duty of the Municipal Manager and Senior Management. The preparation process will be referred to as the “*Process Plan*” and should contribute to the institutional preparedness of the Municipality for the Integrated Development Planning process.

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1.2 PROCESS PLAN

In order to ensure that the Integrated Development Planning process complies with minimum quality standard and that proper co-ordination between and within the spheres of government is established. The preparation of the Process Plan is regulated by the Municipal Systems Act, 2000 and its regulations.

The Port St Johns Municipal Council is required to adopt a process plan that will guide the planning process, drafting and review of the IDP, which will include the following:

- A programme specifying timeframes for the different planning phases;
- Appropriate mechanisms, processes and procedures for consultation with local communities, organs of state, traditional authorities, and other stakeholders in the IDP process; and
- The identification of all plans and planning requirements binding on the Municipality in terms of provincial and national legislation.

The Municipality must notify the local community of the particulars of the process it intends to follow. The Process Plan must also fulfil the function of a business plan and should stipulate in simple terms what has to happen, when, by whom, with whom, and where.

CHAPTER 2: Process Plan

2.1 Purpose of the Process Plan

The Municipal Systems Act (act 32 of 2000) as amended describes the various core processes that are essential to realizing a system of developmental local government. These aspects include participative governance, IDP, performance management and reporting, resource allocation and organisational change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with Port St Johns Municipal processes.

Therefore, the purpose of this document is to outline the operational plan (an integrated 'Process plan ") for the development of Integrated Development Plan for Port St Johns Municipality. This process plan is based on the unique character and circumstances of Port St Johns Municipality, taking due cognisance of the process plan requirements outlined in the Municipal Systems Act (S 34) and guidelines for Integrated Development Planning.

2.2 Legal Context of IDP

Integrated Development Plan

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates that:

Each Municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which-

- a. *Links, integrates and coordinates 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. *Complies with the provisions of this Chapter; and*

- d. *Is compatible with national and provincial development Plans and planning requirements binding on the municipality in terms of legislation.*

In terms of the core components of integrated development Plans (Chapter 5 and Section 26) of the Municipal Systems Act (2000) indicates that:

An integrated development plan must reflect-

- a. *The Municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;*
- b. *An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic Municipal services;*
- c. *The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;*
- d. *The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;*
- e. *A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;*
- f. *The council's operational strategies;*
- g. *Applicable disaster management plans;*

- h. *A financial plan, which must include a budget projection for at least the next three years; and*
- i. *The key performance indicators and performance targets determined in terms of section 41.*

Section 34 of the same act requires a Municipal Council to review its IDP annually in accordance with an assessment of its performance measurements in terms of section 41 and to the extent that changing circumstances so demand.

2.3 Annual Budget

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4; Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must-

- a. *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
 - i. *The preparation, tabling and approval of the annual budget;*
 - ii. *The annual review of-*
 - aa. *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - bb. *The budget related policies.*
 - iii. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - iv. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

2.4 Alignment of the IDP, Budget and Performance Management Process

This process plan will attempt to ensure the alignment of the IDP and Budget preparation process, and the Performance Management System (PMS). The linkages of the three processes are summarised in the following diagram:

Figure 1 : The IDP, Budget and PMS Linkages

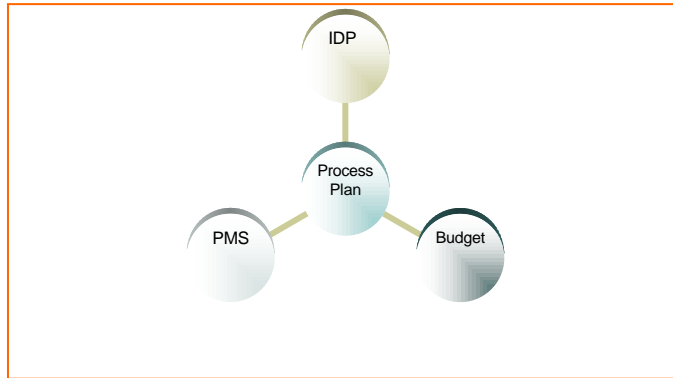
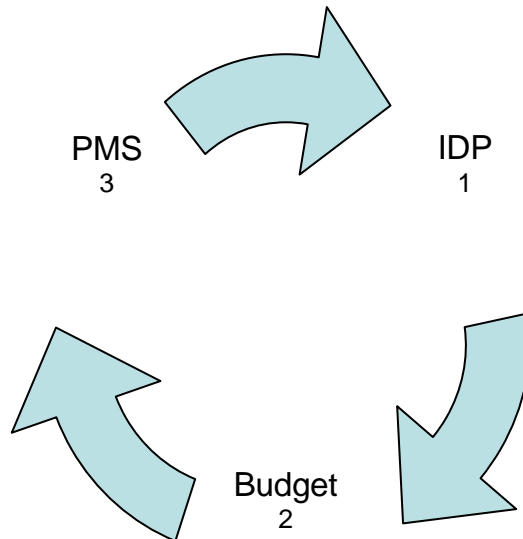


Figure 2 : Relative Process Flow



2.5 Key Elements to be addressed in this process

The following is a summary of the main activities to be undertaken during this IDP Process:

ASSESSMENT ISSUES

- Comments received from the various role-players in the assessment of the IDP
- Shortcomings and weaknesses identified through self-assessment
- Comments received from the MEC

REVIEW OF THE STRATEGIC ELEMENTS OF THE IDP IN TERMS OF COUNCIL'S NEW PRIORITIES

- Review of Objectives;
- Review of the Strategic elements of the IDP;
- Finalize the refinement of SDF and Land Use Management;
- Development of Ward based plans for all ward

INCLUSION OF NEW INFORMATION WHERE NECESSARY

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process
- Alignment of the IDP with newly completed Sector Plans and ward plans;
- The ongoing alignment of the Port St Johns Municipal Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework

HORIZONTAL AND VERTICAL ALIGNMENT

FRAMEWORK PLAN

In terms of Chapter 5; Section 29 (2) of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and

binding relationships to be established between the district and local municipalities in the region, and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

CHAPTER 3: IDP Development Approach

IDP DEVELOPMENT APPROACH

The suggested approach for IDP development process according to DPLG Guide Pack II and is as follows:

(i) Preparing for IDP development

Before the process commences, certain arrangements have to be made to ensure that the process will run smoothly. Such a process needs to be properly organized and prepared. It must also attempt to address the following:

- Assigning role and responsibilities ;
- Organisational arrangements including confirmation of IDP Steering Committee and procedures , mechanisms for community and stake holder participation;
- Design mechanism and procedures for alignment with external stakeholders such as other municipalities and other spheres of government;
- Designing a programme which sets out the envisaged planning activities, , time frames and resource requirements for planning process;
- Once a process plan is being developed, it has to be adopted by the municipal council in terms of the Municipal Systems Act , 2000.;

(ii) Monitoring (What is happening)

Monitoring in the context of IDP review refers to the gathering and subsequent organising the data into sets of information about the certain sets of action/ events / situations throughout the year.

There are three main bodies of information, which are important as input into a process

- Implementation management information;
- Information about the achievement of objectives set in the IDP;
- New information gathered in the IDP review.

(iii) Evaluation (What does the information tells us)

The information gathered during the process of monitoring described above is assessed to understand its relevance and its implications to the priority issues, objectives, indicators and targets. Irrelevant and incorrect information should be discarded. The relevant information is analysed and synthesized for its relevance to the IDP.

(iv) Council Adoption of the IDP

The IDP has to be adopted and approved by the Municipal Council in terms of section 25.

(v) Prepare and adopt Annual Budget

Municipal Systems Act , 2000 (Chapter) and Municipal Finance Management Act requires the municipal council budget to be informed by the IDP . This means the annual municipal budget should reflect the objectives, strategies, projects and programmes contained in the IDP.

(vi) Time frame

As the IDP should significantly inform the budget, the timing of the IDP should be coordinated closely with the structuring of the annual budget process that starts in July/August of each year.

CHAPTER 4: Roles and Responsibilities

The IDP Manager, IDP Steering Committee and IDP Representative Forum are structures required throughout the Integrated Development Planning process.

The Project, Programme and Sectoral Task Teams will be small operational teams composed of a number of relevant municipal sector departments and technical officials involved in the management of the implementation and, where appropriate, community stakeholders directly affected by the project and programme.

The following positions and structures are recommended and will serve as a guide:

Actors	Roles and Responsibilities
Executive Committee	<ul style="list-style-type: none"> • 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 • Public participation • Ensure the annual business plan, budget and land use management decision are linked to and based on the IDP
Municipal Council	<ul style="list-style-type: none"> • Political decision making body • Consider, adopt and approve process plan and IDP • Ensure the annual business plans, budget and use management decision are linked to and based on the IDP. Adjust in accordance with the comments of the MEC for Local Government.
O.R. Tambo District Municipality	<ul style="list-style-type: none"> • Prepare a framework plan

Ward Councillors, Ward Committees and CDWs	<ul style="list-style-type: none"> • Major link between municipality, government and residents • Link the planning process to their wards or constituencies • Organising public consultation and participation • Participation of the ward committees in the IDP Representative Forum
Municipal Manager/ IDP Manager	<ul style="list-style-type: none"> • 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 Manager
Municipal and Government Officials	<ul style="list-style-type: none"> • Provide relevant technical, sector and financial information for analysis for determining priority issues • Contribute technical expertise in the consideration and finalization of strategies and identification of projects • Provide departmental operational and capital budgetary information • Be responsible for the preparation of project proposals, the

	<p>integration of projects and sector programmes, and</p> <ul style="list-style-type: none">• Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Local Government for alignment• Charged with the responsibility of preparing business plan for different programmes and projects.
Community at Large	<ul style="list-style-type: none">• Represent interests, contribute knowledge and ideas (Representative forum)• Inform interests groups, communities and organisations.• Analyze issues, determine priorities, negotiate and reach consensus• Participate in designing project proposals• Discuss and comment on the draft IDP• Monitor performance in implementation• Conduct meetings with groups, communities etc. to prepare for the follow-up on relevant planning activities.

CHAPTER 5: Institutional Arrangements for the IDP

The elected Council is the ultimate decision-making forum on IDP's. The role of participatory democracy is to inform, negotiate and comment on those decisions, in the course of the planning process.

Structure	Members of the structure	Terms of Reference
IDP and Budget Steering Committee	<p>Chair: Municipal Manager</p> <p>Secretariat: Secretaries to the Manager- Local Economic Development and the Chief Financial Officer</p> <p>Composition: Top Management</p> <p>Adhoc representation: Executive Committee members</p>	<ul style="list-style-type: none"> • Provide ToR for the various planning activities • Commission research studies • Considers and comments on : <ul style="list-style-type: none"> - Inputs from sub-committees, study teams and service providers/advisors - Inputs from provincial sector departments and support providers - Processes, summaries and documents output • Makes content change recommendations • Prepares, facilitates and documents meetings
Finance Sub-committee	<p>Chair: Chief Financial Officer</p> <p>Secretariat: Chief Accountant</p> <p>Composition DM: Top Management</p>	<ul style="list-style-type: none"> • Prepares an action plan linked to the IDP process plan for the development of the annual budget • Reviews the previous and current year

	<p>Adhoc representation- Members of the Financial Services Standing Committee</p>	<p>budget and sets basis for the next budget</p> <ul style="list-style-type: none"> • Ensures that the budget is aligned to the IDP • Reviews the revenues sources of the municipality and proposes options for financing of the budget • Responsible for allocating self generated revenues to the municipal departments based on a predetermined formula.
<p>IDP and Budget Representative Forum</p>	<p>Chair: Mayor Secretariat: Secretaries to the Mayor and the CFO Composition: Government: <ul style="list-style-type: none"> • Executive Committee • All councillors • Ward Committees and CDWs • Top Management • Regional / District Managers provincial Public: <ul style="list-style-type: none"> • Stakeholder Representatives of organised groups • Community Representatives </p>	<p>The IDP Representative Forum shall:</p> <ul style="list-style-type: none"> • Represent the interests of their constituents in the IDP processes • Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the municipal government • Ensure communication between all stakeholder representatives including the municipal government • Monitor the performance of the planning and implementation processes. • Participate in the process of setting up and monitoring “key performance indicators” in line with the Performance Management Manual.

	(based on advert)	
	<ul style="list-style-type: none"> • Advocates for unorganised groups 	
Manager IDP		<ul style="list-style-type: none"> • Responsible for the preparation of the Process Plan in line with the District Framework Plan. • Responsible for the day to day management of the planning process under consideration of time, resources and people, ensuring: <ul style="list-style-type: none"> ○ Involvement of all different role players, especially officials, ○ That the timeframes are being adhered to , ○ that the planning process is horizontally and vertically aligned and complies with national and provincial requirements, ○ That outcome is being documented. • Secretariat to Steering Committee and Representative Forum and • Management of service providers
Chief Financial Officer		<ul style="list-style-type: none"> • Convenes the finance sub committee • Responsible for the day to day management of the budgeting process • Responsible for researching for

		<p>grants/donations earmarked for the Port St. Johns Municipality to sensitize HODs to develop business plans</p> <ul style="list-style-type: none">• Ensure that timeframes relating to the budgeting process are being met
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CHAPTER 6: Timeframes

The following action plan timeframes are approved as per the Framework.

	Activity	Purpose	Responsible person	Milestone date
1.	Setting up a steering Committee and discussion of Framework and Process Plans.	Begins planning process for the next three year budget.	Municipal Manager	August 2012
2.	Political outreach to communities	Public participation, inform communities of the IDP, elicit ideas and comments, give indication of performance of previous financial year, present municipal scorecard and SDBIP for the 2011/12 financial year	Mayor	August – September 2012
3.	Review the previous year`s IDP and budget process and complete budget evaluation checklist during the planning process.	Review budget process	Chief Financial Officer and Manager- IDP	September 2012
4.	Table to council a schedule of key deadlines for preparing, tabling and approving of the budget	Table IDP and budget process plan by end of August to Executive Committee	Mayor	August 2012

	<p>Reviewing the IDP</p> <p>Reviewing budget related policies.</p> <p>Consultation processes</p>			
5.	<p>Publish and make known simplified version of schedule of key deadlines.</p>	For public participation	Chief Financial Officer and IDP Manager	September 2012
6.	<p>Identify and establish Budget Steering Committee and Consultation Forums for IDP and budget process.</p>	Budget steering committee and consultation forums in place	Chief Financial Officer and IDP Manager	September 2012
7.	<p>Make known the composition of the committees and consultation forums</p>	Public Participation	Chief Financial Officer and IDP Manager	September 2012
8.	<p>Review sector plans</p>	Assess provincial strategic plans as well as sector plans and hold one on one discussions with each sector department and stakeholders	Chief Financial Officer and IDP Manager	September 2012
9.	<p>Request IDP information from municipal departments</p>		IDP Manager	September 2012
10.	<p>Hold a steering committee meeting</p>	Discuss the IDP and budget strategy	MM	September 2012
11.	<p>Representative forum</p>	Discuss IDP and budget process plan, review strategic objectives for service delivery and development for the next three years` budget,	Mayor	September 2012

		collate ideas of priority issues and project teams to discuss projects in more detail		
12	Review the district, provincial and national government sector and strategic plans	Inform internal and external departments to review sector plans.	Chief Financial Officer and IDP Manager	September 2012
13	Review Organogram to meet objectives and strategies	For alignment purposes	MM	December 2012
14	Review delegations in terms of MFMA	For appropriate delegation	MM	August 2012
15	Engage provincial and national sector departments on sector specific programmes for alignment with municipal IDP.	For alignment purposes	Chief Financial Officer and IDP Manager	September 2012
16	Political and administrative outreach with sector departments	IDP and Budget discussion with communities to ensure participation in decision making	Mayor	November 2012
17	Finance sub-committee determines revenue projections and proposed rates and service charges and draft initial allocation to the function or departments		MM, CFO and HODs	November 2012
18	Steering committee meeting	The Municipal Manager together with the functions and department officials	MM	November 2012

		<p>review the following :-</p> <p>National and provincial policies and budget plans.</p> <p>Potential price increase of bulk resources (ESKOM and DWAF)</p> <p>Potential salary increase</p> <p>Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance</p>		
19	2 nd IDP and budget representative forum	<p>Discuss projects and budget projections.</p> <p>Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance</p>	Mayor	December 2012
20	Review budget –related policies	IDP & Budget review	CFO	December 2012
21	Draft IDP in place	IDP review	IDP Manager	January 2013
22	Finalise service delivery agreement for next financial year	Alignment purposes	MM	February 2013
23	Finalise budget related policies for next financial year	Alignment purposes	CFO	February 2013
24	Finalise draft rates and service charges for 2011/12 financial year	Revenue analysis	CFO	February /March 2013

25	Review proposed national and provincial allocations (must be available by January 2011)	Allocations review	CFO	February/ March 2013
26	Revision of 2010/11 annual budget through an adjustment budget	Review budget for last financial year	CFO	January 2013
27	Report on mid-year and performance assessment	Assessment reports	MM	January 2013
28	Finalise and submit to Executive Committee proposed budget and plans taking into account : Mid-year review report Annual oversight report	Quarterly and Annual reports	MM	March 2013
29	Mayor tables draft IDP, budget and a draft of reviewed budget related policies including Draft SDBIP and Performance Contracts	<i>Tabling of the following at the council meeting 90 days prior to commencement of financial period:</i> <ul style="list-style-type: none"> - <i>Budget and Service delivery plan Resolutions</i> - <i>Service delivery agreements</i> - <i>Budget related policies and tariff increase and reviewed IDP and invites local</i> 	Mayor	March 2013

		<i>community comments</i>		
30	Publish annual budget and service delivery plans, council resolutions, service delivery agreements, budget related policies and tariff increases and reviewed IDP and invites local community to comment.	Public participation	Chief Financial Officer and IDP Manager	April 2013
31	Submit to National and Provincial Treasury and others as prescribed, the budget and service delivery plans, council resolutions, service delivery agreement, budget related policies and tariff increases and reviewed IDP	Submissions to National and Provincial Governments	Chief Financial Officer and IDP Manager	April 2013
32	Consultation with National and Provincial treasuries	For Financial Matters	Chief Financial Officer and IDP manager	April/ May 2013
33	Finalise sector plans for core powers and functions of the local municipality	Alignment purposes	HODs	April /May 2013
34	One on one interaction with organisations and	Alignment purposes	Chief Financial Officer and IDP	April/ May 2013

	sector departments		Manager	
35	Conduct public hearings/ outreaches with sector department	Public participation	Mayor	April/ May 2013
36	Revise budget, IDP, SDBIP and Performance Agreements documentation in accordance with consultative processes and taking into account the results from the third quarter of the current year.		Chief Financial Officer, IDP Manager and MM	May 2013
37	Steering committee	Consider views/ submission of local community, national and provincial treasuries and other national and provincial organs of state. Respond to submission 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	May 2013
38	Council meeting	Approval of the budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related	Mayor	31 May 2013

		<p>policies and approving measurable performance objectives for revenue by source and expenditure by vote before the start of the budget year including SDBIP and Performance agreements.</p>		
39	<p>Submit both Approved Budget document and IDP to Provincial and National Treasury and publish on Municipal Website</p>	<p>Approved Budget and IDP in both soft and hard copies.</p>	MM	June 2013
40	<p>Submits approved SDBIP and performance agreements to MEC for Local Government and make public including publishing on municipal website.</p>		MM	June 2013
41	<p>Finalise systems of delegation</p>		Council	June 2013

CHAPTER 7: Participation and Stakeholder Engagement

Mechanisms and Procedures for community and stakeholder participation

One of the main features about integrated development planning and budget process is the involvement of community and stakeholder organisations in the process. This ensures that the IDP addresses the real issues that are experienced by the citizens.

The constitution stipulates that one of the objectives of municipalities is “to encourage the involvement of communities and community organisations in the matters of local government”. The White Paper on Local Government also put emphasis on public participation.

Through the Municipal Systems Act, participation in the decision making processes of the municipality is determined to be a right of communities, residents and ratepayers. Integrated development planning is emphasised as a special field of public participation.

Participation Mechanisms

- Use of IDP Representative Forum to verify data & add additional data
- Use of Councillors to call meetings to keep communities informed on the IDP progress (including CDWs and Ward Committees)
- Published annual reports on municipal progress
- Newspaper advertisement to inform communities of the progress
- Pamphlets and booklets on IDPs
- Making the IDP document available for public comments
- Outreaches by Port St. Johns Municipality to communities and stakeholders
- Use of loud hailers to invite communities to meetings

Participation mechanisms for different phases

Planning Phase	Participation Mechanism
Analysis	Community meetings Stakeholder meetings Sample survey or opinion polls
Strategies	Meeting involving government departments and stakeholder representatives Input into IDP Representative forums at a local level
Project	Technical sub-committees with few selected representatives of stakeholder organisations. Intensive dialogue between technical sub-committee and affected communities.
Integration	IDP Representative Forum
Approval	IDP Representative Forum Broad public discussion, consultation process Community meetings Stakeholder meetings Opportunity for comments from residents and stakeholder organisation
Monitoring of implementation	IDP Representative forum Community meetings Stakeholder meetings

Appropriate language usage

English will be used as the medium of communication. However, in community meetings where most people speak Xhosa, their language will be used for presenting and elaborating on issues they raise.

Appropriate venues, transport and refreshments

Steering committee meetings will be held in Port St Johns. Representative forum meetings will be held at appropriate venues. The Port St Johns Municipality will be responsible for the transportation of ward committees and any designated groups. Refreshments will be provided at the discretion of the Municipal Manager.

CHAPTER 8: Resources and Budget

The Port St Johns Municipality acknowledges that limited resources. This, therefore, will necessitate the input and assistance from specific a service provider. The process of appointing these service providers will be dealt with through the supply chain processes.

Consultants will be required to indicate the cost of services and possible sources of donor funding.

The Department of Local Government and Traditional Affairs has been approached for funding and assistance.