

GARIEP IDP PROCESS PLAN



2014 / 2015

1. IDP AND DOCUMENT STRUCTURE

Our 4th generation IDP takes the form of a package of documents and instruments, each serving a different purpose but working interdependently.

This document, entitled “Gariiep Local Municipality 4th generation IDP” forms the main document.

Other documents and instruments that support the main document are:

- The Municipal Budget
- The top layer Service Delivery Budget Implementation Plan (SDBIP)
- The delivery budget Implementation plans of the different Directorates of the Municipality which outline detailed allocation and programmes, projects and associated resource performance targets
- Various sector plans developed/prepared to support and direct the work of different functional areas of the Municipality(e.g. Spatial Development Framework, Housing Sector plan, etc)
- Ward based plans

The 2014/15 IDP, which represents a third review of the five year IDP, was approved by Council in June 2014 (Council Resolution ...)

2. LEGISLATIVE FRAMEWORK

According to the Constitution of the Republic of South Africa (Act 106 of 1996),section 152 and 153, local government is in charge of the development process in municipalities and municipal planning. The Constitution provides the primary overarching framework within which Local Government planning must be understood. As has been mentioned earlier the Constitution gives Local Government a mandate to provide democratic and accountable Government for all communities; ensure the provision of services to communities in a sustainable manner; promote social and economic development; promote a safe and healthy environment and encourage the involvement of communities and community organizations in the matters of Local Government.

The Constitution gives a clear indication of the intended purpose of municipal Integrated Development Planning with regard to planning and budgeting. The Constitution also demands local government to improve intergovernmental coordination and cooperation to ensure integrated development across the three spheres of government.

The under-mentioned Acts regulate the legal context within which all municipalities are expected to function:

- Municipal Demarcation Act;
- Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) as amended;
- Local Government: Municipal System Act, 2000 (Act No 32 of 2000) as amended;
- Municipal Planning and Performance Management Regulations, (Regulation No. R796, 24 August 2001); and
- Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) as amended

The white paper on local government gives municipalities the responsibility to work with communities, stakeholders within communities to find sustainable ways to their social, economic and material needs and improve the quality of their lives.

The Municipal Systems Act (32 of 2000) defines integrated development planning as one of the core functions of a municipality in the context of its development orientation. The Municipal System Act requires the IDP to be strategic and inclusive in nature. The integrated development planning should link, integrate and coordinate other plans while taking development proposal into account. It should be aligned with Municipal resources and capacity, while forming a policy framework on which annual budgets are based. The Integrated Development Plan must be aligned with National and Provincial Development plans and planning requirements.

3. IDP REVIEW PROCESS

The annual review and amendment of the Integrated Development Plan is guided by Section 34 of the Municipal Systems Act which requires that a Municipal Council must review its Integrated Development Plan annually in accordance with an assessment of its performance measurements, and to the extent that changing circumstances so demand a review. The Council may also amend its Integrated Development Plan in accordance with a prescribed process.

IDP is a process through which municipalities prepare a strategic development plan, for five year period, of which it is reviewed annually. According the COGTA IDP Format guide the IDP:

- Is the principal strategic planning instrument which guides and informs all planning and development and all decisions with regard to planning, management and development in the municipality.
- Binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's integrated development plan and national or provincial legislation, in which case such legislation prevails.
- Should be a product of intergovernmental and inter-sphere planning.

The Draft Gariep IDP for 2014/15 was tabled before Council on the 31st March 2014 and the final IDP was approved on 30th June 2014, by Council. These comments together with the pre assessment by the department's ones were considered and addressed by the Mayor before the final IDP was tabled to Council for adoption. Further, the municipality is implementing a policy on functioning and remuneration of ward committees.

The IDP is aimed at achieving faster and more effective service delivery and to provide a framework for economic and social development in Gariep Municipality. The IDP planning process creates a planning environment that allows for the integration and alignment of government's strategic objectives and delivery priorities. It is also geared towards eliminating the imbalances of the past. The IDP Process Plan was approved by Council on the 20th August 2013 (Council Resolution 45/2013).

The Department of Provincial and Local Government IDP Guidelines summarized the purpose of the Integrated Development Planning Process as follows:

- Eradicating the development legacy of the past
- Making the notion of developmental Local Government work
- Laying the foundation for community building
- Fostering co-operative governance

The methodology followed in the IDP process is based on the National Department of Cooperative Governance model or approach which is staged over five phases: Analysis, Strategies, Project Formulation, Integration and Approval.

The reality of planning in the Gariep area is more similar to incremental planning and constant shaping of a concept, until consensus is reached. As such, the final approved IDP document is likely to change over subsequent years as external and internal factors impact and reshape strategic focus.

3.1 STAKEHOLDER CONSULTATION/ IDP ACTION PLAN

Action Plan	Purpose	Responsible Person	Timeliness
Strategic Planning Session	Progress review, backlogs and craft strategies for the next financial year	Municipal Manager	July 2014
Setting up of IDP, Budget and PMS Steering Committees	To oversee and co-ordinate the IDP and Budget Process Plan and Performance	MM	July 2014
Develop and table process plan to Council	To secure Council approval	Mayor	August 2014
Advertise start of the IDP and Budget Process	For Public participation in accordance with section 19 of the MSA	Municipal Manager	August 2014
Submission of Annual report to the Auditor General	For auditing purposes	Municipal Manager	August 2014
Attend District Planning Session	IDP Alignment	Municipal Manager	August 2014 – March 2015
Review Sector plans in accordance with the Provincial Assessment Report	Respond to gaps identified in the Provincial IDP Assessment Report	Heads of Departments	September 2014
Engagements with Sector Departments	Agree on specific projects and programmes to be included in the next financial year	Heads of Departments	September 2014
Gariep 1 st IDP Rep Forum	Review strategic objectives for service delivery and development for the next three year budgets, collate ideas of priority issues and project teams to discuss projects in more detail	Mayor	September 2014
District Rep Forum	Review strategic objectives for service delivery and development for the next three year budgets, collate ideas of priority issues and project teams to discuss projects in more detail	Mayor and MM	September 2014
SDBIP Reporting	Quarterly report	Heads of Departments Middle Managers	September 2014
PMS Steering Committee Meeting	Performance Monitoring	Mayor	October 2014
Public Participation Outreaches	Community Engagement and IDP Review	Mayor	October 2014
Engagements with designated groups	Consultation with youth, women, ex-combatants, Disable Association and	Special Programmes Coordinator	October 2014

Action Plan	Purpose	Responsible Person	Timeliness
	Children		
Review Community Based Planning	Development of the Ward Based Plans	Municipal Manager	November 2014
IDP and Budget Steering Committee	Review of IDP	Municipal Manager	November 2014
Gariep 2 nd IDP Rep Forum	Discuss projects and Budget projections. Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance	Mayor	November 2014
Review of the SDF and other old plans	To incorporate new information, trends and infrastructure plans	Director Technical Services	November 2014
District IDP Rep Forum	Discuss projects and Budget projections. Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance	Mayor and MM	December 2014
Review of the SDF and other old plans	To incorporate new information, trends and infrastructure plans	Director Technical Services	November 2014
District IDP Rep Forum	Discuss projects and Budget projections. Consolidate and prepare proposed budget and plans for three years taking into account previous year's performance	Mayor and MM	December 2014
Review Financial Policies	IDP and Budget alignment	Chief Financial Officer	December 2014
SDBIP Reporting	Quarterly report	Heads of Departments Middle Managers	December 2014
Mid-year Report	Second quarter performance	Mayor	25 January 2015
Budget review	Budget performance	BTO	January 2015
Annual Report Submission	Annual performance	Mayor	31 January 2015
PMS Steering Committee	Performance Discussion	Mayor	January 2015
Draft IDP 2012/13	For inputs and comments	Municipal Manager	January 2015
Draft Budget	Budget/IDP discussions	Chief Financial Officer	January 2015

Action Plan	Purpose	Responsible Person	Timeliness
Public Participation Outreaches	Draft IDP & Budget	Mayor	January 2015
IDP and Budget Steering Committee	Draft IDP & Budget discussion	Mayor	February 2015
Gariiep 3 rd IDP Rep Forum	Engage provincial and national sector departments on finalization of their inputs into the municipality budget and IDP	Mayor	March 2015
District IDP Rep Forum	Engage provincial and national sector departments on finalization of their inputs into the municipality budget and IDP	Mayor and MM	March 2015
Council meeting for the Mayor to table Draft IDP and Budget for debate	Approval of draft IDP and Budget plus draft SDBIP	Council	March 2015
Development of Tariffs policy	Tariff control & changes	Chief Financial Officer	March 2015
IDP and Budget Steering Committee	Approved draft IDP	Mayor	March 2015
Preparation of Draft SDBIP (consolidation workshop)	Performance check and alignment	Municipal Manager	March 2015
SDBIP Reporting	Quarterly report	Heads of Departments Middle Managers	March 2015
PMS and Steering Committee	Performance Discussion	Mayor	April 2015
Advertise Draft IDP and Budget	For public comments	Municipal Manager	April 2015
Send draft IDP and Budget to MEC	For comments	Municipal Manager	April 2015
Public Participation Outreaches	Draft IDP for comments	Mayor	May 2015
Gariiep 4 th IDP Rep Forum	Presentation of final IDP to Sector departments (National and Provincial) and inclusion of departments final inputs	Mayor	May 2015
District IDP Rep Forum	Presentation of final IDP to Sector departments (National and Provincial) and inclusion of departments final inputs	Mayor and MM	May 2015
Attend Provincial IDP Assessment	For MEC Comments	Municipal Manager, CFO, IDP/PMS Manager, HR Manager Acting Director	May 2015

Action Plan	Purpose	Responsible Person	Timeliness
		Corporate Services	
IDP and Budget Steering Committee Meeting	To consider final draft	Municipal Manager	May 2015
Final IDP and Budget Adopted	Council Resolution	Mayor	May 2015
Adopted IDP Published	Public notice	Municipal Manager	June 2015
Adopted IDP submitted to MEC	Compliance	Municipal Manager	June 2015
SDBIP and Draft Performance Agreements submitted	Tabled before Council for adoption	Municipal Manager	June 2015
SDBIP Reporting	Quarterly report	Heads of Departments Middle Managers	June 2015
PMS Steering Committee	Performance reporting	Mayor and MM	June 2015
Adopted SDBIP published	Tabled before Council	Municipal Manager	June 2015
Adopted SDBIP submitted to Council and MEC	Compliance	Municipal Manager	June 2015