



MTHONJANENI MUNICIPALITY

PROCESS PLAN

FOR

5 YEAR IDP AND BUDGET

2017/2018 – 2021/2022)

INTEGRATED DEVELOPMENT PLAN

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1. Introduction

1.1 Background

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

A **Process Plan** fulfills the function of a business plan or operational plan for the IDP process. The **Process Plan** will include: 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; and the identification of all **plans and planning requirements binding** on the municipality in terms of national and provincial legislation.

The purpose of this report is to outline the implementation actions in terms of the Process Plans that will be applied in preparing the IDP for the next 5 year term of Council (**2017/2018 to 2021/2022**).

1.2 Legal Context

In order to ensure certain minimum quality standards of the IDP process and proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the Municipal Systems Act, 2000. It requires:

(a) Adoption of a “process set out in writing” by each municipality, which is supposed to guide the planning, drafting, adoption and review of the IDP.

Section **26 of the Systems Act (2000)** highlights the following as the core components of the integrated development plans.

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 or 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.

The **annual review of the IDP** is a legislative requirement in terms of Section 34 of the Municipal Systems Act No.32 of 2000. It stipulates that the *“municipal council must review its integrated plan annually in accordance with an assessment of its performance measurements in terms of Section 41; and to the extent that changing circumstances so demand; and may amend its integrated development plan in accordance with a prescribed process.”*

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

The Mayor of a municipality must-

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).*

1.3 Requirements of the preparation process

The preparation process requires some consultation with those role players who are expected to participate or to be consulted in the planning process:

- between local municipalities and district municipalities;
- with community and stakeholders groupings who are to be given the opportunity to become part of the organizational arrangements; and
- with financing bodies for aligning resource requirements for the planning process with available resources.

The Process Plan will assist in:

- deciding on the distribution of roles and responsibilities;
- designing organizational structures and institutional arrangements for the IDP drafting process;
- drafting the Action Programme with phases, time schedules, and resource requirements;
- deciding on appropriate participation mechanisms and procedures;
- deciding on contents and mechanisms for co-ordination and alignment;
- identifying binding legislation and planning requirements; and
- preparing the budget for the planning process.

1.4 Outline of the Process

The following is a summary of the key elements to be addressed during the IDP Review Process:

1.4.1 Assessment Issues

- Comments received from the various role-players in the assessment of the IDP Review documentation, particularly during the “IDP Hearings” conducted by the DPLG and the DLG&TA as well as the MEC Panel comments; and
- Areas identified through self-assessment.

1.4.2 Review of the Strategic Elements of the IDP in terms of Council’s New Priorities

- Review of the Vision, Mission and Objectives;
- Review of the Strategic elements of the IDP;
- Review of the Spatial Development Framework;

1.4.3 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 (i.e. MFMA);
- Alignment of the IDP with newly completed Sector Plans;
- The ongoing alignment of the Mthonjaneni Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- Any changes based on the annual performance assessment as contained in the Annual Report; and
- The update of the Financial Plan, the list of projects (both internal and external funded).

2. Distribution of Roles and Responsibilities in the IDP Process

The involvement and participation of the following role-players will be crucial to the accomplishment of a participatory review process:

2.1 Municipal Council

Municipal Council is responsible for the following:

- Adoption of the IDP Process Plan
- Adoption and approval of the reviewed IDP
- Amendment of the IDP in accordance with the comments by sector departments and MEC
- Approval of the various review phases
- Ensuring that the IDP is linked to the PMS and Municipal Budget

2.2 The Executive Committee:

The Executive Committee has the following responsibilities:

- Recommend to Council the adoption of the IDP Process Plan and reviewed IDP
- Overall management of the IDP Review process
- Monitoring the IDP review process

2.3 The Municipal Manager / IDP Manager

The MM/IDP Manager IDP are assigned the following responsibilities:

- Management and Co-ordination of the IDP process
- Ensure that there's vertical and horizontal alignment
- Management of the consultants
- Ensuring all stakeholders are informed of the process and their involvement
- Create a conducive environment for public participation.

2.4 IDP Steering Committee

The IDP Steering Committee is assigned the following responsibilities:

- Ensuring the gathering and collating of information while the IDP implementation is Proceeding,
- Support the Municipal Manager and IDP Manager in the management and co-ordination of the IDP,
- Discussion of input and information for the IDP review,
- Ensuring the monitoring and evaluation of the gathered information, and
- Attending to MEC's comments

2.5 IDP Representative Forum

The IDP Representative Forum is assigned the following responsibilities:

- Recommend reports for approval / adoption,
- Representing interests of the constituents,

- Present a forum for communication and participation for all stakeholders, and
- Monitoring the IDP review process.

2.6 Municipal Officials

The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They have to provide budgetary information and any information on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councilors and Ward Committees and provide guidance and advice that is crucial during the IDP process.

2.7 Ward Committees

The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councilor.

2.8 Sector Departments

The Sector Departments have the following responsibilities:

- Assist in the IDP formulation and review process
- Provide budget information and sector plans
- Provide data and information
- Ensure programme and project alignment between the municipality and province, and
- Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.

2.9 Ward Councilors

Ward Councilors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councilors will be responsible for forwarding this information to the municipal officials. They are also responsible for organizing community meetings and ensuring maximum participation of residents in the IDP review process.

2.10 Traditional Councils

The Traditional Councils will work as a link between the community and Ward Councilors and matters of service delivery and needs of the people. Assist in giving information with regard to land rights and possible available areas for future development.

3. Organizational / Institutional Arrangements

The municipalities will need to establish a set of organizational arrangements 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/persons** will manage the IDP Review process:

- Municipal Manager or IDP Manager
- IDP Steering Committee
- IDP Representative Forum
- Project Task Teams.

3.1 Functions of the Municipal Manager / IDP Manager

- Responsible for the completion of the IDP Process Plan;
- Responsible for the day to day management of the IDP review process and the allocation of resources, time, people, thereby ensuring:
 - Involvement of all different role-players, especially councilors and officials;
 - To monitor the continuous participation of all role players;
 - That the time-frames are adhered to;
 - That the participatory, strategic, implementation oriented and sector planning requirements are compiled with;
 - That information is gathered, collated and evaluated and properly documented;
 - That the information obtained receives attention during the IDP process;
 - To ensure that the IDP process is horizontally and vertically aligned and complies with national and provincial requirements,
- Responsible for the chairing of the IDP Steering Committee in absentia of the Municipal Manager;
- Responsible for the management of the IDP consultants;
- Ensuring that the MEC's comments are attended to and form part of the IDP review process.

3.2 The IDP Steering Committee

The IDP Steering Committee must be established during the IDP process and it must continue performing its functions during the IDP review process. It is a technical working group made up of senior officials and Executive Committee members to support the Municipal Manager IDP Manager and ensure a smooth review process. The Municipal Manager, IDP Manager and Mayor can delegate functions to the Committee members. The Municipal Manager / IDP Manager chairs' the IDP Steering Committee and the secretarial duties performed by the municipal officials of Mthonjaneni Municipality.

3.2.1 Terms of Reference for the IDP Steering Committee:

- To act as a secretariat for the IDP Representative Forum
- To ensure alignment at a district and local level,

- To support the Municipal Manager / IDP Manager
- To support and advise the IDP Representative Forum on technical issues,
- To make content recommendations,
- To prepare facilitate and document meetings,
- To commission relevant and appropriate research studies during the IDP process,
- To consider and comment on the inputs the consultants, study teams, task departments and service providers,
- Processing, summarizing and documentation of project outputs,
- To ensure all stakeholders are included in the IDP Representative Forum

3.2.2 Composition of the IDP Steering Committee:

The IDP Steering Committee is composed of the following:

Chairperson : Municipal Manager / IDP Manager
Secretariat : Municipal Officials
Members : All municipal councilors and Heads of Departments

The IDP Steering Committee has no decision-making powers, but act as an advisory body to the IDP Representative Forum.

3.3 The IDP Representative Forum

This is the structure, which institutionalizes and ensures a participatory IDP review process. It represents the interests of the constituents of the municipality in the review process. It is envisaged that all organizations, stakeholders or interest groups are represented in the forum.

3.3.1 Terms of Reference for the IDP Representative Forum:

- To monitor performance and implementation of the IDP,
- To ensure alignment takes place at the various levels,
- To represent the interest of the constituents in the IDP process,
- To provide input on new strategies and discuss changes to circumstances,
- To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation,
- To ensure communication between all the stakeholders in the IDP process.

3.3.2 Composition of the IDP Representative Forum:

Chairperson : The Speaker
Secretariat : Municipal Official
Members : All Municipal Councilors, Mayor, Municipal Manager and Heads of Departments
: The Executive Committee

**: Other municipal officials from uThungulu District
: Representatives from Sector Departments, NGOs’,
CBOs’**

3.4 IDP / Budget Steering Committee

The responsibilities of the Budget Steering Committee can be defined as compliance with legal provisions of the MFMA, the Municipal Budget and Reporting Regulations together with National Treasury circulars issued from time to time dealing with budgetary matters.

The IDP / Budget Steering Committee as required by the Municipal System Act Regulations have the following functions:

- To compile and annually review the following financial policies with recommendation to the Financial Services committee for adoption :
 - i. The tariffs policy;
 - ii. The credit control and debt collection policy;
 - iii. The cash management and investments policy;
 - iv. Borrowing policy;
 - v. Funding and reserves policy;
 - vi. Policy related to long term financial planning;
 - vii. Supply Chain Management Policy;
 - viii. Fixed Asset Management Policy;
 - ix. Infrastructure investment and capital projects policies;
 - x. Indigent policy;
 - xi. Incentive policy.
- Assist the Mayor with the execution of section 53 of the MFMA
- Deals with any other issue that may be specifically assigned to the Committee by the Financial Services Portfolio Committee;
- A quorum will comprise of 50%+1 member of the total number of members of the Budget Steering Committee;
- The already existing IDP/Budget Task team be responsible for the daily administrative issues relating to IDP and Budget and report to the Budget Steering Committee on a quarterly basis.

The IDP / Budget Steering Committee to consist of the following persons:

- The Mayor;
- The Deputy Mayor
- The Municipal Manager
- The Chief Financial Officer
- The Director Corporate and Community Services
- Assistant Technical Director
- Local Economic Development Officer

4. Action Programme with Time Frame and Resource Requirements

Below is a summary of the key dates for the 2017/18 IDP Process:

ACTION PROGRAMME: TIME FRAMES: RESOURCE REQUIREMENTS 2012/2013

	IDP CYCLE	PMS	BUDGET CYCLE
IST QUARTER JULY – SEPTEMBER			
PHASE I – ANALYSIS [Identifying priority issues, meeting with stakeholders, compile existing and new information; agree on priority issues			
	<ul style="list-style-type: none"> Initial compilation of the draft IDP process plan 	Signing of new performance contracts for Section 57 managers and submission to EXCO (Section 69 of the MFMA and 57 of MSA)	<ul style="list-style-type: none"> Draft budget process plan Mayor begins planning for the next three – year budget in accordance with co-ordination role of budget process plan MM &HOD of municipality begin planning for the next year , MFMA Budget Project Team Budget task team commences reviews past budget
	<ul style="list-style-type: none"> Due date for submission IDP to COGTA [COGTA MAN. PLAN] 		<ul style="list-style-type: none"> Due Date for submission of IDP and Budget to Treasury

	<ul style="list-style-type: none"> District and Local Workshop I [alignment of framework plan and process plan] 	Prepare Departmental Business Plans for the next financial year.	<ul style="list-style-type: none"> MFMA Section 53 MFMA Section 68/77
	<ul style="list-style-type: none"> Submission of the draft process plan to MANCO for comments IDP Steering Committee 	4 TH Quarterly assessment , section 57	<ul style="list-style-type: none"> Draft budget process plan submitted to MANCO MM/HOD's review options and contracts for service delivery Planning includes review of previous years budget process and completion of the budget evaluation checklist
	<ul style="list-style-type: none"> Submission of the draft process plan to portfolio committee for comments EXCO Meeting 	Adoption of the SDBIP	<ul style="list-style-type: none"> Budget schedule submitted to Finance portfolio for inputs Mayor establishes committees and consultation forums for the budget process MSA 76-81
	<ul style="list-style-type: none"> Submission of the draft process plan to EXCO for comments, recommend approval by Council 		<ul style="list-style-type: none"> Before August end Mayor to table time schedule outlining key deadlines at least 10 months before the start of the budget year to ExCo and council for approval
	<ul style="list-style-type: none"> Municipalities submit draft 2016/17 IDP Process and Framework plans for comments to COGTA 		

AUGUST			
			<ul style="list-style-type: none"> ▪ MM to give notice to the community of the process to be followed ▪ Consultation on performance and changing needs ▪ MFMA s 21,22,23 and MSA s 28 (3)
	<ul style="list-style-type: none"> ▪ Services and Sector Alignment Forum [District] 	Quarterly Project Implementation Report [for last quarter of previous year] MPPR Reg. 14	<ul style="list-style-type: none"> ▪
	<ul style="list-style-type: none"> ▪ MEC Panel assesses IDP's ▪ PTFL Meeting 		<ul style="list-style-type: none"> ▪
	<ul style="list-style-type: none"> ▪ IDP Process Plan with comments from public and COGTA submitted to Council for adoption 	Audit committee meetings for evaluation of sec 57 Managers final assessment) MPPR Reg.14(3)	<ul style="list-style-type: none"> ▪ Before August end Mayor to table time schedule outlining key deadlines at least 10 months before the start of the budget year to Council for approval
	<ul style="list-style-type: none"> ▪ Advertise process to be followed 	Draft annual Report for 14/15	<ul style="list-style-type: none"> ▪ Advertise process to be followed ▪ Commencement of the review of current policies and drafting of the new ones
	<ul style="list-style-type: none"> ▪ IDP Planning Indaba /MEC Feedback Session 		
SEPTEMBER			

	District Growth and Development Summit		
	IDP Rep Forum Meeting		
	District and Local Municipality workshop 2 [District]		
	Strategic Indaba		
	Provincial Planners Forum	<ul style="list-style-type: none"> First quarter - Audit Committee Meeting 	
	District IDP Representative Forum meeting [District]	<ul style="list-style-type: none"> Quarterly Departmental reports submitted to MM 	<ul style="list-style-type: none"> Council through IDP review process determines strategic objectives and review of provincial and national sector plans
	IDP Steering Committee		<ul style="list-style-type: none"> CFO/AO issue instructions on budget timetable in respect of budget procedures to Mayor and to all HOD's

DATES	FIRST QUARTER JULY 2011	ESTIMATED COST	RESPONSIBLE OFFICIAL	PMS
	OBJECTIVE OR ACTION REQUIRED			
	JULY 2011			
29	EXCO to consider Process Plan	–	IDP Manager / Planner	
29	Call for nominations to the Representative Forum		IDP Manager	
29	Submission of draft Process Plan to COGTA			

AUGUST 2011				
11	Representative Forum meeting to present Process Plan and confirms consultation process and invites potential projects.	R2,500.00	Service Provide	
12 & 13	Presentation to Local Traditional Council to inform the Amakhosi about the preparation of the new five years Inregrated Development Plan. e-Ntembeni Traditional Council (12 August 2011) KwaSanguye Traditional Council (13 August 2011)	R12,000.00	Service Provider	
SEPTEMBER 2011				
14	Presentation of the Process Plan to the Ward Committees and CDWs		IDP Manager	
30	Provincial Planners Forum	R4,000.00	Service Provider	
SECOND QUARTER				
OCTOBER 2011				
Still to confirm date	Budget/IDP Steering Committee meeting.		IDP Manager	
	Continue preparation of Draft IDP document.	R12,000.00	Service Provider	
NOVEMBER 2011 - JANUARY 2012				
1	Advertise the public meeting dates for information to public.		IDP Manager	
14 to 18 22 to 30 NOV '11	Public meetings convened by respective Ward Councilors in conjunction with Ward Committees to initiate the preparation Process and to advise on the progress of the current IDP projects and objectives.		IDP Manager	
11 to 14 Jan '12 (Final dates & times to be arranged.)	Ward 01 – Thubalethu Hall Ward 01 – Melmoth Town Hall Ward 02 – Bomvini Ward 02 – Mfule Ward 03 – uMgabhi Ward 03 – Ekuthuleni Pay Point Ward 04 – Nqwekwani Ward 04 – Yanguye Tribal Court Ward 05 – Hlabatini Ward 05 – Ohawule Ward 06 – Mabhungu			

	Ward 06 - Matshansundu			
Ongoing	Internal Departmental review of progress of projects		IDP Manager	
To confirm date.	Finance Portfolio meeting		CFO	
	Continue preparation of Draft IDP document.	R20,000.00	Service Provider	
THIRD QUARTER				
FEBRUARY 2012				
06	Consultation with key Sector Departments and to consider the Draft IDP report.	R8,000.00	Service Provider	
07	Presentation to the Local Traditional Council advising the Amakhosi of the preparation of the new IDP five year plan process – Mayoral Task Team.		IDP Manager, Mayor	
21	Final date for submission of potential projects by all stakeholders.			
22	Steering Committee/Representative Forum to meet to consider the Draft IDP.	R6,000.00	Service Provider	
29	Executive Committee meeting to consider first Drafts of the Municipal budget and IDP documents.	R6,000.00	Service Provider	
MARCH 2012				
	Amend and finalize Draft IDP document, and submit same to client.	R4,000.00	Service Provider	
13	Council meeting to consider and approve the first Draft IDP document and advertise first Draft IDP for public comment for a period of 21 days.		IDP Manager	
23	Submit Draft IDP Review document to Dept. Co-operative Governance and Traditional Affairs.		Service Provider	
26	Advertise the public meeting dates for information to public.		IDP Manager	
26 - 30	Draft IDP Assessment week. (26 – 29 March 2012) Draft IDP Assessment feedback session (30 March 2012)		IDP Manager	
FOURTH QUARTER				
APRIL 2012				
	02 April '12 – KwaSanguye Tribal Court @ 10:00 02 April '12 – Thubalethu Hall @ 17:00 09 April '12 – Dubeni Pay Point @ 10:00		IDP Manager	
MAY 2012				
08	Steering and Representative Forum meeting to consider all the final comments received from the Provincial.	R6,000.00	Service Provider	

	Assessment team and public, and amend the Draft IDP report accordingly.			
30	Submission of final IDP document to Council for adoption and advertise adoption.	R4,000.00	Service Provider	
JULY 2012				
10	Submit adopted IDP document to National and Provincial Department of Cooperative Governance & Traditional Affairs.		IDP Manager	

5. Mechanisms for Public Participation

The following mechanisms for participation will be utilized:

5.1 Ward Committees

Mthonjaneni Municipality has 06 ward committees that are functional. Their existence and functions are according to the prescriptions in the **Municipal Structures Act (s 17(4))**. They are a clear statutory structure at the disposal of the municipality to be used for public participation / communication.

Functions and responsibilities:

- Serve as the formal unbiased communication channel between the community and the municipality through the Ward Councilor;
- Ensure co-operative partnership that is constructive and harmonious between the Municipality and the community;
- A key community consultative body on the IDP, budget, LED, Performance Management and any policy affecting the community;
- Receive queries and complaints from residents and communicate through respective Ward Councilor;
- Make recommendations to Council regarding any matter affecting the respective ward;
- Deal with other functions assigned by the Council.

5.2 Amakhosi (Traditional Authority)

The Structures Act (s81) prescribes that municipal councils should allow Amakhosi to attend and participate in the proceedings of the Council. This therefore necessitates the need for proper communication that will consider the protocols of the norms and values of the traditional system.

Amakhosi have their own public participation structures, which may complement and sometimes contradict the Municipality. It is therefore crucial that any communication or public participation system observes the dynamics of Amakhosi areas.

Functions and responsibilities:

- Promote good relations and co-operation between the Municipality and the communities under traditional rule;
- Advise Council on any policy that impacts on communities under the traditional authority;
- Participate and encourage communities to strongly participate in the Municipality's consultation processes of the IDP, budget, LED, Performance Management and any matter on the agenda for community participation and communication;
- Support the municipality in the implementation of development programmes; and

- Participate and encourage communities' involvement in the initiatives to monitor, review and evaluate council's programmes, particularly regarding rural up-liftment and development.

5.3 Community Development Workers

The Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all spheres of Government. They answer a range of questions and requests for information from citizens while out in the field, across the full spectrum of the Government.

Functions and responsibilities:

- Liaise, co-ordinate, inform and assist communities with access to services provided by the spheres of Government;
- Forge and sustain partnerships;
- Identify community needs and facilitate development of projects and programmes;
- Focus on poverty eradication, job creation, reintegration of marginalized individuals-families-groups and communities, and capacity building for self-sufficiency;
- Advocate the protection of rights for children, women and people with disabilities and those affected by violence; and
- Educate, provide life skills and economic empowerment for youth and women;
- Actively participate in Council's public participation structures and programmes.

5.4 Participation/Communication Mechanisms

Depending on whether the public is to be consulted, informed or involved, various forms of participation can be used. The Systems Act (s17) prescribes that the municipality must establish appropriate mechanisms, which take into consideration the special needs of people who cannot read or write, people with disabilities, women and other disadvantaged groups. The following mechanisms are thus in line with the prescriptions of the Systems Act:

- a) Ward Committee meetings (Clusters);
- b) Departmental meetings;
- c) Public meetings (Izimbizo / State of the City Address);
- d) Outreach Programmes;
- e) Amakhosi Forum;
- f) Community Development Forum;
- g) Government Events;
- h) Notices;
- i) Newsletters;
- j) Community Talking Boxes;
- k) Website;

- l) Petitions;
- m) Municipal Interdepartmental meetings;
- n) Loud hailing

a) Media

Local newspapers and the Municipal newsletter will be used to inform the community of the progress of the IDP.

b) Information sheets

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

c) The Mthonjaneni Municipality's 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.

6. Mechanisms / Procedures for Alignment

6.1 Alignment between National and Local Government

The municipality will endeavour to align the IDP review process with relevant national legislation, policies, programmes (CBPWP, ASGISA, Water, ISRDP, Urban Renewal Programme, etc.) and financial plans (e.g. MTEF, MTEP).

6.2 Alignment between Provincial and Local Government

Alignment between the province and the municipality will occur at the Mthonjaneni IDP Representative Forum. The process will have to be able to integrate the plans, programmes and budgets of the Provincial Sector Departments into the Municipal IDP. Although it is expected that the Municipality will invite a wide range of Service Providers and Provincial Departments; the IDP Manager of Mthonjaneni will have to assess whether this is sufficient and based on the Municipal context he/she may choose to hold additional meetings with other Service Providers or Departments.

6.3 Alignment between District and Local Municipality

Alignment at this level will be co-ordinated at the Mthonjaneni Municipality's IDP Steering Committee and various other meeting conveyed by the District Municipality. The main function of the Committee is to monitor progress in the various review processes and to ensure agreement between the local municipalities in terms of the framework plan.

It is also imperative that alignment be achieved between the Provincial Government and Local Government. This is to ensure that Sector Department Budgets are reflected in the local IDP's where relevant.

6.4 Alignment at Local Municipal Level

The Municipal Manager / IDP Manager with the support of the IDP Steering Committee will ensure that all the role-players are performing their duties. Performance in terms of expected roles and responsibilities will be monitored at the Steering Committee meetings and corrective measures be taken should there be unsatisfactory performance.

The alignment with other border municipalities i.e. uMlalazi, Ntambanana, Nkandla and Ulundi should be strengthened as and when necessary.

7. Binding Legislation and Planning Requirements

The IDP process should proceed within the context of all applicable legislation, policies and development planning requirements. The impact of the pieces of legislation on the IDP must be taken into account.

7.1 Legislation:

The Constitution of the Republic of South Africa (Act No. 108 of 1996)

- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Structures Amendment Act, 2000 (Act No. 33 of 2000)
- Local Government Transitional Act
- Municipal Finance Management Act
- Municipal Property Rates Act
- Local Authorities Ordinance
- Development Facilitation Act, 1995 (Act No. 67 of 1995)
- Town Planning Ordinance Water Services Act, 1997 (Act No. 108 of 1997)
- National Environmental Management Act, 1998
- Ingonyama Trust Act, 1994 (Act No. 3 of 1994)
- National Land Transport Transition Act, (Act No. 22 of 2000)
- National Housing Act, 1997 (Act No. 107 of 1997)
- Kwazulu Natal Planning and Development Act, 1998 (Act No. 5 of 1998)
- Ingonyama Trust Amendment Act, 1997 (Act No. 9 of 1997)
- KwaZulu-Natal Provincial Roads Act
- Disaster Management Act
- Division of Revenue of 2001

7.2 Policies:

- Urban Renewal Programme (URP)
- Growth, Employment and Redistribution Strategy (GEAR)
- Reconstruction and Development Programme

- Accelerated Shared Growth Initiative of South Africa (ASGISA)
- African Peer Review Mechanism (APRM)
- Health Planning Policies
- Environmental Planning Policies
- Integrated Sustainable Rural Development Strategy (ISRDP)
- Environmental Health Policies
- Local Agenda 21 Provincial Growth and Development Strategy

8. Preparation of Spatial Development Framework

It is acknowledged by the Municipality that the Provincial Planners Forum has on several occasions recommended that the municipality prepare /review its Spatial Development Framework.

It is therefore reported that the municipality has been prioritized by the Department of Rural Development and Land Reform as a municipality requiring financial assistance. The department has set aside funds to assist Mthonjaneni Municipality amongst others however; the SDF Projects have been shelved until further notice.

The municipality is currently not in a position to finance the preparation of the SDF, hence the importance of involving Sector Departments in order to make funds available.

9. Estimated Costs for the Planning and Preparation for the 2012/13 IDP.

A service provider has been appointed to assist the Mthonjaneni Municipality for a period of 5 years to assist in preparing and reviewing the IDP for the next 5 year term of Council (2012/13 – 2016/17)

A cost estimate cost of R60 000 (Sixty thousand rands) has been set aside for the planning and preparing of the Mthonajneni Municipality 2012/13 Integrated Development Plan.