



ELUNDINI MUNICIPALITY IDP PROCESS PLAN

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1. IDP PROCESS

All municipalities are required by law to prepare a Process Plan for their integrated development planning. The preparation of the planning process has been regulated in the Municipal Systems Act, 2000 (Chapter 4, Section 29). This document identifies the roles and responsibilities for everyone involved in the process; it also sets out mechanisms and procedures for community participation, timeframe and costs estimates. It is this Process Plan which will be a guide to the actual Integrated Development Planning Process.

2. Distribution of Roles and Responsibilities in the IDP process

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 plans, budget and land use management decisions 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 land use management decisions are linked to and based on the IDP. • Adjust IDP in accordance with the MEC for Local Government
Ukhahlamba District Municipality	<ul style="list-style-type: none"> • Participate in the Elundini Municipality IDP Representative forum.
Ward Councillors/Ward Committees and Assisted by CDWs	<ul style="list-style-type: none"> • Major link between municipal government and residents • Link the planning process to their wards or constituencies • Organising Public consultation and participation • Participation of Ward Committees in the IDP Representative Forum
Municipal 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;

Actors	Roles and Responsibilities
	<ul style="list-style-type: none"> • 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.
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 finalisation of strategies and identification of projects; • Provide departmental operational and capital budgetary information; • Be responsible for the preparation of project proposals, the integration of projects and sector programmes; and • 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 plans for different programmes and projects.
Community at Large	<ul style="list-style-type: none"> • Represent interests, contribute knowledge and ideas (Representative forum) • Inform interest 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 and follow-up on relevant planning activities.

3. Institutional Arrangements for the IDP

Structure	Members of the structure	Terms of Reference
IDP and Budget Steering Committee	<p>Chair : Municipal Manager Heads of Departments Ass. Managers IDP Clerk (Secretariat)</p> <p>Adhoc representation: His Worship, Mayor and or EXCO representative</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-committee, study teams and Service Providers/Advisors ○ inputs from provincial sector departments and support providers ○ Processes, summaries and documents outputs • Makes content change recommendations • Prepares, facilitates and documents meetings
Finance Sub Committee	<p>Chair: CFO Secretariat: Budget and Treasury office Heads of Departments</p> <p>Adhoc representation: Portfolio Chairperson: Finance.</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 budget and sets basis for the next budget. • Ensures that the budget is aligned to the IDP. • Reviews the revenue sources of the municipality and proposes options for financing of the budget. • Responsible for allocating self generated revenues to municipal departments based on a predetermined formula.
IDP and Budget Representative Forum	<p>Chair: Mayor</p> <p>Secretariat: IDP Composition:</p> <p>Members:</p> <ul style="list-style-type: none"> • Executive Committee 	<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

Structure	Members of the structure	Terms of Reference
	<ul style="list-style-type: none"> • All Councillors • Municipal Manager • District Municipality top management • Regional Managers provincial and national government departments Public: • Stakeholder Representatives of Local organised groups (including Business Sector). • Community Representatives (based on advert) • Advocates for unorganised groups 	<p>including the municipal government.</p> <ul style="list-style-type: none"> • 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.
Municipal Manager’s Office		<ul style="list-style-type: none"> • Responsible for the preparation of the IDP Process Plan. • Responsible for the day to day management of the planning process under consideration of time, resources, 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 the conditions for participation are provided, ○ Outcomes are being documented. • Secretariat to IDP /BudgetSteering Committee and Rep Forum;
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 grants / donations earmarked for the Elundini Municipality and to sensitise HOD’s to develop business plans. • Ensure that timeframes relating to the budgeting process are being met.

4. Action Programme

	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.	MM	July/ August 2009
2.	Consultative Workshop on the CBP and ISRDP action plan for Elundini Municipality	<ul style="list-style-type: none"> • To unfold the action plan • to identify and identify pillar projects for CBP and ISRDP; as well as alignment of these programmes in Elundini. • Identify and establish consultation forums and working committees for the process 	MM	August 2009
3.	Table to council a schedule of key deadlines for preparing, tabling and approving of the budget. Reviewing the IDP and Budget related policies	Table IDP and Budget Process Plan to Exco	Mayor	August 2009
4.	Review the previous year IDP and Budget process and complete budget evaluation checklist during the planning process. This will entail a review of the comments received from the DLGTA in respect of the 2008/9 IDP and facilitating comments from the HODs	Review budget Process	MM / Management Committee	August/ September 2009
5.	Review Ward Data from CBP process and update Situational Analysis Input for IDP	To compile data on the status quo of the ward communities to assist in developing of ward plans and alignment thereof in the review of the IDP priorities and objectives	MM's Office: IDP & Executive Support	September 2009
6.	1 st Rep Forum Meeting	To consider the IDP	Mayor	September

		process plan and Situational Analysis Report for all sectors planning.		2009
7.	Political outreach to communities	<ul style="list-style-type: none"> Public participation , inform communities of the IDP , elicit ideas and comments Give indication on the progress of the CBP/ LAP process and receive community feedback. 	Mayor	05-09 October 2009
8.	Publish & make known simplified version of schedule of key deadlines & composition of committees.	For Public Participation	CFO and MM	October 2009
9.	Identify and establish Budget Steering Committees and Consultation Forums for IDP and budget process.	Budget steering committee and consultation forums in place	CFO and MM	October 2009
10	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	MM / Management Committee	October 2009
11.	Request IDP information from municipal departments	To compile internal or institutional situation analysis as part of the IDP Review.	CFO / MM	October 2009
12	2 nd Representative Forum	Review strategic objectives for service delivery for the next three year Budget. Collate ideas of priority issues. Project Teams to discuss project in more details	Mayor	30 October 2009
13	Ensure Organogram meets objectives and strategies	For alignment purposes	MM	November 2009
14	Hold a Steering	Discuss the IDP and	MM/CFO	

	Committee meeting	Budget Strategy		
15	Review delegations in terms of MFMA	For appropriate delegation	MM	
16	Finance sub – committee determine revenue projections. and proposed rates and service charges for municipal departments		MM, CFO and HODs	
17	IDP / Budget Steering committee meeting	The Municipal Manager together with functions and departments officials review the following: National, provincial policies and budget plans Potential price increases of bulk resources (ESKOM and DWAF) Potential salary increase Consolidate and prepare proposed budget and plans for three years taking into account previous years performance	MM	November 2009
18	3 rd IDP and budget representative forum	Discuss projects and budget projections. Consolidate and prepare proposed budget and plans for three years taking into account previous years performance	Mayor	November 2009
19	Review budget-related policies	IDP & Budget review	CFO	
20	District IGR and Cluster engagements may assist	Integration and alignment	M M	January 2010
21	Finalise service delivery agreements for the next financial year	Alignment purposes	M M	February 2010
22	Finalise budget related policies for next financial year	Alignment purposes	CFO	
23	Draft IDP in Place	Present Draft IDP to IDP/ Budget Steering Committee		February 2010
24	Finalise draft rates and service charges for 2009/10 financial year	Revenue analysis	CFO	February/March 2010
25	Review proposed	Allocations review	CFO	January 2010

	national and provincial allocations (must be available by the 20 January 2010)			
26	Review District Municipality Allocations to Elundini (120 days prior the start of financial year)	District Allocation review	CFO	February 2010
27	Revision of 2008/09 annual budget through an adjustment budget	Review budget for last financial year	CFO	January 2010
28	Report on mid-year and performance assessment	Assessment reports	MM	25 January 2010
29	Finalise and submit to Mayor proposed budget and plans taking into account: Mid-year review report Annual oversight report	Quarterly and Annual reports	MM	March 2010
30	Outreach to communities with Sector department	Engage Community on service delivery agreements Entities Budget policies and tariffs Reviewed IDP Proposed budget and service delivery plans	Mayor	10 -23 March 2010
31	IDP and Budget Steering Committee meeting	Discuss budget alignment and constraints	MM	March 2010
32	Steering Committee	IDP and Budget review Finalise budget and service delivery plans.	MM	March 2010
33	Council meeting to adopt Draft Budget and IDP for comment	Tabling of the following at the council meeting 90 days prior to commencement of financial period: Budget and Service delivery plan Resolutions Service delivery agreements Budget related policies and tariffs increase and reviewed IDP and invite local community comments	Mayor	March 2010
34	Publish annual budget and service delivery plans, council resolutions, service delivery agreements,	Public participation	MM	April 2010

	budget related policies and tariffs increases and reviewed IDP and invite local community to comment			
35	Submit to National and Provincial Treasury and others as prescribed the budget and service delivery plans, council resolutions, service delivery agreements, budget related policies and tariff increases and reviewed IDP	Submission to National and Provincial Governments	CFO and MM	April 2010
36	Consultation with National and Provincial Treasuries	For Financial Matters	CFO and Community Services Manager	April/ May 2010
37	Consultation with DLGTA	For compliance issues	CFO and Community Services Manager	April / May 2010
38	Finalise sector plans for core powers and functions of the local municipality	Alignment purposes	HODs	April /May 2010
39	Conduct public hearings / outreaches with sector department	Public participation	Mayor	April / May 2010
40	Revise budget and IDP documentation in accordance with consultative processes and taking into account the results from the third quarter of the current year		CFO and Community Services Manager	April 2009
41	Steering committee	Consider views / submissions of local community, national and provincial treasuries 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	May 2010

42	Council meeting	Approval of the budget by 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 budget year.	Mayor	31 May 2010
43	Submit to the Mayor a draft of SDBIP and annual performance agreements within 14 days after approval of budget.	Final submission	MM	June 2010
44	Approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded.	SDBIP and PMS	Mayor	June 2010
45	Ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP.	SDBIP and PMS	Mayor	June 2010
46	Submit approved SDBIP and performance agreements to council,	SDBIP and PMS	Mayor	June 2010
47	Submit approved SDBIP and performance agreements, to MEC for Local Government and make public aware within 14 days after approval		MM	July 2009
48	Publish adopted budget, Tariffs and IDP.	Public Participation	MM	June 2010
49	Finalise systems of delegation.		Council	June 2010

5. 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 CDW's 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
- Making the IDP document available to all members of the public
- Outreaches by Elundini 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 surveys or Opinion polls CBP / Ward Committees
Strategies	District level strategy workshop representatives of all municipalities, government departments and selected representatives of stakeholder groups Input into IDP Representative forums at a local level
Project	Technical subcommittees with few selected representatives of stakeholder organisations Intensive dialogue between technical subcommittee 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 language for official Reporting purposes. However, in community meetings where most people speak Xhosa / Sotho their language will be used.

- **Appropriate Venues, transport and refreshments**

Steering Committee meetings will be held in Maclear. Representative forums will be held at appropriate venues; however the Elundini Municipality will be only responsible for transport

costs of the Ward Committees, Traditional Leaders and any designated groups. Refreshments will be provided at the discretion of the Municipal Manager.

6. Mechanisms and Procedures for Alignment

The Municipal Manager will be responsible for ensuring smooth coordination of IDP reviews and their alignment with the district IDP. The Inter-Governmental Forum will also be used to ensure that beneficial alignment of programmes and projects occur. The Chief Financial Officer is responsible for ensuring that the budget is aligned to the IDP.

6.1 Binding Legislation

The Elundini Municipality will ensure that it adheres to all legislation and planning requirements of the IDP.

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures and Systems Acts are specific to municipalities. The Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development of IDPs. Arising from the Systems Act, the IDP Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Bill.
- 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).

These are highlighted in the table to follow:

Category of requirement	Sector requirement	National department	Legislation/ policy
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water Affairs and Forestry	Water Services Act
	Integrated Transport Plan	Department of Transport	National Transport Bill/Act

Category of requirement	Sector requirement	National department	Legislation/ policy
	Waste Management Plan	Department of Environmental Affairs & Tourism	White Paper on Waste Management
	Spatial planning requirements	Department of Land Affairs	DFA/Land Use Management Bill/Act
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Housing	Housing Act (Chapter 4, Section 9)
	LED	Department of Provincial and Local Government	Municipal Systems Act
	Integrated Infrastructure Planning	Department of Provincial and Local Government	
	Spatial framework	Department of Land Affairs Department of Provincial and Local Government	Municipal Systems Act, Land Use Management Bill/Act
	Integrated Energy Plan	Department of Minerals & Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
	Development Facilitation Act (DFA) Principles	Department of Land Affairs	Development Facilitation Act
	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
	Environmental Management Plans (EMPs)	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
	IDP/ Budget link	National Treasury	Municipal Finance Management Act

6.2 Other 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 21 (LA 21)	Department of Agriculture & Environmental Affairs (DAEA) and Department of	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning.

	Traditional and Local Government Affairs (DTLGA)	Sustainable development of local urban settlements and communities.
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.
ISRDP	The Presidency	<ul style="list-style-type: none"> • Attain socially cohesive and viable rural communities with viable institutions. • Develop a sustainable economies and universal access to social amenities. • Attract and retain skilled and knowledgeable people who are equipped to contribute to growth & rural development.
District Growth and Development Summit (DGDS)	The Presidency	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). 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

		<p>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>
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The Provincial Growth and Development Plan should also be considered during the IDP process.

Each local municipality and the district municipality need to include any planning documents that have been approved by Council or other strategies that might be relevant to the IDP process in their process plans.