

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

IDP AND BUDGET PROCESS PLAN (FOR 2015-2016 FINANCIAL YEAR)

3rd IDP REVIEW FOR PERIOD 2012 -2017

TO BE PRESENTED TO COUNCIL ON THE 25TH AUGUST 2014

1. INTRODUCTION

In terms of the Municipal Systems Act, 2000 Chapter 5 part 3, **a municipal council must review its Integrated Development Plan annually** in accordance with its performance measurements in Section 41 and to the extent that changing circumstances so demand and may amend its integrated development plan in accordance with a prescribed process. This involves an assessment of the Municipality's implementation performance and the achievement of its targets and strategic objectives.

The IDP is reviewed to reflect the impact of successes as well as corrective measures to address problem. The IDP has to be reviewed annually in order to ensure its relevance as the Municipality's Strategic Plan, to inform other components of the Municipal business process including institutional and financial planning and budgeting and to inform the cyclical inter-governmental planning and budgeting cycle. As a preparatory stage a local Municipality is required to prepare a process plan. In formulation of local Municipality needs to consider that in terms of the MSA of 2000, section 84 one of its functions includes integrated development planning for the local municipality as a whole including a framework for integrated development plans . In the review process changes to the IDP process and content may be required from three main sources:

- Comments from the MEC
- Amendments in response to changing circumstances and
- Improving the IDP process and content

While there are many areas that require "tightening up" in Umzimvubu Municipal IDP, there are a number of areas where particular areas where particular attention is required:

- Institutional issues
- Sector plan and associated spatial frame work
- IDP budget link and
- Updated list of projects
- **Issues relating to Environmental Changes and Challenges**

In accordance with a philosophy behind the Municipal structures act, 1998, section 84 (i) that states A local Municipality has the following functions and powers:-

- (a) Integrated Development Planning for its area of jurisdiction.

The Municipal Finance Management Act 56 of 2003 section 21 (1)(a) provides that the Mavor of

- (a) Co-ordinate the processes for preparing the annual budget and for reviewing the Municipality's Integrated Development Plan and budget related policies to ensure that the tabled budget and any revisions of the Integrated Development Plan and budget related policies are mutually consistent and credible.
- (b) At least ten months before the start of the budget year, table in the municipal Council a time schedule outlining key deadlines for :-
 - (ii) (aa) the annual review of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act 32 of 2000.

The Municipal Systems Act 32 of 2000 section 34 provides that a Municipal Council:-

- (a) Must review its Integrated Development Plan
 - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41 and
 - (ii) To the extent that changing circumstances so demand; and
 - (iii) May amend integrated development plan in accordance with a prescribed process.

Section 27 (1) of the Municipal Systems Act, further states that, each district municipality, within a prescribed period after the start of its elected term and after a consultative process with local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole”.

Objectives

- To draw up a review process plan that would engender inclusivity and transparency;
- To encourage participation by all stakeholders and communities;
- To solicit and determine priorities of the Municipality; and
- To enhance service delivery and development.

2. ORGANISATIONAL ARRANGEMENTS

(a) Role players

The following role players will be involved in the IDP review process:

- Council
- Mayor
- Executive Committee
- Municipal Manager
- IDP Steering Committee
- IDP Technical Steering Committee
- Ward Councilors and ward committees
- Community Development Workers
- IDP Representative Forum (residents, communities and other stakeholders)
- ANDM

(b) Roles and Responsibilities

(i) Council

The Council will consider and adopt the process plan.
The Council will consider and adopt the final IDP and Budget.

(ii) The Mayor

The Honorable Mayor must ensure that the IDP is reviewed annually.
Chairs the IDP Representative Forum
Chairs the IDP Steering Committee

(iii) Executive Committee

The Council of Umzimvubu Municipality through the Mayor and his/her Executive Committee is legally responsible for managing and formulating the Municipality's IDP. In terms of Section 30(b) of the Systems Act, 2000 this responsibility can be delegated to the Municipal Manager.

2.1 Municipal Manager

The Municipal Manager has delegated the function of the IDP development, review and implementation to the Assistant Director IDP, IGR and Municipal Performance under the Municipal Manager's Office; therefore the division of IDP, IGR and Municipal Performance will co-ordinate the IDP review process for 2011/2012.

The terms of reference include:

- Preparing the process plan
- Undertaking the overall management and co-ordination of the planning process ensuring:
 - ❖ Participation and involvement of all different role players
 - ❖ That time frames are adhered to
 - ❖ That the planning process is aligned to the Provincial Growth and Development Strategy
 - ❖ Conditions for community participation provided
 - ❖ That the results of the planning and IDP review process are documented.
- Responding to comments on the draft IDP from the public and other spheres of Government to the satisfaction of the municipal Council
- Accommodates and consider IDP comments and proposals from the office of the MEC for Housing, Local Government and Traditional Affairs

2.2 IDP Steering Committee

The IDP Steering Committee will assist the Honorable Mayor in guiding the review process. It comprises of the following members:

- ❖ Honorable Mayor
- ❖ Selected relevant Executive Committee Portfolio Heads
- ❖ Municipal Manager
- ❖ Assistant Manager IDP, IGR and Municipal Performance
- ❖ Budget and Treasury Office Manager
- ❖ CFO
- ❖ Corporate Services Manager
- ❖ Citizens and Community Services Manager
- ❖ Infrastructure Planning and Development Manager
- ❖ Chief Operating Officer
- ❖ Local Economic Development Manager

Terms of reference

The terms of reference for the IDP Steering Committee shall be the following:

- ❖ To draw terms of reference for the various planning activities
- ❖ Establish sub-committees
- ❖ Commission research studies
- ❖ Consider and comment on:
 - Inputs from sub-committees, study teams and consultants
 - Inputs from provincial sector departments and support providers
- ❖ Processes, summarize and document inputs
- ❖ Make content recommendations
- ❖ Define the terms of reference for the IDP Representative Forum
- ❖ Inform the public about the establishment of the IDP Representative Forum
- ❖ Identify stakeholders to be part of the Forum in such a way that the public is well represented
- ❖ Providing relevant technical, sector and financial information for analysis and for determining priority issues
- ❖ Contributing technical expertise in the consideration of financial strategies and identification of projects
- ❖ Providing operational and capital budget information
- ❖ The IDP Steering Committee is chaired by the Honorable Mayor or his/her delegate. The secretariat for this committee will be Corporate Services Department.
- ❖ The IDP Steering Committee may delegate some or all its responsibility to the IDP Technical Steering Committee.

2.3 IDP Representative Forum

The IDP Representative Forum of Umzimvubu Municipality is the organizational mechanism for discussions, negotiations and decision-making between stakeholders within our municipal area. It is envisaged that the following organizations and/or stakeholders may be involved:

- ❖ Councilors
- ❖ Ward Committees
- ❖ Community Development Workers
- ❖ Inter Governmental Forum

- ❖ Ministers Fraternal
- ❖ Stakeholder Representatives of Organized Groups
- ❖ Advocates of Unorganized Groups
- ❖ Community Representatives
- ❖ Resource Persons
- ❖ Traditional Leaders

Terms of Reference

The terms of reference for the IDP Representative Forum shall be as follows:

- ❖ Represent the interests of their constituents in the IDP process
- ❖ Provide an organizational mechanism for discussion, negotiation and decision-making between stakeholders including municipal government
- ❖ Ensure communication between all stakeholders including municipal government
- ❖ Monitor the performance of the planning and implementation process.
- ❖ Provide a platform for engagement, input and feedback to stakeholders on the IDP and PMS.

The IDP Representative Forum is chaired by the Mayor or duly delegated Councilor.

The Secretariat for the IDP Representative Forum shall be an official from the Corporate Services Department of the Municipality duly appointed or delegated such function by the Manager Corporate Services.

Code of Conduct

The IDP Representative Forum needs to have a code of conduct which will regulate such issues as:

- ❖ Meeting schedule (frequency and attendance) based on phases of the IDP
- ❖ Agenda, facilitation and documentation of meetings
- ❖ Understanding by members of their role as representatives of their constituencies
- ❖ Feedback to their constituencies
- ❖ Resolution of disputes
- ❖ Conditions of attendance of meetings

2.4 IDP Technical Steering Committee

Our IDP Technical Steering Committee will do the ground work and feeds the information into the IDP Steering Committee, it will involve:

- ❖ Municipal Manager
- ❖ HOD's
- ❖ MANCO members,
- ❖ Relevant officials

Terms of reference

The Terms of reference for this committee shall be as follows:

- ❖ Collect and collate information for IDP Steering Committee

- ❖ Advises the IDP Steering Committee

2.4.1 IDP Technical Steering Committee Focus Areas

The IDP Technical Steering Committee shall focus on the following KPA:

KPA	PRIORITY ISSUES
Municipal Transformation and Institutional Development	<ul style="list-style-type: none"> • Municipal Administration • Human Resources • Research • Legal Services • Information & Communication Technology • Finance
Socio-Economic Development	<ul style="list-style-type: none"> • Agriculture • Manufacturing • Tourism • SMME Development • Forestry • Municipal/Environmental health • HIV/ AIDS • Disaster Management and Fire Fighting • Primary Health Care • Environmental Services • Waste Management • Law Enforcement • Community Safety
Infrastructure Development and Service Delivery	<ul style="list-style-type: none"> • Water and Sanitation • Roads • Telecommunication and electricity • Land and Housing • Public Transport • Community Facilities • Building Control
Good governance and Public Participation	<ul style="list-style-type: none"> • Intergovernmental Relations • Communications • IDP Co-ordination • Performance Management System • Public Participation • Special Programmes

2.5 Mechanism and Procedures For Public Participation

Umzimvubu Local Municipality comprises a large geographical area with many people. This situation requires that public participation be structured.

The structure for public participation in as far as the IDP process is concerned is the IDP

organized and unorganized groups within our municipal area. The following approach shall be used:

- Placing adverts in our local newspaper(s), Daily Dispatch, in English and isiXhosa which people and organizations to be part of the Representative Forum
- In order to reach those parts of our community that do not read newspapers, the information of the Representative Forum will be announced through radio stations such as Alfred Nzo Community Radio Station and Umhlobo Wenene
- Making use of other methods such as flyers, ward councilors, ward committees and community development workers, announcements through church gatherings and community based organizations, posters etc.
- Making an effort to reach unorganized groups and marginalized groups to ensure that their voices are heard. We will do this by approaching non-governmental organizations that represent the need of such groups.
- Our Local Communicators Forum will be utilized as another platform to mobilize for these meetings.

The IDP Representative Forum will meet throughout the IDP process with most meetings being held in the first, second and third phases of the review. The frequency of meetings will be highlighted in the “Action Programme” section.

It is envisaged that all meetings will be held at Umzimvubu Local Municipality, or alternatively, determined as and when need arises.

In order for members of the IDP Representative Forum to report to their constituencies, three weeks after each meeting will be allowed to make responses and comment on what is presented at the meeting, that is, should what is discussed at the meeting require a feedback.

Inputs to the IDP Representative Forum will be in the form of documentation, presentations and other forms deemed acceptable.

3. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment Phases

Phase	Structures Involved	Activity
<i>Analysis</i>	Category B's and the District Municipality	<ul style="list-style-type: none"> • Re-defining priority issues • Incorporating aspects of sector information (assessing plans from relevant sectors) • Agree on parallel process
<i>Strategies</i>	Category B's and the District Municipality	<ul style="list-style-type: none"> • Vision, goals and objectives • Aligning strategies to the ISRDS, Social Plan etc.
<i>Projects</i>	Relevant Government Departments, Sector Specialists, Project Task Teams – Category B's and District	<ul style="list-style-type: none"> • Technical inputs by relevant sectors and governments • Relevant sector plans in order to align with project proposals accordingly • Business plans <p>Project proposals with budgets</p> <ul style="list-style-type: none"> • Alignment of projects and plans with government department plans and budget
<i>Integration</i>	Category B's, District Municipality and Government departments – Technical Specialists	<ul style="list-style-type: none"> • Screening of project proposals and making the necessary adjustments • Developing integrated programmes
<i>Approval</i>	Category B's, District Municipality	Final comments and adjustments and approval by the Council.

4. MONITORING AND AMENDING

It is critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Process Plan is recommended:

- That the Municipal Manager and IDP manager coordinate and monitor the whole process;
- Progress to be reported to the Municipal Manager and any deviations from the municipality's process plan be highlighted;
- The Mayor be mandated by Council to make amendments to the process plan should these be required.

5. ACTION PROGRAMME

In line with the district framework plan and process, the action plan will begin with the drafting and adoption of this process plan by the end of August 2014. Our action plan, programme and the overall process plan will be aligned with the budget process plan. The action programme will be developed in consultation with the Steering Committee and will be reviewed from time to time when necessary.