

# UMZIMKHULU MUNICIPALITY



## IDP REVIEW PROCESS PLAN

### FOR 2013/2014

## TABLE OF CONTENTS

SECTION 1: BACKGROUND TO INTEGRATED DEVELOPMENT PLANNING .....	5
1.1 THE INTEGRATED DEVELOPMENT PLANNING PROCESS .....	5
1.1.1 Background .....	5
SECTION 2: PURPOSE, OBJECTIVE AND APPROACH ADOPTED .....	7
2.1. PURPOSE OF DOCUMENT .....	7
2.2. OBJECTIVE OF IDP REVIEW PROCESS.....	7
2.3. OVERVIEW OF THE APPROACH TO 2013/2014 IDP .....	7
2.4. ORGANISATIONAL ARRANGEMENT .....	9
2.4.2. THE IDP MANAGER AND RESPONSIBILITIES .....	9
2.4.3. IDP REPRESENTATIVE FORUM.....	10
2.5. IDP PROJECT TASK TEAM.....	11
2.6. ROLE PLAYERS.....	11
2.7. ROLES AND RESPONSIBILITIES .....	12
SECTION 3: ACTION PROGRAMME.....	15
3.1. CORE ELEMENTS OF THE IDP .....	15
3.1.1. Key Focus Areas for the 2013/2014 IDP Review .....	15
3.2. NON-CORE ELEMENTS FOR THE IDP .....	16
SECTION 4: MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT .....	10
4.1. PUBLIC PARTICIPATION IN THE IDP PROCESS.....	10
4.2. MECHANISMS FOR PARTICIPATION.....	11
4.2.1. IDP/Budget Steering Committee .....	11
4.2.2. IDP Representative Forum.....	11
4.2.3. Ward Committee Meetings.....	12
4.2.4. Media .....	12
4.2.5. Information sheets .....	12
4.2.6. Road Shows.....	12
4.2.7. UMzikhulu Municipality website .....	13
4.2.8. The Department of Local Government and Traditional Affairs website .....	13
4.2.9. Council Approval.....	13
4.3. ROLE PLAYERS.....	13
4.3.1. National Linkages .....	13
4.3.2. Provincial Level.....	13
4.3.3. Sisonke District municipality.....	14

4.3.4.	Local Municipalities .....	14
4.3.5.	Inter- governmental Relations .....	14
SECTION 5: COST ESTIMATES FOR THE PLANNING PROCESS 2013/2014.....		13
5.1.	COST ESTIMATES.....	13
5.2.	MONITORING OF THE PROCESS .....	10
5.3.	PRINCIPLES FOR AMENDMENT OF THE PROCESS PLAN .....	10
5.4.	CONCLUSION .....	10
SECTION SIX: .....		11
LIST OF ANNEXURES .....		11

# LIST OF TABLES

Table 1: Sector Alignment.....	10
Table 2: Roles and Responsibilities (Internal).....	12
Table 3: Roles and Responsibilities (External).....	14
Table 4: UMzimkhulu IDP Review 2013/2014 Programme .....	10
Table 5: The Cost estimates relate to the following items:.....	13

## SECTION 1: BACKGROUND TO INTEGRATED DEVELOPMENT PLANNING

### 1.1 THE INTEGRATED DEVELOPMENT PLANNING PROCESS

#### 1.1.1 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.

According to the Municipal Systems Act (MSA) of 2000, all municipalities have to undertake an IDP process (i.e. IDP Process Plan) to produce Integrated Development Plans (IDP's). The process plan in this case is a detailed procedure aligned with its budget where necessary, that the municipality will follow in the development of the IDP. The IDP Process Plan will include amongst others reviewing the 2012/13 IDP, addressing MEC comments, identify sector plans to be developed or reviewed, aligning IDP/PMS and Budget processes, aligning with sector departments and service providers, integrating IDP and Sector Plans with the resource framework, finalizing LUMS (implementation of PDA), reviewing the Spatial Development Framework and development of Service Delivery and Budget Implementation Plans

As the IDP is a legislative requirement, has a legal status and it supersedes all other plans that guide development at local government level.

When Districts and Local Municipalities come to an end of a five year term for their councilors, new councilors have to be elected and that means the new councilors will decide whether to adopt the existing IDP or start a new one. In terms of Section 24 (3) of the MSA:

A newly elected municipal council may-

(a) within the prescribed period referred to in subsection (1), adopt the integrated development plan of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), and (d) which says that the local communities must be consulted on its development needs and priorities be consistent with any other matters that may be prescribed by regulation

(b) a newly elected council that adopts the IDP of its predecessor with amendments must effect the amendments in accordance with the process referred to in section 34(b) which stipulates that a municipal council may amend its integrated development plan in accordance with a prescribed process.

Section 26 stipulates the core components of the integrated development plans as the following:

An IDP 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 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;
- (e) the 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 2: PURPOSE, OBJECTIVE AND APPROACH ADOPTED

### 2.1. PURPOSE OF DOCUMENT

The purpose of this document is to set out in writing the approach of uMzimkhulu Municipality to the review of IDP for 2013/2014.

### 2.2. OBJECTIVE OF IDP REVIEW PROCESS

The municipality intends to develop and review the IDP as an effective management tool for the municipality, this include:

- ✓ creating a greater level of focus and thereby improving on the strategic nature of the document;
- ✓ aligning this strategic document with the realities of the resources, both financial and human, available;
- ✓ alignment of the IDP with the activities of the sector departments and other service providers (and vice versa i.e. influencing their planning);
- ✓ alignment of the IDP with the various sector plans; and
- ✓ ensure improved public and stakeholder participation

### 2.3. OVERVIEW OF THE APPROACH TO 2013/2014 IDP

The key activities for this process include:

- ✓ **The Strategic Review of the contents of the 2012/13 IDP:** This process will involve updating and revising the data in the IDP to reflect the current status of the municipality;
- ✓ **Addressing MEC Comments:** This process will identify and address the comments that were highlighted by the MEC. Here the focus will be to ensure that all comments that have been made by

the MEC are incorporated into the reviewed IDP and a table highlighting each comment and how it has been addressed will be developed.

- ✓ **The identification of sector plans to be developed or reviewed:** As things might have changed in each sector there is a need to revise the plans to be in line with change. This process will thus involve reviewing and updating the sector plans to reflect the status quo;
- ✓ **Alignment of IDP/PMS and Budget processes:** This process will involve aligning the reviewed IDP/PMS with the current/associated budget;
- ✓ **Alignment with sector departments and service providers:** This process will include aligning all activities or projects in sector departments with its relevant implementing agents or service providers;
- ✓ **Integrating IDP and Sector Plans with the resource framework:** It is important that all sector plans that have been integrated in the IDP are aligned with the available resources. As such, the sector plans activities or projects will be prioritized based on the available municipal resources to realize their implementation;
- ✓ **Finalizing LUMS (implementation of PDA):** The municipality is currently in the process of finalizing LUMS (implementation of PDA). It is the intention that the PDA implementation is realized in this years' IDP review;
- ✓ **The review of Spatial Development Framework:** It is likely that the statuses of previous projects have currently changed and possibly new projects have emerged. This process will therefore, align the current projects and reflect them in the SDF ;
- ✓ **The development of Service Delivery and Budget Implementation Plans:** This will involve aligning the current projects that are to be implemented with their associated budgets;
- ✓ **The preparation of the IDP and the municipal turn-around strategy:** The municipality already has a turn-around. However, this process will involve revising the strategy to realize the dynamics and changes that might have taken place in the municipality; and
- ✓ **Financial Plan:** This process will entail developing a plan that will highlight the total operations and related costs in implementing the IDP and how the resources will be sourced. Similarly, the plan will amongst others highlight the challenges the finance department is facing in controlling debts and how it intends to improve its financial base.



## **2.4. ORGANISATIONAL ARRANGEMENT**

### **2.4.1. IDP STEERING COMMITTEE**

As part of the IDP preparation process, the IDP/Budget Steering Committee chaired by the Mayor acts as a support to the IDP Representative Forum, the Municipal Manager and the IDP Coordinator/ Manager.

This structure will continue functioning throughout the process.

Terms of Reference for the management of the IDP Steering Committee have been attached as Annexure B.

### **2.4.2. THE IDP MANAGER AND RESPONSIBILITIES**

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- ✓ To ensure that the Process Plan is finalized and adopted by Council;
- ✓ To adjust the IDP according to the proposals of the MEC;
- ✓ To identify additional role players to sit on the IDP Representative Forum;
- ✓ To ensure the continuous participation of role players;
- ✓ To monitor the participation of role players;
- ✓ To ensure appropriate procedures are followed;
- ✓ To ensure documentation is prepared properly;
- ✓ To carry out the day-to-day management of the IDP process;
- ✓ To respond to comments and enquiries;
- ✓ To ensure alignment of the IDP with other IDP's within the District Municipality;
- ✓ To co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- ✓ To co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP;
- ✓ To submit the reviewed IDP to the relevant authorities.

## 2.4.3. IDP REPRESENTATIVE FORUM

### 2.4.3.1. Composition of IDP Representative Forum

The IDP Representative Forum (RF) constitutes government departments, corporate service providers; ward committees as part of the preparation phase of the IDP and continue to meet throughout the process. The list of IDP Representative Forum Members is attached in Annexure "C". Following is a summary of representative forum meetings that are scheduled for this IDP Process:

**Table 1: Sector Alignment**

No	Sector/Representative Forum	Alignment Meeting by Sector	Date of Meeting	Championing Partner/Sector	Issues Discussed
A	Dept. Of Education	A/D	To be determined	Mr. NC Vezi	Education projects
B	Dept. Of Agriculture, rural development and environmental affairs	E	To be determined	Mr ZH Sithole	Agriculture initiatives
C	Operation Sukuma Sakhe	A/B/C/D/E/F	To be determined	Ms T Mahlobo	Sukuma sakhe projects
D	Dept. of Social development	A/C/E/F	To be determined	Mr NM Njomi	Social development projects
E	Department of health	D/F	To be determined	Ms N Keswa	Rietvlei depart of health projects
F	COGTA	ALL	To be determined	Ms Z Mshengu	-
G	DED & T	K/D/A	To be determined	-	-
H	DHS	B/K/L/F	To be determined	-	-
I	Sisonke DM IDP Framework plan	All	To be determined	Mr Z Mtololo/ Mr M Luthuli	IDP Framework plan
J	Dept of Justice and constitutional development	N/M	To be determined	Mr L Malevu	DOJ & CD initiatives
K	Department of Land affairs	B/A/D/O/H	To be determined	-	-
L	Department of Transport	A/E/B/C	To be determined	Ms T Manciya	DOT Projects
M	Community liaison and police	J	To be determined	Ms P Dlamini	Police initiatives
N	Department of Home affairs	I/E	To be determined	Ms F Lurwengu	Home affairs initiatives
O	Department of Arts, culture & sports recreation	K/L/F	To be determined	Ms T Mahlobo/ Mr S Memela	Arts and Culture & sports projects and initiatives
P	Khulu Damoyi Development Foundation	A/D	To be determined	Ms K Damoyi	KDDF Development projects
Q	UMzimkhulu development services	R	To be determined	N Mjindi	UDS projects
R	Independent Development Trust	P/Q	To be determined	Mr S Zuma	IDT Funding & Projects

## **2.5. IDP PROJECT TASK TEAM**

These are small operational teams composed of a number of relevant officials, sector departments and technical people who are involved in the management and implementation as well as communities and stakeholders that are directly affected by projects. These teams play a major role in the compilation of sector plans, implementation of projects, to a greater extent influencing prioritization of projects, monitoring and IDP implementation.

## **2.6. ROLE PLAYERS**

The following are the role players in the IDP process:

- ✓ Council and the Executive Committee;
- ✓ Mayor;
- ✓ Ward Committees;
- ✓ Municipal officials;
- ✓ Municipal Manager / IDP Manager;
- ✓ IDP Steering Committee;
- ✓ Representative Forum;
- ✓ The District Municipality;
- ✓ Relevant Government Departments;
- ✓ Inter-Governmental Relations; and
- ✓ The community

## 2.7. ROLES AND RESPONSIBILITIES

The main roles and responsibilities allocated to each of the role players are set out in the following table:

**Table 2: Roles and Responsibilities (Internal)**

Role Player	Roles and Responsibilities
Council	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>❖ Final decision making</li> <li>❖ Approval of the reviewed IDP documentation.</li> <li>❖ Monitoring the process</li> </ul> <p><b>BUDGET:</b></p> <ul style="list-style-type: none"> <li>❖ Council must approve the budget before the start of the financial year;</li> <li>❖ Council to consider draft budget;</li> <li>❖ Council to approve unforeseen and unavoidable expenses;</li> <li>❖ Approval of budget implementation plans;</li> <li>❖ Ensure conclusion of management's performance agreements</li> <li>❖ Ensure that the management's performance agreements are made public; and</li> <li>❖ Submit to council an annual report within 7 months after the end of the financial year.</li> </ul>
Individual Councillors	<ul style="list-style-type: none"> <li>❖ Linking the IDP process with their constituencies</li> <li>❖ Organising the public participation.</li> </ul>
Mayor	<ul style="list-style-type: none"> <li>❖ Decide on the process plan.</li> <li>❖ Be responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function</li> </ul>
Municipal Officials	<ul style="list-style-type: none"> <li>❖ Provide technical/sector expertise and information</li> <li>❖ Prepare draft project proposals</li> </ul>
Municipal Manager	<p><b>IDP:</b></p> <ul style="list-style-type: none"> <li>❖ Decide on planning process.</li> <li>❖ Nominate persons in charge</li> <li>❖ Monitor process.</li> </ul> <p><b>PMS:</b></p> <ul style="list-style-type: none"> <li>❖ Overall Management and co-ordination (to make sure that all relevant actors are involved).</li> </ul> <p><b>BUDGET:</b></p> <ul style="list-style-type: none"> <li>❖ Decide on planning process.</li> <li>❖ Give notice of bank account to National Treasury (NT) and Auditor General (AG);</li> <li>❖ Supply NT and AG with list of bank accounts.</li> <li>❖ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter.</li> <li>❖ Submission of draft budget implementation plan to Mayor within 14 days</li> </ul>

	<p>after approval of the budget.</p> <ul style="list-style-type: none"> <li>❖ Perform mid-year performance assessment of the municipality and the submission of the report to the Mayor.</li> <li>❖ The submission of the annual financial statements to the AG within two months after the end of the Financial Year.</li> <li>❖ Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.</li> </ul>
IDP Manager	<p><b>IDP:</b></p> <ul style="list-style-type: none"> <li>❖ Ensures that the Process Plan is prepared, finalized and adopted by Council;</li> <li>❖ Identifies additional role-players to sit on the IDP Representative Forum;</li> <li>❖ Ensures the continuous participation of role players;</li> <li>❖ Monitors the participation of role players and the process;</li> <li>❖ Ensures that appropriate procedures are followed;</li> <li>❖ Ensures that documentation is prepared properly;</li> <li>❖ Carries out the day-to-day management of the IDP process;</li> <li>❖ Responds to comments and enquiries;</li> <li>❖ Ensures alignment of the IDP with other IDP's within the District Municipality;</li> <li>❖ Co-ordinates/Facilitates the preparation of the Sector Plans and their inclusion into the IDP documentation;</li> <li>❖ Submit the IDP to the relevant authorities.</li> </ul> <p><b>PMS :</b></p> <ul style="list-style-type: none"> <li>❖ Day-to-day management of the process;</li> <li>❖ Performance planning and preparation;</li> <li>❖ Submits report via EXCO to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process;</li> <li>❖ Obtains Council approval for the mechanisms, systems and procedures;</li> <li>❖ Compiles schedule / programme for internal auditing; and</li> <li>❖ Submits quarterly reports on audits to the Performance Audit Committee.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>❖ Day-to-day management of the process</li> <li>❖ Provide technical/sector expertise.</li> <li>❖ Prepare selected Sector Plans.</li> <li>❖ Prepare draft progress proposals.</li> </ul>
IDP Steering Committee	<ul style="list-style-type: none"> <li>❖ Assist and support the Municipal Manager/IDP Manager and Representative Forum.</li> <li>❖ Information "GAP" identification.</li> <li>❖ Oversee the alignment of the planning process internally with those of the district municipality areas.</li> </ul>

**Table 3: Roles and Responsibilities (External)**

Role Player	Roles and Responsibilities
Sisonke District Municipality	<ul style="list-style-type: none"> <li>❖ Coordination roles for local municipalities;</li> <li>❖ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area;</li> <li>❖ Ensuring vertical alignment between the district and local planning;</li> <li>❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments; and</li> <li>❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.</li> </ul>
PIMS Centre	<ul style="list-style-type: none"> <li>❖ Provide support to the municipalities in the preparation and implementation of IDP's</li> </ul>
Representative Forum/Civil Society Consists of Councillors, Traditional leaders, Ward Committee Chairpersons, Stakeholder representatives, Senior municipal officials, Councillors, Other community representatives, National and Provincial Departments regional representatives, NGO's, Parastatal organisations	<ul style="list-style-type: none"> <li>❖ Representing interest and contributing knowledge and ideas.</li> <li>❖ Represent the interest of the municipality's constituency in the IDP process;</li> <li>❖ Provide an organisational mechanism for discussion, negotiation and decision-making between the stakeholders inclusive of municipal government;</li> <li>❖ Ensure communication between all the stakeholder representatives inclusive of municipal government;</li> <li>❖ Monitor the performance of the planning and implementation process.</li> </ul>
Planning Professionals ( Town and Regional Planning)	Methodological guidance and professional support in: <ul style="list-style-type: none"> <li>❖ Facilitation of planning workshops.</li> <li>❖ Sector Plans.</li> <li>❖ Performance Management.</li> </ul> Documentation.
Provincial; Department of Local Government and Traditional Affairs	<ul style="list-style-type: none"> <li>❖ Co-ordinate training;</li> <li>❖ Provide financial support;</li> <li>❖ Provides general IDP guidance;</li> <li>❖ Monitor the process in the province;</li> <li>❖ Facilitate co-ordination and alignment between district municipalities;</li> <li>❖ Facilitate resolution of disputes between municipalities;</li> <li>❖ Facilitates alignment of IDP's with sector department policies and programmes</li> <li>❖ Assess IDP's</li> </ul>
Other Government Departments, Parastatals and NGOs	<ul style="list-style-type: none"> <li>❖ Provide data and information.</li> <li>❖ Budget guidelines.</li> <li>❖ Alignment of budgets with the IDP.</li> <li>❖ Provide professional and technical support.</li> </ul>
District Inter-Governmental Relations Management Forum Consists of all the Mayors in each district and its local municipalities	<ul style="list-style-type: none"> <li>❖ To improve the quality of IDP's and opportunities for improved co-operative governance and the alignment</li> <li>❖ Discussions around matters of interests</li> </ul>
The community	<ul style="list-style-type: none"> <li>❖ To participate in identifying and suggesting important projects</li> <li>❖ Participate in contributing inputs during public participation</li> </ul>

## SECTION 3: ACTION PROGRAMME

### 3.1. CORE ELEMENTS OF THE IDP

The 'core elements' of the IDP correspond to the core functions of municipalities as outlined in the Municipal Structures Act and the Constitution of South Africa, critical elements that have arisen from the preparation of the IDP's over the past years as well as the comments of the MEC for Department of Traditional and Local Government Affairs.

#### 3.1.1. Key Focus Areas for the 2013/2014 IDP Review

The core components of the 2013/14 IDP process are grouped as follows:

- ✓ Comments received from the various role-players in the IDP process including the comments from the MEC. Various aspects / elements have been identified through different process for inclusion within the IDP Review process. In line with the credible IDP Evaluation Framework developed by DPLG as well as DLGTA's guideline document, an improvement approach in these aspects will contribute to the further development and improvement of the municipal IDP and ensure improved integration and implementation of the IDP.

Aspects / elements for this IDP process were identified through assessment conducted at the Provincial IDP Assessment held in Ballito from 26<sup>th</sup> - 29<sup>th</sup> March 2012, the MEC's comments and municipal self-assessment of the IDP. The following aspects were identified:

- ✓ MEC Comments;
- ✓ Comments received from the assessment of the last IDP Review which could not be addressed during the 2012/2013 Review;
- ✓ Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Process;
- ✓ Revision of Municipal Strategic Framework;
- ✓ Gaps identified through self assessment and KZN-IDP Assessment and Engagement held at Ballito from 26<sup>th</sup> - 29<sup>th</sup> March 2012;
- ✓ The development and review of relevant sector plans and its alignment with the IDP to achieve alignment with the SDF of the District and surrounding municipalities, and to reflect the progress made

with LUMS in line with National Spatial Development Framework (NSDF); Provincial Growth and Development Strategy (PGDS), Provincial Spatial Economic Development Strategy and Accelerated and Shared Growth Initiative for South Africa (ASGISA);

- ✓ The update of the 5-year Financial Plan inclusive of a 3-year capital investment framework;
- ✓ Preparation and finalization of the annual municipal budget in terms of the relevant legislation; and;
- ✓ Alignment of the various important municipal processes such as the IDP Review, Performance Management and Budget and Service Delivery and Budget Implementation Plan;
- ✓ Review and Update of Project List (based on input received from Councillors, Rep Forum and taking into account municipal responsibilities and possible funding);
- ✓ Implementation of the Urban Renewal programme for the municipality;
- ✓ The preparation of the Sector Plans;
- ✓ Performance Management System (PMS);
- ✓ Finalization of LUMS and development nodal plans;
- ✓ District / Local Municipality's alignment strategies;

### **3.2. NON-CORE ELEMENTS FOR THE IDP**

Non-core elements are those programmes and Sector Plans that have been prescribed by various government departments, but guidelines for the preparation and/ or funds have not been set aside for the preparation of these plans.



## SECTION 4: MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT

### 4.1. PUBLIC PARTICIPATION IN THE IDP PROCESS

The Constitution of South Africa stipulates that one of the objectives of the municipalities is to encourage the involvement of communities and community organizations.

The White Paper on Local Government (WPLG) emphasizes public participation beyond municipal planning. It goes into some detail on how to achieve public participation of citizens in policy formulation and designing of municipal programmes, as well as implementation, monitoring and evaluation of such programmes. Public participation is meant to promote local democracy. While the WPLG emphasizes that the municipalities themselves should develop appropriate strategies and mechanisms to ensure participation, some hints on how are given, such as:

- ✓ Forums of organized formations (especially in the fields of visioning and on issue specific policies, rather than on multiple policies);
- ✓ Structured stakeholder participation in council committees (in particular in temporary issue- oriented committees);
- ✓ Participatory action research, with specific focus groups ( for in depth information on specific issues);
- ✓ Formation of associations (especially among people in marginalized areas).

Municipalities are required to create conditions for public participation and, moreover, to encourage it. The only prescribed tool for promotion of public participation, however, is the dissemination of information on mechanisms and matters of public participation, on rights and duties of residents and on municipal governance issues in general.

Participation in the development of municipal IDP's has to be seen within this wider context. It serves to fulfill four major functions namely:

- ✓ Needs orientation;
- ✓ Appropriateness of solutions;
- ✓ Community ownership; and
- ✓ Empowerment.

During the preparation of the IDP, the public participation process has to be institutionalized in order to ensure all residents have an equal right to participate. The public participation process during the IDP is closely linked to the activities of developing the municipal IDP, such as contributing to the reviewing of municipal issues, reviewing of important objectives, ensuring the appropriateness of municipal strategies and forming part of project development task teams.

Implementation and Review of the Performance Management System (PMS) for the municipality as part of the IDP Review Process will contribute to the importance of the public participation process.

The importance of alignment is a crucial part of the IDP Process. Alignment in terms of Spatial Development Frameworks, Land Use Management Systems (LUMS) and cross border alignment forms part of the IDP Process, and special effort will be made, such as alignment meetings, bi-laterals and ensuring the discussion of alignment issues during district and local Rep Forum meetings

## **4.2. MECHANISMS FOR PARTICIPATION**

### **4.2.1. IDP/Budget Steering Committee**

The committee will facilitate the participation of the management and other senior officials of municipality in the process. The committee will also ensure efficient alignment and co-ordination between IDP projects and the budget so as to ensure that there is sufficient funding for the proposed projects. The functionality of this committee will improve the IDP in various areas of expertise and some decisions will be made based on its recommendations.

### **4.2.2. IDP Representative Forum**

The IDP Representative Forum comprises of government departments, NGO's that are active in a range of issues, Corporate Service Providers and all other structures that exists within the community. The municipality will continuously identify the groups and ensuring their representation in the IDP Representative Forum. For example, each meeting of the Rep Forum is advertised on local paper, invitations are also delivered using door-to-door in the most accessible addresses, through posters and announcement in social meetings.

In order to ensure maximum participation in the Representative Forum (Rep Forum) meetings from members of the public, representatives and relevant government officials, Rep Forum meetings are to be scheduled as and when required during the key stages of the IDP Process to ensure focused and meaningful contributions by participants:

- ✓ The first Rep Forum meeting will involve a presentation of the Process Plan, as well as Gap Analysis identifying key focus areas to be addressed in the IDP Review Process;
- ✓ Additional Rep Forum workshops will be held to provide feedback on the IDP Process, to acquire input from Rep Forum members and to ensure participation in relevant activities (such as PMS, review of the LUMS and Budget development).

#### **4.2.3. Ward Committee Meetings**

#### **4.2.4. Media**

Other forms of communication that will be used by uMzimkhulu Municipality to communicate with their communities are as follows:-

Izimbizo / Mini Izimbizo, Road Shows, Lekgotla, Radio Stations, Local Newspapers and Advertisements as well as Notices to all public places. A progress report will be submitted to the local newspaper on the completion of the IDP Process, as well as on the completion of any of the Sector Plans. During IDP Izimbizo's all 18 wards in the municipal area are consulted twice during IDP review process.

#### **4.2.5. Information sheets**

At the completion of the IDP review, an information sheet will be developed in isiXhosa, Zulu and English and circulated in all public and municipal offices. These information sheets will represent a simplified version of the IDP, taking note of the key interests of the community members particularly certain projects and how these will benefit them.

#### **4.2.6. Road Shows**

They will be held in all 18 wards within the municipality during October/Nov 2012 as well as March/April 2013 to consider draft IDP, budget and PMS.

#### **4.2.7. UMzimkhulu Municipality website**

The website is currently functional and is updated on a monthly basis (as well as when need arises) and all programmes and updates on projects of the municipality are presented. The website for the municipality is used to inform the public about the progress on the IDP and other related municipal programmes.

#### **4.2.8. The Department of Local Government and Traditional Affairs website**

The website is used to display all KZN municipal IDP's (including Umzimkhulu IDP) for the public and other sector departments.

#### **4.2.9. Council Approval**

The Council will approve and adopt 2013/ 2014 IDP documentation in June 2013. The Council will also approve the various Sector Plans necessary during the IDP process upon their completion.

### **4.3. ROLE PLAYERS**

#### **4.3.1. National Linkages**

The national sphere should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding be accessed. This will contribute to the creation of a normative framework and consistency between municipalities.

#### **4.3.2. Provincial Level**

As with the National Government, Provincial Government should prepare Sectoral Guidelines and funding analysis (Business Plans) for the preparation of these plans.

The preparation of the Sectoral Plans and programmes and district programmes also need to be co-ordinate and aligned.

DLGTA is currently providing support to all municipalities on compilation of IDP's (i.e. guideline document, IDP management plan as well as provincial alignment meetings.) as well as creating a platform for other sector departments to perform in the process.

#### **4.3.3. Sisonke District municipality**

Sisonke District Municipality will in consultation with local municipalities within its jurisdiction prepare a framework plan to co-ordinate all planning activities during the review process. Through the IDP Director, the District Municipality will also organize district level alignment meetings between all the municipalities and as well as between municipalities and service providers. There may be a need for Sisonke District to liaise with the Regional Authorities via the Amakhosi Forum. There is also a recently established Planners Forum which to a certain extent could be beneficial to this process.

#### **4.3.4. Local Municipalities**

Local municipalities will participate in all district level alignment events and specific alignment meetings, but will also attempt to draw individual service providers into the local planning processes through IDP Representative Forum. The local municipalities will also provide strategies in addressing district level issues during the alignment meetings.

#### **4.3.5. Inter- governmental Relations**

The district municipality has established IGR forums chaired by Mayors and Municipal Managers from its five local municipalities. These forums are Infrastructure Development, Planners, LED, and Finance Forum etc. The Umzimkhulu Local IGR is functional and there is a stakeholder's forum which meets monthly. The aim of the forums is to ensure improvement in the quality of plans and programmes implemented by the municipality which will inform the IDP's. These structures will also ensure alignment of plans between the families of municipalities.

# SCHEDULE OF THE PLANNED ACTIVITIES TO ALIGN WITH IDP, BUDGET AND PMS PROCESS MANAGEMENT PLAN FOR 2013/14

**Table 4: UMzimkhulu IDP Review 2013/2014 Programme**

<b>ACTION</b>	<b>ACTION DATE</b>	<b>RESPONSIBILITY</b>
<b><i>Phase 0: Preparation</i></b>		
Consultation on 2013/2014 IDP Review Process Plan and Budget Process with Manco/Exco/Representative Forum/Council	July/August 2012	Manager: Development Planning and Housing & All HOD's
Advertise for stakeholder participation for 2013/2014 IDP Review	August 2012	Manager: Development Planning and Housing
IDP Representative Forum meeting: The first Rep Forum meeting will involve a presentation of the Process Plan, as well as Gap Analysis identifying key focus areas to be addressed in the IDP Review Process.	August 2012	Manager: Development Planning and Housing
Submission of draft 2013/2014 IDP Review Process Plan to the District and DLG&TA	End July 2012	Manager: Development Planning and Housing
Approval and Adoption of IDP Review Process Plan for 2013/2014	July 2012	Council
Submission of Approved and Adopted 2012/2013 IDP Review Process Plan to the District and DLG&TA	September 2012	Manager: Development Planning and Housing
<b><i>Phase 1: Review Analysis</i></b>		
Assessment of IDP implementation status	January 2013	M/M and all heads of departments
Evaluation of changes and new information	September –October 2011	M/M and all heads of departments
<b><i>Phase 2: Strategic Analysis</i></b>		
Review of Vision, Priorities, objectives and strategies	November 2012	M/M and all heads of departments

Review the municipality's priority list of strategies and projects	November - December 2012	M/M, all heads of departments and relevant committees
Development/Review of Key Performance Areas, Key Performance Indicators and targets	November 2012	Municipal Manager/Corporate Services
Development of Performance Contracts for Section 57 Managers and middle management;	March 2012	Municipal Manager/Corporate Services
<b>Phase 3: projects identification (Review of Projects)</b>		
Review existing Project Template		Dev. Planning
Ward Consultation Process on project prioritization through ward meetings and workshops	October/November 2012	Ward Councilors assisted by CDW's, Community Participation Unit and Planning Team
Establish preliminary budget for each project	January 2013	CFO & Dev Planning & Infrastructure Manager
Alignment meetings with sector departments	January to March 2013	Manager Development Planning
Update of 3 year financial plan, list of projects for 2013/2014 and 3 year capital investment programme; to integrate with IDP to inform strategic municipal budget aligned with IDP	December 2012	CFO & All HOD's
Preparation of the 2013/2014 Financial year's: <ul style="list-style-type: none"> <li>• Capital budget</li> <li>• Operational budget</li> <li>• Salaries Budget</li> <li>• Tariff of charges</li> <li>• Revised Budget</li> <li>• Draft SDBIP</li> </ul>	March 2013	Chief Finance Officer
Submission and presentation of all Capital projects for 2013/2014 and the 3 year capital plan	January 2013	CFO
IDP Representative Forum Meeting	February 2013	Manager Development Planning
Council project prioritization workshop	February 2013	Council

<b>Phase 4: Project Integration</b>		
Screening of projects	February 2013	
Integration of projects and programmes	February 2013	
Integrate all Plans	February 2013	
Integration with Municipal Budget/ SDBIP	February 2013	M/M, CFO and Manager Development Planning
Present 1 <sup>st</sup> draft budget to the Mayor <ul style="list-style-type: none"> <li>• Table 1<sup>st</sup> draft budget to Executive Committee</li> <li>• Table 1<sup>st</sup> draft budget to the Full Council</li> </ul>	February 2013	M/M & Chief Finance Officer
Finalization and Submission of 2013/2014 Draft IDP	February 2013	Municipal Manager
Submission for Provincial Analysis	February 2013	Municipal Manager
Provincial IDP Analysis	April 2013	DLGTA & Service Providers
uMzimkhulu Municipality Izimbizo/Public meetings on IDP/Budget & PMS for 2013/2014	April 2013	Municipal Officials & Councillors
<b>Phase 5: Approval</b>		
Presentation of the Revised 2013/2014 , (After the Provincial Analysis/Assessment)	April 2013	Municipal Manager
Final approval of IDP, Budget and PMS by Council	May 2013	Council
Submission of Final Service Delivery and Budget Implementation Plan (SDBIP)	14 June 2013	CFO
Submission of the budget in the approved format to the Provincial and National Treasuries	End June 2013	CFO
Submission of the approved and adopted 2013/2014 IDP to the MEC for Local Government & Traditional Affairs	10 days after date of adoption.	Municipal Manager



## SECTION 5: COST ESTIMATES FOR THE PLANNING PROCESS 2013/2014

### 5.1. COST ESTIMATES

Table 5: The Cost estimates relate to the following items:

PROJECT	UMZIMKHULU MUNICIPALITY: FUNDING REQUIRED	DPLG FUNDING (MSIG)	DISTRICT ALLOCATION	PROVINCE (DLGTA) & OTHER DEPARTMENTS FUNDING REQUIRED	DBSA	TOTAL
IDP Support -IDP Review for 2013/2014 Financial Year (Technical Capacity, Workshops and Meetings, Advertisements, Printing IDP / Information booklets)	R100 000 00	NIL	NIL	NIL		R100 000 00
Community Participation (IDP Izimbizo, IDP/PMS and Budgeting and Road shows)	R120 000 00	NIL	NIL	NIL		R120 000 00
<b>Sector Plans Development:-</b>						
<ul style="list-style-type: none"> <li>Development of PMS-OPMS</li> </ul>	NIL	NIL	NIL	NIL		NIL
<ul style="list-style-type: none"> <li>Review of Financial Plan as well as the list of projects, inclusive of a 3-year capital investment framework;</li> </ul>	NIL	NIL	NIL	NIL		NIL
<ul style="list-style-type: none"> <li>Service Delivery and Budget Implementation Plan</li> </ul>						
<ul style="list-style-type: none"> <li>Development of an Environmental Management Plan (EMP) for the whole municipality;</li> </ul>	Develop business plan to source funding	NIL	NIL	( To request from DA&EA)		R350 000 00 (Required)
<ul style="list-style-type: none"> <li>Development of Safety Plan</li> </ul>	R200 000,00	NIL	NIL	NIL		R200 000,00 (Required)
<b>OTHER AREAS:</b>						
<b>Town Planning:</b> <ul style="list-style-type: none"> <li>Filing System</li> <li>Town Planning Scheme (Finalised &amp; Public Participation Process)</li> <li>Implementation of PDA</li> </ul>						
<b>TOTAL ALLOCATION</b>	<b>R520 000.00</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>		<b>R770 000,00</b>

## **5.2. MONITORING OF THE PROCESS**

For the success of the IDP Review process, it is important that mechanisms for monitoring the progress are established. Umzimkhulu Municipality will be responsible for monitoring its own Process Plan and ensure that it is aligned with the District Framework Programme and implemented as per its provisions. Monthly progress reports will be submitted to all relevant committees of Council. Monitoring mechanisms may include the submission of progress monthly reports by the municipality. Furthermore, the following institutional arrangements are already in place to ensure success of IDP Process:

- ✓ IDP Manager/Co-ordinator;
- ✓ IDP Steering Committee;
- ✓ IDP Representative Forum

The municipality will put in place mechanisms to ensure interaction and alignment between the District Municipality and the Local Municipalities.

## **5.3. PRINCIPLES FOR AMENDMENT OF THE PROCESS PLAN**

The UMzimkhulu Municipality has the overall responsibility of ensuring co-ordination of the joint planning process throughout the review process. Each Unit within the municipality must inform the Office of the Municipal Manager, within reasonable time, on deviations of the Action Programme that affect the municipality's wide activities. All the proposed stakeholders/structures should meet as required according to the proposed programme to jointly assess progress and make recommendations to the IDP Steering Committee. The proposed stakeholders/structures must inform the Steering Committee of its recommendations and the Steering Committee has the mandate to decide when and how an amendment takes place and therefore to postpone an activity or continue with the agreed programme. The IDP Steering Committee must inform all the stakeholders/structures of its decision. It is important that all stakeholders/structures agree before the Process is amended.

## **5.4. CONCLUSION**

The success of the IDP review process plan will depend on the co-operation of all stakeholders and IDP structures (listed in the Plan) in order to achieve the developmental objectives in a spirit of co-operative governance.

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## **SECTION SIX:**

### **LIST OF ANNEXURES**

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Annexure A:           Terms of Reference for the IDP Steering Committee

Annexure B:           Terms of Reference for the Representative Forum

## ANNEXURE A

### TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

#### 1. Purpose of the IDP Steering Committee

Every municipality is obliged to prepare an IDP in terms of Chapter 5 of the Municipal Systems Act. The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the uMzikhulu Municipality.

The uMzikhulu IDP Steering will support the Municipal Manager, who is responsible for the IDP, in the execution of his task to manage and co-ordinate the IDP process.

In terms of the guideline IDP manual, the IDP Steering Committee is intended to be a working group made up of dedicated Heads of Departments and other senior officials, who support the IDP Manager and ensure a smooth planning process. Although the IDP Manager is responsible for the IDP process, functions can be delegated to members of the Steering Committee.

Further, the IDP Steering Committee has no decision-making powers, but is an advisory body to the Representative Forum.

#### 2. Terms of Reference for uMzikhulu IDP Steering Committee

- ✓ To support the Municipal Manager and/ or the IDP Manager;
- ✓ To support and advise the Representative Forum on Technical issues;
- ✓ To prepare a criteria for the selection of members of the Representative Forum;
- ✓ To ensure that all stakeholders are included in the Representative Forum;
- ✓ The drafting of Terms of Reference for various planning activities;
- ✓ To commission relevant and appropriate research studies;
- ✓ To consider and comment on:
  - The inputs from consultants, sub- committees and study teams;
  - The inputs from National and Provincial Departments and service providers;
- ✓ To make content recommendations;
- ✓ The processing, summarising and documentation of project outputs;

#### 3. Composition of the uMzikhulu IDP Steering Committee:

Chair: The Municipal Manager

Secretariat: IDP Secretariat

Composition:

**Officials:**

Municipal Manager, Municipal Senior Officials and  
Sector Departments, Professional Support Services, District Municipality: as and when required

# ANNEXURE B

## TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

### 1. Purpose of the IDP Representative Forum

Every Municipality is obliged to prepare an IDP Review in terms of Chapter 5 of the Municipal Systems Act (2000). The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the uMzimkhulu Municipality.

The IDP Steering Committee is responsible for the establishment of the IDP Representative Forum. The IDP Representative Forum is the structure which institutionalizes and ensures representative participation in the IDP process.

IDP Representative Forum represents the interests of all the constituents, at level of the uMzimkhulu, in the IDP process. Any person, organization, stakeholder or interest group that wishes to serve in the Representative Forum, should submit an application to the uMzimkhulu Municipality.

### 2. Terms of Reference for the uMzimkhulu IDP Representative Forum:

- ✓ Represent the interests of the local level constituents in the uMzimkhulu IDP process.
- ✓ Provide a forum and mechanism for discussion, negotiation and decision making between stakeholders, including municipal government, in the uMzimkhulu IDP process.
- ✓ To ensure communication between all stakeholder representatives, including the municipal government, in the uMzimkhulu process.
- ✓ To ensure alignment takes place at various levels
- ✓ To monitor the performance of the planning and implementation process.

### 3. Chairperson of the uMzimkhulu IDP Representative Forum:

- ✓ The Mayor of uMzimkhulu Municipality or a nominated member of the uMzimkhulu Executive Committee.

### 4. Secretariat to the uMzimkhulu IDP Representative Forum:

- ✓ IDP Manager

### 5. Composition of the uMzimkhulu IDP Representative Forum:

The uMzimkhulu IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members of the IDP Representative Forum needs to be based on criteria which ensure geographical and social interest representation.

- ✓ Members of the uMzimkhulu Executive Committee.
- ✓ All uMzimkhulu Councillors, particularly ensuring portfolio committee representation and input.
- ✓ Mayor, Deputy Mayor and relevant portfolio committee Councillors from uMzimkhulu Municipality.

- ✓ Local level Amakhosi and/or their representatives.
- ✓ Municipal Manager; IDP Manager and relevant officials from uMzimkhulu municipality.
- ✓ Representatives from the National and Provincial Government Departments
- ✓ Parastatals; Utilities and Service Providers.
- ✓ Representatives from the organized formal and informal Business Sector.
- ✓ Representatives from organized labour.
- ✓ Representatives from other stakeholders.
- ✓ Representatives from other stakeholder groupings (in response to the public advertisement).

## 6. Code of conduct:

### Quorum:

For a meeting to proceed, at least 50% plus one member needs to be present. If a meeting is postponed, due to a lack of quorum, a special meeting will be called. In the case where a quorum could not be reached at the special meeting, the meeting will continue regardless.

### Meetings:

Meetings should take place on a monthly basis to discuss issues relevant to the composition of the IDP, to provide input into the process and the referencing of project progress at key milestones.

### Absent members:

Where representatives of an organisation have not attended two meetings, the organisation will be notified in writing. The organization has the right to replace the representative as member of the uMzimkhulu Representative Forum.

### Voting:

Each organization has the right to vote

### Number of Representatives per organisation

Each organization may nominate two members to serve on the Representative Forum.