



Umuziwabantu Municipality
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UMUZIWABANTU LOCAL MUNICIPALITY

IDP, PMS AND BUDGET PROCESS & FRAMEWORK PLAN 2011/12 (Process Plan)

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INTRODUCTION

Section 34 (a)(i) of the Municipal Systems Act No. 32 of 2000 requires all municipalities to annually review their Integrated Development Plans (IDP's). The amendments made from the IDP should be in accordance with an assessment of the IDP's performance measurements in terms of Section 41 of the Act. District and local municipalities are required to prepare a strategic development plan which has a five year lifespan. The integrated development plan guides the planning, budgeting, management and decision making for all activities that will be undertaken by the municipalities. The IDP is a strategic tool for better and faster service delivery

The Process Plan fulfils the function of a “business plan”, it therefore details and sets out timeframes to the process of the district IDP review ensuring that all aspects of the review are covered on time for adoption. The Process Plan must also consider and include amongst others what has been set out in the Framework Plan, the MEC comments, Council priorities, Draft IDP Assessments and Self Assessments, community input etc.

In terms of Section 34 of the MSA:

A municipal council-

- (a) must review its integrated development plan
- (b) annually in accordance with an assessment of its performance measurements in terms of section 4i; and
- (c) to the extent that changing circumstances so demand; and
may amend its IDP in accordance with a prescribed process

In order to effectively review the municipal IDP the municipality must prepare and adopt an annual IDP Review Process Plan to guide the review process. The preparation of a Process Plan for the annual review is referred to in chapter 5, Section 28 of the MSA as follows:

Adoption of a process-

(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting and *adoption and review of its integrated development plan*.

In all the Process plan must indicate what has to happen, when, by whom, with whom and where, and it should include cost estimates.

Therefore the process plan guides the management of IDP and the following:

- The distribution of roles and responsibilities in the IDP review process;
- Institutional arrangements for the process;
- Mechanisms and procedures for public participation;
- Action programme with timeframes and resources requirements;
- Mechanisms and procedures for alignment with external stakeholders;
- Relevant binding planning and policies requirements at National and provincial
- Cost estimates for the review of the planning process

The municipal vision

To be a preferred investment destination with superior and sustainable service delivery.

FRAMEWORK PLAN CONCEPT

The district framework plan is used to integrate and synergize development processes

between the Ugu District Municipality and the six Local Municipalities that fall within its area of jurisdiction. The framework plan facilitates communication amongst all stakeholders including all the spheres of government regarding the processing to be followed in IDP preparation. The completion of local municipalities' process plan depend on the completion and requirement set by the district framework plan. It is vital for the Ugu District Municipality to adopt a framework for integrated development planning in order to forms a linkage and good/strong relationship with its local municipalities. The framework plan determines procedures for co-ordination, consultation and alignment of the review process to district and local municipalities, which need to be strengthened.

STRUCTURE	TERMS OF REFERENCE
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ROLES AND RESPONSIBILITY AND TERMS OF REFERENCE FOR MUCIPAL STRUCTURES

COUNCIL	<ul style="list-style-type: none"> • Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. • Linking the IDP process with their constituencies • Organizing public participation. • Final decision making • Makes final comments on the IDP Review prior approval • Approves IDP Review • Approves budget in line with IDP Review <p>PMS</p> <ul style="list-style-type: none"> • Final decision making • Consider and adopt final report. • Popularizing PMS within their constituencies <p>BUDGET</p> <ul style="list-style-type: none"> • Final decision making • Approve the budget before the start of the financial year. • Council to approve unforeseen and unavoidable expenses • Approve Service Delivery and Budget Implementation Plan
MAYOR AND EXCO	<ul style="list-style-type: none"> • Provides political direction and leadership of the IDP Process • Submit final IDP Process Plan and IDP Review document to Council for adoption. • May assign some responsibilities to the Municipal Manager.
MUNICIPAL MANAGER	<ul style="list-style-type: none"> • Responsible for the management and coordination of the preparation of the IDP Review processes • Chairs the Management Committee / Technical Committee • Responsible for day to day management of the planning

	<p>process</p> <ul style="list-style-type: none"> • Ensure that timeframes are adhered to • Ensure that resources are allocated accordingly and are well managed • Facilitate coordination of different role players and ensure horizontal and vertical alignment • Ensure that performance management & evaluations are done on a quarterly basis • Management of consultants
IDP MANAGER	<ul style="list-style-type: none"> • Works closely with the Municipal Manager in ensuring that the Municipal Manager meets the council vision. • Coordinate all IDP processes • Ensure alignment and compliance with the legislative framework, IDP guidelines, Sector Departments and with the District. • Seeks external funding • Responsible for putting the IDP document together • Interpret political issues into administrative functions • Facilitates IDP meetings • Timeously communicates IDP status to relevant committees

	<ul style="list-style-type: none"> • Work closely with Ugu's Development Planning for guidance, alignment, technical support and methodologies to be used • ensure that the Process Plan is specialized and adopted by Council; • Day-to-day management of the IDP process • Ensure continuous and improved participation of role players through IDPRF and other means; • Prepare documentation and submissions; • co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation; • co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP; • Submit the reviewed IDP to the relevant authorities.
<p>IDP REPRESENTATIVE FORUM</p>	<ul style="list-style-type: none"> • Inform affected and interested groups, communities and Organization / institutions on relevant planning activities and their outcomes • Determine priorities, analyse issues, negotiate and reach consensus • Participate in project design and monitor and assess projects • Make recommendations on planning matters to council • Ensures that all sector departments play their role accordingly and fully participate in municipal planning • Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory Participation.

<p>MANAGEMENT COMMITTEE</p>	<ul style="list-style-type: none"> • Develops terms of reference for various planning activities • Provides guidance on planning matters • Monitors IDP Review progress on a quarterly basis • Make recommendations to the IDP Representative Forum • Takes decisions on administrative matters in line with legislations, • policies and DPLG guidelines • Give strategic direction to IDP Review and provide support to the IDP • Manager • Ensures that information is provided to the IDP Manager in time and <p>communicates IDP issues with staff members ensures that IDP manager does not end up thumb sucking information</p> <ul style="list-style-type: none"> • Overall management including appointment of consultants • Refers matters to relevant committees for further investigations, • research and alignment • Closely monitor and evaluate consultants progress and performance • Consider inputs from all stakeholders and make amendments
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ROLES AND RESPONSIBILITIES

The distribution of roles and responsibilities is divided into two, the internal and the external within Umuziwabantu Municipality as shown below:

EXTERNAL ROLE PLAYERS

WARD COMMITTEES

Hold public participation meetings at least once a month with respective clusters and submit monthly report highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for the year under review. Participate in the IDP Forum meetings to interact with the municipality and departments on matters rose in respective community meetings.

CHIEFS/AMAKHOSI

Chairs and participate in community meetings dealing with developmental issues. Participate in the IDP Forum meetings to interact with the municipality and departments on matters raised in community meetings.

UNSTRUCTURED (INDIVIDUALS) MEMBERS OF THE PUBLIC

Attends public meetings makes inputs and follow up on any matter raised by the public. Participate in the IDP Forum meetings, can submit inputs in the IDP through ward committees and councilors.

STRUCTURED MEMBERS OF THE PUBLIC (GENDER FORUM, YOUTH COUNCIL, AIDS COUNCIL SPORTS COUNCIL E.T.C)

Structures discuss matters in a formal meeting and take resolutions which are submitted to council for consideration there after included in the IDP Documents to inform future planning.

FOCUS AREAS OF THE IDP PROCESS

Umuziwabantu Municipality will focus on the following Key Focus Areas during the IDP

Review preparation and compilation:

- Infrastructure development and maintenance
- Financial viability
- Spatial Planning at ward level
- Review of objectives and strategies
- Economic growth and transformation
- Job creation & SMME development
- Safe healthy environment
- Knowledgeable communities
- Good governance

· Promoting sports and recreation and cultural diversity

MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER

PARTICIPATION

The MSA stipulates that the IDP's should work as a developmental tool within the district, local municipalities and all other stakeholders. Therefore all municipalities have a constitutional mandate to encourage the involvement of community participation organizations in the matters of local government. Communication at municipal level will

happen through a highly structured and strategic process. Needs assessment at local level participation will feed into the process through local municipality participation. Other role-players in community participation include Cooperate Management Committee, IDP Representative Forum, and Ugu's Planning Development Unit. Individual and community input will also be requested through the local media [print/electronic].

It should be borne in mind that the IDP Review approach is based on the principle of inclusive and representative consultation and/or participation of all residents, communities, all stakeholders within the Umuziwabantu Municipality and representatives from all spheres of government and sector departments.

OTHER COMMUNICATION STRUCTURES

Mayoral outreaches / Izimbizo's

Through road shows / outreach programmes to get community needs and provide feedback accordingly.

Ward Committees

Collection and provision of accurate and reliable information per ward for planning and research purposes. Hold public participation meetings at least once a month with respective clusters and submit monthly report highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for year under review.

CDW's / NGO's

Provide vital information and support during planning, confirmation of information monitoring and evaluation though the Representative Forum.

SPECIFIC TARGET DATE	KEY ACTIVITIES	RESPONSIBILI TY	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
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PHASES OF THE PLANNING PROCESS

			J	A	S	O	N	D	J	F	M	A	M	J
22/07/2011	1. Submit a Process Plans to IDPRF and portfolio Committee for consideration and recommendation.	Manager: Strategic Planning												
29/07/2011	2. Submission of draft 2012/13 Process Plan and/or Framework Plans: 29 July 2011	Manager: Strategic Planning												
30/07/2011	3. Compile, approve and sign performance contracts that are linked to the PMS of the municipality for all S57 employees.	EXCO, Mayor, MM, all S57 employees.												
01/09/2011	4. Advertise on local news paper for the Adoption and commencement of the IDP review process.	Manager: Strategic Planning												
20/09/2011	5. Progress Reporting session on the alignment of developed strategic objectives and strategies against government priorities (Ugu Family of municipalities)	MM; Manager: Strategic Planning												
21/09/2011	6. Submit Process Plan to EXCO for adoption	MM												
22/09/2011	7. Determine which sector plans need to be reviewed and commence with the process of reviewing thereof	Manager: Development Planning												
30/09/2011	8. Assessment of IDP Implementation Plan (by reviewing alignment of priority and cross cutting issues against strategic objectives, strategies and programs as identifies government mandates such as MTERF, NSDP, PGDF, LUMS and IDP)	Manager: Strategic Planning.												

30/09/2011	9. Provincial Planners Forum (Best Practice)	Manager: Development Planning																
25/10/11	10. Submit the draft reviewed strategic framework to the MANCO and IDPRF.	Manager: Development Planning																
25/10/10	11. District-wide IDPRF workshop on progress and plans against national targets.	Manager: Development Planning																
01/11/11- 30/11/11	12. Conduct Community needs Consultation through IDP Road shows	Manager: Strategic Planning																
22/11/2011	13. Submit first draft IDP to MANCO, IDPRF and Council.	Manager: Development Planning, MM																
26/11/2011	14. Submit revised projects to Finance	Manager: Strategic Planning																
02/12/2011	15. Council finalizes draft tariff policies in principle for 2012/2013 budget year.	GM: Treasury																
06/12/2011	16. Submit Budget instructions to all relevant persons	Manager: Budget Office, CFO																
06/12/2011	17. Submit 2012/2013 budget framework to all relevant persons (Budget framework to include salary, operational and capital budget related information).	Manager: Budget Office, CFO																

8/12/2011	18. Conduct financial sustainability strategy with revenue enhancement focus.	Manager: Budget Office, CFO, MM																
09/12/2011	19. District IDP mini assessments	Manager: Developme nt Planning																
15/12/2011	20. Preparation of a summary of available funds from: Internal Funds, e.g. CRR and External Funding, e.g. MIG	Manager: Finance																
06/01/12	21. Submission of the following to the Budget Office for preparation from the Representative Forum: <ul style="list-style-type: none"> • Estimate costs and time of new projects as a result of IDP review process. • Cost of additional resources required to address focus areas. 	Manager: Strategic Planning																
19/01/12	22. Submission of detailed estimates by Office of the Municipal Manager and Heads of Departments to the Manager: Finance.	HODs																
31/01/12	23. Submit 2nd draft IDP review to MANCO and IDRF for deliberations	Manager: Strategic Planning																
01/02/12	24. Assess financial Feasibility of proposed new projects based on existing and potential funds. (Budget Examination)	Manager: Finance																
02/02/12	25. Meeting with MANCO (First Draft Budget meeting)	Manager: Finance																

15/02/12	Meeting with MANCO (Second Draft Budget meeting)	Manager: Finance																
15/02/12	26. Meeting with relevant officials (Third Draft Budget meeting)	Manager: Finance																
24/02/2012	1. Submit draft IDP review to province (COGTA) for assessment	MM, Manager Strategic Planning																
25/02/12	2. Consideration of 2012/2013 Draft Budget by a joint meeting of the Portfolio Committee and EXCO	EXCO Mayor MM																
28/02/12	3. Submit the draft IDP review to Council for ADOPTION.	Mayor																
28/02/12	4. Tabling of 2012/2013 draft budget for adoption.	Mayor																
02/03/12	5. Publicize tabled budget within 5 days after tabling, on website and the media	Manager: Corporate Services																
14/03/12- 31/03/12	1. People's IDP/PMS budgetary process. Comments, additions and proposals by stakeholders per ward	Council, MM, HODs																
17/03/12	2. Send copy of tabled budget to National and Provincial Treasury for comments.	Manager: Finance																
30/03/12	3. Integrate Reviewed Sector Plans into the IDP.	Manager: Strategic																

		Planning																
02/04/12	4. Submit the draft IDP to province (COGTA) for assessment.	Manager: Strategic Planning																
01/04/12	5. Commence with the development of PMS and SDBIP	Manager: Strategic Planning																
02-05/04/12	6. Draft IDP's assessment week: 2 - 5 April 2012	Manager: Strategic Planning																
06/04/12	7. Draft IDP assessment Feedback session	Manager: Strategic Planning																
28/04/12	8. Align and link all Key Issues in the IDP to KPA's and determine objectives for each KPA	Manager: Strategic Planning																
29/04/12	9. Advertise draft IDP for public comments	Manager: Strategic Planning																
28/04/12	10. Set KPI's for each objective. KPI's to be based on the SMART principle, i.e. KPI's must be simple, measurable, applicable, relevant and timely.	Manager: Strategic Planning																
28/04/12	11. Align all IDP Objectives with those on the PMS/SDBIP	Manager: Strategic Planning																
03/05/12	12. Finalization of the 2011/2012 Draft Budget by MANCO.	Top Management.																
04/05/12	13. Finalization of the 2011/2012 budget to	MM																

	Council.	Manager: Finance																
04/05/12	14. Submission of reviewed IDP 2011/2012 to Council.	EXCO																
16/05/2012	15. Submit draft Service Delivery and Budget Implementation Plan (SDBIP) to the Mayor within 14 days after the approval of the budget.	MM																
24/05/12	16. Publication of the approved 2011/2012 tariffs of charges in Gazette, website and local media.	MM																
01/06/12	17. Submission of the IDP and budget to Provincial and National governments.	MM																
08/06/12	18. Adopted IDP advertised	MM																
17/06/12	19. Approval of Service Delivery and Budget Implementation Plan and PMS by Council.	MM																

COST ESTIMATE FOR THE PLANNING PROCESS

The Umuziwabantu IDP Review is developed in-house. R68 000 is budgeted for the running costs of the IDP Review. The expenditure of these funds must be in line with the approved business plan and all efforts must be made to ensure that expenditure in line with the requirements of the Municipal Finance Management Act (MFMA) and related policies.

CONCLUSION

All the key role-players in compiling the IDP should meet on a regular basis and make necessary recommendations with regards to the IDP Review and should ensure that all processes and procedures are followed. All involved in the IDP formulation and Review process should bear in mind that the success of the IDP depends on Council intervention, co-operation of all involved stakeholders, key role-players, internal support through Management, ward committees, Ugu District in order to achieve developmental objectives in a spirit of co-operative governance.

Training will be necessary from time to time to sharpen the key role-players skills and knowledge. The Municipal Manger should also fulfil his mandate by giving administration support and direction in the IDP formulation and Review. Heads of Departments should participate fully in the IDP processes and submit requested information in writing and on time from their relevant departments. Residents of Umuziwabantu should always be informed about developmental issues affecting their respective communities and be afforded an opportunity to voice their opinions and concerns.