



ADOPTED 2013/2014 IDP PROCESS PLAN

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1. Introduction

In terms of Section 25 of the Municipal Systems Act (MSA) 2000, all municipalities have to undertake an Integrated Development Planning Process to produce Integrated Development Plans. The Integrated Development Plan is a legislative requirement. It has a legal status which supersedes all other plans that guide development at local government level.

The municipal systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act No. 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Mayor must also coordinate the annual revision of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget.

Matatiele Local Municipality has developed its IDP Process Plan for 2013/14 financial year. This plan has been adopted by the Council on the 30 July 2012 as guided by Section 28 of the Municipal Systems Act 32 of 2000 as amended. Integrated Development Plans are not developed to inform the municipalities only, but are supposed also to guide the activities of any agency, all spheres of government, NGOs and CBOs, private sector, parastatals and any other interested entity within and outside the municipal area.

2. IDP Review

The annual IDP review process relate to assessing the municipality's performance against organisation objectives as well as implementation in terms of service delivery. An IDP is reviewed in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP. The annual revision of the IDP must inform the

municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

An IDP should be reviewed in order:

- To ensure its relevance to the Municipal strategic plan
- To inform other components of the municipal business process, including institutional and financial planning and budgeting.
- To inform the cyclical intergovernmental planning and budgeting cycles
- To reflect the impact of successes as well as corrective measures to address challenges.

2.1. The Annual budget

The annual budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and section 21 (1) of the municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must –

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for

- i. The preparation, tabling and approval of the annual budget;
- ii. The annual review of –
 - a) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and
 - b) The budget related policies.
- iii. The tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
- iv. The consultative processes forming part of the process referred to in subparagraphs (i),(ii)and(iii).

This document constitutes the process plan of the IDP review 2013-14 and budget formulation 2013-14 for the Matatiele Local Municipality and essentially fulfils the function of a business plan and or operational plan for the IDP process and presents, in a simple and transparent manner what should happen when, by whom and where during the process of formulating an IDP for the Matatiele Local Municipality

2.2 The IDP Development Approach

The IDP Development process will focus and be influenced by the following areas:

Local Government MEC's comments

- Improvement on the IDP/Budget Process based on the previous performance.
- Areas requiring additional attention in terms of legislative requirements
- Preparation, review or amendments of the existing sector plans and policies.
- Preparation of Performance Management System (PMS)

In order to ensure certain minimum quality standards of the IDP Development process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Development Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps; and
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process.

3. Framework Plan

The Framework Plan provides the linkage and binding relationships to be established by Matatiele local municipality. In doing so, proper consultation, coordination and

alignment of the development process of Matatiele local municipality and Alfred Nzo District Municipality can be maintained.

4. Institutional arrangements

4.1 Steering Committee

Before the development process commences, it is important that certain institutional arrangements be put in place to ensure that the process is managed well. The IDP Steering committee of Matatiele Local Municipality comprises of the Honourable Mayor, Executive Committee Members, Municipal Manager and General Managers, IDP Manager and administrative assistants in the IDP/M&E Unit.

The Steering Committee will perform amongst the following activities which guide as terms of reference for the functioning of the committee:

IDP Steering Committee	Current Role	Envisaged Role
	<p>Responsible for the establishment of the IDP Representative Forum by:</p> <ul style="list-style-type: none"> • Defining TOR and criteria for members of the IDP Representative Forum • Informing the public (issue an advertisement) about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/ community groups (organized and unorganized) indicating goals, objectives, activities, numbers, and constitution. • Processes, summarizes and documents outputs of the IDP • Makes content recommendations. • Prepares, facilitates and documents IDP steering committee meetings in 	<ul style="list-style-type: none"> • Facilitate the development of the IDP • Facilitate the filling of identified gaps • Approve nominated persons to be in charge of different roles, activities of the process of preparing draft and the final document (IDP)

	<p>the form of minutes for compliance with legislation.</p> <ul style="list-style-type: none"> • Develops the programme for Consultation process of Communities and any other stakeholders. 	
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4.2 IDP Representative Forum

The IDP Representative Forum (RF) for Matatiele Local Municipality will be established through a process where all interested and affected stakeholders will be invited to participate in the IDP development process. The approach will ensure that all stakeholders within Matatiele local municipality within the district municipalities are fully represented in the IDP Representative Forum.

The Rep Forum must also have full representatives from all Spheres of Government with emphasis on Provincial Government Departments and those sector departments located within the district and also government parastatals such as Eskom, Telkom and Government Agencies such as ECDC, ECATU, SALGA etc. The Rep Forum will be reviewed on an annual basis to ensure that it is continuously effective to ensure sustainable planning and service delivery within the Municipality.

It is therefore recommended that advertisements be placed in the local newspapers, on the notice boards, or in the local community radio to inform community members of the IDP Preparation and further invitation of interested parties to form part of the Representative Forum to ensure wider representation and the need for continued participation in the IDP process through the Representative Forum to ensure that the final IDP is reflective and inclusive of all needs and programmes of all parties.

4.3 IDP Project Task Teams

These are small operational teams composed of a number of relevant municipal sector departments and technical people, actors involved in the management of implementation and where appropriate community stakeholders directly affected by the projects. There will be a need for these teams in order to play a major role in the

compilation of sector plans, implementation of projects, monitoring and review of the IDP implementation.

5. Roles and Responsibilities

The roles and responsibilities during the IDP development process are outlined below as follows:

Structure(s)/Person(s)	Roles & Responsibilities
Council	<ul style="list-style-type: none"> -Adopts and approve the IDP and Budget Framework and Process Plans. -Responsible for the overall management, coordination and monitoring of the IDP development processes. -Approves the municipal budget and other IDP Sector Plans and Policies in line with the IDP.
Hon Mayor	<ul style="list-style-type: none"> -Gives direction on Process Plan for IDP development -Provides political guidance and leadership for both IDP and the budget processes.
EXCO Members	<ul style="list-style-type: none"> -Responsible for providing the overall management, coordination and monitoring of the process of the IDP development. -Recommends the approval of the IDP to Council
Municipal Manager	<ul style="list-style-type: none"> -Manages and coordinates the whole process. -Ensures that all departments fit in the organizational vision. -Ensures that resources are allocated accordingly and well managed. -Chairs the IDP Management Committee. -Ensures that Performance Management and valuations are done on a quarterly basis.
IDP/M&E Manager	<ul style="list-style-type: none"> -Works closely with the Municipal Manager in ensuring that the Council vision is met. - Undertakes the overall management and co-ordination of the planning process, -Ensures alignment and compliance with the legislative framework, IDP

		<p>guidelines and Sector Departments.</p> <ul style="list-style-type: none"> -Offers strategic guidance and management to the IDP development process. - Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with and satisfies sector-planning requirements -Ensures that implementation takes place within the available resources. -Ensures that all relevant stakeholders are appropriately involved. - Responds to comments on the draft IDP from public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council.
Management Committee		<ul style="list-style-type: none"> -Monitors, evaluates progress and provide feedback to all structures -Provides technical guidance through whole process in all municipalities -Ensure and maintain integration and alignment of all plans and programmes -Standardize the planning processes - Considers inputs from other committees or stakeholders and recommend corrective measures. -Considers and responds to comments by MEC for Department of Local Government and Traditional Affairs.
Budget Committee	Steering	<ul style="list-style-type: none"> -Ensures alignment of proposed budget with IDP; -Ensures that sufficient funding is provided on the budget for projects as per IDP; -Records realistic revenue and expenditure projections for current and future years; -Take cognisance of national, provincial budgets, DORA and national fiscal and macro-economic policy.

IDP Representative Forum	<ul style="list-style-type: none"> -Represents the interests of the constituencies in the IDP Planning and Review Processes. -Ensures communication and participation from all stakeholders in municipal planning and decision making. - To contribute by providing relevant information on provincial sector department plans, programmes, budgets, objectives, strategies and projects. -Assists in projects and budgeting linkages or alignments.
Communities	<ul style="list-style-type: none"> -Participate in the IDP Rep Forum -Identify and priorities their needs through guidance by municipalities. -Discuss and comment on the draft IDP and Budget documents
Private Sector	<ul style="list-style-type: none"> -Participate and ensures inclusion of their projects and programmes in the IDP of the municipality -Provide information on the opportunities that the communities may have in the private sector.
Traditional Leaders	<ul style="list-style-type: none"> -Traditional Leaders should work closely with ward councillors to identify priority developmental issues within their communities -Facilitate community consultation in collaboration with ward councillors
Other Community Organisations (FBOs, CBOs, Interested Groups and others)	<ul style="list-style-type: none"> -Participate in the process to ensure that interests of structures they represent are considered within the municipal planning process (IDP and Budget).

6. Mechanism for Community and Stakeholder Participation

Chapter 4 Section 16(1) of the Municipal Systems Act 32 of 2000 as amended stipulates that municipalities must develop a culture of municipal governance that

compliments formal representative government with a system of participatory governance that encourages and create conditions for the local community to participate in the affairs of the municipality. This includes involvement of communities in the following:

- i. The preparation, implementation and review of the Municipal Integrated Development Plan in terms of Chapter 5 of Municipal Systems Act as amended;
- ii. The establishment, implementation and review of the Municipal Performance Management System in Terms of Chapter 6 of the Municipal Systems Act as amended;
- iii. The monitoring and review of the municipal performance including the outcomes and impact of such performance;
- iv. The preparation of the municipal budget; and
- v. Strategic decisions relating to the provision of municipal services in terms of Chapter 8 of the Municipal Systems Act 32 of 2000 as amended.

Municipalities and other government departments have a constitutional mandate to encourage the involvement and participation of community organizations in the matters of local government.

Municipalities must adopt the following mechanisms for participation:

a) IDP Representative Forum

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process.

The Membership of this forum should be extended to include:

1. Parastatals
2. National Government Departments
3. Service Providers/ Private Sector

b) Media

Local newspapers and Information brochures will be used to inform the community about of the progress of the planning phase.

The following methods will be used for advertising IDP processes:

1. News Paper: Local News Papers.
2. Municipal news letter
3. Notices at public institutions (libraries, schools, churches, municipal offices etc.)
4. Community Radio

6.1 PROCEDURES/ PROCESSES FOR PARTICIPATION

6.1.1 Representative Forum (RF)

The representative forum will meet quarterly. The first RF meeting will involve a presentation of the Process Plan. It will also capture the progress made in terms of projects since the approval of the IDPs.

6.1.2 Council Approval

It is proposed that the in a Council Meeting open to public, the Council adopts First Draft IDP documentation by end of the month of March 2013. Council will also approve the various Sector Plans of the IDP on their completion. The Council in a meeting open to public will approve final IDP and Budget by end May 2013.

6.1.3 Newspapers

The adopted first Draft and Final IDP will be published in the local newspapers, notice boards, public facilities or community radio.

6.1.4 Information Sheets

At the completion of each of the Sector Plans, as well as the sections of the IDP, an information sheet will be prepared for update of all stakeholders. The members of the Representative Forum shall assist with distribution of these

information sheets. The information sheets will cover an executive summary of the completed sector plan or phase of the IDP. This will ensure that communities are kept updated on the progress of IDP preparation.

7. Mechanism for Alignment

Both **horizontal and vertical alignments** will be ensured in the IDP process. The horizontal alignment will be between the district and Matatiele Local municipality to ensure that planning activities and processes are coordinated and addressed jointly. Vertical alignment on the other hand will be between local government, the province and national governments as well as parastatals or service providers to ensure that the IDPs are in line with the national and provincial policies and strategies, so that it is considered for the allocation of departmental budgets and conditional grants.

To manage alignment, the Municipal Manager and IDP manager will play a major role in coordinating information from all clusters. The Municipal Manager will ensure that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment.

Sector departments should also be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for information sharing and progress reporting on all programmes planned and implemented in the local municipality. Sector Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs.

IDP review programmes or actions from the Provincial Departments, e.g. Department of Housing Local Government and Traditional Affairs should be aligned with the activities as reflected in the municipal process plans.

8. 2013/2014 IDP PROCESS PLAN SCHEDULE MEETINGS

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
	Council Adoption of the IDP Process Plan for the review 2012/2016 Council approval of Budget Timetable for 2013/2014	Municipal Manager/CFO/ IDP/M&E Manager	30 July 2012
	1 st IDP Steering Committee 1 st IDP Representative Forum meeting Outlining and buy – in on the process plan Draft Annual Performance Report to be inclusive of the Annual Financial Statements	Municipal Manager IDP/ M&E Manager	15 August 2012
	Budget Steering Committee/BTO STANCO	CFO	22 August 2012
	Submit Process Plan to relevant authorities	Municipal Manager / CFO / IDP / M& E Manager	23 August 2012
SITUATIONAL ANALYSIS			
	Issue GM's with Budget Assumptions, Policy Guidelines and instructions as well as the IDP planning guidelines and requirements	Municipal Manager /CFO/IDP / M& E Manager	10 September 2012
	All IDP sector plans to be reviewed commence situation analysis	All Section 57 Managers	14 September 2012
	Advertise the IDP Community Based Plan Outreach	IDP/M& E Manager	30 August 2012
	IDP community Outreach -confirm community needs and priorities	Municipal Manager IDP / M& E Manager	11-13 September 2012
	2 nd IDP Steering Committee 2 nd IDP Rep Forum Draft status quo report • service Delivery achievements and identified gaps • Presentation of community needs • Presentation of status quo on IDP sector plans	Municipal Manager IDP/M& E Manager ALL Departments	10 October 2012

	Review of budget policies e.g. Budget, Tarrifs of charges, Property Rates, Supply Chain Management, Indigent, Dept collection and Credit control	CFO	21-22 October 2012
EXCO SITTING	Draft IDP Status Quo Report to EXCO	Mayor/ Municipal Manager IDP/M& E Manager	19 October 2012
COUNCIL SITTING	Draft IDP Status Quo Report to Council	Mayor Municipal Manager IDP/M& E Manager	30 October 2012
	Submission of budget requests from Municipal departments	All section 57 Managers	30 November 2012
STRATEGIES			
	Budget Steering Committee meeting	CFO	6 December 2012
PROJECTS PHASE & PRIORITISATION			
	<ul style="list-style-type: none"> <u>Departmental Mid-year Assessment reports to reach the Municipal Managers Offices</u> <u>Municipal Budget, departmental request consolidated by Budget & Treasury</u> 	All Section 57 Mangers CFO	<u>14 January 2013</u>
	<ul style="list-style-type: none"> <u>All project proposals finalized and submitted to the Municipal manager</u> 	ALL Departments	<u>17 January 2013</u>
	<ul style="list-style-type: none"> <u>Presentation of draft budget to MANCO</u> 	CFO	<u>18 January 2013</u>
EXCO	<ul style="list-style-type: none"> <u>Tabling of Annual Report, Mid-Assessment report</u> 	Municipal Manager	<u>21 January 2013</u>
COUNCIL	<ul style="list-style-type: none"> <u>Tabling of Annual Report, Mid-Assessment report</u> 	Mayor/Municipal Manager	<u>29 January 2013</u>
STRATEGIC PLANNING	Strategic Plan Session <ul style="list-style-type: none"> <u>Evaluate the status quo</u> <u>Formulate Strategies and Indicators</u> <u>Review of Policies</u> <u>Align indicators with Performance framework</u> 	ALL Section 57 Managers Municipal Manager IDP/ M&E Manager Communications Manager	<u>3-7 February 2013</u>
	<u>3rd steering Committee</u> <u>3rd Representative Forum Meeting</u> <u>Presentation of Strategies & Projects</u>	Mayor Municipal Manager IDP / M& E Manager	<u>21 February 2013</u>
INTEGRATION	<u>Integrate - interdepartmental & sector projects</u>	All Sector Departments IDP/M& E Manager	<u>26-28 February 2013</u>
	Integrate all IDP sector Plans		

EXCO SITTING	Draft IDP, SDBIP/Budget to EXCO	Municipal Manager/CFO / IDP/ M&E Manager	14 March 2013
COUNCIL SITTING	Table Draft IDP, SDBIP/Budget to Council	Mayor Municipal Manager IDP/ M&E Manager	22 March 2013
SUBMIT FOR MEC COMMENTS	Forward Draft IDP/ Budget to Department of Local Government & Traditional Affairs for MEC comments and relevant departments for comments	Municipal Manager /CFO/ IDP / M& E Manager	26 – 30 March 2013
	Advertise draft IDP, Draft Budget, Outreach Programme & Tarrifs	Municipal Manager CFO	29 March 2013
	Public Participation Draft Budget and IDP Outreach	Municipal Manager CFO	10– 13 April 2013
	Incorporate Inputs into the IDP	Municipal Manager IDP/ M&E Manager	23 - 27 April 2013
	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chairperson Budget & Treasury Standing Committee/CFO	
EXCO SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget, SDBIP, Performance Framework to EXCO (Special EXCO)	Mayor Municipal Manager IDP/ M&E Manager	22 May 2013
COUNCIL SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget, SDBIP, Performance Framework (Special Council)	Mayor	29 May 2013
PUBLICIZING AND SUBMISSION	Advertise the Approved IDP, Budget and Tariffs and submit to relevant Stakeholders	MM/CFO	06 June 2013

9. Monitoring

Monitoring in the context of IDP development refers to the gathering of data and the subsequent organizing of data into sets of information about certain actions/situations throughout the year.

The following three main bodies of information are important as input to the review process:

- Information about the achievement of objectives set in the IDP
- Information on the implementation of programmes and projects by all spheres of government through a series of indicators such as completion time frames, use of resources, etc.
- New or changed information such as:
 - Baseline data on demographics
 - New policy and legislation
 - Budget information from external sources and municipal budget reviews
 - New development and trends
 - Changes in the existing situation due to unexpected events such as natural disasters
 - New investment opportunities
 - Inputs from stakeholders

This information needs monitoring and recording throughout the year for consideration in the overall process. All local municipalities have responsibilities to monitor their own Process Plans and to ensure that the District Framework is properly followed.

If deviation from the Framework process plan is experienced, the following procedure should be adhered to:

- Matatiele Local Municipality will inform the District on deviations from the Action Plan that affect district-wide activities.
- The District Municipality have to be consulted and agree on the framework before it can be amended.

10. Binding legislation, policies, and planning requirements at National and Provincial Levels

The listed binding legislations below are amongst the guiding legislations however the list is not exhaustive:

- 🚧 The Constitution of the Republic of South Africa
- 🚧 National Spatial Development Perspective, 2000
- 🚧 Provincial Growth and Development Plan 2004-2014
- 🚧 Water Services Act
- 🚧 Provincial Spatial Development Plan as Reviewed by 2010
- 🚧 White Paper on Local Government 1998
- 🚧 Local Government Municipal Structures Act (Act 117 of 1998) and its amendments
- 🚧 Local Government Municipal Systems Act (Act 32 of 2000) as amended
- 🚧 Municipal Financial Management Act (Act 56 of 2003)
- 🚧 Property Rates Act, 2004
- 🚧 Land Use Management Bill
- 🚧 Housing Act (107 of 1997)
- 🚧 National Environmental Management Act
- 🚧 Environmental Conservation Act
- 🚧 National Heritage Resources Act
- 🚧 Development Facilitation Act, 1995
- 🚧 Townships Ordinances, 15 of 1934
- 🚧 National House of Traditional Leaders Amendment Act
- 🚧 Intergovernmental Relations Framework Act
- 🚧 Disaster Management Act
- 🚧 Public Finance Management Act
- 🚧 Skills Development Act
- 🚧 National Sports and Recreation Act
- 🚧 National Water Act
- 🚧 Preferential Procurement Policy Framework Act
- 🚧 Skills Development Levies Act
- 🚧 Public Service Amendment Act
- 🚧 Employment Equity Act

The above-mentioned legislations should be taken into consideration in the process of developing/reviewing the IDPs.

11. Projects Identification

- Projects especially infrastructure related, should be informed by the available sector plans, namely Spatial Development Frameworks, Integrated Waste Management Plan, Disaster Management Plan, Water Service Development Plan, Sanitation Master Plan and Comprehensive Infrastructure Plan, Integrated Transport Plan etc.
- The Matatiele Local Municipality's IDP unit will assist and guide line departments in project identification.
- The identified projects should also cater for vulnerable people, e.g. the youth, elderly, disabled and women. The projects must also address the issue of Expanded Public Works Programme in all sectors.
- Projects identification or allocation of resources should be in line with identified levels of service backlogs per municipality.
- Projects from sector department should also be informed by community issues and services backlogs as informed by Matatiele Local Municipality.

12. Adoption of the IDP/Budget by the Council

The new IDPs and Budget documents will be finally adopted by the municipal councils by the 31st of May 2013. Local municipalities should adopt their IDPs before the adoption by the district.

13. Conclusion

The outlined Programme with timeframes, monitoring, alignment, binding legislations, policies and planning requirements as well as projects identification and amendment of framework will have to be followed by Matatiele Local Municipality.