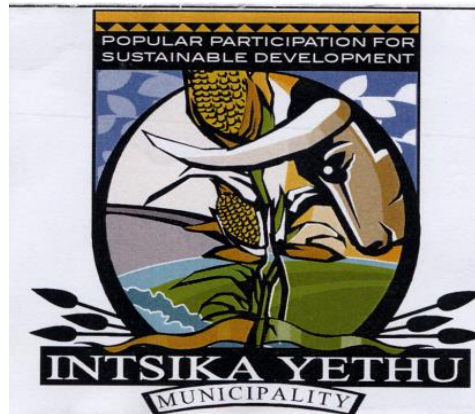


**INTSIKA YETHU MUNICIPALITY
IDP PROCESS PLAN FOR
2018-2019 FINANCIAL YEAR**



**The Mayor
Intsika Yethu Municipality
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Cofimvaba
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1. Introduction

In order to ensure certain minimum quality standards and proper coordination between and within spheres of government in development of Integrated Development Plan (IDP), Section 28(1) and 29(1) (a) and (b) of Municipal Systems Act of 2000 prescribes that the Council of the municipality must within the prescribed period after the start of its elected term “adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Planning. This plan must include the following:

- A programme specifying the time frames for the different planning steps
- 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.
- An indication of the organisation arrangements for the IDP process.
- Mechanisms for integration and alignment.

In compliance with the provisions of the Act as stipulated above the LED and Planning department wishes to submit to council a final process plan as part of the preparation for implementation of Integrated Development Plans. It is this Process Plan which will be a guiding document to the actual Integrated Development Planning review Process for 2018/2019.

2. Purpose of the process plan

The purpose of this process plan is to indicate the types of activities planned for the successful development of the 2018/19 Integrated Development Plan. It will set the extent and nature of activities that the municipality will engage in, in order for it to review its 5 year IDP.

3. Distribution of Roles and Responsibilities in the IDP process

One of the pre-requisite of a well organised IDP process is for all role players to be fully aware of their own as well as other role player’s responsibilities. This section will highlight:

- The roles which the municipality will play in the IDP process development, and
- The role which external role players are expected to play.

Actors	Role and Responsibilities
Executive Committee	<ul style="list-style-type: none"> • Recommend the Process Plan to Council • Overall management, coordination and monitoring of process and drafting of IDP • Approve nominated persons to be in charge of the different roles, activities and responsibilities • Overall management and coordination of planning process • Public Participation • Ensure the annual business plans, budget and land use management decisions are linked to and based on the IDP
Municipal Council	<ul style="list-style-type: none"> • Political decision making body • Oversee the development of the IDP • Consider, adopt and approve process plan and IDP • Adopt the Integrated Development Plan, Budget and SDBIP
Municipal Manager	<ul style="list-style-type: none"> • The Municipal Manager will utilize the section 59 (chapter7, part3) provisions of the MSA: 2000 to delegate the responsibility to the Economic development and planning Manager. In term of the process plan the IDP Manager is task to: <ul style="list-style-type: none"> ▪ Prepare Process Plan for adoption by the Municipal Council; ▪ Manage the local municipal IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources; ▪ Encourage an inclusive participatory planning process and compliance with action programme ▪ Facilitate the horizontal and vertical alignment of the various internal and external departmental programmes ▪ Ensure that the planning process outcomes are properly documented ▪ Manage service providers engaged in the municipal IDP process ▪ Chair the IDP Steering Committee ▪ Nominate persons in charge of different roles. ▪ Responds to comments on the draft reviewed IDP from the public. ▪ Adjusts the IDP in accordance with the comments of the MEC for Local Government & Traditional Affairs. ▪ The IDP Manager will coordinate with various government departments and other HODs to ensure that all the projects, strategies and

	objectives of the local municipality are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa
Chris Hani District	<ul style="list-style-type: none"> • Participate in the Intsika Yethu Municipality IDP Representative Forum
Councillors/Ward Committees and CDW's	<ul style="list-style-type: none"> • Organising Public consultation and participation • Participation of Ward Committees in the IDP Representative Forum • Ensure Proper documentation of the results of the planning of the IDP document and • Adjust the IDP in accordance with the MEC for Local Government's Proposals
Traditional Leaders	<ul style="list-style-type: none"> • Major link between municipal government and resident • Link the planning process to their wards or constituencies • Participation of traditional leaders in the IDP Public consultation and ward development plans
Municipal and Government officials	<ul style="list-style-type: none"> • Provide relevant technical, sector and financial information for analysis for determining priority issues • Contribute technical expertise in the consideration and finalisation of strategies and identification of projects • Provide departmental operational and capital budgetary information • Be responsible for the preparation of project proposals, the integration of projects and sector programmes • Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Local Government for alignment • Be responsible for preparing business plans for different programmes and projects
Community at Large	<ul style="list-style-type: none"> • Represent Interest, contribute knowledge and ideas (Rep forum) • Inform interest groups, communities and organisations • Analyse issues, determine priorities, and reach consensus • Participate in designing project proposals • Discuss and comment on the draft IDP • Monitor performance in implementation

	Conduct meetings with groups, community's Traditional leaders to prepare for follow up on relevant planning activities.
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4. Institutional Arrangement for the IDP

Structure	Members of the structure	Terms of Reference
IDP and Budget Steering Committee	Chair: Municipal Manager	<ul style="list-style-type: none"> • Provide ToR for various planning activities • Commission research studies • Considers and comments on <ul style="list-style-type: none"> ❖ Inputs from subcommittees, study teams and service providers ❖ Inputs from provincial sector departments and support providers ❖ Processes, summaries and documents outputs • Make content change and recommendations to the council • Prepares, facilitate and documents meetings
Finance and Budget Representative Forum	Chair: CFO Secretariat: Budget and Treasury office Head of departments Adhoc representation: Portfolio Chairperson: Finance	<ul style="list-style-type: none"> • Prepares an action plan linked to the IDP process plan for the development of the annual budget. • Review the previous and current year budget and set basis for the next budget • Ensures that the budget is aligned to the IDP • Review the revenue sources of the municipality and proposes option for financing of the budget. • Responsible for allocating self-generated revenues to municipal departments based on predetermined formula

<p>IDP and Budget Representative Forum</p>	<p>Chair: Honourable Mayor Secretariat: IDP Executive Committee All Councillors Municipal manager District municipality Ward Committee councillors Representative of Local organised groups(Including Business Sector) Sector departments Ministers Fraternal Community Representatives Local Aids Council Members of people with disability organization Advocates for unorganised groups</p>	<p>IDP Representative Forum shall</p> <ul style="list-style-type: none"> • Represent the interest of various constituencies in the IDP Planning process • Provide an organisational platform and mechanism for discussion, negotiation and decision making between stakeholders • Monitor the performance of the planning and implementation process • Ensure communication between all stakeholders representatives including municipal government
<p>Chief Financial Officer</p>		<ul style="list-style-type: none"> • Convenes the Finance sub committee • Responsible for the day to day management of the budgeting process • Responsible for researching for grants/donations earmarked for the IntsikaYethu Municipality and the sensitise HOD to develop business plans • Ensure that timeframes relating to the budgeting process are being met
<p>IDP Manager/ Municipal Manager</p>		<ul style="list-style-type: none"> • Responsible for the preparation of the IDP Process Plan • Responsible for the day to day management of the planning process under consideration of time, resources, people, ensuring <ul style="list-style-type: none"> ❖ Involvement of all different role players, especially officials ❖ That the timeframes are being adhered to ❖ That the planning process is horizontally and vertically aligned and complies with national and provincial requirements

		<ul style="list-style-type: none">❖ That the conditions for participation are provided❖ Outcomes are being documented• Secretariat to IDP/ Budget steering Committee and Rep Forum
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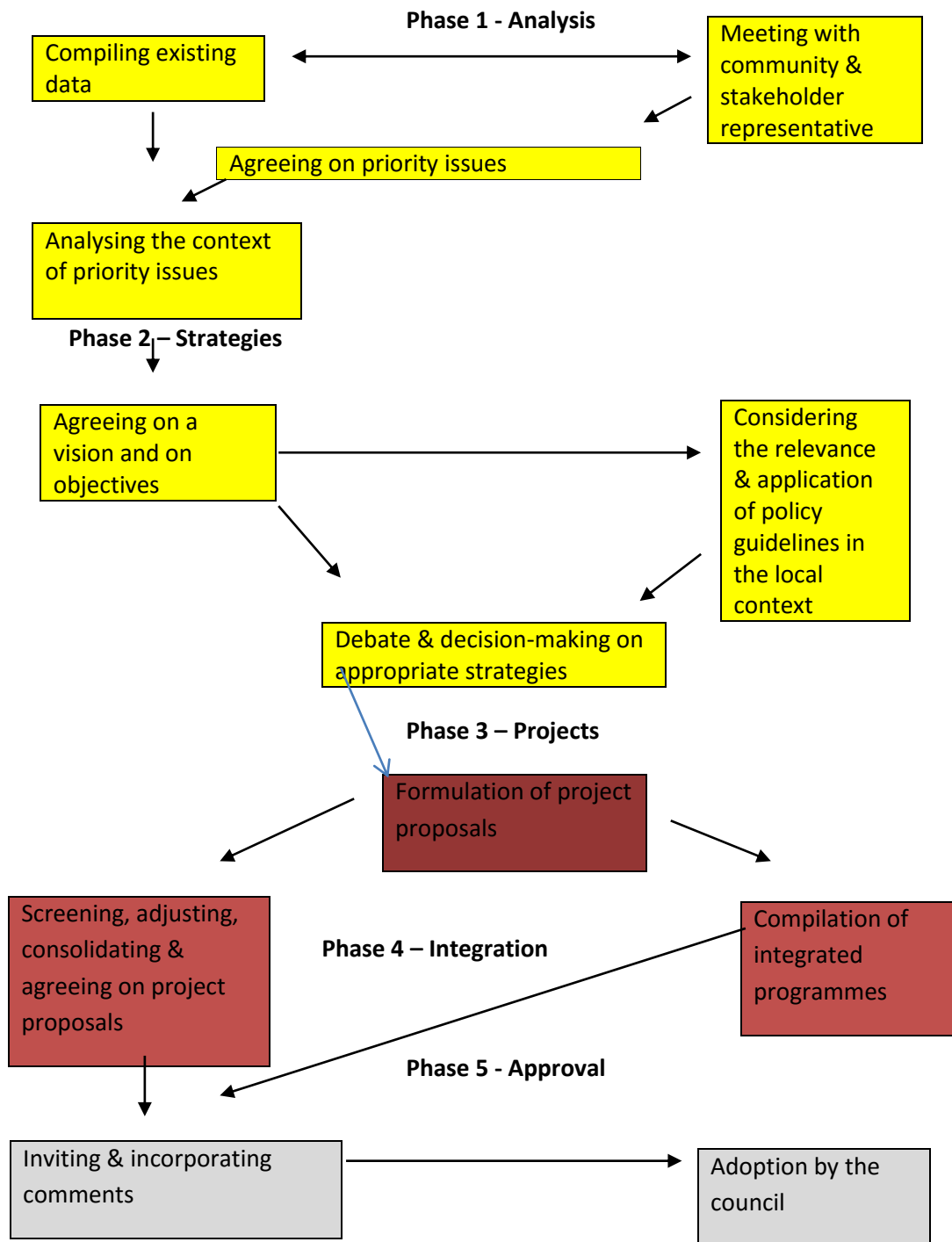
5. The IDP (Methodology/ Process & contents)

The Methodology

The IDP Methodology consists of the following 5 phases and key outputs:

Phases	Key outputs
1 – Analysis	<ul style="list-style-type: none">• Assessment of existing level of development• Priority issues or problems• Information on causes of priority issues/problems• Information on available resources
2 – Strategies	<ul style="list-style-type: none">• The Vision• Objectives• Strategies• Identified Projects
3 – Projects	<ul style="list-style-type: none">• Performance Indicators• Project output, targets, location• Project related activities & time schedule• Cost & budget estimates
4 – Integration	<ul style="list-style-type: none">• 5-yr financial plan• 5-yr capital investment programme (CIP)• Integrated Spatial Development framework• Integrated sectoral programme (LED, HIV, Poverty Alleviation, Gender Equity etc)• Consolidated monitoring/performance management system• Disaster Management Plan• Institutional Plan• Reference to sector plans
5 – Approval	<ul style="list-style-type: none">• The output of this is an approved IDP for the municipality

A DIAGRAMATIC OVERVIEW OF THE PLANNING PROCESS



6. ACTION PLAN:

ACTIVITY PLAN	MECHANISM	KEY FOCUS AREA	RESPONSIBLE	TIME FRAME
PLANNING PHASE				
Presentation of IDP process plan that guide the planning , drafting, adoption and review of the IDP (MSA, s 28)	EXCO Meeting	IDP and Budget Process plan tabled to EXCO	IDP Manager / Municipal Manager	22 August 2017
Presentation of IDP process plan and Budget plan to the Council	Council Meeting	Adoption by the council	Municipal Manager	24 August 2017
IDP Steering Committee	Technical team Steering Committee & Budget Steering Committee	Looking at the issues/ gaps on the IDP assessment. Determine/ Review three year Capital Plan	IDP Manager All Directors	04 September 2017
Give notice to local community of particulars of the process , (MSA s28)	Advert	Advertisement	IDP Manager	13 September 2017
IGR Meeting:	IGR meeting	To consider comments /proposals received from MEC, DPLGTA, AG (MSAs 32) and any other comments/ proposals received from councillors, ward committees and other role players.	Office of the Municipal Manager	5 October 2017
Municipal Score Card	Assessment of the performance of the municipality and submit a section 72 report on the	Municipal Performance Management Systems	Office of the Municipal Manager	11 October 2017

	assessment to the mayor, provincial Treasury and national treasury.			
ANALYSIS PHASE				
Ward visits	Collection of community needs	<p>Present the programme for community needs collection to the Councillors.</p> <p>Community needs collection, prioritised and ranked by ward residents.</p> <p>Engage communities on Ward based planning exercise.</p>	Office of the Speaker EXCO members Ward Councillors Municipal Manager Municipal Directors IDP Manager	17 October/ 19 Oct 2017
Special Finance Committee	Revision of draft estimates	<p>OPEX Preparations</p> <p>To prepare draft capital and operational plan with cost and revenue estimates for IDP. HOD's to access human Resource component of the operating budget for the next year and for the two outer years.</p>	Fin Com Municipal Manager IDP Manager	31 October 2017
Technical IGR meeting	IGR Meeting	<p>Reflection on community needs and path way forward.</p> <p>Assess provincial strategic plan and sector plans</p>	Sector Departments HOD IDP Manager Municipal Manager	9 November 2017
STRATEGIES PHASE REVIEW OF VISION, MISSION ,STRATEGIES, PROGRAMME AND PROJECTS				
Strategic Planning	Strategic Session	Quarterly performance reporting. HOD's to present IDP Projects / Programmes, Capital and Operational budgets, Service	Municipal Manager HOD	17 – 19 th January 2018

		delivery backlogs, HR issues (institutional capacity), Financial situation, Spatial socio- economic, and environment.		
Adjustment SDBIP	Budget Steering Committee meeting	Adjustment of current Budget (SDBIP)	CFO	29 January 2018
IDP Rep Forum	IDP Forum meeting	EXCO / Council to review Vision, Mission, Objectives, strategies	Municipal Manager IDP Manager	7 February 2018
IDP Steering Committee	IDP Steering Committee & Budget Steering Committee meeting.	Refining municipal strategies, Objectives KPA's, KPI and targets so as to influence the budget. Set and agree on IDP priority programmes/projects and Strategies. Budget Steering Committee meeting conducted to consider funding after the project identification and publication of DoRA and average inflation index.	Municipal Manager Directors	14 February 2018
High level SDBIB	EXCO	HOD's to present their Implementation plans i.e. Define indicators, outputs and targets; identify major activities, time frames and responsibilities, Setting targets and key performance indicators , outlining the Projects cost and institutional resources needed. Also invite communities to make their inputs.	Municipal Manager All HOD's	12 February 2018

Budget discussions	EXCO	Finalise alteration if applicable. Submission of altered draft budget to Mayor and EXCO. Integrate and align Budget and IDP	EXCO Municipal Manager CFO	1 st March 2018
ALIGNMNET AND INTERGRATION				
Horizontal and Vertical alignment with District, Province, National	IGR	Integrated sectoral programme, (LED, HIV, Poverty Alleviation, Gender Equity etc) Consolidated monitoring /performance management system, Disaster Management plan, institutional Plan, Reference to sector plans.	All Head of Department	22 March 2018
Approval of draft IDP and Budget	Council	Submission of EXCO report on draft budget and draft IDP to full Council	Mayor Municipal Manager CFO	29 March 2018
Submit draft IDP and SDBIP	IDP Manager	Submit draft copies of IDP and budget to DLGTA and Provincial Treasury	IDP Manager	10 April 2018
Publication of the draft IDP/Budget	IDP Manager	Advertising the draft budget and draft IDP for public comments for a period of 21 days Consolidate project proposals in terms of location and sector	IDP Manager	12 April 2018
Publication of the draft IDP/Budget and invitation to local community and stakeholders for comments and inputs and submission to Provincial Treasury	Advertisement	Draft IDP / Budget advertised for public comments for 21 days	IDP Manager	12 April 2018

Draft IDP and Budget	Mayoral Imbizo	IDP/ Budget Road show public hearings.	Mayor EXCO Municipal Manager Directors IDP Manager Budget Office	18- 20 April 2018
IGR Technical meeting	IGR meeting	Integration	Municipal Manager office	08 th May 2018
APPROVAL PHASE				
Adoption	Council Meeting	Final Adoption of the IDP and Budget	IDP Manager Municipal Manager Council	31 st May 2018
Submission of the final IDP	MEC IDP submission	Submission	IDP Manager	14 June 2018
PERFORMANCE MANAGEMENT SYSTEM				
SDBIP and PMS	SDBIP and PMS	Submission of draft Services delivery and implementation plan with in 14days after the approval of the budget to the mayor. Submission of draft annual performance agreements for the next year to the mayor	Municipal Managers office	15 June 2018
SDBIP	Management	Approval of SDBIP within 28day after the approval of the budget. Loading accounting system with new budget data Implementation of SDBIP	Mayor	9 July 2018
Public awareness with 14 days after the approval.	Advert	Advertising in all public viewing places and media.	IDP Manager	11July 2018

7. COMMUNITY PARTICIPATION
LEGAL REQUIRMENTS IN TERMS OF MUNICIPAL SYSTEMS ACT

Section 5(1) (a)

Members of the local community have the right through mechanisms and in accordance with processes and procedures provided for in terms of this Act or other applicable legislation to contribute to the decision making process of the municipality.

Section 5(2) (a)

Members of the local community have the duty when exercising their rights, to observe the mechanisms, processes and procedures of the municipality.

Section 16(1)

A municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance, and must for this purpose encourage and create conditions for the local community to participate in the preparation, implementation and review of its IDP.

Section 17(2)

A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality.

Section 17(3)

When establishing mechanisms, processes and procedures in terms of subsection (2) the municipality must take into account the special needs of the people who cannot read or write people with disabilities, women and other disadvantaged groups.

Section 18(1)(a)

The municipality must communicate its community information concerning the available mechanisms, processes and procedures to encourage and facilitate community participation.

Section 20(2)(c)

A municipal council or a committee of the council may not exclude the public, including the media when considering or voting on the municipalities draft IDP, or any amendment of the plan.

8. Mechanisms and procedures for public participation

One of the main features about integrated development planning and budget process is the involvement of community and stakeholder organisations in the process. This insures that the IDP addresses the real issues that are experienced by the citizens. The constitution stipulates that one of the objectives of municipality is “to encourage the involvement of communities and community organisations in the matters of local government”. The White Paper on Local Government also put emphasis on public participation. The participation will vary from internal to external stakeholders. These will include IGR Clusters (various municipal departments) Portfolio Committees, Community Development workers, Ward Councillors, Ward Committees, Chamber of Business, Local Tourism Organisation, Exco and Council, Traditional Councils, IDP Representatives Forums etc.

The aforementioned stakeholders will interact and engage with the process of developing the IDP in the following manner:

1. Use of IDP Representative Forum to verify data & add additional information.
2. Use of IDP representative forum to ensure that community priorities are adequately reflected in the IDP.
3. Use of Councillors’ and Community Development workers to call meetings to keep communities informed on the IDP processes.
4. Publish Annual reports on municipal progress.
5. Newspaper advertisements to inform communities of the process.
6. Pamphlets/summary books on IDP’s & budget.
7. Making the IDP & budget available for public comment.
8. Making the IDP & budget documents accessible to all members of the public.

9. Participation Mechanism for Different Phases

Planning Phase	Participation Mechanism
Analysis	Analyse the current situation Community meetings Stakeholder meetings CBP/ward committees
Strategies	Technical committee craft strategies
Project	Technical committees with selected representatives of stakeholder organisation
Integration	IDP Representative Forum
Approval	IDP Representative Forum Public discussion, consultation process Community meetings Stakeholder meeting Opportunity for comments from the public
Monitoring of implementation	IDP representative Forum Community meetings Stakeholder meetings

10. Communication and logistics

a. Language use

The most appropriate language to be used will be local language *isiXhosa*. In areas where people are not using the local language, interpreters will play a part in this process. As most of the people are illiterate, mass meetings and radio are the most effective way of gathering and disseminating information. Facilitators of meetings and broadcasters have to ensure that they use simple language in explaining concepts so that people can understand the process and become empowered to participate in the IDP process.

b. Appropriate Venues, transport and refreshments

Meetings during the planning stages will be held in Cofimvaba but appropriate venues close to communities will be used during community imbizos and outreach programmes and transport will be provided for those in the outlying regions.

Refreshments will be provided for those who travel far and as an incentive for people to attend meetings.

11. Mechanism for Integration and alignment

The successful implementation of IDP proposals depends largely on whether there is conformity between Province, District and Municipality in respect of quality, process and projects, i.e. alignment. Continual communication between the different levels is important to ensure alignment, as is retrospection after each phase. A prerequisite for alignment is the availability of information regarding existing plans and programs at District and Provincial level. Alignment will be realised from two levels i.e. horizontal and vertical levels. Horizontal alignment will focus on addressing issues at both District and Local Municipality whereas vertical alignment will focus on issues that affect our municipality from National, Provincial Department and other organisations. It is therefore important that planning need to be informed by all stakeholders for effective and efficient allocation and use of scarce resources.

12. Approval

This serves to certify that the final IDP Process Plan for 2018/2019 IDP review has been approved by the Honourable Mayor and the Municipal Manager on the 24th August 2017.

SIGNATURE

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A. Ntengenyana
ACTING MUNICIPAL MANAGER

DATE

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J. Cengani
MAYOR

DATE