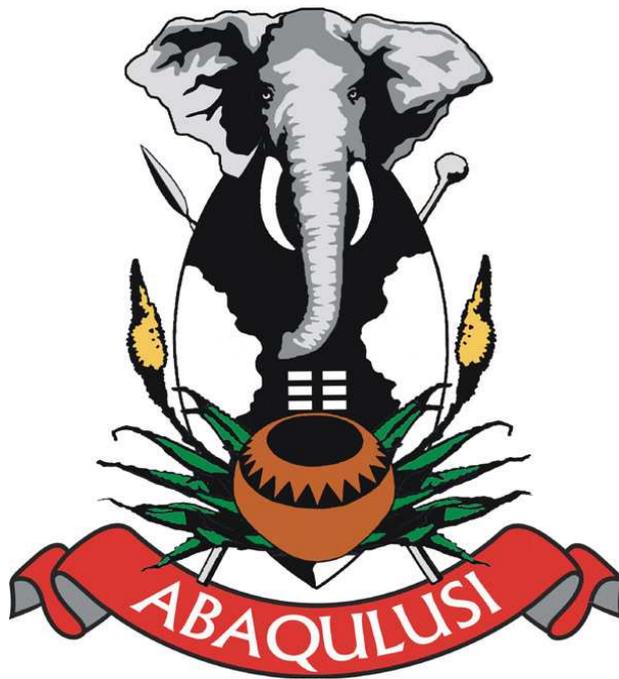


**DRAFT IDP  
PROCESS PLAN  
2010-2011**



## 1. INTRODUCTION

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

The District and Local Municipalities have to submit their IDP's annually for the approval by the MEC. This has to be done in terms of Chapter 5, Section 25, of the Municipal Systems Act (MSA). The 2008/2009 AbaQulusi IDP Process Plan was submitted to DLGTA in 2008 as required.

In terms of Section 34 of the MSA and the Municipal Planning and Performance Management Regulations (2001):

A municipal council-

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

As such, municipalities need to embark on the IDP Review Phase. The Review phase will address, amongst others, the following:

- Comments received from the various role-players in the IDP process including the comments from the MEC;
- Areas requiring additional attention in terms of legislation;
- Areas identified through self-assessment;
- The preparation of operational and sector plans.
- New information, policy and legislative developments
- Current status of the implementation process

In order to ensure certain minimum quality standards of the IDP Review process, and a proper co-ordination between and within spheres of government, municipalities need to prepare IDP review process plans. The preparation of a Process Plan, which is in essence the IDP Review 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.
- Cost estimates for the review process

As with year one of the IDP process, there is a need for the preparation and adoption of a Framework Plan in each of the District Municipalities. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region. In doing so, proper consultation, co-ordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

## **2. INTEGRATED DEVELOPMENT PLAN STRUCTURES**

### **2.1 IDP Steering Committee/Management Committee**

AbaQulusi Municipality has the IDP Steering Committee/Management Committee, to support to the AbaQulusi Municipal Council, the Municipal Manager and the IDP Manager. These structures are to continue functioning throughout the IDP Review Phase.

The Municipality does not have a permanent IDP Manager, the Manager: Town Planning has been assigned to assist with the responsibility of championing the IDP process.

Roles and responsibilities of the IDP Manager:

- 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 Abaqulusi Representative Forum, Planning Forum and Steering Committee;
- To monitor the participation of role players;
- To ensure that the IDP Review is advertised for public comments;
- 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 the IDP of Zululand District Municipality;
- To co-ordinate the preparation of the Sector Plans/operational plans and their inclusion into the IDP documentation;
- To submit the reviewed IDP to the Department of Local Government and Traditional Affairs after the adoption by Abaqulusi Municipality Council.

## **2.2 Abaqulusi Municipality Representative Forum**

### **2.2.1 Composition of Abaqulusi Representative Forum**

The Abaqulusi Representative Forum (RF) is the participation forum that have to recommend the IDP for adoption to the Abaqulusi Municipality Council. It is a broad participation forum that has the main purpose of ensuring community participation and transparency throughout the IDP process. It is therefore recommended that advertisements be placed in the local newspaper. On notice boards, and on the radio to inform community members of the IDP Review and the continued participation in the IDP through the Abaqulusi Representative Forum.

The Abaqulusi Representative Forum could be as follows:-

- ✚ EXCO members;
- ✚ Councillors;
- ✚ Traditional leaders;
- ✚ Ward Committee;
- ✚ Senior Municipal Officials;
- ✚ Stakeholder representatives of organised groups;
- ✚ Advocates of unorganised groups;
- ✚ Resource persons;
- ✚ Other community representatives;
- ✚ National and Provincial Departments regional representatives;
- ✚ NGO's; and
- ✚ Parastatal organisations.

### **2.2.2 Terms of Reference**

The main function of the Representative Forum is to ensure public participation of the various interested and affected organisations, groups or individuals takes place.

## **3. ROLE PLAYERS IN THE IDP PROCESS**

- 3.1** The Municipality will confirm the identification of the following role players in the IDP Review Process by removing/adding to their list of stakeholders in the IDP Process:

### **Internal Role players**

- Mayor
- Council and the Executive Committee
- Municipal Manager
- Municipal Officials
- IDP Manager
- IDP Steering Committee

## External Role players

- Sector Departments
- Community structures
- Traditional Authorities

## 4. ROLES AND RESPONSIBILITIES

As with the preparation of the IDP, in the IDP Review the main roles and responsibilities allocated to each of the role players are set out in the following table:

### Roles and Responsibilities

#### Internal

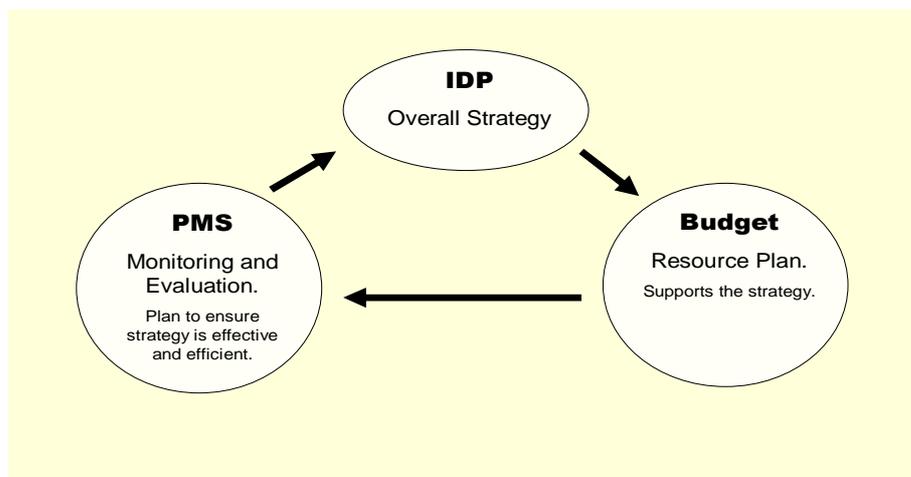
<b>Role Player</b>	<b>Roles and Responsibilities</b>
Council	Final decision making. Approval of the reviewed IDP documentation.
Mayor	Decide on the process plan. Responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function.
Councillors	Linking the IDP process with their constituencies Organising the public participation.
Municipal Manager	Decide on planning process. Monitor process. Overall Management and co-ordination.
Municipal Officials	Provide technical/sector expertise. Prepare selected Sector Plans. Prepare draft progress proposals.
IDP Manager	Day-to-day management of the process.
IDP Steering Committee	Information "GAP" identification. Oversee the alignment of the planning process internally with those of the local municipality areas. Co-ordinate, identify and prioritise plans. Make recommendation to the executive committee.
IDP Planners Forum	Determine actions to be taken in the review process. Commission sub-committees for identified action. Provide guidance to the IDP Planning Forum.

**External**

<b>Role Player</b>	<b>Roles and Responsibilities</b>
Planning Professionals	Methodological guidance. Facilitation of planning workshops. Support with guidance on Sector Plans (sources of funding and guidelines). Documentation.
The District Municipality	Coordination roles for local municipalities. Ensuring horizontal alignment of the IDP's of the municipalities in the district council area. Ensuring vertical alignment between the district and local planning. Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.
ZDM Representative Forum	Representing stakeholder interest and contributing knowledge and ideas.
Government Departments	Provide data and information. Budget guidelines. Alignment of budgets with the IDP. Provide professional and technical support.
Consultants	Providing the required specialist services for various planning activities as and when needed.

**5. ALIGNMENT OF THE IDP, BUDGET AND MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES**

The IDP is systemically aligned to the budget process, and the Performance Management System (PMS). The nature of the alignment is depicted on figure 2 The Abaqulusi Municipality IDP, Budget and PMS Linkages



Abaqulusi Municipality has developed the draft IDP and Budget Process Plan reflecting the dates, activities and the relevant person/persons responsible for the activities in one table.

For the 2010/2011 IDP Review Process there are critical time frames that AbaQulusi Municipality has to adhere to. These are as follows:

## BUDGET PROCESS PLAN FOR 2010/2011 MULTI-TERM BUDGET

DATE	ACTIVITY	RESPONSIBILITY
22 July 2009	Planning meeting and establishment of Budget Committee including review of IDP and budget policies as per Gazette 32141	Budget Committee
04 August 2009	Draft Process Plan to EXCO for approval	IDP Manager
13 August 2009	IDP Steering Committee	IDP Manager
18 August 2009	Meeting with Mayor, EXCO and MANCOM to establish consultation forum and plan program of meetings.	MM/CFO
27 August 2009	Advertising of Process Plan	IDP Manager
7 September 2009	<b>Budget Framework</b> Meeting the HOD's to discuss budget process. Preparation of budget framework to provide parameters and request budget and tariff inputs for 2010/2011	CFO
21 September 2009	<b>Presentation of Departmental and Capital Budgets</b> Departments to present budget requirements to Finance, including tariff proposals. Suggested amendments to Budget related Policies	HOD'S/CFO
22 September 2009	First IDP Representative Forum	IDP Manager
29 September 2009	First Service Provider Forum	IDP Manager
09 October 2009	<b>Completion of Salary Budget</b>	CFO
15 October 2009	Second Service Provider Forum	IDP Manager
16 October 2009	<b>Prepare draft budget three year operational and capital budget</b>	CFO
21 October 2009	<b>Submission of Budget Inputs</b> Final date for HOD's to submit departmental budget inputs. Proposed Capital projects from IDP	HOD'S
23 October 2009	<b>Report back on progress with Budget inputs</b>	CFO MANCOM
03 November 2009	<b>Budget discussion document</b> Compile discussion document from inputs and submit to BUDGET COMMITTEE, EXCO and MANCOM <b>IDP Steering Committee</b>	CFO IDP Manager
09 November 2009	<b>Budget Workshop</b> Discussion of budget inputs, link capital and operational plans to IDP and determine proposed tariffs	EXCO MANCOM
17 November 2009	<b>Draft Budget</b> Submit 1 <sup>st</sup> Draft to Exco	CFO
08 December 2009	<b>Draft Budget</b> Submit 1 <sup>st</sup> Draft to Council	CFO
12 January 2010	IDP Steering Committee	IDP Manager

<b>29 January 2010</b>	<b>Review of current budget and inputs for new budget</b>	<b>MANCOM</b>
<b>10 February 2010</b>	IDP Steering Committee	<b>IDP Manager</b>
<b>17 February 2010</b>	IDP Steering Committee	<b>IDP Manager</b>
<b>03 March 2010</b>	<b>Draft Budget</b> Submit Draft budget, tariffs, SDBIP's to Exco for recommendation to Council Submit Draft IDP to Exco for recommendation to Council	
<b>24 March 2010</b>	<b>Draft Budget</b> Submit Draft multi-term operational and capital budget, SDBIP to Council, National and Provincial Treasury, DCGTA Advertise draft budget and tariffs for comment Submit Draft IDP to Council, National and Provincial Treasury & DCGTA	<b>CFO</b>  <b>IDP Manager</b>
<b>29 March -16 April 2010</b>	<b>Public Consultation Process</b> Public Consultation on Draft budget throughout municipality Public Consultation on Draft IDP	<b>MAYOR</b> <b>EXCO</b> <b>MM</b> <b>IDP Manager</b>
<b>23 April 2010</b>	<b>Respond to Public Comments</b> Response to public comments and sector comments. Incorporate recommendations into Draft budget and IDP if possible and feasible	<b>MAYOR</b> <b>CFO</b>
<b>26 May 2010</b>	<b>Approval of Final Draft Budget</b> Approve the Draft multi-term operational and capital budget Approve the Draft IDP	<b>COUNCIL</b>
<b>07 June 2010</b>	<b>Advertising</b> Publication of approved budget. Place on web site Publication of approved IDP. Place on web site	<b>MM</b> <b>CFO</b>
<b>11 June 2010</b>	<b>Submission of Budget</b> Submit approved budget to National and Provincial Treasury and DPLGTA. Submit approved IDP to National and Provincial Treasury and DPLGTA	<b>CFO</b>  <b>IDP Manager</b>
<b>24 June 2010</b>	<b>Finalise SDBIP</b> Finalise service delivery and budget implementation plan(SDBIP) and submit to Council for approval	<b>MAYOR</b> <b>MM</b>

## 6. ALIGNMENT MECHANISMS

Abaqulusi Municipality IDP Process Plan is aligned with all relevant stakeholders which includes Zululand District Municipality, Provincial and Local Government.

The 'core elements' of the IDP Review Phase correspond to the core functions of Municipalities as outlined in the Municipal Structures Act and other legislation, the Department of Provincial and Local Government's IDP Guide Pack III and VI, as well as critical elements that have arisen from the preparation of the IDP's over the past few years.

The core components of the IDP Review process are grouped as follows:

- Comments received from the various role-players in the IDP process including the comments from the MEC;
- Areas requiring additional attention in terms of legislative requirements;
- Areas identified through self-assessment;
- The preparation of Operational and Sector Plans;
- Performance Management System (PMS); and
- The Spatial Development Framework.

The AbaQulusi Municipality is utilizing the following mechanisms for public participation when reviewing its IDP.

**IDP Representative Forum (IDP RF):**

This forum represents all stakeholders and key interested and affected parties. This includes the Ward Committees, AmaKhosi, Non-Governmental Organizations (NGOs), Community Based Organisations (CBOs), Organized Business and organized agriculture.

**Media:**

Local newspapers are used to inform the community of the progress of the IDP and further due meetings.

**Radio Slots:**

The community radio station is used to make public announcements where necessary.

**The ZDM and AbaQulusi Website:**

The Zululand DM's website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

**Ward Committees:**

The AbaQulusi Municipality has adopted the Ward Committee policy which has resulted to the establishment of ward committees. The municipality considers ward committees as one of the institutional bodies to fast-track service delivery. They are represented in the IDP RF meetings and their input is always considered. They are also being used to disseminate the information about the developmental agenda of the municipality.

**Road Shows:**

The Abaqulusi Municipality will be hosting its community road shows through ward committee system to publicize the draft IDP and Budget during April and May 2010. The venues for these meetings will be publicized at the IDP RF, public places and as well as through the print media.

**7. COST ESTIMATES**

The costs associated with the IDP Review are outlined below:

<b>TASK</b>	<b>DESCRIPTION</b>	<b>ESTIMATED COST</b>
IDP REVIEW	Appoint service provider.	R 200 000.00
Road Shows and Meetings	Meetings with all stakeholders.	R50 000.00