

# CENTRAL KAROO DISTRICT MUNICIPALITY

**IDP FRAMEWORK: 2012-2016**



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## 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 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. With the end of term of office of the previous Councils and the election of new Councils in May 2011, the Central Karoo District municipalities have to undertake the preparation of a new 5 year IDP for the term starting in 2012-2016 with annual reviews up until the end of the said term of office for the present Council.

The Process Plan of the District and its Local Municipalities need to be prepared in line with a Framework Plan as agreed to by all the Municipalities in the District. The Framework Plan provides the linkage for binding relationships to be established between the District and Local Municipalities in the District. In so doing, proper consultation, co-ordination and alignment of the IDP process of the District Municipality and its various Local Municipalities can be maintained.

### 1.1 Introduction

In terms of Section 27 to 30 of the Municipal Systems Act, 2000 clearly defines how the integrated development planning process should unfold. It highlights the role of the district municipality by stating that the district municipality must develop a framework and a process plan in collaboration with its local municipalities.

*Section 27 of the Municipal Systems Act, 2000 states that:*

“Each District Municipality, within a prescribed period after the start of its elected term after following a consultative process with the local municipalities within its area, must adopt a framework for the Integrated Development Planning in the area as a whole”

Section 27 (1) provides that the IDP Framework binds both the district and local municipalities within its area and must at least:

- (a) Identify the plans and planning requirements binding in terms of National and Provincial legislation on the District Municipality and Local Municipalities or any specific municipality.
- (b) Identify matters to be included in the IDP of the District Municipality and Local Municipalities
- (c) Specify the principles to be applied and coordinate the approach to be adopted in respect of those matters; and
- (d) Determine procedure
  - (i) For consultation between the District Municipality and the local municipalities during the process of drafting their respective integrated development plans; and
  - (ii) To effect essential amendments to the Framework

*In terms of Section 34 of the MSA:*

A municipal council:

- (a) Must review in accordance its integrated development plan
  - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41; and
  - (ii) To extend that changing circumstances so demand; and
- (b) May amend its IDP in accordance with a prescribed process

### *Adoption Process*

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

## **1.2 Constitutional Imperatives**

The Constitution of the Republic of South Africa of 1996 outlines the objectives and developmental duties of municipalities (Section 152 and 153). As far as the developmental duties of municipalities are concerned, a municipality must structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and participate in national and provincial developmental programmes. The objects of local government are:

- ❖ to provide democratic and accountable government for local communities;
- ❖ to ensure the provision of services to communities in a sustainable manner;
- ❖ to promote social and economic development;
- ❖ to promote a safe and healthy environment; and
- ❖ to encourage the involvement of communities and community organisations in the matters of local government.

Within the framework of the Constitution, the White Paper on Local Government (1998) establishes the basis for a new developmental local government system which is committed to working with citizens, groups and communities to create sustainable human settlements which provide for a decent quality of life to meet the social, economic needs of communities in a holistic manner.

## **2. PURPOSE**

The Framework Plan is a coordination tool for the district which helps to ensure interrelated parallel planning processes at a district and local level. The Framework Plan provides a joint time schedule for the District and Local municipalities' IDPs and identified milestones. The district municipality is responsible for the preparation of the Framework Plan and has accordingly prepared this document in conjunction with the three local municipalities.

As a process for aligning the activities of different role players, particularly the review processes of the District and its local Municipalities, the CKDM developed this IDP Framework. The major purpose of the Framework is to ensure that the process of districts IDP's and local municipalities' IDP's are mutually linked and can inform one another.

Because the IDP processes between the District and its local municipalities is a parallel process, there is a need that both the stakeholders on a joint time schedule and some important milestones. In addition, the Framework is to be used by all municipalities as a basis for drafting Process Plans. Therefore the purpose of this document is to reflect the approach of the Central Karoo District Municipality to the 2012/2016 IDP.

## **3. OBJECTIVES OF FRAMEWORK**

- ❖ To serve as a model for the implementation of Integrated Development Planning by Local Government (both Category B and C), and the integration of other role players in the process;
- ❖ To ensure that Local Government takes responsibility over its functions and powers as prescribed by law;
- ❖ To facilitate cooperative governance;

- ❖ To align the modus operandi of Local Government in terms of IDP
- ❖ To ensure that the needs of the communities in the Central Karoo District are determined, acknowledged and are adequately addressed;
- ❖ To keep abreast of national and provincial legislation, policy and initiatives;
- ❖ To ensure, and coordinate, the effective application of resources (human, capital and natural) by all role players in the Central Karoo District;
- ❖ Alignment of the IDP with the activities of the sector departments and other service providers and vice versa like influencing their planning.

#### **4. ELEMENTS OF THE FRAMEWORK PLAN**

In compliance to the Municipal Systems Act regulations, the Central Karoo District Municipality has prepared a Framework Plan to guide the IDP process and to inform all process plans for Municipalities within the Central Karoo District. It also binds both the District Municipality and the Local Municipalities in the Central Karoo District to a specific programme and it ensures proper consultation, co-ordination and alignment of the planning processes of all Municipalities. The Framework Plan entails the following elements:

- ❖ Elements of the IDP Process;
- ❖ Framework Programme with Time Frames;
- ❖ Mechanisms and Procedures for Alignment;
- ❖ Mechanisms and Procedures for Consultation; and
- ❖ Procedures and Principles for Monitoring the Planning Process and amendment.

The core elements of the IDP process correspond to the core functions of Municipalities as outlined in the Municipal Structures Act and other legislation, the DPLG's IDP Guide Pack (2000), as well as critical elements that have arisen from the preparation of and the review of IDP's over the past five years.

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

- ❖ Comments received from various stakeholders/role players in the assessment of the past five years IDP;
- ❖ Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review process;
- ❖ Align the IDP to the MTSF (Medium Term Strategic Framework);
- ❖ Shortcoming and weaknesses identified through self assessment;
- ❖ The preparation and review of relevant and new sector plans and its alignment with the IDP;
- ❖ Implementation and review of the Performance Management System (PMS)
- ❖ Alignment of the various important municipal processes such as IDP Review, LGTAS, Performance Management and Budget Process; and
- ❖ Alignment of National and Provincial planning and budgeting processes.

#### **4.1 PROGRAMME OF ACTION**

A detailed programme is attached as Annexure A and illustrates the anticipated programme which includes the duration of each major activity to be undertaken during the IDP preparation process. This process is dynamic and could be adapted to accommodate the consultation process which is circumstantial of nature. The total programme spans over an expected ten (10) month period and has been categorized as follows:

**Phase 0 – Preparation**

**Phase 1 – Analysis**

**Phase 2 – Strategic Analysis**

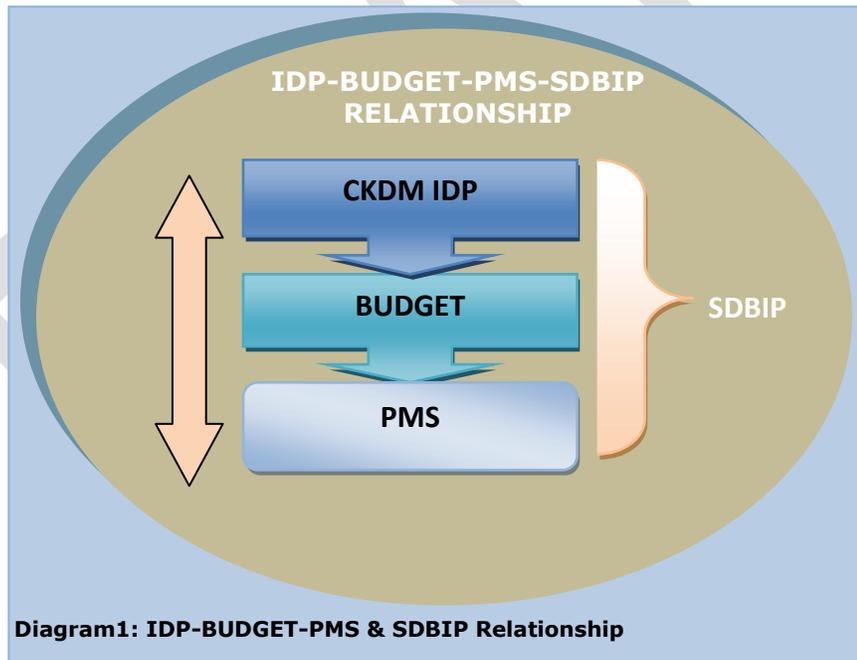
**Phase 3 – Project Identification**  
**Phase 4 – Integration**  
**Phase 5 – Approval**

One need consider that certain phases/activities overlap with others, thus enabling the Municipality to adhere to the required timeframe. It should be noted further, that the above programme excludes the 3-week year-end vacation period and Council recess in December 2011 and January 2012.

#### 4.2 PREPARING FOR THE 2012-2016 IDP REVIEW

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

- A programme specifying the time frames for the different steps to be followed;
- Appropriate mechanisms processes and procedures for consultation and participation of local communities, organs of state, community based organisations and any other role players in the IDP drafting process;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for the vertical and horizontal alignment
- Relationship between the IDP; Budget; PMS and SDBIP.

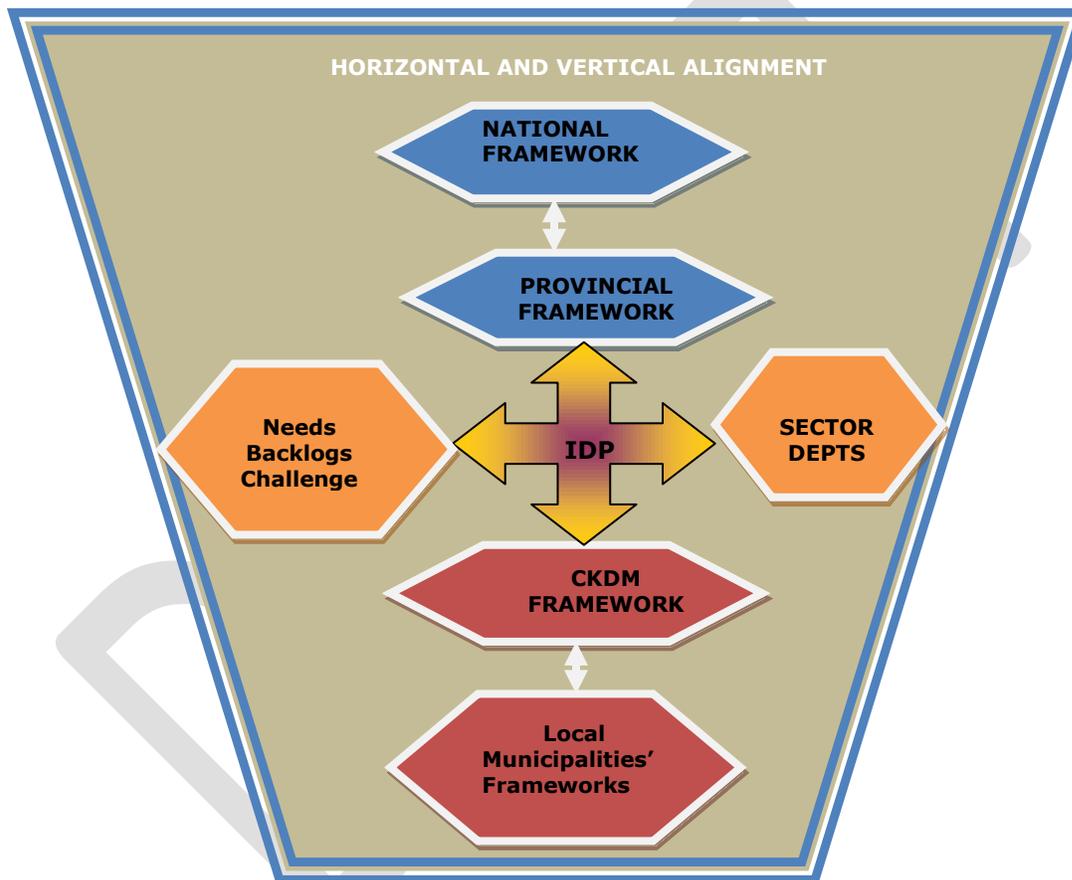


#### 5. Horizontal and Vertical Alignment

Horizontal and vertical alignment within an IDP must be achieved and this is done by means of the following:

- **Framework/Process Plan:** Legislation requires of the district municipalities to prepare and adopt a Framework Plan which indicates how the district and local municipalities will align their IDPs. The Framework Plan provides the linkages and binding relationships to be established between the district and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the IDP process within the district and the various local municipalities can be maintained.
- **Alignment with Sector Departments:** This is essential to ensure that the district and local municipalities' priorities can be reflected in the different department's project prioritization process and in turn, that the department's projects can be reflected in the IDP. Regular and strategic meeting with the sector departments would be required during the course of the IDP Review.

Horizontal and vertical alignment focus on the following elements as depicted in the preceding schematic presentation.



**Diagram2: Horizontal and Vertical Alignment**

### 5.1 Mechanisms for Alignment

Alignment needs to occur within the context of the CKDM 2012/2016 IDP and the following is of particular relevance in this respect:

**National Linkages:** The National sphere provides a Framework for the preparation of the sector plans and funding, where possible. This contributes to the creation of a normative framework and consistency between the Central Karoo District Municipality and four Local Municipalities. The National sphere also coordinates and prioritises programmes and budgets between sectors and the National sphere in line with the National Framework.

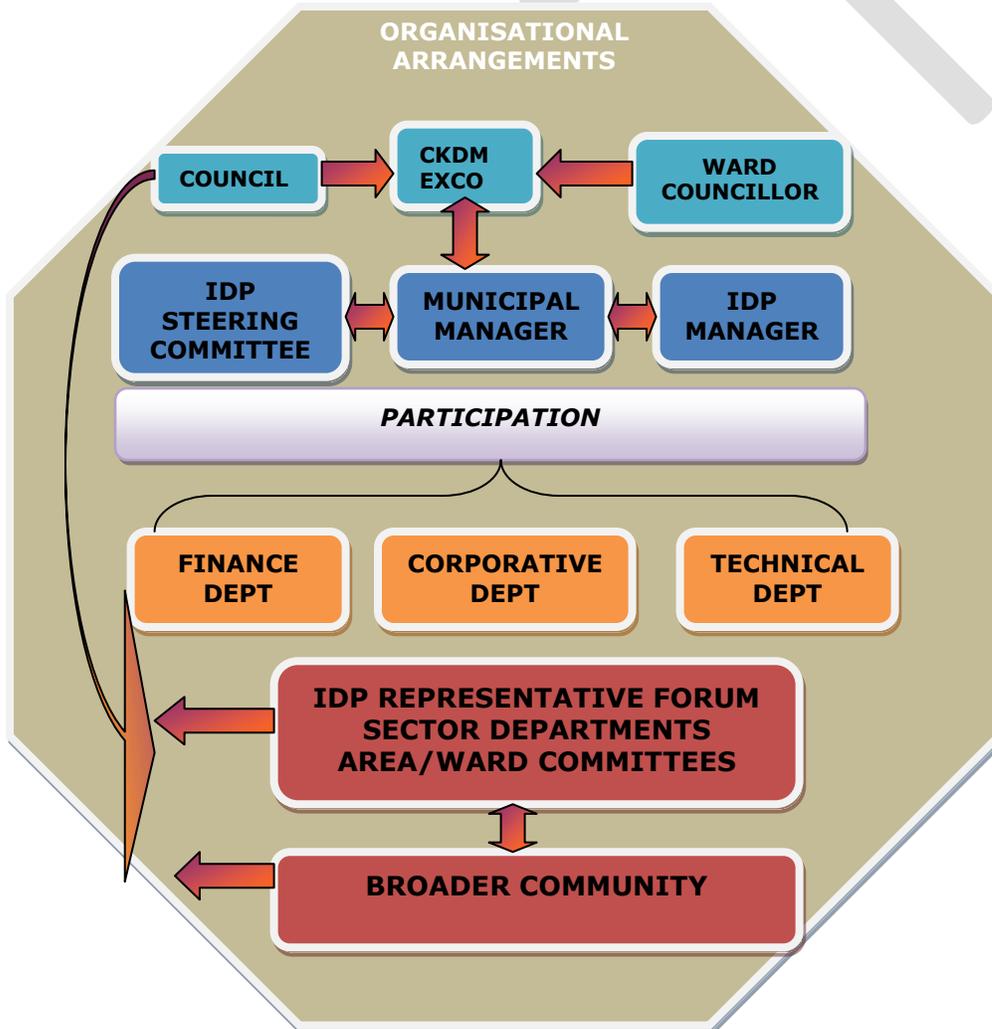
**Provincial Level:** As with National Government, Provincial Government prepares Sectoral guidelines and funding for the preparation of these plans. The preparation of sector plans and programmes and district programmes also need to be coordinated and aligned.

**CKDM:** The Central Karoo District Municipality will, in consultation with local municipalities within its jurisdiction, prepare a Framework Plan to coordinate all planning activities during the IDP Review process. Through the IDP Manager and the Municipal Manager, the District Municipality will also organise district level alignment meetings between all the Municipalities as well as between Municipalities and sector departments.

**Local Municipalities:** Local Municipalities will participate in all district level alignment events and specific alignment meetings. Individual sector departments will also be drawn into local planning processes. The Local Municipalities will be requested to make strategic contributions regarding the way in which district level issues are addressed during alignment meetings.

### 6. ORGANISATIONAL ARRANGEMENTS

This IDP/Budget/PMS Review Process will be guided and undertaken within the following organizational arrangements:



## **6.1 IDP Steering Committee**

As part of the 2012/2016 IDP Process, an established IDP Steering Committee will act as support to the IDP Representative Forum, the Municipal Manager and the IDP Manager.

The composition of the IDP Steering Committee is taking the manageability of a working committee into consideration and is chaired by the Municipal Manager or the IDP Manager in the absence of the Municipal Manager. The chairpersons of the portfolio committees may form part of the Steering Committee when necessary.

### **6.1.1 The composition of this Steering Committee will remain as follows:**

- EXCO
- Municipal Manager
- Directors
- Managers
- IDP Manager

External technical members to be co-opted from time to time will be:

- Developmental officials
- Consultants (if appointed)
- Service Providers
- Sector Departments

For the purposes of this IDP the IDP Steering Committee will preferably be chaired by the accountable or responsible person for the IDP, i.e. the Municipal Manager or the IDP Manager.

### **6.1.2 Terms of Reference for the IDP Steering Committee**

The proposed terms of reference for the IDP Steering Committee are as follows:

- Commissions research studies.
- Considers and comments on:
  - Inputs from sub-committees, consultants, etc.
  - Inputs from provincial sector departments and support providers.
- Processes, summarizes and document outputs.
- Makes content recommendations.
- Prepares, facilitates and documents meetings.

## **6.2 IDP Representative Forum**

This forum will represent all stakeholders and will be as inclusive as possible. Efforts are continuously made to bring additional organisations into the RF and to ensure their continued participation throughout the process. The representative forum will meet as indicated in the IDP Action Plan and Programme.

### **6.2.1 Composition of the IDP Representative Forum**

The IDP Representative Forum was constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review process. The composition of this RF is as follows:

- Councillors
- Traditional leaders
- Ward Committee representatives
- 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
- Parastatal organisations

Representatives of the abovementioned groups/organisations may be co-opted onto the RF. The RF Meetings will be chaired by the Mayor or any other Executive Committee member so delegated by the Mayor.

### **6.2.2 Terms of Reference of the IDP Representation Forum**

Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedback meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forums for further mandate.

All members of the IDPRF will abide to democratic practices of meeting procedures enshrined on this TOR:

The terms of reference for the IDP Representative Forum are as follows:

- a) Members will be afforded speaking opportunity by raising of hand, being noted and recognized by the chairperson, and afforded a chance to speak
- b) Members will speak out in turn and on the guidance from the chairperson
- c) Disruptive behaviours, howling and heckling at speakers are not acceptable
  - In terms of decision making the IDPRF decisions will be based on simple majority rule principle if need arises,
  - In case where dispute arises on decision of the IDPRF, the dispute will be referred to the IDP Steering Committee for technical scrutiny and solution. Further referral will be made to the Executive Mayor and the Mayoral Committee for assistance on the concern dispute.
  - The Executive Mayor will report to the IDPRF on the outcomes of the dispute resolution and in case where the affected parties or party need to appeal the matter will be referred to Council.
  - The Council will be the highest appeal and dispute resolution structure.
  - Representing the interest of the municipality's constituency in the IDP process.
  - Providing an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government.
  - Ensuring communication between all the stakeholder representatives inclusive of municipal government.
  - Monitoring the performance of the planning and implementation process

### **Offence and Sanctions**

Violation of the TOR principles and depending on the nature of the offence can or/may lead to:

- a. Reporting to the leadership and membership of the structure/organisation that member is representing of such offence;
- b. Recommending to the structure/organisation that member representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR;
- c. In case where sanctions are to be imposed as a result of violation of these principles;
- d. IDPRF will pronounce and record the sanction actions that will be intended to be imposed to the affected member;

## 7. DISTRIBUTION OF ROLES AND RESPONSIBILITIES OF ROLEPLAYERS

Within the context of the preparation of this IDP the main roles and responsibilities allocated to each of the internal and external role-players are set out in the following tables

<b>Role Player</b>	<b>Roles and Responsibilities</b>	<b>Role Player</b>	<b>Roles and Responsibilities</b>
<b>Council</b>	<ul style="list-style-type: none"> <li>▪ Evaluate, amend and adopt a Process Plan</li> <li>▪ Undertake to overall management and coordination of the planning process which includes ensuring that:               <ul style="list-style-type: none"> <li>○ All relevant stakeholders are appropriately involved</li> <li>○ Appropriate mechanisms and procedures for public consultation and participation are applied</li> </ul> </li> <li>▪ The planning process is related to the real burning issues in the municipality, that is a strategic and implementation orientated process</li> <li>▪ Adopt and approve the IDP</li> <li>▪ Final decision making</li> <li>▪ Approval of the reviewed IDP documentation</li> <li>▪ Adjust the IDP in accordance with the MEC for Local Government's proposals</li> <li>▪ Ensure that the annual business plans and Municipal budgets and linked to and based on the IDP</li> </ul>	<b>Councillors</b>	<ul style="list-style-type: none"> <li>▪ Link the planning process their constituencies and/or wards</li> <li>▪ Be responsible for organising public consultation and participation</li> <li>▪ Ensure the annual business plans and municipal budget are linked to and based on the IDP</li> </ul>
<b>Mayor</b>	<ul style="list-style-type: none"> <li>▪ Decide on the process plan</li> <li>▪ Overall management, coordination and monitoring of the process and drafting of the IDP documentation, or delegate this function</li> <li>▪ Consider, adopt and approve the process plan</li> </ul>	<b>IDP Manager</b>	<ul style="list-style-type: none"> <li>▪ Preparations and finalization of the Process Plan</li> <li>▪ Be responsible for overall management, coordinating and monitoring of the process and drafting the IDP</li> <li>▪ Responsible for the day to day management of the planning process, ensuring that all relevant actors are appropriately involved</li> <li>▪ Ensure that the process is participatory, strategic and implementation orientated and is aligned with satisfies sector planning requirements</li> <li>▪ Ensure that amendments and proper documentation of the draft IDP are to the satisfaction of the IDP proposal</li> <li>▪ Monitor the implementation of the IDP proposal</li> </ul>
<b>Municipal Officials</b>	<ul style="list-style-type: none"> <li>▪ Provide technical/sector expertise</li> <li>▪ Prepare selected Sector Plans</li> </ul>	<b>IDP Steering Committee</b>	<p>As the persons in charge for implementing IDP's the technical/sectional officials have to fully involved in the IDP process to:</p> <ul style="list-style-type: none"> <li>▪ Determine progress, achievement and shortcomings of 2012-2016 document</li> <li>▪ Provide relevant technical expertise in the consideration and finalization of strategies and</li> </ul>

Role Player	Roles and Responsibilities	Role Player	Roles and Responsibilities
			identification of projects <ul style="list-style-type: none"> <li>▪ Provide departmental operational and capital budgetary information</li> <li>▪ Be responsible for preparing amendments to the draft IDP for submission to the IDP review for submission to the Municipal Council for approval</li> </ul>
<b>External Role-players</b> <ul style="list-style-type: none"> <li>▪ Relevant Government Departments</li> <li>▪ Planning professionals/facilitators</li> <li>▪ Municipal officials</li> <li>▪ Representative Forum</li> <li>▪ Civil Society / Broad Public</li> </ul>			
Role-player	Roles and Responsibilities		
<b>IDP Representative Forum</b>	<ul style="list-style-type: none"> <li>▪ Represents the interest of their constituencies</li> <li>▪ Form a structure link between the municipal government and representatives of the public</li> <li>▪ Ensure communication between all stakeholder representatives including the municipality</li> <li>▪ Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including the municipality</li> <li>▪ Monitor the performance of the planning and implementation process</li> </ul>		

## 8. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Section 16 of the MSA requires municipalities to complement formal representative government with a system of participatory governance, and must for this purpose, inter alia, encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in the preparation, implementation and review of its integrated development plan, the establishment, implementation and review of its performance management, the monitoring and review of its performance, including the outcomes and impact of such performance and the preparation of its budget.

Therefore involvement of community and stakeholders organisations in the IDP process is one of the main features and requires specific attention. An appropriate public participation strategy that is linked to the municipality's communication plan has to be formulated by the IDP Steering Committee and should be approved by Council.

### 8.1.1 Functions of Community Participation

Four major functions have been identified for public participation process namely:

- **Needs orientation:** ensuring that people's needs are taken into account
- **Appropriateness of solutions:** using the knowledge and experience of local residence and communities in order to arrive at appropriate and sustainable problem solution measures.
- **Community ownership:** Mobilising local residents and communities initiatives, resources, encouraging co-operation, partnerships between the municipality and residents for implementation and maintenance.
- **Empowerment:** Making IDP a public event and a forum for negotiating conflicting interest, finding compromises and common ground and thereby, creating the basis for increased transparency and accountability of local government towards local residents.

During the preparation of the IDP and its review, the public participation process will be institutionalized in order to ensure all residents have an equal right to participate.

### 8.1.2 PARTICIPATION PROCESS

The following tasks are important to ensure proper community participation namely:

- i. The municipality must compile a database of all relevant community and stakeholder organisations
- ii. Communities and stakeholders must be informed of the municipality's intention to embark on the IDP review process and
- iii. Organised and unorganised community/social groups must be invited by the municipality to participate in the IDP review process

### 8.1.3 MECHANISMS FOR PARTICIPATION

The following are important mechanism for community participation:

- I. **WARD/AREA COMMITTEES:** Information must be made available within wards/areas through public ward/area meetings
- II. **IDP Representative Forum:** This forum will represent all stakeholders and will be inclusive as possible. Efforts will be made to bring additional organisations into the IDPRF and ensure their continued participation.
- III. **Media Involvement:** Information regarding the IDP review process and request for participation by the community and stakeholders could be made by the following:
  - ❖ Newsletters inside Municipal Bills

- ❖ Notices at prominent locations
- ❖ Postal notices to organised groups and organisations
- ❖ Utilising GCIS
- ❖ Local radio coverage(Radio Gamkaland) and
- ❖ Local newspapers (Courier; Jan Publik & Soek n Vind)

**IV. Information Sheets:** This will be prepared in all three official languages namely: English; Afrikaans and IsiXhosa and be distributed via the IDP Representative Forum where a need for this has been identified. Ward Committees and CDWs will be used to explain and to distribute information that needs to get to the public.

#### **8.1.4 ACTIVITIES AND MECHANISMS FOR PARTICIPATION PER IDP PHASE**

- ❖ Is a key feature for developmental local government
- ❖ A legislative requirement as entrenched in the Constitution and Chapter 4 of the Municipal Systems Act of 2000
- ❖ Participation ensures that IDP deals or addresses real issues that are experienced by communities at local level.

<b>PLANNING PHASE</b>	<b>ACTIVITIES</b>	<b>MECHANISM</b>
PREPARATION PHASE	<b>PROCESS PLAN INPUT</b>	MEETING WORK SESSION
ANALYSIS	<b>GAPS IDENTIFIED ARE IN LINE WITH DEVELOPMENTAL NEEDS/ISSUES</b>	MEETING WORK SESSION
STRATEGIES	<b>ENSURE THAT DEVELOPMENTAL OBJECTIVES ARE REALISTIC AND IN LINE WITH STRATEGIC GUIDELINES</b>	MEETING WORK SESSION
PROJECTS	<b>DEVELOPING PROJECTS PROPOSALS</b>	MEETING WORK SESSION
INTEGRATION	<b>ALL ACTIVITIES AND PROGRAMME ARE INTEGRATED</b>	MEETING WORK SESSION
APPROVAL	<b>COUNCIL AWAITS COMMENTS FOR APPROVAL</b>	MEETING WORK SESSION

## **9. MECHANISMS AND PROCEDURES FOR ALIGNMENT**

The successful implementation of IDP process depends largely on whether there is conformity between Province, District and Municipality in respect of policy process and projects, i.e. alignment.

Continual communication between the different spheres is important to ensure alignment, as is retrospection after each phase. A prerequisite for alignment is the availability of information regarding existing plan and programmes at Provincial level.

Alignment is also released from two levels i.e. horizontal and vertical levels. Horizontal alignment will focus on addressing issues at both District and Local municipalities. Vertical alignment will focus on issues that affect our municipality from National, Provincial Departments, and other organisations. It is therefore important that planning need to be informed by all stakeholders for effective and efficient allocation of resources.

Determination of existing plans and programmes:

- Regular interaction with the (B)local municipality at specified points in the project
- Interaction with service providers (if any)
- Interaction with Province
-

## 10. MONITORING AND REVIEW PROCESS AND IMPLEMENTATION

The compliance of the IDP processes of all municipalities with the Framework Plan has to be carefully monitored by the District in order to undertake corrective actions in time if some municipalities fail to adhere to the timeframes. Monitoring of the IDP Review Process of the three municipalities including the district's one will be undertaken by the Central Karoo IDP Managers' Forum. IDP managers from the different municipalities will provide progress report to the meeting which will indicate:

- How their IDPs are progressing;
- Any deviations from their approved Process Plans; and
- Any deviations from the Framework Plan

It is the responsibility of the Municipal Manager and IDP Manager to attend IDP review processes and monitor progress with regard to implementation of policies and projects.

The implementation of the ORGANOGRAM and the institution of the PMS are imperative for the effective monitoring of progress in respect of the IDP.

## 11. ADOPTION OF PROCESS

Subsequent to the adoption of the District Framework Plan, a municipality must prepare and adopt a Process Plan to guide the planning, drafting, adoption and review of its integrated development plan. The Process Plan, as provided for in Section 28 of the Systems Act, must be 'set out in writing'. The adopted Process Plan binds the municipality. The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan must in terms of Section 29 (1):

- c) be in accordance with a predetermined programme specifying timeframes for the different steps;
- d) through appropriate mechanisms, processes and procedures allow for:
  - iv. the local community to be consulted on its development needs and priorities;
  - v. the local community to participate in the drafting of the integrated development plan; and
  - vi. organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation and regulations.

Municipalities shall consult local communities before adopting the process and after adoption of the process a notice should be given to the local community informing them about the process municipalities are intending to follow in compiling their IDPs.

## 12. BUDGET

Nr.	TASKS	COSTS
1	Public Participation (meetings, workshops)	
2	Strategic Workshops (IDP Steering Committee)	
3.	IDP/Area Committee Training	
4.	Advertisements	
5.	Printing IDP Documents	
6.	Traveling	
7.	Catering	
8.	Miscellaneous	
	<b>TOTAL COSTS</b>	

### **13. PROCESS FOR AMENDING AND ADOPTED IDP**

In terms of Municipal Planning and Performance Management Regulations of 2001, Gazette No. R. 796, S3 only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council. Any proposal for amending a municipality's integrated development plan must be aligned with the framework adopted in terms of S27 of the MSA.

In terms of the regulations, no amendment to a municipality's integrated development plan may be adopted by the municipal council unless:

- ❖ all the members of the council have been given reasonable notice;
- ❖ the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
- ❖ the municipality, if it is a district municipality, has consult all the local municipalities in the area of the district municipality on the proposed amendment and has taken all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment;
- ❖ the municipality, if it is a local municipality, has consulted the district municipality in whose area it falls on the proposed amendment, and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed.

#### **14. CONCLUSION**

The way forward is for all Municipalities to prepare Process Plans in conjunction with the District Framework Plan and set out the following:

- **HOW** the planning process will unfold per Municipality;
- **WHAT** actions are required;
- **WHO** will be responsible for implementing these actions;
- **WHEN** will the action have to be implemented; and
- **What** will the actions COST?

The achievement of an aligned IDP process depends on the co-operation of all Municipalities in order to achieve the developmental objectives in the spirit of co-operative governance.

**ANNEXURE A: IDP ACTION PLAN – 2012-2016 5YR CYCLE**

<b>DISTRICT 5 YEAR IDP ACTION PLAN: 2012 - 2016</b>														
<b>ACTIVITIES</b>	<b>OUTCOME</b>	<b>MONTHS: JULY 2011 – JULY 2012</b>												
		<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Des</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>
<b>PREPARATION PHASE</b>														
IDP Managers Forum	Draft Framework & Process Plan		5											
District Public Participation & Communication Forum	Reaffirmation of Structure		12											
Finalise District IDP Framework	Final IDP Framework		30											
Prepare Municipal Process Plans	Draft IDP Process Plan		22											
Public Participation Process	Community Buy-In		26											
IDP Steering Committee Meeting	Internal Partnerships		29											
Finalise and Approve IDP Process Plan	Final IDP Process Plan		30											
District IDP Indaba	Aligned Activities			5-6										
Advertising of IDP Process Plan	Informed Communities			9										
Establishment of IDP Representation Forums	Established IDP Rep Forums			20										
Training of Councillors and Officials on IDP and CBP	Trained Councillors			23-25										
Training of REP Forum and Ward Committee	Trained Structures			28										
<b>ANALYSIS PHASE</b>														
IDP Managers Forum	Alignment			7										
<b>COMMUNITY BASED PLANNING</b>														
IDP Steering Committee Meetings	Ward Plans				3 - 28									
Collating Information	Internal ownership				26									
Analysing the Information and Draft Situational Analysis	Centralised Information				24-28									
Ward Committee & IDP Rep Forum Engagement	Situational Analysis				31	1-4								
District Representative Forum	Verified Information and Community Buy-in					7- 15								
Finalisation Of the Situational Analysis	Report on Progress made					18								
	Final & Approved Analysis report					30								
<b>STRATEGY PHASE</b>														
IDP Managers Forum	Report Back					29								
IDP REP Forum	Alignment						2							

STRATEGY DEVELOPMENT: VISION, MISSION, OBJECTIVES & INDICATORS		Strategies linked to the real situation													
<b>PROJECT PHASE</b>		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Identify Potentials, Interventions and Opportunities	Draft Report						5-9								
IDP Steering Committee Meeting	Departmental Alignment						12								
Budget Office Engagement	Budgeting and Costing						14								
Ward Committee Engagements	Feedback on Process						12-15								
IDP Managers Forum	Sector Department Project Template							20							
Distribution of Project Register to Sector Departments	Populating of Sector Projects							23-27							
IDP Steering Committee	Alignment							25							
DEVELOPMENT OF Prioritised PROJECT PROPOSALS	Integrated & aligned project							26-31	1-3						
ALIGNMENT WORKSHOP	Integrated & aligned project								9						
IDP REPRESENTATIVE FORUM	Feedback								20						
<b>INTEGRATION PHASE</b>															
IDP Managers Forum									21						
INTEGRATION OF PROJECTS & PROGRAMMES	Integrated & aligned project								24						
STAKEHOLDER ENGAGEMENT	Stakeholder Ownership								15						
IDP ROADSHOW	Public Participation									5-9					
IDP Representative Forum	Alignment & Integration									12					
IDP Steering Committee Meeting	Alignment & Integration									13					
<b>APPROVAL PHASE</b>															
District Finalisation of IDP's	Draft IDP's									14-16					
Draft Approval by Council	Approved Draft IDP									20					
Send Draft IDP to MEC	MEC Inputs									22					
Advertising for Public Comments & Incorporation thereof	Inputs from the Public									19-31	1-17				
IDP Managers Forum	Alignment									20					
Finalisation of IDP	Final 5year IDP										26				
Final Adoption by Municipal Councils	Approved IDP											15			