

INTEGRATED DEVELOPMENT PLAN

PROCESS PLAN

2007/2008

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Introduction

Under the new constitution, municipalities have been awarded major developmental responsibilities and mandate to ensure that the quality of life of its citizens is improved. The new role for local government includes provision of basic services, economic development, promoting democracy and accountability and eradication of poverty. To be able to perform this new role extensive planning is necessary in the form of the IDP. For the municipality to formulate a credible IDP document, thorough community participation process is encouraged this year in order to re-prioritise community needs.

In order to achieve the above, chapter 4 of the Municipal System Act of 2000 state that 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

- a) Encourage, and create conditions for, the local community to participate in the affairs of the municipality, including;
 - i) The preparation, implementation and review of its integrated development plan in terms of Chapter 5;
 - ii) The establishment, implementation and review of its performance management system in terms of Chapter 6;
 - iii) The monitoring and review of its performance, including the outcome and impact of such performance;
 - iv) The preparation of the budget; and
 - v) Strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- b) Contribute to building the capacity of –
 - i) The local community to enable it to participate in the affairs of the municipality; and
 - ii) Councillors and staff to foster community participation; and
- c) Use its resources, and annually allocate funds in the budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).

In order to ensure that the integrated development planning process complies with the certain minimum quality standard and that proper co-ordination between and within spheres of government is established, the preparation of the Process Plan for the year 2007/08 is regulated by the Municipal System Act of 2003. The Process Plan will guide the planning, drafting, amendment and adoption of the IDP. The Process Plan includes the following:

- A programme specifying time frames for the different planning phases;
- Appropriate mechanisms, procedure and processes for consultation with and participation of local communities, organs of state and other stake holders in the IDP process
- The identification of all plans and planning requirements binding on municipalities in terms of the provincial and national legislation.

The process of compiling the Process Planning will be done by the Steering Committee and the IDP/PMS Officer in consultation with the communities under Setsoto Municipality and other government departments.

Institutional arrangements

Municipal council

As the senior **governing body** of the municipality, they have to:

- Decide on the Process Plan for 2007/2008
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP Process, or delegate this function to the Municipal Manager/IDP/PMS Officer.
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the process and reviewing.
- Forms part of the IDP steering committee.

Municipal Manager/IDP/PMS Officer

The Municipal Manager/IDP/PMS officer has to manage and co-ordinate the IDP process. This includes to:

- Prepare the Process Plan
- Undertake the overall management and co-ordination of the formulation process
- Ensure that all relevant actors are appropriately involved.
- Nominate person in charge of different roles
- Ensure that the review process is participatory, strategic and implementation oriented and is aligned with and satisfied sectoral planning requirements.
- Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council
- Ensure proper documentation of the results of the formulation of the IDP documents and
- Adjust the IDP in accordance with the MEC for Local Government's proposals

Heads of Department

As the persons in charge for implementing IDP, the technical/sectional officer has to be fully involved in the formulation process.

- Provide relevant technical, sector and financial information for analysis for determining priority issues.
- Contribute technical expertise in the consideration and finalizing of strategies and identification of projects.
- Provide departmental operational and capital budgetary information.
- Be responsible for the preparation of projects proposals, the integration of projects and sector programmes and
- Be responsible for preparation amendments to the draft IDP for submission to the municipal council for approval and the MEC for Local Government for alignment.

Consultant/Facilitator

- Providing methodological/technical guidance to the IDP formulation process
- Facilitation of formulation workshop if necessary
- Documentation of outcomes of formulation activities

- Marketing the IDP to the communities
- Does research

PIMSS-centre

- Give support in any area within IDP formulation process that is needed
- Provide information that will assist in doing the IDP formulation process
- Create links between different stakeholders
- Brief different stakeholders on their roles and responsibilities
- Monitor progress with IDP formulation process in the municipality
- Management support of implementation of IDP Process Planning
- Monitor implementation of IDP

Organisational Structures

IDP Steering Committee

Composition:

- Chaired by Mayor
- Executive Committee Members
- Secretariate: Office of the IDP/PMS Officer
- Municipal Manager
- Directors
- IDP/PMS/ Officer
- Performance Management Audit Committee Members

Responsibilities (terms of reference)

- Provide terms of reference for various formulation activities
- Commission research studies
- Considers and comments on inputs from committees/sector departments
- Process, summarizes and documents outputs
- Make content recommendations
- Prepares, facilitates and documents workshops

Ward councillors

- Link the formulation planning process to their constituencies and/or wards;
- Be responsible for organizing public consultation and participation;
- Ensure the annual business plans, and the municipal budgets are linked to and based on the IDP;
- Do field work where necessary.

Representative Forum Composition

- Chaired by mayor
- Secretariate :office of the IDP/PMS officer
- IDP Steering committee
- Municipal Manager
- Directors
- Divisional Heads
- Supervisors
- National/Provincial Sector Departments

- 2 representative from Constituency Office
- 2 representative from each ward committees of local municipalities
- All community development workers
- 1 official per community centre of the municipality
- 2 representative from the different NGOs, trade unions, churches, schools, farmers unions, business associations that focus on the local area
- State Owned Enterprises
- Consultants when needed.

Responsibilities (terms of reference)

- Represents interest of their constituencies/institutions/departments
- Provide organisational mechanism for discussion, negotiation and decision making
- Ensure communication between the stakeholder representatives
- Monitor performance of the planning and implementation process

Mechanisms and procedure for participation

Certain principles with regard to participation of different stakeholders within IDP formulation process includes the following:

- The elected council is the ultimate decision-making body for the IDP.
- The role of the participatory democracy is to inform, negotiate and comment on those decisions.
- Public participation has to be institutionalised in order to ensure that all residents of the area have an equal right to participate.
- Participation should be structured so that there are clear rules and procedures specifying who is to participate, on behalf of whom, on which issue, through which organization mechanism, with what effect.

The purpose of participation can be summarized under four functions:

Needs orientation:

Ensuring that peoples needs and problems are taken into account

Appropriateness of solution:

Using the knowledge and experience of local resident and communities in order to arrive at appropriate and sustainable problem solutions and measures.

Community ownership:

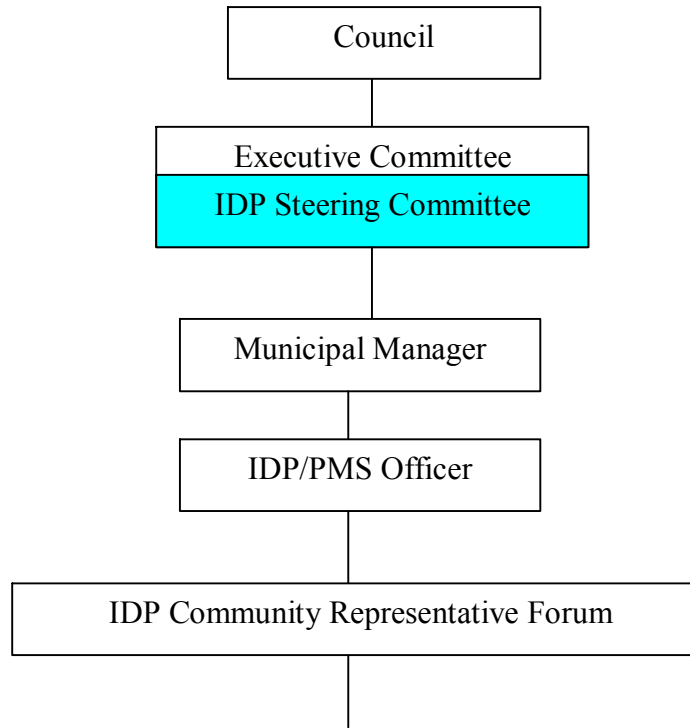
Mobilizing local residents and communities initiatives and resources, and encouraging co-operation and partnerships between municipal government and residents for implementation and maintenance.

Empowerment:

Making integrated development planning a public event and a forum for negotiating conflicting interests, finding compromises and common ground, and thereby, creating a basis for increased transparency and accountability of local government towards residents.

The Representative Forum will provide the means for participation for stakeholders that are identified and the representative will discuss issues pertaining to Setsoto municipality as a whole

IDP FORMULATION ORGANIZATIONAL STRUCTURE



Steering Committee (Executive Committee)	PIMSS & Consultants	NGO's CBO's Business Churches Schools	Task Teams (Municipal Manager Directors Divisional Heads Supervisors	National/Provincial Sector Departments	State Owned Enterprises	Financial Institutions	Councillors Ward Committees Community Development Workers	Unions Farmers	Political Parties
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7. ACTION PROGRAMME AND RESOURCE PLAN WITH BUDGETED COSTS

PLANNING ACTIVITIES	EVENT	KEY FOCUS AREA	ITEMS BUDGETED FOR	SPECIAL RESOURCES	TIME FRAME	AMOUNT
Delegation of Powers and Function	Relevant Delegation System	Enhancing an integrated service delivery.	Accommodation Conference facilities Refreshments Transport Professional fees	Office of MM Corporate Services Friday management Solutions		R 10 000.00
Strategic Planning Session	Preparation for long Range Planning	Enhancing an integrated service delivery. Implementation and implication of MFMA	Accommodation Conference facilities Refreshments Transport Professional fees	Office of the Mayor Office of the Speaker Office of MM Directorates Friday Management Solutions		R 25 000.00
Information session Approval of the IDP Process Plan for 2007/2008	Deskwork Council	Briefing on how far the different municipalities are with the review their IDP, and if they are still aligning them to the District IDP Adoption of IDP Process Plan for 2007/08 and appointments of consultants if necessary	Lunch for 50 delegates @R45, 00/ Person for meals, invitations & documents.	Municipal Manager's Office PIMS centre Corporate Services.	11 October 2006	R 1000.00
District Consultation	Information session for matters regarding IDP Steering Committee	Alignment with District Processes	Deskwork	Office of the Municipal Manager	16 October 2006	500.00

Households' Needs Developmental Needs Survey	Door to Door visitation	Identification and compilation of each household needs	Field workers Professional fees	Office the Speaker Office of MM Office of IDP/PMS IDT		R 200 000.00
Ward IDP review Process	Respective Wards situational analysis	Community needs, reprioritization by ward residents	Travelling Refreshments	Office of the Speaker Exco Members Ward Councillors Municipal Manager Directors IDP/PMS Officer LED/Tourism Officer Divisional Heads PRO	Ficksburg 17/10/2006 Clocolan 18/10/2006 Marquard 19/10/2006 Senekal 20/10/2006	R 15000.00
Information Session	Deskwork	Supply all heads of departments with budget policy guidelines, instructions and formats to be completed. Weekly visit by PIMSS to Municipality	Lunch	Office of the Municipal Manager DFS PIMSS	18 – 23 September 2006	500.00
Phase 1- Analysis Information session	IDP Representative forum	Verification of the results of the household developmental needs and ward based needs and analysis	Transport & refreshments for 200 delegates @R70/person	Municipal Manager's Office PIMSS Consultants if needed	25-26 October 2006	R 40000.00

Preliminary discussion with Financial Service	Deskwork staff	Alignment Completed requests for expenditure and revenue estimates submitted to CFO Submission of plans, preferences and guidelines to the CFO.	None	Municipal Manager' Office Directors	27 September 2006	None
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<p>hase2: Strategies In-depth needs analysis, reconciling information and consolidation analysis, Identification of priorities; Vision and objectives, localised strategic guidelines, defining resource framework, creating strategic alternatives, analysing and deciding on alternatives, strategy design,</p>	<p>IDP-Forum two days meeting.</p>	<p>Spatial, socio-economic, infrastructure, environment, and institutional analysis. 1. Service back-logs (water, sanitation, housing, electricity, civil) 2. Institutional capacity. (Human resource) 3. Financial situation 4. Economic weaknesses and strengths, opportunities and constraints (for each town, rural areas and wards). Draft layout plans and graphs, reconciling information and rectification. Issuing of forms for audit-current realities to stakeholders, identify priority areas for Setsoto, formulate vision and objective for each priority, localise provincial (FSGDS) and national (NSDS)</p>	<p>Transport and refreshments for 200delegates @ R70/person</p>	<p>Municipal Manager, PIMSS Consultants if needed</p>	<p>7-8 November 2006</p>	<p>R 40 000.00</p>
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		strategies, develop financial and human resource framework, discuss strategic alternatives,				
Revision and finalising of draft estimates and calculations of tariffs for consideration Submission of draft budget to the mayor & Finance Com. Print and duplicate of draft estimates	Budget process Draft Budget Draft budget	Presentation of draft estimates for alignment All budget summaries completed Revision of draft estimates. Preparation of draft estimates. Tabling of draft budget for consideration Advertisement of draft budget for further inputs and submissions	None	Director: Finance Mayor & Director-Fin. Director: Finance	17-24 November 2006 29 December 2006	0.00
Information session	District IDP Review one day workshop	Briefing on how far the different municipalities are with the review of their IDP and if they are still aligning them to the District IDP	Travelling	PIMS centre	District to give date	R1200.00

Information session	District IDP Review one day workshop	Briefing on how far the different municipalities are with the review of their IDP and if they are still aligning them to the District IDP	Travelling	PIMS centre	PIMSS give date	R 1200.00
Phase 3: Projects						
Forming project Task	IDP-Forum. One day workshop	Identify projects and establish project task teams	200 delegates @ R60, 00/ person for meals, invitations & documents, Consultant fee.	Municipal manager's Office	03 January 2007	R45 000.00
Establish preliminary budget allocations	Desk work	Compile draft budget framework for each project	None	Financial Manager	12-19 January 2007	0.00
Design Project Proposals	Task Team	Design Project Proposals	Travelling	EXCO Municipal Manager's Office Corporate Services	22-23 January 2007	0.00
Finalise alterations if applicable	Deskwork Exco	Discussions on information submitted and inclusion	Travelling	Mayor Municipal Manager's Office Financial Services	24 January 2007	0.00
Submission of draft budget to Mayor & the Executive Committee	Executive Committee Meeting	Submission of draft budget for approval	Travelling	Municipal Manager's office Corporate Services Financial Services	26 January 2007	10 000.00

Target group participation and involvement of project partners	Task teams; District level workshop	Involve resource people and service agents in projects design	Travelling	Municipal Managers Office Facilitator	District to give date	R 12 000.00
Technical project indicators and decisions	Task teams	Define indicators, outputs and targets; identify major activities, time frames and responsibilities	None	IDP/PMS officer	29-31 January 2007	None
Submission of the draft budget and Exco's reports to the full council	Tabling of draft budget and draft IDP for approval	Ensuring seamless alignment of the IDP/Budget processes	Travelling Refreshment	Municipal Manager Financial Service	28 February 2007	R30 000.00
Screening of draft project proposals	IDP-Forum. Two day workshop	Listing of the projects. Implementation plan, outlining the projects cost and institutional resources needed, Setting targets and key performance indicators.	200 delegates @ R70, 00/person for meals, invitations &document	Municipal Managers Office Consultant. PIMSS Task teams	7-8 March 2007	R 70 000.00

Phase 4: Integration Integrating sector programmes	Steering Committee	Consolidate project proposals in terms of location and sector, water services Development plan, Integrated waste Management plan, 5 year financial plan, 5 year Capital Investment Programme, Monitoring and Performance management system, Spatial Development Framework, poverty, Gender and HIV-AIDS Programmes	30 delegates @ R30, 00 / person for meals, invitation & documents. Consultant fees	Municipal Manager's Office PIMSS Consultants	15 March 2007	R 30 000.00
Phase 5: Approval						
Draft IDP, Facilities draft budget with community (per ward) Advertise on notice board and calling for objections	Desk work Deskwork Deskwork	Circulation for comments from provincial/ national department and community Alignment with IDP Adverts	Advertisements	Municipal Manager's Office Financial Services Councillors, Ward Com & Dept. Heads Managers-Adm. & Fin.	23 March 2007	R 20 000.00
Higher-level approvals (if necessary)	Deskwork	EXCO	Travelling	Municipal Manager's Office Financial Services	23 March 2007	R 10 000.00

Submission of objections and community's request to council	Council	Approval	Travelling Refreshments	Mayor. Municipal manager's Office Financial Services	30 March 2007	R 30 000.00
Comments, Incorporation and Response	Desk work	Incorporating comments received and producing and final IDP document	Approx. R125 000.00 for Compiling all programme, this include all the costs. e.g. travelling data collation, etc.	Consultants	26 April 2007	R 200 000.00
Approval of budget and IDP by Council	Approved seamless Budget/IDP documents	Approval	Travelling Refreshments	Mayor Municipal Manager's Office Financial Services Corporate Services.	26 April 2007	R 10 000.00
Tariff & extracts of budget by Council	Advertise tariffs adjustment	Testing on the system	None	Financial Services	31 May 2007	0.00
Load accounting system with new budget's data		Testing of system	None	Director: Finance	30 June 2007	0.00
Budget Control				Director:	1 July	Budgeted costs

and IDP implementation				Finance & Directors	2007-30 June 2008	
Supply Heads of Department with budget policy guidelines, instructions and formats to be completed				Director: finance	30 June 2007	0.00

Issues, Mechanisms and Procedure for Alignment

Alignment between the different spheres of government will be regulated by the procedure stipulated in the District Framework for IDP. It includes the following:

ROLE-PLAYERS

NATIONAL GOVERNMENT

- Department of provincial Local Government
- Land Affairs
- Department of Water Affairs and Forestry
- Environmental and Tourism
- Department of Trade and Industry
- Social Welfare
- Public works
- Agriculture
- Health

PROVINCIAL GOVERNMENT

- Same Department as National government
- Free State Development Plan

DISTRICT LEVEL

- PIMSS centre
- District Municipality
- District Municipality's IDP

COMMUNICATION MECHANISM

The communication between the different stakeholders is crucial in aligning plans successful. Appropriate mechanism for communication will differ from event to event.