



IDP REVIEW PROCESS PLAN

DEPARTMENT OF THE OFFICE OF THE MUNICIPAL MANAGER
JULY 2009-JUNE 2010

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1. 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. In 2008/2009 Council reviewed its IDP document through community participation, this year the same process will be followed 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 Review Process Plan for the year 2007/08 is regulated by the Municipal System Act of 2000. The Review Process Plan will guide the planning, drafting, amendment and adoption of the reviewed IDP. The Review 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 review 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 Review Process Planning will be done by the Steering Committee and the IDP Manager in consultation with the communities under Setsoto Municipality and other government departments.

2. Institutional arrangements

2.1 Municipal council

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

- Decide on the Review Process Plan for 2007/2008
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP Review Process, or delegate this function to the IDP Manager.
- 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.

2.2 IDP Manager

The IDP Manager has to manage and co-ordinate the IDP review process. This includes to:

- Prepare the Review Process Plan
- Undertake the overall management and co-ordination of the review 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 RIDP 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 review of the IDP documents and
- Adjust the RIDP in accordance with the MEC for Local Government's proposals

2.3 Divisional Managers

As the persons in charge for implementing RIDP, the technical/sectional officer has to be fully involved in the review 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 RIDP for submission to the municipal council for approval and the MEC for Local Government for alignment.

2.4 Consultant/Facilitator

- Providing methodological/technical guidance to the IDP review process
- Facilitation of review workshop if necessary
- Documentation of outcomes of review activities
- Marketing the RIDP to the communities
- Does research

2.5 District Municipality

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

2.6 Organisational Structures

2.6.1 IDP Steering Committee

2.6.1.1 Composition:

- Chaired by Mayor
- Executive Committee Members
- Secretariat: Office of the IDP Manager
- Municipal Manager
- Directors
- IDP Manager
- Performance Management Audit Committee Members

2.6.1.2 Responsibilities (terms of reference)

- Provide terms of reference for various review 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

2.6.2 Ward councillors

- Link the review 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 RIDP;
- Do field work where necessary.

2.6.3 Representative Forum Composition

- Chaired by mayor
- Secretariat :Office of the IDP Manager
- IDP Steering Committee
- 2 representative from Constituency Office
- 2 representative from each ward of local municipalities
- 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

- Consultants when needed.

2.6.3.1 Responsibilities (terms of reference)

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

3. Mechanisms and procedure for participation

Certain principles with regard to participation of different stakeholders within IDP review process include the following: The elected council is the ultimate decision-making body for the RIDP. 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:

3.1 Needs orientation:

Ensuring that peoples needs and problems are taken into account

3.2 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.

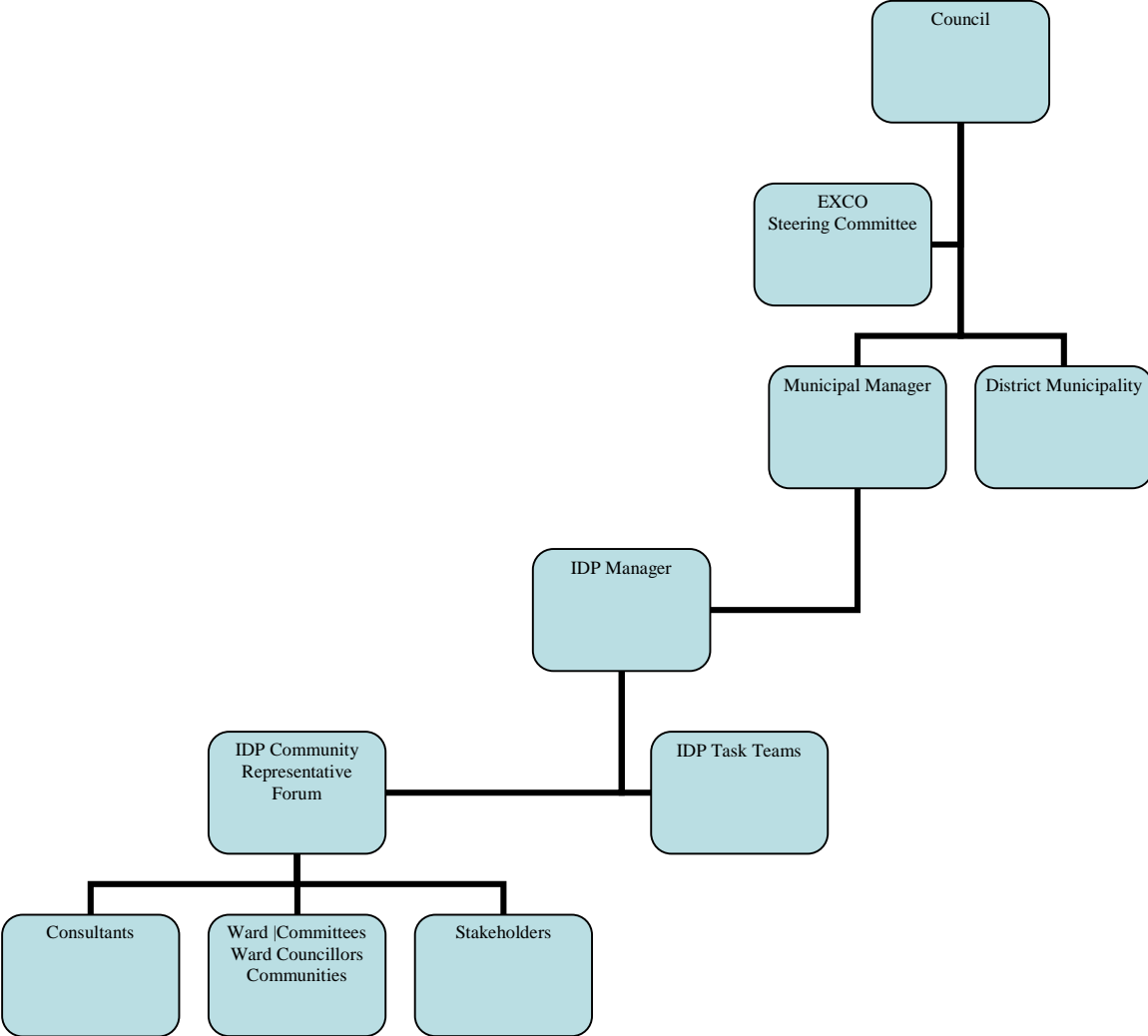
3.3 Community ownership:

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

3.4 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.

3.5 IDP REVIEW ORGANIZATIONAL STRUCTURE



4. ACTION PROGRAMME AND RESOURCE PLAN WITH BUDGETED COSTS

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Supply Chain management	Preferential Procurement Policy Framework	Submit quarterly report ending 30 June on implementation of the supply chain management policy to the Mayor and make the report public	None	Director Financial Services Manager Expenditure	04 Sept 2009	0.00
Long Range Planning	Strategic Planning Session		Conference facilities Venue Facilitators Accommodation Conference facilities Refreshments Transport for 70 delegates	Municipal Manager IDP Manager	23-25 Sept 2009	300 000.00
Previous Financial Statements	Prepare Financial Statements	Commence to close all accounts and prepare financial statements	None	Director Financial Services Manager Income and Budget Statements Budget Accountant	31 Aug 2009	0.00
Performance Agreements	Drafting and signing of performance agreements for section 57 Managers	Conclude annual performance agreements for current financial year.	None	Mayor Municipal Manager IDP Manager	01 Aug 2009	0.00
Current Budget	Implementation	Commence implementation of new budget	Operational and Capital Budget	Municipal Manager Directors Managers	30 June 2010	

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Information session	Task Team Meeting	Verification of the IDP Review Process Plan report.	Refreshment	IDP Manager PIMSS Centre	04 Sept 2009	R 5 000.00
Ward IDP review Process	Respective Wards situational analysis	Community needs, reprioritization by ward residents	Travelling	Office of the Speaker Exco Members Ward Councillors Municipal Manager Directors IDP Manager	Ficksburg 07 Sept 2009 <hr/> Clocolan 08 Sept 2009 <hr/> Marquard 09 Sept 2009 <hr/> Senekal 10 Sept 2009	R 35 000.00
Information session	Deskwork	Briefing on how far the different municipalities are with the review their IDP, and if they are still aligning them to the District IDP	None	IDP Manager District Municipality	District to supply dates	0.00
Next three year budget	Commence planning for the next three-year budget, reviews of IDP and budget policies and consultation in accordance with budget process co-ordination role. Review previous year's budget evaluation checklist, council delegations and budget time schedules of key deadlines	OPEX Preparations Preliminary discussion with FINCOM Revision and finalising of draft estimates and calculation of tariffs for consideration	Refreshments for members	FINCOM Members Municipal Manager IDP Manager	14 Sept 2009	R5 000.00

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Phase2: 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	IDP-Forum two days meeting.	Spatial, socio-economic, environment, 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 and national strategies, develop financial and human resource framework, discuss strategic alternatives	Transport and refreshments for 200 delegates @ R60/person	Municipal Manager, IDP Manager, District Municipality Consultants if needed	22-23 Sept 2009	R 60 000.00
Budget	Next Three Year Budget	Conclude initial consultation and review, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocation to determine revenue envelop and financial outlook to identify need and review fiscal strategies	None	Municipal Manager Director Managers		
Budget	Next Three year Budget	Ensure internal analysis of financial and non-financial performance over year are prepared, analyse gaps between actual and planned performance, assess impacts of plans. Determine financial position and assess financial capacity against future strategies	None	Municipal Manager Chief Financial Officer	06 Oct 2009	0.00
Implementation	SDBIP	Consider quarterly report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	None	Municipal Manager IDP Manager IA Manager	08 Oct 2009	0.0

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Phase 3: Projects						
Screening of draft project proposals	IDP Rep Form- Two day workshop	Identify projects and establish project task teams Compile draft budget framework for each project Listing of the projects. Design Project Proposals Implementation plan, outlining the projects cost and institutional resources needed Define indicators, outputs and targets; identify major activities, time frames and responsibilities Setting targets and key performance indicators.	200 delegates @ R60, 00/person for meals, invitations & document	Municipal Manager, IDP Manager, District Municipality Consultants if needed	13-14 Oct 2009	R60 000.00
IDP Representative Forum	Community Participation	Community and Stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decision including borrowing. Adjust estimates based on plans and resources. Further council and management debate	Transport and refreshments for 200 delegates @ R60/person	Municipal Manager, Directors Managers District Municipality Consultants if needed	03-04 Nov 2009	R60 000.00
Previous Financial Statements	Compliance Matter	Receive audit report on the financial statements from the Auditor-General Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report- prepare action/audit plans to address and incorporate into the annual report	None	Municipal Manager IA Manager IDP Manager	10 Nov 2009	0.00
Budget	Next Three Year Budget	Finalise first draft of departmental operational plans and service delivery and budget implementation plan for review against strategic priorities	None	Municipal Manager Directors Managers	08 Dec 2009	12 000.00

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Budget discussion	EXCO	Finalise alteration if applicable Submission of altered draft budget to Mayor and EXCO	Refreshments for members	EXCO Members Municipal Manager IDP Manager Manager Income and Budget Division	14 Dec 2009	R2 000.00
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	District Municipality	District to give date	R 1000.00
Implementation	SDBIP	Consider quarterly report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP	None	Municipal Manager IDP Manager IA Manager	18 Dec 2009	0.00
Supply Chain Management	Preferential Police Framework	Submit monthly reports for the period ending 30 November for each contract awarded and signed above the prescribed amount	None	Municipal Manager Director Financial Service	22 Dec 2009	0.00

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Previous Year	Performance Management System	Finalise annual performance report, assessment of arrears on taxes and service charges and assessment of municipal performance together with recommendations from council audit committee and details of corrective action undertaken arising from audit report and minimum competency compliance for inclusion in the annual report	None	Municipal Manager Directors Managers	25 Jan 2009	20 000.00
Budget and IDP	Alignment	Finalise detailed operating and capital budget in the prescribed formats incorporating National and Provincial allocations, integrate and align to the IDP document and draft SDBIP and budget implementation plan, finalise budget policies including tariff policy	None	Municipal Manager Directors Managers	3 Feb 2009	15 000.00
Budget	Alignment	Note National budget for Provincial and National allocations to municipalities for incorporation into the budget	None	Municipal Manager Directors Managers	10 Feb 2009	0.00
Approval of draft budget	Council	Submission of EXCO report on draft budget and draft IDP to full Council	Refreshments for 60 delegates	Mayor Municipal Manager Director Financial Services	31 March 2008	R15 000.00

Planning Activity	Event	Key Focus Area	Items Budgeted for	Special Resources	Timeframe	Amount
Phase 4: Integration Integrating sector programmes	Steering Committee	Facilitate draft budget with communities per ward 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, 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	None	Mayor Speaker Chief Whip All Councillors Municipal Manager Directors Managers	1-29 Apr 2009	60 000.00
Phase 5: Approval						
Draft RIDP, Draft budget	Desk work	Circulation for comments from provincial/ national department and community Higher level approvals if necessary	None	Municipal Manager Directors IDP Manager Manager Income and Budget	30 Apr -25 May 2009	60 000.00
Approval	Council	Seamless adoption of budget and credible IDP	None	Mayor. Municipal Manager Director Financial Services	31 May 2009	20 000.00
Budget Control and IDP Implementation	Management	Load accounting system with new budget data Implementation of SDBIP	None	Management	1 July 2010-30 June 2011	0.00
Total						430 000.00

5. 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:

5.1 Role Players

5.1.1 National Government

- Department of Cooperative Government and Traditional Leadership
- Department of Human Settlement
- Department of Economic Development
- Department of International Relations and Cooperation
- Department of Labour
- Department of Rural Development and Land Reform
- Department of water affairs and forestry
- Department of Tourism
- Department of Trade and Industry
- Department of Social Development
- Department of Public Works
- Department of Agriculture, Forestry and Fisheries
- Department of Health
- Department of National Treasury

5.2 Provincial Government

- Same Department as National government
- Free State Growth and Development Strategies

5.3 District Level

- District Municipality
- District Municipality Reviewed IDP

5.4 COMMUNICATION MECHANISM

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

6. BINDING LEGISLATION AND PLANNING REQUIREMENTS

The following legislation was used in the development of this document:

The Municipal Systems Act and the Municipal Planning and Performance Management Regulation