

KWA SANI MUNICIPALITY

THE REVIEW OF INTEGRATED DEVELOPMENT PLAN 2015/2016 FINAL IDP REVIEW FRAMEWORK AND PROCESS PLAN

**N.C. JAMES
MUNICIPAL MANAGER
32 ARBUCKLE STREET
HIMEVILLE, 3256
033- 702 1060 TEL
033- 702 1148 FAX
mm@kwasani.co.za**

www.kwasani.co.za

TABLE OF CONTENTS

	Page No.
1. Introduction	4
2. Distinction between the Framework and a Process Plan	6
3. Process Plan and Framework Plan: Contents in comparison	7
4. Key elements to be addressed during this review	8
5. Organisational/Institutional arrangements	8
6. Mechanisms for public participation	13
7. 2015/16 IDP generic programme with time frames	18
8. Alignment mechanisms	22
9. The Service Providers Forum	23
10. IDP Alignment Committee	26
11. IDP cost estimates	29
12. IDP prepared in house or by a service provider	30
13. Procedures and principles for monitoring the process	30
14. Procedures and principles for amendment of the framework plan	30
15. Detailed Programme for Kwa Sani Process Plan	31
16. Spatial Development Framework Programme 2015/2016	33

GLOSSARY

IDP	-	Integrated Development Plan
SDBIP	-	Service Delivery and Budget Implementation Plan
MSA	-	Municipal Systems Act
PMS	-	Performance Management System
OPMS	-	Organisational Performance Management System
PGDS	-	Provincial Growth Development Strategy
DCOGTA	-	Department of Cooperative Governance and Traditional Affairs
MTAS	-	Municipal Turn Around Strategy
DGDP	-	District Growth Development Plan
SDF	-	Spatial Development Framework
PSC	-	Project Steering Committee
Buffer Committee	-	Ukhahlamba Drakensberg Park World Heritage Site Buffer Technical Committee
SPLUMA	-	Spatial Planning and Land Use Management Act

1. INTRODUCTION

In terms of the Municipal Systems Act (Act 32 of 2000), all municipalities must prepare an Integrated Development Plan (IDP). The IDP is a product of integrated development planning process. The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. According to Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually:

- in accordance with an assessment of its performance measurements in terms of section 41
- to the extent that changing circumstances so demand and
- may amend its IDP in accordance with the prescribed process.

Additionally reference should be made to Government Notice R796 which refers to the legal requirements of a Spatial Development Framework (SDF). The SDF is an integral part of the IDP and this notice sets out the core components of an SDF, i.e. (paraphrased)

- objectives that reflect the desired spatial form of the municipality
- strategies and policies to achieve the objectives
- basic guidelines for land use management
- set out a Capital Investment Framework
- contain a strategic assessment of the environmental impact of the SDF
- identify programmes and projects for development
- be aligned with SDFs of neighboring municipalities
- provide visual representation of the desired spatial form

The promulgation of the Spatial Planning and Land Use Management Act, Act No. 16 of 2013, also known as SPLUMA, which also seeks to guide municipalities in the preparation of the SDF by providing the content or additional components that will be considered during the development and/or review processes from this point onwards.

Furthermore, all municipalities must prepare a Process Plan as a preparatory phase for the review of the IDP. The Process Plan must outline how the IDP Review process will unfold (i.e. the planning process to be undertaken, organizational structures and distribution of roles and responsibilities). The District Municipality is in charge of preparing a Framework Plan. The Framework Plan and the Process Plan are two distinct documents which should be aligned to guide the review process.

1.1 LEGISLATIVE REQUIREMENTS

1.1.1 The Constitution of the Republic of South Africa

Section 152 of the Constitution of the Republic of South Africa mandates all local government to:

- (a) to provide democratic and accountable government for local communities;
- (b) to ensure the provision of services to communities in a sustainable manner;
- (c) to promote social and economic development;
- (d) to promote a safe and healthy environment; and

- (e) to encourage the involvement of communities and community organisations in the matters of local government.

Section 153 goes on to argue that:

- (a) structure and manage its administration and 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
- (b) participate in national and provincial development programmes

1.1.2 The White Paper on Local Government

Section B of the White Paper on Local Government presents Municipalities with the challenge of being more developmental. It outlines four main characteristics of a developmental local Government which all municipalities must strive towards. These are:

- (a) Maximising social development and economic growth.
- (b) Integrating and coordinating.
- (c) Democratising development.
- (d) Leading and learning.

1.1.3 Municipal Systems Act

Section 25 of the Municipal Systems act outlines that

- (1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which—
 - (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
 - (b) aligns the resources and capacity of the municipality with the implementation of the plan;
 - (c) forms the policy framework and general basis on which annual budgets must be based;
 - (d) complies with the provisions of this Chapter; and
 - (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation

1.2 CORE COMPONENTS OF THE IDP

An integrated development plan must reflect –

- (a) The municipal councils vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs.
- (b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services.
- (c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs
- (d) The council's development strategies which must be aligned with any national or provincial Sectoral plans and planning requirements binding on the municipality in terms of legislation.

- (e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality.
- (f) The council's operational strategies.
- (g) Applicable disaster management plans.
- (h) A financial plan, which must include a budget projection for at least the next three years: and
- (i) The key performance indicators and performance targets determined in terms of section 41.

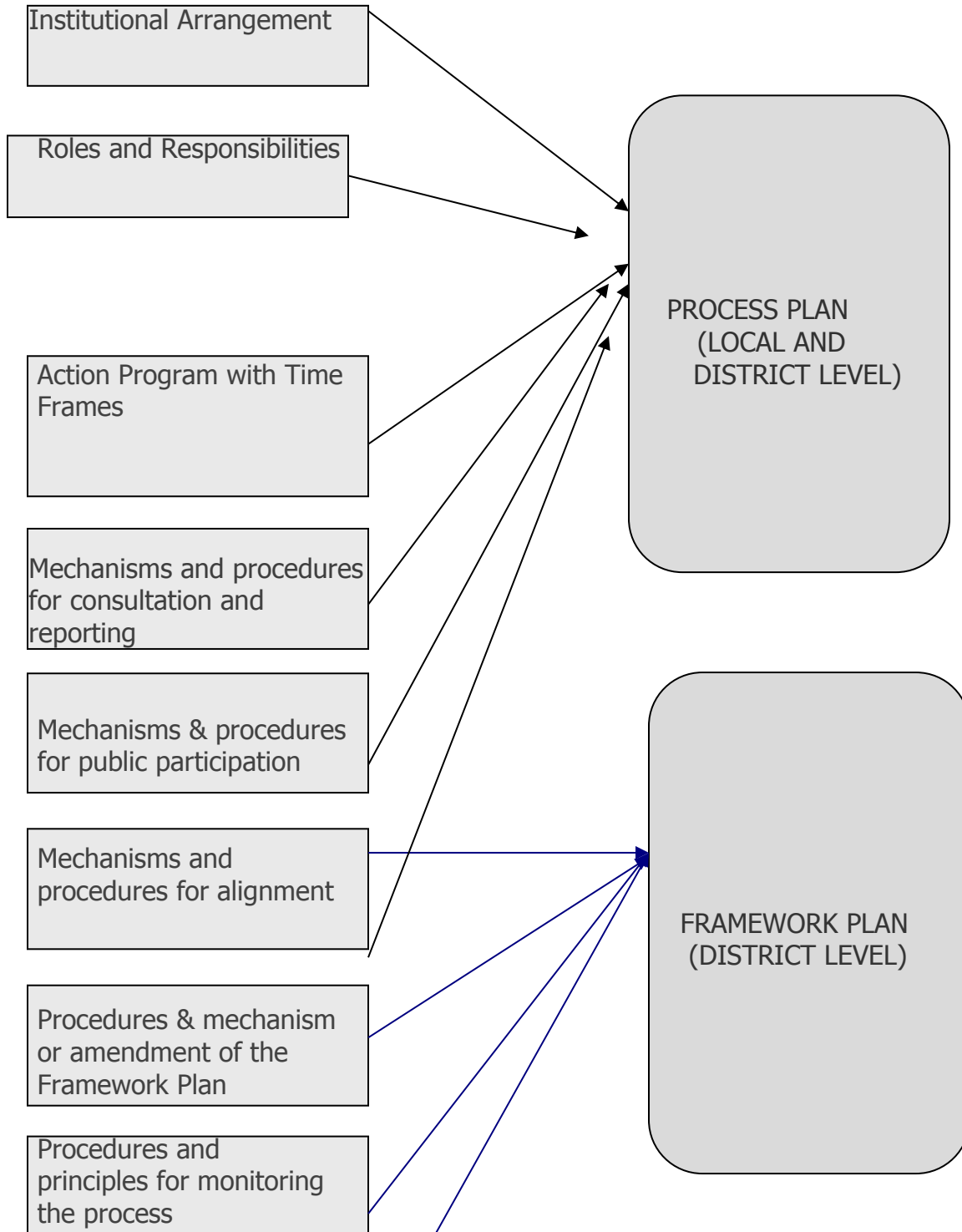
And thus as such, the process plan at hand will guide the drafting and implementation of the above mentioned components.

2. DISTINCTION BETWEEN A FRAMEWORK PLAN AND A PROCESS PLAN

The Framework Plan is a coordination tool for the district which ensures interrelated and parallel planning processes at district and local levels whilst the Process Plan is a management tool for each municipality which helps with the management of the IDP process on a day to day basis. The Framework Plan must ensure that the district IDP and the local municipalities IDP are mutually linked and can inform each other.

The Framework Plan binds the district and the local municipalities in consultation and alignment of their planning processes. The Framework Plan is based on a consultative process with the local municipalities whilst the Process Plan is based on appropriate consultation with local communities. The Framework Plan is prepared by the district in consultation with the local municipalities and all municipalities must agree on a joint time schedule and joint milestones. The approved plan has to be made available to all Local Municipalities. It is important to note that some of the sections of the Framework Plan and Process Plan are identical. All local municipalities will use Framework Plan as a basis for drafting their IDP review process plans.

3. PROCESS PLAN AND FRAMEWORK PLAN: CONTENTS IN COMPARISON



Framework Program

4. KEY ELEMENTS TO BE ADRESSED DURING THE KWA SANI IDP REVIEW

- Draft IDP Assessments
- MEC Panel Comments
- Self-Assessment of the contents of the IDP as well as its credibility
- New Council priorities
- Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, PGDS and PDP, Outcome 9, MTAS, COP17)
- The Sukuma Sakhe/War on Poverty and War Rooms.
- The review/updating of the SDF to ensure that the IDP and SDF preparation processes are adequately aligned.
- District Growth Development Plan (DGDP)

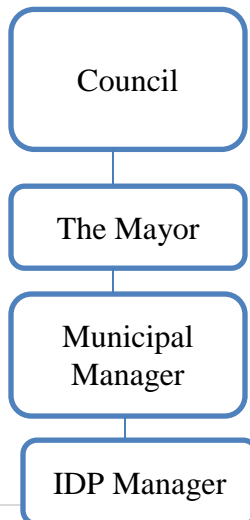
5. ORGANISATIONAL/INSTITUTIONAL ARRANGEMENT

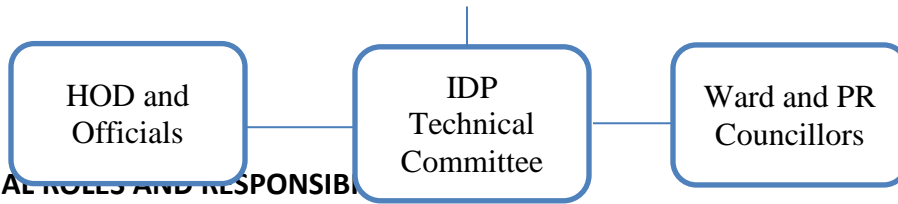
IDP is an integrated plan and requires the involvement of different role players. For the project of this magnitude to be successful, all stakeholders involved must be encouraged to participate in the process. The IDP review process requires participation of communities, stakeholders, and all spheres of government and professionals. In order to ensure the involvement of all affected groups the following persons and structures should be in place.

5.1 INSTITUTIONAL ARRANGEMENT

5.1.1 Internal Organisational Structure

For the smooth running of the IDP review, it is imperative that all the relevant role players i.e. internal and external, are aware of their roles and responsibilities. Below is the structure and in table format are role players and their responsibilities.





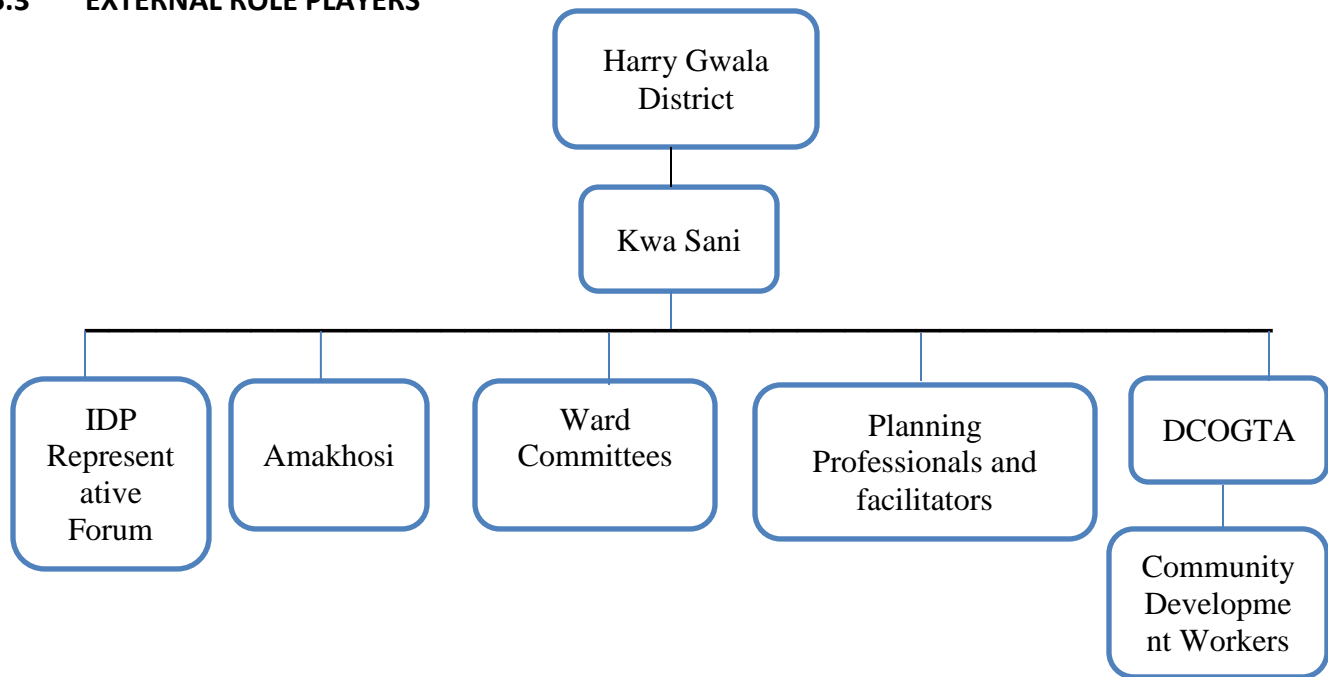
5.2 INTERNAL ROLES AND RESPONSIBILITIES

ROLE PLAYERS	RESPONSIBILITIES
Kwa Sani Local Municipality	<ul style="list-style-type: none"> • The Council will be responsible for adopting the Process Plan, • managing and co-coordinating the IDP Review Process by: • Ensuring alignment of the local municipality’s IDP with that of the District Municipality • Ensuring that business plans and budget decisions are based on the • IDP • Ensuring that Key Performance Indicators and Targets as outlined in the IDP are realistic and achievable • Ensuring that the IDP is tied to the budget • Ensuring that there is a linkage between the IDP, the Performance Management Systems (PMS) and the Budget Process • Monitoring the implementation of the IDP • Ensuring that the review process complies with the prescribed • legislation • Approving and adopting the revised IDP
Council	<ul style="list-style-type: none"> • Decision making body throughout the review process • Monitoring of the IDP Review Process • Overall management and co-ordination of the review process • Submission of IDP to Council for adoption
The Mayor	<ul style="list-style-type: none"> • Overall management, coordination and monitoring of the review process • Drafting of the IDP Review or delegate this function • Preparing the budget • Managing the budget process • Liaising with different role players • Ensuring transparency in the process • Ensuring that budget process is informed by and tied to the IDP • Ensuring that the budget process complies with the prescribed • legislation
Ward Councillors/Ward Committees	<ul style="list-style-type: none"> • Linking of the IDP Review Process to their constituencies • Facilitating public consultation and participation • Ensuring transparency in the review process
IDP Manager	<p>The IDP Manager, of which the role is played by the Office of the Municipal Manager, has the following responsibilities allocated to the office:</p> <ul style="list-style-type: none"> • Prepare the Process Plan

	<ul style="list-style-type: none">• Undertake the overall management and co-ordination of the planning process• Ensure that all relevant role-players are identified and involved• Nominate persons in charge of different roles
--	--

ROLE PLAYERS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Be responsible for the day-to-day management of the drafting process • Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector 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 planning of the IDP document: <ul style="list-style-type: none"> • That conditions for participation are provided • That all outcomes are being documented • Ensuring the alignment of the IDP with other IDP’s within the District Municipality area and the District’s IDP • Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP Documentation • Adjust the IDP in accordance with the MEC for Cooperative Governance’s proposals • Ensuring the Process Plan is finalized and adopted by Council • Submitting the reviewed IDP to the relevant authorities
<p>Technical Committee</p>	<p>The IDP Technical Committee will act as a support to the IDP Representative Forum and the IDP Manager. The members will comprise the Municipal Management Committee, The Mayor, Sisonke District Municipality and Department of Cooperative Governance and Traditional Affairs.</p> <ul style="list-style-type: none"> • To provide the terms of reference for various planning activities. • To commission research studies or any other information collection activity. • To assess proposals from project teams and make recommendations in regard to improvements/ amendments. • To process, summarize and document outputs. • To make content recommendations to the IDP Representative Forum and Council. • To prepare, facilitate and document meetings. • To provide technical input. • To assess, and comment on, inputs from project teams and Representatives Forum.

5.3 EXTERNAL ROLE PLAYERS



ROLES	RESPONSIBILITIES
IDP Representative Forum	<ul style="list-style-type: none"> • Represent the interest of constituents in the IDP Process • Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government • Ensure communication between all stakeholders • representatives, including municipal government • Monitor performance of the planning and implementation process
Harry Gwala District Municipality	<ul style="list-style-type: none"> • Co-ordination 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 notional role-players and other subject matter specialists
Government Departments/Sector Departments	<ul style="list-style-type: none"> • Provide data and information • Assist in the preparation guidelines for sector plans • Provide funding for the preparation of sector plans • Facilitate alignment
Department of Cooperative Governance and Traditional Affairs	<ul style="list-style-type: none"> • Providing data and information • Providing guidelines for the review process • Providing guidelines for the preparation of Sector Plans • Providing methodological guidance • Providing technical support • Providing funding for IDP Review and PMS • Monitoring the review process • Coordinating IDP and PMS related training To provide guidelines for IDP
Ward Committees and Community Development Workers	<ul style="list-style-type: none"> • To be consulted on an individual or collective basis • To establish the community needs and reach consensus on IDP Projects initiatives and priorities
Amakhosi	<ul style="list-style-type: none"> • To be consulted on an individual basis or through the chairperson of the Sisonke House of Traditional Leaders. • To establish the community needs and reach consensus on IDP

6. MECHANISM FOR PUBLIC PARTICIPATION

Chapter 4 of the Municipal Systems Act, 2000 states that a municipality must develop a system of participatory governance by encouraging and creating conditions for communities, residents and other stakeholders to participate in the municipal governance.

The IDP Representative Forum and Ward Committees are the appropriate structures to facilitate public participation in the IDP process. Entrusted with this responsibility, both structures should be highly functional and understand the review process and other processes that are informed by the IDP. Both structures should particularly focus on those social groups that are not well organized and which do not have the power to articulate their interests publicly e.g. woman, disabled, people subjected to poverty, orphans, aged etc.

6.1. FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process, namely:

- Appropriateness of solutions
- Needs orientation
- Community ownership, and
- Empowerment

As with the preparation of the IDP, the public participation process in the IDP Review Process has to be institutionalized in order to ensure that all community have equal right to participate.

6.2 METHODS AND TOOLS FOR PARTICIPATION

The following participation mechanisms are proposed:

IDP Representative Forum

The IDP is central to a municipality's ability to deliver on its mandate. It is recognized as a business plan for the municipality and determines projects that a municipality may or may not undertake. Thus the IDP Formulation process is required to be a transparent and inclusive one and the content of the IDP must be representative of the needs and aspirations of all interest groups in wards. An IDP representative forum is one of the vehicles utilized to promote inclusivity and transparency during IDP process. This forum should be inclusive of all stakeholders in the ward and should serve as a platform for stakeholders to advance and defend the inclusion of their interest in the IDP.

Media

Amongst other means, the local newspapers circulating within the area will be used to inform the community on the progress with respect to the IDP Review process.

The following are local newspaper circulating within the District.

- Mountain Echo
- Fever

- Kokstad Advertiser
- The New Age
- Provincial Newspapers
- Flyers and Newsletters
- Ward Councillors and Ward Committees (there are 4 Ward Committees in Kwa Sani)

Notices

Notices on the IDP Review will be placed on the Municipal Notice Boards and public buildings e.g. schools, clinics and community halls.

6.3 COMMUNITY BASED PLANS

6.3.1 WHY COMMUNITY BASED PROGRAMME?

The purpose of this programme is to create an enabling environment for citizens to participate in improving their quality of life using maximum strengths. Community involvement is at the centre of developmental local government and Community Based Planning (CBP) is the main project implemented under this programme. CBP is the methodology built on local vision, preferred outcomes and strengths of communities. The process concentrates on what the community can do for itself, understanding its resources and making maximum use of its strengths. It is a process that empowers communities and encourages them to move away from dependency syndrome. CBP informs the Integrated Development Plan of the municipality.

6.3.2 PROCESS OF DEVELOPING A COMMUNITY BASED PLAN (CBP)

A community based plan is a form of participatory planning designed to provide community action and to link to the integrated development plan (IDP).

CBP is moving from consultation to empowerment overcoming dependency syndrome, hence giving people power to plan and decide.

Development of CBP process uses the following tools:

- Quality of plans- the community must work with what they have
- Quality of services- the community members must be part of that development plan
- Community control over that development- the community must feel in control, contribute and have a sense of ownership for that development.
- A CBP must be prepared by local people, it needs to be owned by the community, they must be actively involved throughout the process plan, it must provide information that guides IDP and must be supported through discretionary fund.

Who must be involved in CBP?

Residents
Councillors
Officials
Structures
Service Providers

Traditional leaders
Local interested groups
Local business

The Principles of CBP

People centred
Participatory & responsive
Partnership between structures
Flexible & dynamic
Sustainable
Holistic & be based on strengths

7. ALIGNMENT OF IDP, BUDGET AND PERFORMANCE MANAGEMENT SYSTEM

There are two major processes that are informed by the IDP, they are: Performance Management System (PMS) and the Budget process. The IDP and the PMS should be developed at the same time. PMS is a tool to improve service delivery and to monitor the implementation of the IDP. The budget process must be aligned and tied to the IDP and PMS process. It is therefore important that all role players involved in these two processes work together and align their activities.

As indicated above the IDP is the strategic plan and PMS is a monitoring and the municipality will prepare a Service Delivery and Budget Implementation Plan (SDBIP) as implementation tool as stipulated in the MFMA of 2003.

The following outlines the dates for meetings of the different sections to ensure alignment of the various processes within the municipality.

The costs associated with the IDP Review are outlined under Cost estimates in point no. 12

ACTION	PURPOSE	RESPONSIBLE	TARGET DATE
IDP /PMS/SDF Framework and Process Plan	To guide and align planning between the district and local municipalities, government departments and other stakeholders	IDP- Municipal Manager	September 2014
Public Participation	In order to adhere to Chapter 4 of the MSA and ensure that members of the community partake in the affairs of the municipality	Office of the Mayor	October –November 2014
Submission of projections by departments	To compile draft budget	CFO	November 2014- January 2015
Review Performance Indicators	In order to reflect any possible shift in the budget during the adjustment budget	IDP-Municipal Manager	January 2015
Development Summit	To make sure that the IDP is informed by the actual needs on the ground and that it is linked to National and Provincial Priorities	MM/IDP/PMS Officer	February 2015
Draft Budget is compiled	Define Service Delivery objective for each function for recommendations to council	IDP/MM/CFO/HODs	November 2014- February 2015
Table Draft budget/IDP/SDF	For Council recommendations	IDP/MM/CFO	March 2015
Submission by MM to Provincial and National Treasurer and DCOGTA	Compliance	MM/IDP/PMS Officer	End March 2015
Public Comments on draft budget/IDP/SDF	To obtain input from the communities	Council	April 2015
Council considers input from various stakeholders	Community participation	Council	May 2015
Mayor responds to submissions during consultations	Community participation	MM/CFO/MAYOR	April 2015
Mayor tables amendments for council considerations	Community participation	MM/CFO/MAYOR	May 2015
Approve IDP/Budget/ SDF/SDBIP/PMS and related policies in Council and send copy to National Treasury and CoGTA		Council	End May 2015
Submission of SDBIP	To ensure existence of an	MM	July 2015

to the Mayor	implementation plan before the start of the financial year		
Conclusion of Annual Performance Agreements by Mayor	To ensure a performance driven management and to comply with the legislation	Mayor	July 2015
Publication of SDBIP and Annual Budget	Community participation	MM	July 2015
The Mayor submits the approved SDBIP and Performance Agreements to Council, MEC for corporative governance		Mayor/MM	End July 2015

8. 2015/2016 IDP GENERIC PROGRAMME WITH TIME FRAME

Activity	Deliverables	Responsible Department	TIME FRAMES 2015 TO 2016													
			July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	
IDP Alignment Committee 1 st Meeting	Input on Framework & Process Plans – all LMs & DM	IDP/PMS Officer														
Prepare Process Plan for Annual IDP/Budget/OPMS & SDF review	Prepare the IDP/Budget Process Plan and Council approval	Office of the Municipal Manager														
Submission of draft IDP Process Plan to COGTA, Portfolio Committee and Council		Office of the Municipal Manager														
Advertise the draft Process Plan on media		IDP Manager														
IDP alignment Committee 2 nd meeting to discuss comments from COGTA	Aligning of Process Plan with that Local municipalities	Local municipalities and Harry Gwala District Municipality			18 Sept. 2014											
Finalise, adopt and submit IDP Process Plan to COGTA		Office of the Municipal Manager			30 Sept. 2014											
IDP Representative Forum	Sector engagements	MM/IDP Officer														
Submission of the 2013/2014 Draft Annual Report and AFS to the AG		Finance Dept./IDP/PMS Officer														
Submission of the 1 st quarter		All Depts/IDP/PMS Officer				By 10 th										

Kwa Sani Municipality – IDP Review Framework and Process Plan 2015 - 2016

Activity	Deliverables	Responsible Department	TIME FRAMES 2015 TO 2016												
			July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015
report for the 2014/2015 FY															
IDP steering committee	Identify sector plans and planning cycles and identify entry point for alignment	Office of the Municipal Manager													
IDP Key elements		Office of the Municipal Manager				Analysis of the IDP perspective									
IDP/SDF/Budget/Annual Report Roadshows	Roadshows/ tabling of the Annual Report by MPAC Chair	KSM – Council & administration					2 nd week								
Harry Gwala DM Sector Department meeting	To ensure alignment and identification of gaps for alignment with IDP/SDF/Budget	Harry Gwala DM and all LMs						1 st week							
IDP Steering Committee meeting and compilation of reports to be sent to both the steering committee & government depts..	Tabling of all challenges to the steering committee for budgeting purposes	Office of the Municipal Manager/IDP /PMS Officer						2 nd week							
Submit to Council, Provincial, National Treasury and Cogta and publicise final 2013-2014 Annual Report	Submit to Council the 2013-2014 AR as per the Circular 63 of the MFMA.	Office of the Municipal Manager/IDP /PMS Officer						2 nd week							
Review Budget, HR and PMS	To influence performance in the last half of	All Departments /Council						2 nd week							

Kwa Sani Municipality – IDP Review Framework and Process Plan 2015 - 2016

policies	the financial year																	
IDP Alignment	To ensure that all IDPs are fully	Harry Gwala and all LMs								2 nd								
Activity	Deliverables	Responsible Department	TIME FRAMES 2015 TO 2016															
			July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015			
Committee 3 rd meeting to discuss DGDP	aligned with the DGDP									December 2014								
Submit the Mid-Year Performance Report and review the IDP strategies	Take into account the mid-year performance report in order to review the strategies	Office of the Municipal Manager									2 nd week							
Submission of the Oversight Report to Council	As per circular 63 of MFMA	All Depts																
Mid-Year Budget/SDBIP adjustment	Ensure proper alignment between the Mid-Year budget and SDBIP	Office of the Municipal Manager/Finance Department									End of Jan. 2015							
Prepare IDP/Budget/SDF and PMS for review process	A special focus is given to the strategic or 3 year implementation plan in the IDP	Office of the Municipal Manager/All departments																
Action Plan to address AG queries	Prepare an action plan to address PMS issues from AG	Office of the Municipal Manager/IDP/PMS Officer									1 st week							
IDP sector engagement meeting the entire HGDM	To ensure proper alignment of all the activities and solicit implementation plans from the stakeholders to be included in the IDP	HGDM and all Local Municipalities											2 nd week					
Table draft	To seek	Office of the																

Kwa Sani Municipality – IDP Review Framework and Process Plan 2015 - 2016

IDP/Budget/ SDBIP to Council and COGTA	approval of the draft IDP/Budget and SDBIP before	Municipal Manager and Finance Department																
Activity	Deliverables	Responsible Department	TIME FRAMES 2015 TO 2016															
			July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015			
	community participation processes																	
Adopt IDP, Budget/ PMS and SDF	Aligned Strategic Plans	Council																
Approval of SDBIP	Implementation Plan	Hon Mayor																
Implementation of SDBIP and signing of performance agreements and publicising	Implementation	All Departments																

9. ALIGNMENT MECHANISMS

(a) Alignment with stakeholders

➤ Vertical Alignment

National Level

The National Government should provide a framework for sectoral, provincial and municipal planning. This will contribute to the creation of a normative framework consisting of common policy guidelines and principles, general strategic guidelines and spatial macro-strategies.

Provincial Level

This sphere of government should provide a more specific framework, with mid-term objectives and targets for public investment and services. The Provincial Departments should provide guidelines and funding for the preparation of Sector Plans. Apart from that, all provincial sector departments should be actively involved in the IDP process.

Local Level

To ensure alignment at a local government level the District IDP Manager should drive the alignment process.

➤ Horizontal Alignment

The aim of this level of alignment is to ensure that the municipal planning processes, programs and projects are addressed jointly. The District Municipality has to facilitate this level of alignment.

➤ Cross border alignment

Alignment between local government provincial and national sector departments and corporate service providers. The aim of this level of alignment is to ensure that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. This level of alignment will also ensure alignment of the projects and programs with those of sector departments and corporate service providers.

(b) Types of alignment mechanism

IDP Representative Forum

The IDP Representative Forum is a structure which institutionalizes and guarantees representative participation of stakeholders in the IDP Process. The selection of members of the IDP Representative Forum needs to be based on criteria which will ensure geographical and social representation.

Terms of Reference

1. Represent the interests of their constituencies.
2. Provide a Forum and mechanisms for discussion, negotiation and decision making between all stakeholders and municipality.
3. To ensure communication between all stakeholder representatives, including the municipal government.
4. To ensure that alignment takes place at the various levels.
5. To monitor the performance of the planning and the implementation process.

Composition: The District will use IDP Rep. Forums of Local Municipalities and IDP Rep. Forum meetings will be held in each Local Municipality.

10. THE SERVICE PROVIDERS FORUM

The forum is composed of the various Provincial Sector Departments, Municipal Managers or IDP Managers of all municipalities within the district, Corporate Service Providers (TELKOM, ESKOM) and Municipal Officials responsible for IDP and the SDF.

Roles and Responsibilities of the Committee

- Ensure alignment of the district IDP and local municipalities IDP's with Plans, projects and programs of Government Departments and Corporate Service Providers
- Identify alignment needs and translate those needs into alignment events
- Identify entry points for alignment
- Identify Alignment Mechanisms
- Discuss projects, programs and sector plans and align them with the District and its Local Municipalities (completed projects, existing projects, committed projects and planned)

Harry Gwala District Municipality Service Providers Forum Members

NO	NAME	COMPANY	TELEPHONE	FAX NUMBER
1	Ms. N. Ndonga	CoGTA	031-204 1760	031-204 1980
2	Ms M Zungu	CoGTA	031-204 1760	031-204 1980
3	Mr. N Vezi	Ingwe Municipality	039-833 1038	039-833 1179
4	Mr. Z Skhosana	Umkhohlobo Municipality	039- 259 0216	039-259 0427
5	Mr. M Sineke	Ubuhlebezwe Municipality	039-834 2074	039-834 1168
6	Mrs L Mhlophe	Kwa-Sani Municipality	033-702 1060	033-702 1148
7	Mr. A Zimu	Greater-Kokstad Municipality	039-797 6600	039-727 3676
8	Mr. A Zuma	ESKOM	033-395 3544	039-395 3432
9	Mr. E Donnelly	ESKOM	033-395 3544	039-395 3432
10	Ms J Zungu	TELKOM	031-363 2883	031-304 9391
11	Mr. TC Lushaba	FNB	039-834 2002	039-834 1474
12	Mrs. Z Mkhize	STANDARD BANK	039-834 8000	
13	Mr. L Dlamini	ITHALA BANK	031-710 7574	031-710 7608
14	Mr. N Knickelbeig	ABSA	033-845 6627	033-394 4387
15	Mr. I Smith	PEOPLES BANK	033-392 7818	033-342 2099
16	Ms Mkhize	Dept of Health	039 8341 038	039 8341 038
17	Ms J Makhanya	Dept of Health	039 8341 415/7	039 8341 415
18	Mr. T Zondi	Dept of Transport	039-834 1450	039-8341 513
19	Mr. M Manicum	Dept of Transport	033 3558 648	033 3558 090
20	Mr. B Zulu	Dept of Land affairs	039-682 2295	039-682 0004
21	Mr. B Ndlovu	Dept of Land Affairs	039-682 2295	039-682 0004
22	Mr. A Matomane	DWAF (Forestry Section)	033-342 8101	033-345 1210
23	Ms Z Radikonyana	Dept of Works	031-203 2229	031-261 6066
24	Ms TP Buthelezi	Dept of Works	031-203 2100	031-261 6066
25	Ms Skhakhane	Dept of Social Welfare	033-395 9600	033-342 8648
26	Mr. Cwele	Dept of Agriculture and Environmental Affairs	039-834 1032	039-834 1412
27	Mr. T Smith	Dept of Education	033- 3552 317	033- 3426 034
28	Ms. L Msimango	Dept of Sport & Recreation	033- 3422 970	033- 3427 107
29	Ms S Buthelezi	Harry Gwala District Municipality	039 8348 700	039 834 1701
30	Ms N Zondi	Harry Gwala District Municipality	039 8348 700	039 834 1701
31	Ms N Dlamini	Harry Gwala District Municipality	039 8348 700	039 834 1701
32	Mr. M Dlamini	GCIS	039- 8341 599	039- 8341 599
33	Mr. Zuma	ESKOM	031 204 5632	
34	Mr. B Barnes	KZN Wild Life	033 2391 532	033 2391 529
35	Mr. T Chetty	Dept of Housing	031 3365 359	031 3365 145
36	Mr. Blunt	Dept of Transport	033 3429 178	033 3420 712
37.	Ms. A Masfield	DWAF	031- 3362 700	031-3077 279

38.		Dept of Econ. Affairs & Finance		
39.	Ms. T Cibane	Dept of Minerals & Energy (Development Application)	034- 2121 807	034- 2122 721
40.	Mr. Van Rensburg	Dept of Agriculture & Env. Affairs	033- 3438 300	033- 3434 396
41.	Mr. J Campbell	Dept. of Arts and Culture	083 952 0054	033-345 9017
42.	Mr. TD Duma	Dept. of Arts and Culture	083 307 8842	033-345 9017
43.	Ms IM Cele	Transnet Housing	031-361 2304	031-361 2957
44.	Mr. A Botha	Transnet Housing	031-361 2753	031-361 2258
45.	Mr. S Gumede	Dept of Social Welfare	039-832 0017	039-832 0118
46.	Ms TG Madondo	Dept of Social Welfare	039-832 9265	039-832 0118
47.	Mrs. N Dweba	Harry Gwala District Municipality	039-834 8700	039-834 1750
48.	Mr. D Makwakwa	Harry Gwala District Municipality	039-834 8700	039-834 1714
49.	Mrs K Mchunu	Harry Gwala District Municipality	039-834 8700	039-834 1701
50.	Ms. Z Thusi	IDT	031-3697400	
51.	Mr. Z Mtolo	Harry Gwala District Municipality	039-834 8700	039-834 1701
52.	Mrs. NJ Khoatane	Harry Gwala District Municipality	039-834 8700	039-834 1700
53.	Mr L Zondi	Harry Gwala District Municipality	039-834 8700	039-834 1700
54.	Mr. D Deppy	SAPPI	039- 8320 041	039- 8320 256
55.	Mr. T Mbinda	Dept. of Minerals and Energy (electricity)	034- 2121 807	034- 2122 721
56.	Ms. F Nzimande	Dept. of Minerals and Energy (Energy)	034- 2121 807	034- 2122 721
57.	Mr. Mdletye	Department of Education	039-797 3703	039 -727 5485
58.	Ms. M Chiya	Sports and Recreation	033-897 9400	033-342 4982
59.	Ms. N. Ngcobo	Telkom	012-311 7547	012-321 6463
60.	Mr. T Ndaba	Harry Gwala District Municipality	039-834 8700	039-834 1700

Code of Conduct

All members will be required to attend all Service Providers Forum meetings. In the event whereby a committee member cannot attend he/she should inform the District IDP/PMS Manager in writing, 24 working hours prior to the scheduled meeting. He/ She should send a representative with all relevant information that would be required for the meeting.

11. IDP ALIGNMENT COMMITTEE

Terms of Reference

Objective of the Committee

Alignment is an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. The Alignment Committee is established at a district level and its main objective is to ensure that planning processes and issues of the district and local municipalities are coordinated and addressed jointly.

Composition of the Committee

The committee is composed of Municipal Managers or IDP Managers of all municipalities within the district, PIMS Centre Staff, IDP Provincial Coordinators (DLGTA) and relevant Sisonke Officials. The Alignment Committee is chaired by the District IDP Manager.

Roles and Responsibilities of the Committee

- Ensure alignment of the District IDP with the Local Municipalities
- Identify alignment needs and translate those needs into alignment events
- Identify entry points for alignment
- Identify Alignment Mechanisms
- Agree on IDP Review time frame taking into consideration time frame set by DLGTA
- Discuss projects that are implemented by the district and local municipalities (existing projects, committed projects and planned)

MEMBERS OF THE ALIGNMENT COMMITTEE

NO.	REPRESENTATION	NAME AND SURNAME	DESIGNATION	
1.	Harry Gwala District Municipality	Mrs. N Dlamini	Executive Director: Social, Economic Development and Planning Services	039 8348 700
2.	Harry Gwala District Municipality	Ms Thozama Dandala	Director: SCM	039 8348 7000
3.	Harry Gwala District Municipality	Mr. L Zondi	Director: Development and Planning	039 8348 700
4.	Harry Gwala District Municipality	Mr. Z Mtolo	Director: Strategic Support	039 8348 700
6.	Harry Gwala District Municipality	Mr. D Mzolo	Director: MPU	039 8348 700
7.	Kwa Sani Local Municipality	Mrs. L Mhlophe	IDP/PMS Officer	033 7021060
8.	Greater Kokstad Municipality	Mr. A Zimu	IDP Manager	039 7273676

9.	CoGTA	Ms. N Ndonga	Planning Unit	031 204 1813
10.	Umzimkhulu Municipality	Mr. T Maphumulo	IDP Manager	039-834 8700
11.	Harry Gwala District Municipality	Mr. D Makwakwa	Executive Director: Infrastructure Services	039-834 8700
12.	Harry Gwala District Municipality	Mr. N Biyase	Executive Director: Water Services	039- 834 8700
13.	Harry Gwala District Municipality	Ms. N Lungwengwe	Executive Director: Corporate Services	039-834 8700
14.	Ubuhlebezwe Municipality	Mrs. N Ndlovu	IDP Manager	039-8348 700
15.	Ingwe Municipality	Mr. D Mbongwa	IDP Manager	039-833 1038
16.	Harry Gwala District Municipality	Mr. M Mkatu	CFO	039 834 8700

Code of Conduct

All members will be required to attend all Alignment Committee Meetings. In the event whereby a committee member cannot attend he/she should inform the District IDP/PMS Manager in writing, 24 working hours prior to the scheduled meeting. He/ She should send a representative with all relevant information that would be required for the meeting.

PLANNING AND DEVELOPMENT FORUM TERMS OF REFERENCE

BACKGROUND:

The Harry Gwala Planners Forum was formed for the following objectives:

- To enable planning professionals an opportunity to discuss planning matters broadly. Other existing forums are constraining because of the diversity of professionals and calibre of people who attend them. Sometimes, important planning issues are rushed through because of time constraints.

- To enable planning professionals an opportunity to share lessons and learn from one another's experiences of managing development planning processes.
- To facilitate alignment and integration of development planning processes across the Sisonke District.
- To facilitate and strengthen good intergovernmental planning and relations between the Sisonke District and it's Local Municipalities.
- To facilitate active interactions with the Department of Local Government and Traditional Affairs, with regard to managing the Integrated Development Plan (IDP), Spatial and Development Administration processes, Performance Management Systems (PMS), Monitoring and Evaluation and Information Management.
- To guide the implementation of the Planning Shared Services within the District.

COMPOSITION:

The Harry Gwala District Planners Forum will constitute officials from the Planning Units/Departments of the District and Local Municipalities and representatives from the Department (COGTA)

CHAIRMANSHIP:

The Harry Gwala District Municipality, Director: Development and Planning will Chair the meeting. At the end of it's first year, the position of Chair will then be rotated between all members of the Forum.

STRUCTURED AGENDA:

Given the objectives outlined above, the agenda for the Planners Forum meetings shall be structured in a manner that accommodates matters relating to the IDP; SDF&LUMS, Development Administration, Environment, PMS, Shared Services and Information Management.

SECRETARIAT:

The District Municipality in its role as facilitator and co-ordinator will be responsible for the distribution of notices of meetings and for recording outcomes of the meeting.

FREQUENCY AND VENUE OF MEETINGS:

Meetings of the Planners Forum will be convened once every quarter (as a minimum requirement) and allows for additional meetings to be convened as deemed necessary by the Forum. Dates for meetings are to be set in advance for the entire year.

The venue for the meetings will be rotated between the family of municipality

ONE-ON ONE SECTOR DEPARTMENT MEETINGS

Harry Gwala District Municipality encourages one on one engagement particularly with the sector departments. This is done in order to maximize participation and to yield greater results in relation alignment and synergy.

12. IDP COST ESTIMATES

1.	IDP Alignment meeting	:	R2 000
2.	Finalise IDP Framework and Process Plan	:	R0
3.	IDP/PMS Workshop	:	R0
4.	Adoption of IDP review Framework and Process Plan	:	R0
5.	IDP Steering Committee meeting	:	R1 000
6.	Review objectives and projects	:	R0
7.	Meeting with Finance Department	:	R0
8.	Review PMS and targets	:	R0
9.	Service Provider’s Forum	:	R1 000
11.	Review of Sector Plans	:	R0
12.	Preparation of SDBIP	:	R0
13.	Draft IDP/PMS tabled to Council	:	R0
14.	Service Providers’ Forum meeting	:	R2 000
15.	Alignment Committee Meeting	:	R2 000
16.	Presentation of IDP to Cogta	:	R1 000
17.	Draft IDP/PMS advertised	:	R10800
18.	Public Consultation meetings	:	R50 000
19.	Adoption of IDP/PMS and Budget by Council	:	R0
20.	Approval of SDBIP	:	R0
21.	Implementation of SDBIP	:	R0
	TOTAL		R69800-00

13. IDP PREPARED IN HOUSE OR BY A SERVICE PROVIDER

Kwa Sani Municipality's IDP will be prepared in house.

14. PROCEDURES AND PRINCIPLES FOR MONITORING THE PROCESS

The IDP review process needs to be closely monitored to detect as early as possible any deviations from the Framework Plan and the Process Plan. Each municipality is responsible for monitoring its IDP review process and align it with the Framework Plan. All municipalities must revive the following institutional structures to monitor the IDP Review process:

- IDP Steering Committee
- IDP Representative Forum

15. PROCEDURES AND PRINCIPLES FOR AMENDMENT OF THE FRAMEWORK PLAN

The District Municipality has the overall responsibility of ensuring coordination of the joint planning process throughout the district. The Local Municipalities must inform the District Municipality IDP Manager on issues that affect the district activities. The District Municipality has the mandate to decide when and how to make amendments and to therefore postpone any activity or continue with the agreed program. It is worth emphasizing that all municipalities have to agree before the Framework Plan is amended. The following procedures will be followed if amendment of Harry Gwala District Municipality IDP review Framework Plan is required.

- The IDP Manager will inform the IDP Steering Committee of deviation from the Framework Plan and the Process Plan in writing, prior to the scheduled meeting in which the deviation is to be noted.
- The IDP Manager will propose corrective action to bring the planning process in line with the approved Process Plan.
- If the corrective action cannot be accommodated within the approved District Framework Plan, the District Municipality IDP Manager must motivate amendment of the Framework Plan.
- Agreement to amend the Framework Plan must be reached amongst all IDP Stakeholders within the District.
- Members and Municipalities not present will be bound by the decision of the meeting.
- Harry Gwala District Municipality will incorporate approved amendments into the Framework Plan, and inform all five Local Municipalities of the amended Framework Plan.
- The amended Framework Plan will be made available to all Local Municipalities.

16. 2015/2016 DETAILED PROGRAMME FOR KWA SANI MUNICIPALITY

Activity	Responsible Department	TIME FRAMES AUGUST 2014 TO JULY 2015											
		August 2014	September 2014	October 2014	November 2014	December 2014	January 2014	February 2015	March 2015	April 2015	May 2015	June 2015	July 2015
Finalise & adopt Framework & Process Plan	Management & Council		By 30th										
IDP Steering Committee meeting	Harry Gwala DM				By 29 th								
Review objectives	Council & Management			23/24 or	6/7th								
Internal meetings to align budget	MM & HODs				Ongoing								
Public Meetings	Council				10 th to 16 th								
Service Providers Forum	Harry Gwala DM												
Review targets/budget	Council												
Steering Committee	MM/IDP Manager							4th					

Alignment Committee	Harry Gwala DM		6 th										
Prepare SDBIP	IDP Manager/HODs								Start by 25th				
Draft IDP/Budget tabled	Council								By 28th				
Alignment Committee	Harry Gwala DM								HG DM to advise				
IDP Prov. Forum	Cogta								Cogta to advise				
Advertise draft IDP/Budget	IDP/CFO								1 st to 21st				
Public Meetings	Council								8 th to 12th				
Consolidation of input	IDP Manager									1 st to 24th			
Adopt IDP/Budget	Council										By 30 th		
Approval of SDBIP	Council										By 27th		
Implementation of SDBIP												Ongoing	

17. SPATIAL DEVELOPMENT FRAMEWORK PROGRAMME 2015-2016

TASKS	OUTPUTS	OUTPUT DUE DATES	RESPONSIBILITY	PRESENTATION OF OUTPUTS	BUDGET
Initial Project Management Team Meeting	Meeting with Service Provider advised of expectations and clarification	(August) 1) 6 -17 Aug 2)Progress Report due 31 Aug	Project Manager		
Inception Report presented (disseminated 1 week before meeting)	Inception Report and Progress Report	(October) 1)Inception Report due 1 – 5/10 2)PSC 1 – 5 Oct 3)Progress Report 31 October		SP presents to PSC and documents circulated to Buffer committee 19 October	10%
Written report (SDF informants & map circulated) report sent out 1 week before meeting	Interim Report and Progress Report	(November) 1)Interim Report 5 – 9 Nov 2)PSC – 12-16 Nov 3)Presentation to Buffer Committee on 6/12 4)Progress Report received 30 Nov.	Service Provider	Presentation to PSC	20%
Draft Report (SDF Text & Map circulated (sent out 2 weeks before meetings)	Draft Report and Progress Reports	(December) 1)Draft Report due 3 – 7 Dec 2)PSC 3 – 7 Dec 3)Present to Buffer Committee 6 Dec 4)Progress Report 28 Dec	Service Provider	Presentation to PSC and Buffer Committee by 6 Dec	20%

		5)Public Participation 12 Dec			
Assessment of Draft Report	Comments from PSC and IAP and Progress Report	1)Comments by 10-14 Dec 2)Progress Report by 30 Dec	Service Provider	PSC & Buffer Committee provides comments to SP mid-December	
Progress Report	Project Management Team Meeting & Progress Report	(January) 1)Project Management Team 14-16 Jan 2)Progress Report 31 Jan	Service Provider	Progress Report	
Final Report (SDF Text and Map and informant maps)	Final Report and Progress Report	(February) 1)Final Report 11-12 Feb 2)PSC 18-20 Feb 3)Buffer Cte 21 Feb 4)Public participation 25-28 Feb 5)Progress Report 28 Feb	Service Provider	Presentation to PSC and Buffer committee by end January	30%
Project Closure Meeting	Close Out Report	(March) 1)Close out report 4-6 March 2)Project Management Meeting	Service Provider	Submission of Close Out Report to Council/Project Management Team	10% including 10% retention fee