



THE REVIEW OF INTEGRATED DEVELOPMENT
PLAN
2012/13

DRAFT IDP REVIEW FRAMEWORK AND
PROCESS PLAN 2012/2013

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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.

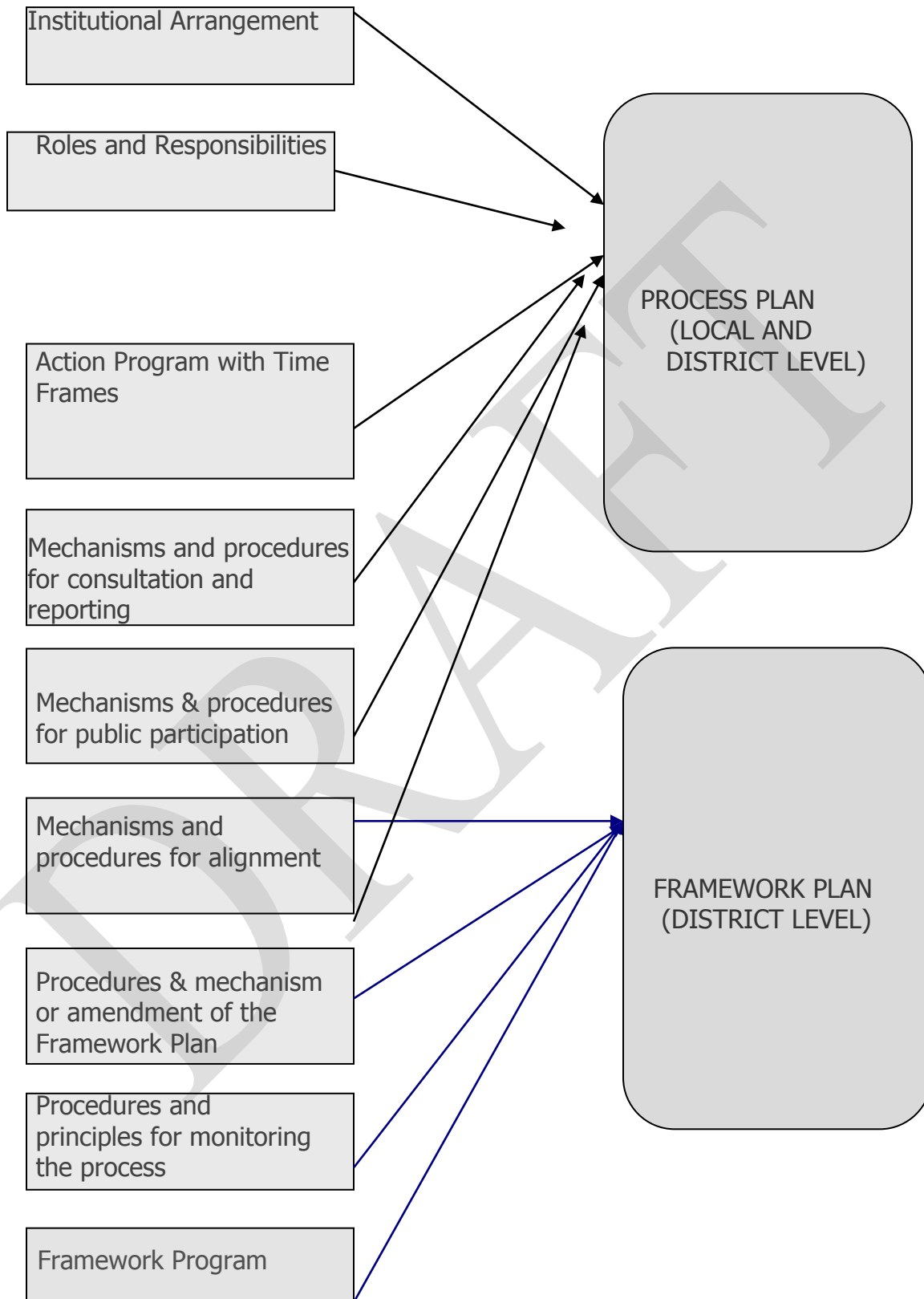
Furthermore, all municipalities must prepare a Process Plan as a preparatory phase for the review of the IDP. The Process Plan must outline how the IDP Review process will unfold (i.e. the planning process to be undertaken, organizational structures and distribution of roles and responsibilities). The 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.

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.

PROCESS PLAN AND FRAMEWORK PLAN: CONTENTS IN COMPARISON



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.

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:

- District Municipality;
- Councillors/ Ward Committee/s;
- Executive Committee
- IDP/PMS Manager
- IDP Steering Committee
- Municipal Officials
- IDP Representative Forum
- Local Municipalities
- CoGTA
- Government Departments
- District Alignment Committee

EXTERNAL ROLE PLAYERS

MEMBERS OF THE COMMUNITY

In terms of Section 16 (1) of the Municipal Systems Act, A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

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 in terms of Chapter 5
- The establishment, implementation and review of its performance management system in terms of Chapter 6
- The monitoring and review of its performance, including the outcomes and impact of such performance
- The preparation of its budget
- Strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- Contribute to building the capacity of:-
 - The local community to enable it to participate in the affairs of the municipality; and
 - Councillors and staff to foster community participation; and

For this purposes members of the community are critical external role players in the affairs of the municipality.

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 Rep. 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.

a) IDP Representative Forum

The composition of this forum must enable a wide range of stakeholder's participation. The composition of this forum is attached as "Annexure B".

b) Media

- Local and Provincial Newspapers
- Flyers and Newsletters
- Notices
- Ward Councillors and Ward Committees (there are 4 Ward Committees in Kwa Sani)

Alignment of IDP, Budget and Performance Management System

ACTION	PURPOSE	RESPONSIBLE	TARGET DATE
IDP Framework and Process Plan	To guide and align planning between the district and local municipalities, government departments and other stakeholders	IDP- Municipal Manager	September 2012
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 2012
Submission of projections by departments	To compile draft budget	CFO	November 2012- January 2013
Review Performance Indicators	In order to reflect any possible shift in the budget during the adjustment budget	IDP-Municipal Manager	January 2013
Draft Budget is compiled	Define Service Delivery objective for each function for recommendations to council	IDP/MM/CFO/HODs	November 2012- February 2013
Table Draft budget/IDP	For Council recommendations	IDP/MM/CFO	March 2013
Submission by MM to Provincial and National Treasurer and DLGTA	Compliance	MM/IDP	End March 2013
Public Comments on draft budget/IDP	To obtain input from the communities	Council	April 2013
Council considers input from various stakeholders	Community participation	Council	May 2013
Mayor responds to submissions during consultations	Community participation	MM/CFO/MAYOR	April 2013
Mayor tables amendments for council considerations	Community participation	MM/CFO/MAYOR	May 2013
Approve IDP/Budget/SDBIP/PMS and related policies in Council and send copy to National Treasury and CoGTA			End May 2013
Submission of SDBIP to the Mayor	To ensure existence of an implementation plan before the start of the financial year	MM	July 2013
Conclusion of Annual Performance Agreements by Mayor	To ensure a performance driven management and to comply with the legislation	Mayor	July 2013
Publication of SDBIP and	Community participation	MM	July 2013

Annual Budget			
The Mayor submits the approved SDBIP and Performance Agreements to Council, MEC for corporative governance		Mayor/MM	End July 2013

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2012/13 IDP GENERIC PROGRAMME WITH TIME FRAME

Activity	Deliverables	Responsible Department	TIME FRAMES 2012 TO 2013												
			Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Alignment Committee Meetings	Input on Framework & Process Plans – all LMs & DM	IDP Manager	*												
Finalise Framework & Process Plans	Comprehensive plan	IDP Manager		*											
Adopt Framework & Process Plan	Guidance to IDP review			*											
IDP steering committee	Identify sector plans and planning cycles and identify entry point for alignment	MM		*											
Review objectives & projects	Review complete	KSM – Council & administration			*	*									
Inter department meeting	Alignment with budget	CFO/IDP Manager				*	*	*							
Public Meetings	Public Input	Hon Mayor, MM, HODs			*	*									
S.P. Forum	Alignment with sector depts.	MM					*								
Review Targets/ Budget Adj	Monitor implementation	MM/HODs						*							
Steering Committee	Internal alignment	MM								*					
Alignment Committee	District Alignment	SDM, LMs								*					
Prepare SDBIP	Implementation Plan	All Depts									*				
Draft IDP/Budget tabled	Council input	All Depts									*				
Alignment Committee	Preparation for presentation to	IDP Managers									*				

	Prov IDP Forum																		
S.P. Forum	Sector Dept Alignment	MM																	*
IDP Prov Forum	Inform MEC comment	MM/IDP Managers																	*
Advertise draft IDP	For Public comment	MM																	*
Public Meetings	Public Input	Hon Mayor, MM, HODs																	*
Consider public input	For amendment of IDP/Budget if necessary	Council																	*
Adopt IDP,Budget	Aligned Strategic Plans	Council																	*
Approval of SDBIP																			*
Implementation SDBIP	Implementation	All Depts																	*

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.

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.

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)

Sisonke District Municipality Service Providers Forum Members

NO	NAME	COMPANY	TELEPHONE	FAX NUMBER
1	Mr. T Bhengu	CoGTA	031-204 1760	031-204 1980
2	Ms M Zungu	CoGTA	031-204 1760	031-204 1980
3	Mr. A Zulu	Ingwe Municipality	039-833 1038	039-833 1179
4	Mr. L Mapholoba	Umzimkhulu Municipality	039- 259 0216	039-259 0427
5	Mr. D Dlamini	Ubuhlebezwe Municipality	039-834 2074	039-834 1168
6	Ms S. McAllister	Kwa-Sani Municipality	033-702 1060	033-702 1148
7	Mr. D Mbongwa	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	Sisonke District Municipality	039 8348 700	039 834 1701
30	Ms N Zondi	Sisonke District Municipality	039 8348 700	039 834 1701
31	Ms N Dlamini	Sisonke 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 Masefield	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.	Mr. NM Mabaso	Sisonke District Municipality	039-834 8700	039-834 1750
48.	Mr. D Makwakwa	Sisonke District Municipality	039-834 8700	039-834 1714
49.	Mr. B Ngcobo	Sisonke District Municipality	039-834 8700	039-834 1701
50.	Ms. Z Thusi	IDT	031-3697400	
51.	Mr. Z Mtolo	Sisonke District Municipality	039-834 8700	039-834 1701
52.	Mrs. NJ Khoatane	Sisonke District Municipality	039-834 8700	039-834 1700
53.	Mr L Zondi	Sisonke 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 Biyase	Sisonke 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.

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)

Communication

There will be bilateral communication in a form of telephones, electronics and written communication to sensitize members about meetings and other critical issues.

MEMBERS OF THE ALIGNMENT COMMITTEE

NO.	REPRESENTATION	NAME AND SURNAME	DESIGNATION	
1.	Sisonke District Municipality	Mrs. N Dlamini	Executive Director: Social, Economic Development and Planning Services	039 8348 700
2.	Sisonke District Municipality	Vacant	Director: SCM	039 8348 7000
3.	Sisonke District Municipality	Mr L Zondi	Director: Development and	039 8348 700

			Planning	
4.	Sisonke District Municipality	Mr. Z Mtolo	Director: Strategic Support	039 8348 700
6.	Sisonke District Municipality	Ms. S Buthelezi	Director: MPU	039 8348 700
7.	Kwa Sani Local Municipality	Ms Sue McAllister	IDP Manager	033 7021060
8.	Greater Kokstad Municipality	Mr. D Mbongwa	IDP Manager	039 7273676
9.	CoGTA	Ms Navani Naidoo	Planning Unit	031 204 1813
11.	Sisonke District Municipality	Mr. NM Mabaso	Municipal Manager	039-834 8700
12.	Umzimkhulu Municipality	Vacant	IDP Manager	039-834 8700
13.	Sisonke District Municipality	Mr. D Makwakwa	Executive Director: Infrastructure Services	039-834 8700
14	Sisonke District Municipality	Mr B Ngcobo	Executive Director: Water Services	039- 834 8700
15	Sisonke District Municipality	Mr T Biyase	Executive Director: Corporate Services	039-834 8700
16.	Ubuhlebezwe Municipality	Ms C Mathebula	IDP Manager	039-8348 700
17.	Ingwe Municipality	Mr. A Zulu	IDP Manager	039-833 1038
18.	Sisonke District Municipality	Mr. S Mewallal	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.

IDP PREPARED IN HOUSE OR BY A SERVICE PROVIDER

Kwa Sani Municipality's IDP will be prepared in house

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 and

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 Sisonke 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.
- Sisonke 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.

2012/2013 DETAILED PROGRAMME FOR KWA SANI MUNICIPALITY

Activity	Responsible Department	TIME FRAMES AUGUST 2012 TO JULY 2012											
		August	September	October	November	December	January	February	March	April	May	June	July
Finalise & adopt Framework & Process Plan	Management Council		By 30th										
IDP Steering Committee meet	Sisonke		SDM to advise										
Review objectives	Council & Management			23/24 OR	6/7th								
Internal meetings to align budget	MM & HODs				Ongoing								
Public Meetings	Council			2 nd to 5 th	5 th to 9th								
Service Provider Forum	Sisonke					SDM to advise							
Review targets/budget	Council						17th						
Steering Committee	MM/IDP Manager							4th					
Alignment Committee	Sisonke							SDM to advise					
Prepare SDBIP	IDP Manager/HODs								Start by 25th				
Draft IDP/Budget tabled	Council								By 28th				
Alignment Committee	Sisonke								SDM to advise				
Service Provider Forum	Sisonke									SDM 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			
Consideration of input	Council										1 st to 24th		

Adopt IDP/Budget	Council												By 27 th	
Approval of SDBIP	Council												By 27 th	
Implementation of SDBIP														Ongoing

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