

# **IDP Process Plan**

## **2010/11**



# **Thabazimbi**

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# **Municipality**

*"Working Together For Prosperity"*

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## **SECTION A: IDP PROCESS PLAN**

### **1. INTRODUCTION**

Thabazimbi Municipality is in compliance with Chapter 5 (five) of the Local Government Municipal Systems Act of 2000, in adopting its integrated Development Plan as compelled to undertake developmentally integrated Planning Process that is to be reviewed annually.

Integrated Development Plan is a process through which Municipality prepare a strategic development plan for a five year period. The integrated Development Plan (IDP) is a product of the integrated Development Planning process.

The IDP is the principal strategic planning instrument and is adopted to guide and inform the Municipality on issues such as planning, budget, infrastructure development, Land Management, promotion of Local Economic Development and institutional transformation in a consultative, systematic and strategic manner.

The IDP however will not only inform the Municipal Management is supposed to guide the activities of any agency, spheres of government, corporate services providers, NGO's private Sector and other interested entity within and outside the Municipal area.

Implementation starts after the plan is adopted therefore gives a way to assess the performance and achievement of targets as well as strategic objective through the IDP Review Process, as a legislative requirements by section 34 of the Municipal Systems Act.

According to the section 34 of the Municipal Systems Act, a Municipal Council

(a). Must review its Integrated Development Plan

- Annually in accordance with an assessment of its performance measurements in terms of section 4 and
- To the extend that changing circumstances so demand, and

(b).May amend its integrated development plan in accordance with a prescribed process

The underlying principle and process helps with the management of IDP on a day to day basis to produce an implementable IDP for the year 2010/2011. Contents for Thabazimbi indicate the following:-

- Organisational structure/institutional arrangements
- Distribution of roles and responsibilities
- Mechanisms and procedures for public participation, alignment, sector Departments (programmes)
- Action Plan-time frame and resources
- Legally Binding legislation and planning requirements

- Technical Project design and
- Monitoring of review process and implementation

The purpose of Integrated Development Planning is therefore to achieve faster and more appropriate delivery of services and to provide a framework for Economic and Social development in a municipality.

As part of the preparation for the execution of the integrated Development Plan Review for 2010/2011, the municipality is compelled to draft and adopt a **PROCESS PLAN**.

## **2. EVALUATION OF PROGRESS AND PROCESS**

The 2009/2010 IDP review document, representing a considerable improvement over the original IDP, still exhibits a number of shortcomings which are more related to Sector Plans. The forthcoming review process should focus mainly on the sector plans compliance.

## **3. THE REVIEW PROCESS**

The IDP review process for the Thabazimbi municipality will incorporate the following steps towards producing the reviewed document for the year 2010/2011: The annual IDP review relates to assessing Thabazimbi municipality's performance against its objectives as well as Service Delivery, taking into consideration new information and changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of IDP.

The annual review allows for the ongoing adjustment and improvement of

- Strategic Planning which in turn guides and informs
- Institution Preparation and
- Financial Planning (budget)

The IDP is reviewed in the light of changing internal and external circumstances that impact on the following:-

- Priority issues
- Objectives
- Strategies
- Projects and
- IDP Programmes

The annual review must inform municipality's financial and institutional planning and most importantly: The Drafting of the annual budget

### 3.1 PLANNING CYCLE

<b>CYCLE</b>	<b>PHASES</b>	<b>STRATEGIC INPUT/OUTPUT</b>
July-Sept 2009	Preparation phase	Information gathering at all levels. Progress on previous commitments and change of strategic direction or developments in line with the NSDP and PGDS
Oct-Dec 2009	Consultation phase	Public participation in all the wards assisted by Ward Committees. Strategic information based on the 1 <sup>st</sup> cycle. Budget indication by the CFO, Sector Depts and Private Sector. Programmes to be based on consultation process with the Communities. Priority projects allocations should be aligned to influence the initial budget. The 1 <sup>st</sup> draft reviewed IDP and budget should be in place by mid December for Public Consultation. Both the Capital Expenditure (CAPEX) and Operational Expenditure (OPEX).
Jan-March 2010	Drafting phase	Heads of Depts to embark on strategic sessions to analyse their budget to give an indication of MTEF allocations. Each Depts to provide its projections for the next 5 yrs in order to guide budgeting process.
March-June 2010	Adoption phase	Both the District and the Thabazimbi Municipal Council will engage in Public Debates and Consultation with the Community for inputs into the final IDP Document, which will be adopted by stakeholders and approved by Council.

In the above mentioned part, the municipality would review quarterly progress of the implementation of the IDP. Each Department/cluster to reflect its current performance.

Identification of gaps and analysis will be highlighted. The gaps identified will concentrate on issues of policies, systems in place, and the link between Departmental Business Plans and the IDP. The analysis will include the Financial Performance of the Departments and ultimately the municipality as a whole.

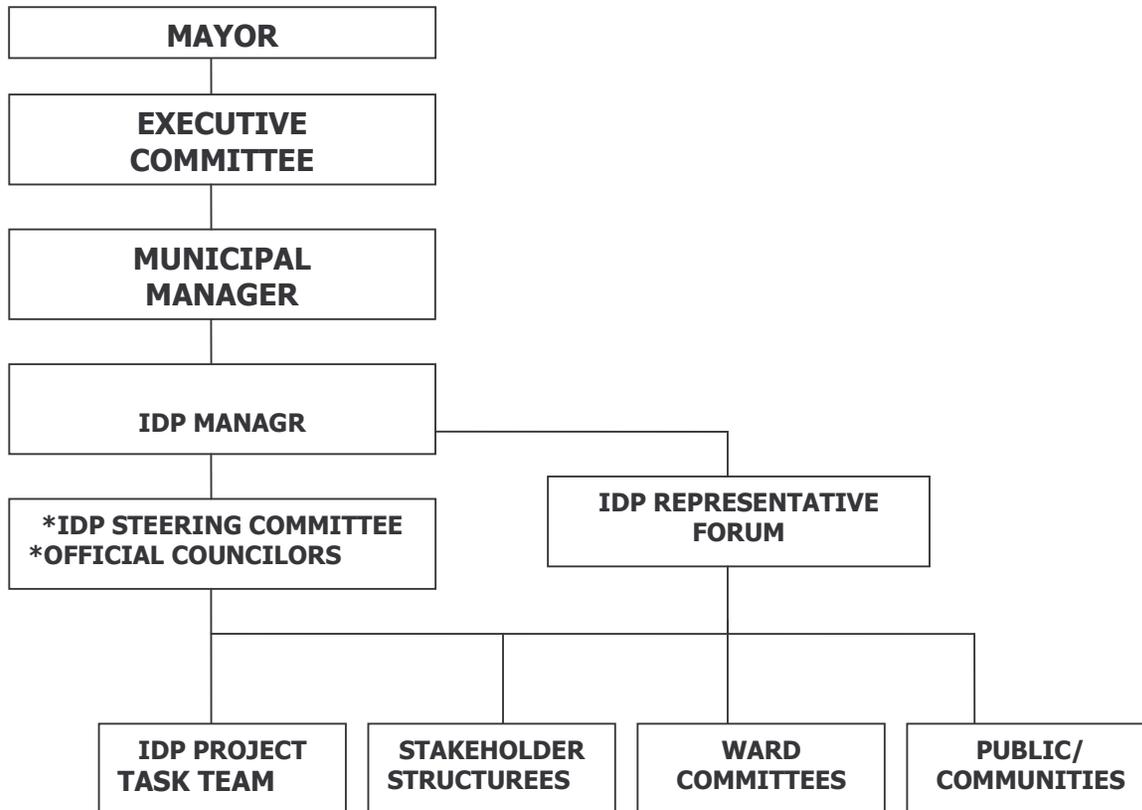
We have to note that Priority Projects will be influenced by ongoing consultations on Project Design. Frequent interaction and consultation with stakeholders.

#### **4 ORGANISATIONAL STRUCTURE/INSTITUTIONAL ARRANGEMENTS**

It is critical that certain units or task teams be made by the municipality during the IDP review process. It is envisaged that the existing structures be revived for the review process. Organisational Diagram indicates the structures that were created to partake in the IDP planning process.

The purpose would be: Institutionalisation of participation, Effective management of drafting of outputs and afford affected parties the opportunity to contribute to the process. IDP Review Structures: IDP Steering Committee, IDP Representative Forum and Clusters (Social, Institutional, Economic and Basic Services).

INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL STRUCTURE OF THE IDP: ANNEXURE A



## **5 DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS**

The Municipal Manager through the IDP Manager, continuously has to ensure that both external and internal role players adhere to their performance roles throughout the processes.

### **5.1 INTERNAL ROLE PLAYERS**

#### **5.1.1 THE MAYOR**

As the senior governing person of the municipality, the mayor will have to:

- Decide on the process plan
- Consider, adopt and approve the process plan
- Approve nominated person to be in charge of different roles, activities and responsibilities of the process and drafting.

#### **5.1.2 MUNICIPAL MANAGER/IDP MANAGER**

Has to manage and co-ordinate the IDP review process. This includes:

- Preparations and finalisation of the Process Plan
- Be responsible for overall management, co-ordinating and monitoring of the process and drafting the IDP Review
- Responsible for the day to day management of the planning process, ensuring that all relevant actors are appropriately involved
- Ensure that the process is participatory , strategic and implementation orientated and is aligned with and satisfies sector planning requirements
- Ensure that amendments and proper documentation of the draft IDP Review are to the satisfaction of the Municipal Council
- Monitor the implementation of the IDP proposals

If the IDP Manager is not the Municipal Manager, the latter is still responsible and accountable.

#### **5.1.3 WARD COUNCILLORS**

Councillors are the major link between the Municipal government and the residents. As such, their role is to:

- Link the planning process their constituencies and /or wards

- Be responsible for organising public consultation and participation
- Ensure the annual business plans and municipal budget are linked to and based on the IDP.

#### **5.1.4 STEERING COMMITTEE**

As the persons in charge for implementing IDP's the technical/sectional officials have to be fully involved in the review process to:

- Determine progress, achievements and shortcomings of 2009/2010 review document
- Provide relevant technical expertise in the consideration and finalisation of strategies and identification of projects
- Provide departmental operational and capital budgetary information
- Be responsible for preparing amendments to the draft IDP review for submission to the Municipal Council for approval and the Waterberg District Municipality and MEC for Local Government for alignment.

#### **5.1.5 MUNICIPAL COUNCIL**

- Evaluate, amend and adopt a Process Plan review
- Undertake to overall management and co-ordination of the planning process which includes ensuring that:
  - Ensure that all relevant actors are appropriately involved
  - Appropriate mechanisms and procedures for public consultation and participation are applied
  - The planning process is related to the real burning issues in the municipality, that is a strategic and implementation-orientated process
- Adopt and approve the IDP review
- Adjust the IDP in accordance with the MEC for Local Government proposal
- Ensure that the annual business plans and Municipal budget are linked to and based on the IDP

### **EXTERNAL ROLE PLAYERS**

#### **5.1.6 IDP REPRESENTATIVE FORUM**

IDP Representative Forum is the structure which facilitates and co-ordinates participation in the IDP Process. The selection of members to the IDP Representative Forum needs to be based on criteria which ensure geographical and social representation. The role is as follows:

- Represents the interest of their constituents on the IDP process
- Form a structure link between the municipal government and representatives of the public
- Ensure communication between all the stakeholder representatives including the municipal government
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government,
- Monitor the performance of the planning and implementation process

### **5.1.7 PLANNING AND IMPLEMENTATION MANAGEMENT SUPPORT (PIMS) CENTRE**

- Provide methodological guidance
- Assist in facilitation of Sector Alignment and mainstreaming of HIV/AIDS programmes and plans
- Provide professional support
- Facilitate capacity building trainings

## **6 MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION STRATEGY**

The involvement of community and stakeholder organisations in the IDP process is one of the main features and requires specific attention. An appropriate public participation strategy has to be formulated by the IDP Steering Committee and must also be approved by Council.

Public participation has always been in a structured manner, hence the existing and established forums namely:

- District and Local IDP forums
- Municipal Steering Committee
- Ward Based Community Consultation
- Cluster Meeting
- Executive Meetings
- Council Meetings

It is the responsibility of the IDP Manager to link the municipality with all the relevant stakeholders. The IDP Manager has to make sure that all our Communities and Stakeholders are provided with the draft IDP document.

### **6.1 FUNCTIONS OF COMMUNITY PARTICIPATION**

Participation in the review of IDP serves to fulfil five major functions namely:

1. **NEED ORIENTATION**  
Ensuring that people's needs and problems are taken into account
2. **COMMUNITY OWNERSHIP**  
Mobilising local residents and communities initiatives, resources, encouraging co-operation, partnerships between Municipal government and residents for implementation and maintenance
3. **APPROPRIATENESS OF SOLUTIONS**  
Using the knowledge and experience of local residents and communities in order to arrive at appropriate and sustainable problem solutions and measures

4. BUILDING TRUST

It is an important component of a community participation process to build a foundation of trust between all the role players

5. EMPOWERMENT

Making Integrated Development Planning a public event and a forum for negotiating conflicting interest, finding compromises and common ground and thereby, creating the basis for increased transparency and accountability of local government towards local residents.

## 6.2 PARTICIPATION PROCESS

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

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

## 6.3 MECHANISMS FOR PARTICIPATION

The following are important mechanisms for Community participation:

1. WARD COMMITTEES

Information must be made available within wards through Public ward meeting

2. MEDIA INVOLVEMENT

Information regarding the IDP review process and requests for participation by the Community and Stakeholders could be made by the following:

- Newsletters inside Municipal Bills
- Notices at prominent locations
- Postal notices to organised groups and organisations
- Local radio coverage and
- Local newspapers

## **7 MECHANISMS AND PROCEDURES FOR ALIGNMENT**

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

Continual communication between the different levels is important to ensure alignment, as is retrospection after each phase. A prerequisite for alignment is the availability of information regarding existing plans and programs at District and Provincial level. The alignment strategy would therefore comprise:

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

Determination of existing plans and programs

- Regular interaction with adjacent municipalities at specified points in the project
- Interaction with service providers (if any)
- Interaction with District and Province

## 7.1 ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE

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

<b>PLANNING PHASE</b>	<b>ACTIVITES</b>	<b>MECHANISM</b>
PREPARATION PHASE	Process Plan inputs	Meeting
ANALYSIS	Gaps identified are in line with developmental needs/issues	Meeting
STRATEGIES	Ensure that developmental objectives are realistic and in line with Strategic Guidelines	Meeting
PROJECTS	Reviewed Project proposal	Meeting
INTEGRATION	All reviewed activities and programme are integrated	Meeting
APPROVAL	Council awaits comments for approval	Meeting

## 8 ACTION PLAN: TIME FRAME AND RESOURCES/FOR ALL THE PHASES


**Thabazimbi Municipal dates**  
**Waterberg District Municipal dates**

**TABLE 8.1 : FIRST QUARTER ACTION PLAN (JULY, AUGUST, SEPTEMBER 2009)**

PHASE	ACTIVITY	RES	KEY DEADLINE S	JULY				AUGUST				SEPTEMBER			
				1	2	3	4	1	2	3	4	1	2	3	4
Planning	Development of the review Process Plan	PED and Div. Head IDP	3-Aug-09												
	Consult and agree with Management	PED	12-Aug-09												
	PM review and Development (11 steps)	Mayor, MM, S57 Managers	13-Aug-09												
	Approval of draft Process Plan	Steering Committee	14-Aug-09												
	Consult with the Mayor	Municipal manager	17-Aug-09												
	Alignment with the District Action Plan	Div.Head IDP and District	24-Aug-09												
	Adoption of IDP/Budget Process Plan	Council	28-Aug-09												
Analysis	Credible IDP District Wide Strategic Planning workshop	Mayor, Councillors,MM, S57 Managers	2-Sep-09												
	Review of baseline information	Steering Committee	7-Sep-09												
	Credible IDP Municipal Strategic Planning workshop	Mayor, Councillors,MM, S57 Managers, Div Heads	16-Sep-09												
	Review and finalization of prioritisation criteria	Mayor,Councillors, MM, S57 Managers, Div. Heads	28-Sep-09												
	Consult with District Planning Forum	Div.Head IDP and District	30-Sep-09												

**Critical Notes: National and Provincial Departments prepare Adjustment Estimates - September 2009**


**Thabazimbi Municipality Dates**

**TABLE 8.2 : SECOND QUARTER ACTION PLAN (OCTOBER, NOVEMBER, DECEMBER 2009)**

PHASE	ACTIVITY	RES	KEY DEADLINE	OCTOBER				NOVEMBER				DECEMBER						
				1	2	3	4	1	2	3	4	1	2	3	4			
Strategies	IDP workshop for Councillors	Mayor, Speaker, Councillors	14 -Oct- 09															
	Sector Department consultation	All sector departments, Div. Head IDP, Mayor, MM	20-Oct- 09															
	Review Objectives and Strategies	Steering Committee	22-Oct-09															
	Consult with the District Planning Forum to present the draft Objectives and Strategies	Div. Head IDP and District IDP	30-Oct-09															
	Consult with local Stakeholders on the Draft Strategies and Objectives	Rep Forum	3-Nov-09															
	District Municipality Rep Forum on the Draft Objectives and Strategies	Waterberg District Municipal Rep Forum	5-Nov-09															
	Internal Strategic Planning Session	Steering Committee	8-Dec-09															
	Waterberg District Municipal Strategic Planning Session	Div. Head IDP and District	18-Dec-09															

**Critical Notes: National and Provincial Departments finalizes MTEF's**

**TABLE 8.3 : THIRD QUARTER ACTION PLAN (JANUARY, FEBRUARY, MARCH 2010)**

PHASE	ACTIVITY	RES	KEY DEADLINES	JANUARY				FEBRUARY				MARCH					
				1	2	3	4	1	2	3	4	1	2	3	4		
Project	Consolidate inputs from the Strategic Planning Session	Steering Committee	5-Jan-10	█													
	Cluster 1: Public Participation	Northam, Setaria, Jabulani, Rethabile, Swartklip, Smashblok	6-Jan-10	█													
	Cluster 2: Public Participation	Rooiberg, Raphuti, Krmdraai, Leeupoort, Phatsima, Mamoraka	9-Jan-10	█													
	Cluster 3: Public Participation	Regorogile 1, Apiesdoring, Kwa-Botha	12-Jan-10		█												
	Cluster 4: Public Participation	Regorogile 2, Ipelegeng, Mmebana	14-Jan-10		█												
	Cluster 5: Public Participation	Rooibokkraal, Sentrum, Makoppa, Dwaalboom, Cumberland	16-Jan-10		█												
	Cluster 6: Public Participation	Thabazimbi Town, Farmers	18-Jan-10			█											
	Workshop on prioritised list of projects and develop Draft projects and budget proposal	Mayor, Councillors, MM, S57, Div. Heads	20-Jan-10			█											
	Present the Draft Projects and Budget to stakeholders	Rep Forum	26-Jan-10				█										
	SDBIP Departmental discussions	Internal Individual departments	1-Feb-10					█									
	Present the Draft IDP/Budget to District Development Planning Forum	Div. Head IDP and District IDP	5-Feb-10						█								





### 9.1 LOCAL GOVERNEMENT

DEPARTMENT	LEGAL REQUIREMENTS	LEGAL BINDING LEGISLATION	STRATEGIES / PLANS
DFED(Dept of Finance & Econ Dev.	Integrated Waste Management Act National Environment Management Act, (Act 107 of 1998)	White Paper on Environmental Management Policy for South Africa, 1996	Local Agenda 21
		White paper on Integrated Pollution and Waste Management	
	Integrated Environmental Plan	White paper on Integrated Pollution Management, 2000	
	Disaster Management Plan Environmental Conservation Act, (73 of 1 Municipal 989) Regulations R1183, April 1998 (Act 73 of 1998)	White paper on Conservation and Sustainable Use of South Africa's Bio-Diversity	
	Local Economic Development Plan Agricultural Resource Act	Municipal Systems Act	
	National Heritage Resource Act	White paper on Arts, Culture and Heritage	
	Veld and Forest Fire Act	White paper on Sustainable Forest Development in	

	National Forest Act	South Africa, 1996	
	Veld and Forest Fire Act Agricultural Resource Act National Forest Act		
<b>Local Government</b>	IDP PMS	Municipal Structures Act.(Act 117 of 1998)	
	Municipal Systems Act, (Act 32 of 2000) Municipal Financial Management Act (Act 2000)		
	The RSA		Credible Integrated Development Plan
	Transition Act Second Amendment Act (Act 97 of 1996)		
	Municipal Demarcation Act (Act 27 of 1998)		
	Municipal Structures Act (Act 117 of 1998)	White paper on local government, 1998 towards a policy on IDP	
	Municipal Systems Act (Act 32 of 2000)	White paper on Local government , 1998 towards a policy on IDP	
	Property rates Bill, 2000		
	Cross-Boundary Municipalities Bill 2000		
	Policy framework on Municipal International Relation, 1999		
	Intergovernmental Relations Framework		
<b>Dwaf</b>	WSDP/Water Services Act	White paper on Disaster Management Bill 2000 White paper in water Supply and Sanitation, 1994 White paper on National Water Policy for South Africa, 1997	
<b>DOH</b>	National House of Traditional Leaders Amendment Act	Housing Act	Housing Urbanisation Information System (Huis)
<b>DLA And AGRICULTURE</b>	Spatial Development Framework	Municipal Systems Act Land Use Management Bill 2001	
	Development Facilitation Act (Act 67 of 1995)	White paper on South Africa's Land Policy	
	National environmental Management Act		
	Township Ordinance	White paper on South African land reform, 1997	
		Green Paper on development and planning, 1997	
		White paper on Agriculture, 1995	
	Ministry of agriculture and land affairs 2001	Draft white paper on spatial and land use management	
<b>Human Resource</b>	ABET Act	White paper on Education	Language in Education Policy

<b>Development</b>			Human Resource Development Strategy
	Skill Development Act	White paper on Science and Technology	Interim Policy for early Childhood development National Standard for School funding
	Promotion of Equality and Prevention of unfair discrimination Act	White paper on an integrated National Disability Strategy	SA's National Policy Framework for Women's Empowerment and Gender Equity
<b>Social Development</b>	National Sports and Recreation Act	White paper on Population Development	National Youth Policy on HIV/AIDS for learners and Educators
		White paper on Transformation of the Health System White paper on Sports and Recreation	Poverty Eradication Strategy
<b>Safety And Security</b>		White paper on Defence	National crime prevention strategy Provincial Crime prevention strategy
<b>Transport</b>	National Transport Bill, 1999 National Land Transport Transitional Act, 1999 Urban Transport Amendment Act (Act 14 of 1992)		
<b>Provincial Policies</b>	Provincial Growth Development Strategy Spatial Rationale		
<b>National Policies</b>	Reconstruction and Development (RDP), 1994 Growth Employment and Redistribution (GEAR): A micro-economic strategy, 1996 Urban Development Framework		
<b>Asgisa</b>	Accelerated and shared Growth initiatives for South Africa		

## 10 BUDGET

The IDP Review cost estimates for 2010/2011:

<b>TASKS</b>	<b>COSTS</b>
1. Public participation (road shows)	R65 000
2. Strategic Workshops (Steering Committee)	R50 000
3. Advertisements	R30 000
4. Printing IDP documents	R50 000
5. Miscellaneous	R5 000
<b>TOTAL</b>	<b>R200 000</b>

## 11 MONITORING OF REVIEW PROCESS AND IMPLEMENTATION

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

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

## 12 CONCLUSION

The Process Plan as part of the IDP and PMS review preparation phase ensures that the role players within the processes ahead are well prepared. All activities in the document need to be outlined according to the Framework provided by the municipality. The process plan will then inform all planning projections of the Thabazimbi Local Municipality.