

KOUGA MUNICIPALITY
EASTERN CAPE

IDP/BUDGET REVIEW PROCESS PLAN
2013/14

TABLE OF CONTENTS

SECTION 1: LEGISLATIVE FRAMEWORK

INTERGRATED DEVELOPMENT PLAN

THE OBJECTIVE OF THE IDP

IDP/BUDGET PROCESS PLAN/ FRAMEWORK PLAN

SECTION 2:

INSTITUTIONAL ARRANGEMENTS

INTERNAL ROLE PLAYER

2.1. ROLES & RESPONSIBILITIES

WARD COUNCILLORS

COUNCIL'S EXECUTIVE MAYORAL COMMITTEE

IDP MANAGER/ MUNICIPAL MANAGER

MAYOR

HEADS OF DEPARTMENTS AND MUNICIPAL OFFICIALS

LOCAL COUNCIL

LOACL MUNICIPALITY

2.2. EXTERNAL ROLE PLAYERS

IDP REPRESENTATIVE FORUM

CACADU DISTRICT MUNICIPALITY

SECTOR DEPARTMENTS

COMMUNITIES

2.3 MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

FUNCTION AND CONTEXT FOR PUBLIC PARTICIPATION

MECHANISMS FOR PARTICIPATION

IDP PRESENTATION FORUM:

MEDIA

CIRCULATE MOTCIE

IMBIZO

SECTION 3: ISSUES TO BE CONSIDERED FOR THE 2013/14 IDP REVIEW

SECTION 1: LEGISLATIVE FRAMEWORK

1.1 INTEGRATED DEVELOPMENT PLAN

In terms of Section 25 of Chapter 5 of the Municipal Systems Act, (32 of 2000) defines the Integrated Development Plan (IDP) as a “single” inclusive and “strategic” plan that:

- Links, integrates and co-ordinates a municipality’s sector specific plans;
- Aligns the resources and capacity of the municipality to the overall development objectives of the municipality;
- Forms the policy framework on which annual budgets rests;
- Informs and is informed by similar development plans at National and provincial level.

1.2 THE OBJECTIVES OF THE IDP

- To ensure community participation;
- Address the citizen's basic needs;
- Aim to disintegrate unjust spatial or institutional patterns of privilege;
- Aim to ensure integrated and sustainable development, and
- Be focused on service delivery

1.3 INTEGRATED DEVELOPMENT PROCESS PLAN/Framework Plan

The function of the Framework Plan is to ensure that the process of the District IDP and local IDP’ s are mutually linked and can inform each other ensuring co-operative governance as contained in Section 41 of the Constitution, The Framework Plan has:

- To identify the plans and planning requirements binding the terms of national and provincial legislation and identify those which were omitted in the IDP process;
- To identify the matters to be included in the district and local IDP's that require alignment;
- Specify the principles to be applied and co-ordinate the approach to be adopted;

- Determine procedures for consultation between the district municipality and the local municipalities;
- Determine the procedures to effect amendments to the Framework Plan, and
- Incorporate comments from MEC and those derived from Provincial Assessments.

Section 28 of the Municipal Systems Act 32 of 2000 stipulates the following:

- i. Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- ii. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- iii. A municipality must give notice to the local community of particulars of the process it intends to follow.

SECTION 2

INSTITUTIONAL ARRANGEMENTS FOR REVIEW

In order to ensure effective public participation various role players are involved. These include the following:

Internal Role Players:

- Council / Executive Committee;
- Mayor;
- Municipal Manager (IDP Manager);
- Heads of Departments and Municipal Officials;
- Ward Councillors
- Local Council
- Local Municipality

2.1 ROLES & RESPONSIBILITIES

I. Ward Councillors:

- Facilitating public consultation and participation;
- Ensuring transparency and linking the planning process to their wards.

II. Council's Executive Mayoral Committee:

- Monitoring the Implementation of the IDP;
- Involved in decision making processes

III. IDP Manager/ Municipal Manager:

- Prepare the Process Plan;
- Undertake the overall management and co-ordination of the planning process;
- Ensuring that the process plan is finalized and adopted by Council;
- Be responsible for the day-to-day management of the drafting process;
- Identifying additional role-players who can be involved in the IDP Representative Forum;
- Monitoring the participation of role-players;
- Ensuring that the correct procedures are followed;
- Adjusting the IDP in accordance with the MEC'S proposals

IV. Mayor

Be responsible for the overall management, co-ordination and monitoring of the process.

V. Heads of Departments and Municipal Officials

- Provide relevant technical, sector and financial information for analysis for determining priority issues;
- Provide departmental operational and capital budgetary information;
- Responsible for the preparation of projects proposals, the integration of projects and sector programmes;

- Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for local Government for alignment.

VI. Local Council

- Consider and adopt the process plan;
- To ensure alignment of the Local Municipality's IDP to that of the District Municipality;
- To ensure that there is a link between the IDP, the Performance Management System (PMS), and the budget
- Approving and adopting the revised IDP.

VII. Local Municipality

- Prepare IDP/Budget Process Plan;
- Undertake the overall management and co-ordination of the planning process which includes ensuring that:
 - all relevant actors are appropriately involved;
 - appropriate mechanisms and procedures for public consultation and participation are applied;
 - the planning events are undertaken in accordance with the time schedule;
 - the planning process is related to the real burning issues in the municipality; that it is a strategic and implementation- orientated process;
 - the sector planning requirements are satisfied

2.2 EXTERNAL ROLE PLAYERS

The main roles and responsibilities allocated to each of the role-players in the IDP review process are set out in the following:

- IDP Representative Forum;
- Cacadu District Municipality;
- Government Departments
- Department of Co-operative Governance and Traditional Affairs
- Communities

ROLES & RESPONSIBILITIES

I. IDP Representative Forum:

- Represent the interests of their constituents in the IDP process;
- Monitor the performance of the planning and implementation process;
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government;
- Ensure communication between all the stakeholder representatives including the municipal government.

II. Cacadu District Municipality

- Provides co-ordination for Local Municipalities;
- Ensure vertical alignment between the District and local planning;
- Facilitation of vertical alignment of IDP' s with other spheres of government and sector departments;
- Ensure horizontal alignment of the IDP' s of the municipalities in the district council area;
- To provide events for joint workshops with local municipalities, provincial and national role players and other relevant specialists.

III. Sector Departments

- Contribute relevant information on the provincial sector departments plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects.
- Attendance and active participation in Intergovernmental Relation Forum Clusters

IV. Communities

Communities play an active part throughout the review process of the Integrated Development Plan because their needs are crucial; and as a local municipality we need to provide effective and efficient service delivery to the communities.

Some forms of Community Participation is Ward Committee meetings that are held at each ward and through Public Representative Forms.

Department of Co-operative Governance & Traditional Affairs

- Provides co-ordination for Local Municipalities;
- Ensure vertical alignment between the District and local planning;
- Facilitation of vertical alignment of IDP' s with other spheres of government and sector departments;
- Ensure horizontal alignment of the IDP' s of the municipalities in the district council area;
- To co-ordinate events for joint workshops with local municipalities, provincial and national role players and other relevant specialists.
- To evaluate the overall process

2.3 MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

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 process has to be institutionalized – in order to ensure that all residents have an equal right to participate.

MECHANISMS FOR PARTICIPATION: The following participation mechanisms are proposed;

I. IDP REPRESENTATIVE FORUM:

The forum will represent all stakeholders and will be as inclusive as possible. Additional organizations will be encouraged to participate in the forum throughout the process.

Represents the interests of their constituents in the IDP Process;

Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the municipality;

Participate in the process of setting up and monitoring “key performance indicators” in line with the “Performance Management Manual”.

II. MEDIA:

Amongst other means, the local press will be used to inform the community of the progress with respect to the 2013/14 IDP/Budget Review

III. CIRCULATE NOTICE:

Notices on the IDP Review need to be placed at strategic Municipal Notice Boards and, appropriate, public buildings (e. g. schools, Clinics, Magistrates Courts, etc...).

Ward Committees can also assist with the giving of notice for meetings and the giving back of reports to the community.

IV. IMBIZO

These will be more broad based and will target members of the community at a greater scale and ward specific, traditional leaders are included and communicated with throughout the IDP Processes

SECTION 3: ISSUES TO BE CONSIDERED FOR THE 2013/14 IDP REVIEW

- Comments received from the MEC in the Assessment of the 2012/13 IDP document
- Areas requiring attention not addressed during the development of the IDP
- Alignment of the IDP to the MTSF and the 12 Outcomes
- Review of the Spatial Development Framework and alignment to the IDP
- Alignment to the district plan

2013/14 IDP/ BUDGET REVIEW PROCESS PLAN

Tabled below is the Process to be followed:

	KEY EVENT	PURPOSE	TARGET GROUP	DATE	DOCUMENT
PLANNING PHASE	Receive the District Framework Plan and prepare Draft Process Plan	IDP manager to draft a process plan for discussion with municipal manager	IDP manager, municipal manager & finance director	Aug/2012	Approved Draft Process Plan
	Advertise the Draft Process	To fulfil the legislative requirement for consultative & participatory governance	Kouga Constituency	Jan 2013	Advert
ANALYSIS PHASE	Review Organogram	To ensure that the municipal organogram meets objectives and strategies	Administration	Jan 2013	
	Review of Budget related Policies and Public Consultation related policies	IDP and Budget Review	Administration	Feb 2013	Council Resolution
	Municipal Analysis	Checking and verifying; level of service deliver, facts & figures for consolidation with Ward analysis	All Senior officials and heads of departments	Dec 2012 to Mar 2013	Report
	Strategic Planning Sessions	To discuss municipal targets, objectives & strategies Review of the Financial Strategies and key Economic and Financial Planning Assumptions	Council, MM, Directors, Managers	12 – 13 Mar 2013	Minutes
	Sector Alignment	Assess provincial and District strategic plans as well as one on one discussions with sector department	Executive Mayor, Speaker, Councillors, Directors & Managers & District & Provincial Government	12 -13 March 2013	Minutes

PROJECT PHASE	Formulation of projects from community priorities	IDP/Budget Review	All Directorates	March 2013	
		Departmental Budget Proposal (Capital and Operating) submitted to the Budget and Treasury	All Directorates	March 2013	
	Steering committees	Finalise funded projects register & guaranteed fund allocation	Steering Committee Members	March 2013	Minutes
	Representative Forum Meeting	Table to the Representative Forum priority register	Executive Mayor, councillors, directors & managers & District/Provincial Government, civil groups, Ward committees, CDWs,	March 2013	Minutes
INTEGRATION PHASE	Engage Sector Departments on specific departments on municipal programmes	Improved intergovernmental planning and relation	Sector Departments	Feb /Mar 2013	
	Solicit information on sector programmes planned for the municipal areas	Improved intergovernmental planning and relation	Kouga Municipality and Sector departments	Feb/Mar 2013	
	Finalise draft rates and service charges for 2013/14 financial year	IDP/Budget Alignment	CFO/Budget and Treasury	Feb/Mar/ 2013	
	Steering committees	Integrating Sector Plans into the Development Priorities, objectives & strategies	Executive Mayor, speaker, portfolio/Ward/PR councillors, senior officials, CDWs	March/2013	Minutes of the Integration Workshop

APPROVAL	Mayoral committee (DRAFT IDP/Budget)	To note Draft IDP/Budget Review for 2013/14 financial year	Mayoral Committee	28 March 2013	Mayoral Committee Minutes
	Council meeting (DRAFT IDP/Budget)	Mayor tables the Draft IDP/Budget Review for 2013/14 financial year for adoption	Kouga Council	29 / March / 2013	Council Resolution
	Give Public Notice of the approved Draft IDP/Budget Review		Kouga Constituency	29 April – 24 May 2013	Advert Number
	Public participation	21 days of public commenting on the Draft IDP/Budget Review for 2013/14 financial year	Kouga Constituency	29 April -24 May 2013	Minutes of the Public meetings
		Table to all Wards for inputs on the IDP & Budget	Kouga Constituency; conducted by IDP/Budget task team and Councillors	2-16 May 2013	Written inputs submitted
	Joint Standing committees	Consider community inputs & make recommendations put forward by the Public	Executive Mayor, speaker, portfolio/Ward/PR councillors, municipal manager, senior officials	16/May/2013	Minutes
	Mayoral committee	Mayoral committee to consider IDP & Budget Review for 2013/14 financial year	Mayor Committee	29/May/2013	Resolution
	Council Meeting	Council to consider the IDP/Budget Review for 2013/14 financial year for APPROVAL	Kouga Council	30/May/2013	Council Resolution
	Advertising Adopted and approved IDP/Budget	To give public notice of the adopted IDP/Budget Review	Kouga Constituency	June 2013	

IMPLEMENTATION	Distribution	Printing & circulation of copies to National and Provincial Treasury, MEC for Local Government	IDP desk	Within 10 days after council approval	Circulation list
	Implementation	Circulation of operational plans for implementation	IDP desk through municipal manager		Circulation list

