



**Mkhambathini  
Municipality**  
*For the Community*

**IDP PROCESS PLAN  
FOR 2011/2012  
INTEGRATED DEVELOPMENT  
PLAN**

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## **SECTION 1: INTRODUCTION**

### **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.

### **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

Other objectives include:

- Reducing Housing Backlogs;
- Providing goods and services to the community;
- Addressing issues of HIV/AIDS related diseases;
- Management of community and public facilities such as community halls, crèches, etc;
- Address the needs of the youth and gender

### **INTEGRATED DEVELOPMENT PROCESS PLAN/Framework Plan**

1.1 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:

- a. 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;
- b. To identify the matters to be included in the district and local IDP's that require alignment;

- c. Specify the principles to be applied and co-ordinate the approach to be adopted;
- d. Determine procedures for consultation between the district municipality and the local municipalities;
- e. Determine the procedures to effect amendments to the Framework Plan, and
- f. Incorporate comments from MEC and those derived from Provincial Assessments.

**Section 26** stipulates the core components of the Integrated Development Plan as the following:

An IDP must reflect –

- a) the municipal council's 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 municipal services;
- c) the council's development priorities and objectives for its elected term, including its local economic 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;
- e) the 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.

**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 34** of the Municipal Systems Act states that:-  
A Municipal Council -

- a) Must review its integrated Development Plan,
  - i. annually in accordance with an assessment of its performance measurements in terms of Section 4 i; and
  - ii. to the extent that changing circumstances so demand; and may amend its integrated development plan in accordance with a prescribed process.

### **KEY ELEMENTS TO BE CONSIDERED DURING THE REVIEW**

- **Draft IDP Assessments**

Adjustments were made accordingly from the draft IDP assessments that were received.

- **Key Elements/Plans to be addressed during the review process:**

- All Policies of Mkhambathini Municipality will be renewed;
  - Establishment of Home Affairs Stakeholders Forum;
  - Formulate Local Advisor Council for Children Plan
  - Review for Local Economic Development ( LED) Strategy
  - Formulate LED Business Forum
  - Formulate Stakeholders Committee
- **District Service Delivery Priorities emanating from the State of the Nation Address on 3 June 2009**

| <b>Service Delivery Priorities</b> | <b>Responsible Department</b> | <b>Suggested KPI</b>  |
|------------------------------------|-------------------------------|---|
| <b>Priority One: Job Creation</b>  |                               |   |
| Promote a more inclusive economy   | Community (Econ dev)          | Number of SMMEs assisted  |
|                                    |                               | Number of BBBEE companies involved  |
|                                    |                               | Implemented programme to promote interests of women, youth and people with disabilities |
| Creates Business opportunities     | Community (Econ dev)          | District-Wide LED Strategic Plan implemented  |
|                                    |                               | Number of potential project funding agencies engaged                                    |
|                                    |                               | Implementation of LED   |

|   |                      |  |
|---|----------------------|--|
|   |                      | Strategic Plans for LMs coordinated  |
|   |                      | SMME Development and Support Plan implemented  |
| Implement the Expanded Public Works Programme                                 | Technical            | Number of local unemployed people employed in projects   |
| <b>Priority Two: Economic and social infrastructure</b>                       |                      |  |
| Optimal utilization of budget for infrastructure development                  | Technical            | Percentage completion of the Infrastructure Development Plan   |
| Provision of basic services   | Technical            | Number of households with potable water  |
|   |                      | Number of households with minimum levels of sanitation   |
|   |                      | Number of households with electricity  |
|   |                      | Number of households with solid waste removal  |
|   |                      | Operations and Maintenance Plan implemented  |
| Legacy of facilities and tourism products from the 2010 FIFA Soccer World cup | Community (Econ dev) | Number of 2010 World Cup projects implemented  |
| Provide suitably located and decent human settlements                         | Community (Econ Dev) | Implemented Spatial Development Plan   |
| <b>Priority Three: Rural development</b>                                      |                      |  |
| Establish and address development needs in rural communities                  | Office of the MM     | Communities consulted on development needs   |
|   |                      | Development needs incorporated into the IDP  |
|   |                      | Community budget imbizos conducted   |
|   |                      | Project implementation monitored and evaluated   |
|   |                      | Report backs provided to civil society through community structures, including ward committees, ratepayer associations and organized business. |
| <b>Priority Four: Education</b>   |                      |  |
| Provide skills development and training                                       | Community (Econ Dev) | Informal Economy Policy Framework Plan implemented   |

| <b>Priority Five: Health care</b>  |  |  |
|--|--|--|
| Improve the quality of health  | Office of the MM                       | Implemented uMgungundlovu District Municipality HIV and Aids Strategy  |
|  |  | Implemented programme to manage water quality in terms of the National Water Act (Act No. 39 of 1998   |
|  | Community( Soc Dev)                    | Implemented programme to address environmental health issues listed in the National Health Act (Act No. 63 of 2003)                                  |
| <b>Priority Six: Crime prevention</b>  |  |  |
| Combat crime, corruption and fraud   | Community (Soc Dev)                    | Participate in Community Policing Forums   |
| <b>Priority Seven: Sport promotion</b>   |  |  |
| Invest in sport development as a nation building tool  | Community (Soc Dev)                    | Participate and promote KWANALOGA Games  |
| <b>Priority Eight: International and intergovernmental relations</b>                           |  |  |
| Sustainable economic growth and development promoted through foreign relations and cooperation | Office of the MM                       | Twinning arrangements pursued with international strategic partners  |
|  |  | Development initiatives coordinated through the Cluster Model instituted in terms of Intergovernmental Relations Framework Act ( Act No.13 of 2005). |
| <b>Priority Nine: Environmental conservation</b>   |  |  |
| Mitigate adverse environmental changes and ensure the provision of water                       | Community (Econ Dev)                   | Implemented Integrated Environmental Management Plan for the District  |
|  | Office of the MM (Water Services Auth) | Water quality monitored and reports submitted to the Department of Water and Environment Affairs   |
| <b>Priority Ten: Public services and democratic institutions</b>                               |  |  |
| Improvement of public services and strengthening of democratic institutions                    | Office of the MM                       | A strategic plan in the form of an Integrated Development Plan adopted after consultation with communities on their development needs                |
|  |  | Service Delivery and Budget Implementation Plans   |

|  |  |  |
|--|--|--|
|  |  | reflecting planned outcomes, outputs and inputs adopted  |
|  |  | Performance monitoring and evaluation conducted monthly by Managers and Portfolio Committees and quarterly by Full Council |
|  |  | Service delivery standards in line with the Batho Pele principles developed and adopted                                    |
|  |  | Standard of services provided at Customer Care Centres monitored in consultation with customers                            |
|  |  | Oversight process of the Annual Report completed with participation from the community members                             |



## **SECTION 2: INSTITUTIONAL ARRANGEMENTS**

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

### **2.1 Internal Role Players:**

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

### **2.2 ROLES & RESPONSIBILITIES**

#### **2.2.1 Ward Councillors:**

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

#### **2.2.2 Council's Executive Committee:**

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

#### **2.2.3 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

#### **2.2.4 Mayor**

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

### 2.2.5 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.

### 2.2.6. 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.

### 2.2.7 Local Municipality

- Prepare IDP Review 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
- Adjust the IDP in accordance with the MEC for Local Government proposal;
- Ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP.

## **SECTION 3: 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:

### **3.1 External Role Players:**

- uMgungundlovu District Municipality ( Economic Development and Planning Cluster) ;
- IDP Representative Forum;
- Government Departments
- Department of Co-operative Governance and Traditional Affairs
- Communities

### **3.2 Roles & Responsibilities**

#### **3.2.1 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.

#### **3.2.2 uMgungundlovu District Municipality (Economic Development and Planning Cluster)**

- 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.

#### **3.2.3 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.

### 3.2.4 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.

### 3.2.5 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

## **SECTION 4: MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION**

### **4.1 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 residents have an equal right to participate.

### **4.2 MECHANISMS FOR PARTICIPATION:**

The following participation mechanisms are proposed;

#### **4.2.1 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”.

#### **4.2.2 MEDIA:**

- Amongst other means, the local press will be used to inform the community of the progress with respect to the 2010/2011 IDP Review.

#### **4.2.3 CIRCULATE NOTICE:**

- Notices on the IDP Review need to be placed at strategic Municipal Notice Boards and, appropriate, public buildings (e. g. schools, Clinics, Tribal/ Magistrates Courts, etc...).
- Ward Committees can also assist with the giving of notice for meetings and the giving back of reports to the community.

#### **4.2.4 IZIMBIZO**

- 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 Process.

**SECTION 5: ALIGNMENT OF IDP, BUDGET & PMS PROCESSES**  
**IDP PROCESS MANAGEMENT PLAN FOR 2011/2012**

| Activity No.   | Activity  | Timeframe Task completion(planned) | Timeframe Task Completion (Actual) | Output                                       | Responsible Entity |
|--|---|------------------------------------|------------------------------------|--|--------------------|
| <b>PHASE 1: ADOPTION &amp; SUBMISSION OF 2011/2012 IDP PROCESS PLANS</b> |   |                                    |                                    |  |                    |
| 1.   | Prepare Draft 2011/2012 IDP/Budget Process Plan                                     | 30 June 2010                       | 30 June 2010                       | Draft IDP/Budget Process Plans               | MLM                |
| 2.   | Submit Draft Process Plan to Department of Local Government and Traditional affairs | 6 July 2010                        | 30 July 2010                       | Submission                                   | MLM, COGTA         |
| 3.   | IDP Task Team/MANCO to discuss draft Process Plan                                   | June 2010                          | June 2010                          | Draft IDP/Budget Framework and Process Plans | MLM                |
| 4.   | Present final process plan to EXCO/Council for adoption                             | August 2010                        | August 2010                        | Approved IDP/Budget Process Plans            | MLM Council        |
| 5.   | Present SDBIP & Performance Agreements for approval to Council                      | 30 July 2010                       | 30 July 2010                       | Approved SDBIP & Performance Agreements      | MLM, Council       |
| 6.   | Advertise the Final process plans 2011/2012   | August 2010                        | August 2010                        | Advertisement                                | MLM                |
| 7.   | Closing date for comments of Final IDP Process Plan                                 | August 2010                        | August 2010                        | Public Participation                         | MLM, COGTA         |

|                                    |   |                   |                   |                      |                |
|------------------------------------|---|-------------------|-------------------|----------------------|----------------|
| <b>8.</b>                          | Submission of Final IDP Process Plan 2011/2012 to COGTA | September 2010    | September 2010    | Submission           | MLM, COGTA     |
| <b>9.</b>                          | Draft Annual Report 2009/2010                           | 31 January 2011   | 31 January 2011   | Submission           | MLM, AG        |
| <b>10.</b>                         | Advertise Draft Annual Report 2009/2010                 | 1 February 2011   | 21 February 2011  | Public Comments      | MLM            |
| <b>PHASE 2:PREPARE STATUS QUO</b>  |   |                   |                   |                      |                |
| <b>11.</b>                         | Planning Indaba/MEC Panel Feedback                      | 16 September 2010 | 23 September 2010 | Feedback Session     | MLM.UMDM.COGTA |
| <b>12.</b>                         | Collect data to review Status Quo of the Municipality   | 27 September 2010 | 18 October 2010   | Data For Status Quo  | MLM, UMDM      |
| <b>13.</b>                         | Meeting at UMDM   | 29 September 2010 | 30 September 2010 | Meeting at UMDM      | MLM/UMDM       |
| <b>PHASE 3 : REVIEW STRATEGIES</b> |   |                   |                   |                      |                |
| <b>14.</b>                         | Review Municipal strategies                             | 19 October 2010   | 30 October 2010   | Strategies           | MLM            |
| <b>15.</b>                         | IDP Ward Committee meetings                             | February 2011     | February 2011     | Consultation         | MLM, WARD COMM |
| <b>16.</b>                         | Review Sector Plans                                     | 13 November 2010  | 13 November 2010  | Revised Sector Plans | MLM            |
| <b>17.</b>                         | Review Policies   | 20 November 2010  | 20 November 2010  | Revised Policies     | MLM            |
| <b>18.</b>                         | IDP Task Team/MANCO to discuss progress                 | 24 November 2010  | 24 November 2010  | Progress             | MLM            |
| <b>19.</b>                         | IDP Best Practice Conference                            | 3 December 2010   | 3 December 2010   | Conference           | MLM,COGTA      |



|  |   |                  |                  |   |  |
|--|---|------------------|------------------|---|--|
| <b>20.</b>   | Compile projects  | January 2011     | January 2011     | Projects                                      | MLM                                      |
| <b>21.</b>   | Oversight Committee for Annual Report 2009/2010                       | February 2011    | February 2011    | Incorporate comments in Annual Report 2009/10 | MLM, WARD COMM, NON-EXECUTIVE COUNCILORS |
| <b>PHASE 4 : ADOPTION &amp; SUBMISIION OF DRAFT 2011/2012 IDP TO DLGTA</b> |   |                  |                  |   |  |
| <b>22.</b>   | IDP representative forum  | May 2011         | May 2011         | IDP Rep Forum                                 | MLM                                      |
| <b>23.</b>   | Alignment of Budget and IDP   | 25 February 2011 | 25 February 2011 | Aligned Budget & IDP                          | MLM                                      |
| <b>24.</b>   | Meeting COGTA and municipalities on IDP submission and review process | 11 February 2011 | 11 February 2011 | Meeting                                       | MLM, COGTA                               |
| <b>25.</b>   | IDP Task Team/MANCO to discuss progress on draft IDP                  | 28 February 2011 | 18 February 2011 | Progress                                      | MLM                                      |
| <b>26.</b>   | Services Providers Forum( Sector Departments)                         | March 2011       | March 2011       | Forum   | MLM,UMDM,COGTA, Sector Dept              |
| <b>27.</b>   | Adoption of Draft IDP by Council                                      | 25 March 2011    | 25 March 2011    | Adopted Draft IDP                             | MLM                                      |
| <b>28.</b>   | Submission of Draft IDP 2011/2012                                     | 25 March 2011    | 30 March 2011    | Submission                                    | MLM,COGTA                                |
| <b>29.</b>   | Advertise Draft IDP for Public Comments                               | 28 March 2011    | 15 April 2011    | Advertisement                                 | MLM                                      |
| <b>30.</b>   | Final Annual Report 2009/2010   | 31 March 2011    | 31 March 2011    | Submission                                    | MLM,AG                                   |
| <b>31.</b>   | Advertise Final Annual  | 1 April 2011     | 21 April 2011    | Public Comments                               | MLM                                      |

|  |   |               |               |                     |                              |
|--|---|---------------|---------------|---------------------|------------------------------|
|  | Report 2009/2010  |               |               |                     |                              |
| <b>PHASE 5 : ASSESSMENT OF DRAFT 2011/2012 IDP,S</b>                 |   |               |               |                     |                              |
| <b>32.</b>   | Assessment briefing and Orientation   | 29 March 2011 | 29 March 2011 | Briefing            | MLM,<br>COGTA,SECTOR<br>DEPT |
| <b>33.</b>   | Assessment week   | 30 March 2011 | 02 April 2011 | Assessment          | MLM, COGTA,SECT<br>DEPT      |
| <b>34.</b>   | Present Draft IDP/Budget to the Community   | April 2011    | April 2011    | Izimbizo            | MLM                          |
| <b>35.</b>   | Feedback Session  | 21 April 2011 | 21 April 2011 | Session             | MLM COGTA,<br>SECTOR DEPT    |
| <b>PHASE 6 : ADOPTION &amp; SUBMISSION OF 2011/2012 IDP TO DLGTA</b> |   |               |               |                     |                              |
| <b>36.</b>   | Incorporate public Comments on Draft IDP  | 19 April 2011 | 30 April 2011 | Comments            | MLM                          |
| <b>37.</b>   | Incorporate Comments from the assessment panel from COGTA                                     | 26 April 2011 | 07 May 2011   | Comments            | MLM. COGTA                   |
| <b>38.</b>   | Address comments from the Auditor General on the Annual Report of the previous Financial Year | 31 May 2011   | 31 May 2011   | Comments            | MLM,AG                       |
| <b>39</b>  | IDP Task Team/MANCO to discuss progress   | 13 June 2011  | 13 June 2011  | Progress            | MLM                          |
| <b>40.</b>   | Adoption of 2011/2012 IDP/Budget by Council   | 23 June 2011  | 30 June 2011  | Final IDP 2010/2011 | MLM                          |
| <b>41.</b>   | Advertisement of Adopted Final IDP 2011/2012  | 1 July 2011   | 21 July 2011  | Advertisement       | MLM                          |
| <b>42.</b>   | Submission of adopted IDP   | 30 June 2011  | 30 June 2011  | Submission          | MLM, COGTA                   |

|            |  |           |           |            |            |
|------------|--|-----------|-----------|------------|------------|
|            | /Budget to COGTA   |           |           |            |            |
| <b>43.</b> | Submit Service Delivery and Budget Implementation Plan( SDBIP)   | July 2011 | July 2011 | Submission | MLM        |
| <b>44.</b> | Submit Performance Agreements for Municipal Manager & Managers directly accountable to the Municipal Manager | July 2011 | July 2011 | Submission | MLM, COGTA |

## **SECTION 6: MECHANISMS AND PROCEDURES FOR ALIGNMENT**

### **6.1 VERTICAL ALIGNMENT:**

While the IDP process is a local process, as become evident during the IDP preparation process, it requires substantial input and support from other spheres of government i. e. national and provincial departments (as well as service providers). There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP Review Process are anticipated as follows:

- **NATIONAL LEVEL:** The national sphere of government should at least provide a framework for the preparation of the Sectoral plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also co-ordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.
- **PROVINCIAL LEVEL:** As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also needs to be co-ordinated and aligned.
- **LOCAL LEVEL:** Local Government has to review IDP's and prepare Sectoral Plans. In order to ensure that the 2010/2011 IDP Review process is undertaken in a holistic manner, it is essential that there is interaction and alignment between the uMgungundlovu District Municipality and the local municipalities located within the uMgungundlovu District:
  - The uMgungundlovu District Municipality through Economic Development and Planning Cluster, which comprises of all local municipalities of the district, has prepared a framework plan (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process.
  - The District Municipality will also organize district level IDP alignment workshops and meetings between all municipalities, as well as between municipalities and service providers.

## 6.2 HORIZONTAL ALIGNMENT:

- The uMgungundlovu District Technical co-ordinating committee chaired by the District Municipal Manager as well as the Economic Development and Planning Committee will meet on a monthly basis to monitor the progress with regard to the IDP of all the local municipalities.
- Each Manager of the Local municipality will submit written report to the committee indicating progress and deviation from the local adopted Process Plan and proposals as to how recommendations are to be given content to, should it necessitate amendment of the Framework Plan.

## 6.2 TYPES OF ALIGNMENT MECHANISMS

### 6.2.1 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”.

### 6.2.2 PLANNING & DEVELOPMENT FORUM

- This forum aligns all Local Municipalities IDP,
- Ensures that all Municipalities are on the same component according to periods of their timeframes indicated in their process plans.

## **SECTION 7: COST ESTIMATE**

The 2011/2012 Integrated Development Plan will be prepared in-house, facilitated by the Planning and Implementation Management Support (PIMS) centre. The estimated costs below reflect the anticipated costs for the current financial year IDP Review.

| <b>ITEM</b>                      | <b>COST ESTIMATE</b> |
|----------------------------------|----------------------|
| IDP Rep Forum                    | R15 000              |
| IDP Ward Committee Meetings      | R 4000               |
| Adverts                          | R10 000              |
| MANCO/ IDP Task Team Meetings    | -                    |
| IDP Alignment Workshops/Meetings | R 20 000             |
| IDP/Budget Izimbizo              | R400 000             |
| <b>TOTAL</b>                     | <b>R 449 000</b>     |

## **SECTION 8: CONCLUSION**

8.1 This process plan for the IDP Review 2011/2012 has:

- Detailed the organizational arrangements for the review process;
- Outlined the roles and responsibilities;
- Outlined the mechanisms and procedures for public participation;
- Described the mechanisms and procedures for alignment ;
- Provided an action plan and;
- Provided a cost estimate for facilitating the review process

8.2 Once adopted by Council, it:

- Will be advertised by means of public notes on Council notice boards, the circulation of notices and in the local press;
- 2011/2012 Final Process Plan will be forwarded to the Department of Co-operative Governance and Traditional Affairs by 31 August 2010 and thereafter it will be advertised in the Natal Witness and the iLanga newspapers.