



IDP & Budget Process Plan

2011 – 2014

27 July 2011

1. What is Integrated Development Planning?

In terms of the Municipal Systems Act, 32 of 2000, Municipal Council must within the prescribed period after start its elected term, adopt a single, inclusive and strategic plan for the development of the Municipality. Integrated Development Plan (IDP) is as a five-year strategic development plan for a municipality and serves as the principal strategic management instrument which guides and informs the planning, budgeting, management and decision-making processes in a Municipality. The IDP is a method to plan future development in the municipal area.

2. Purpose of the Process Plan

Drafting of the IDP requires a planning process and the involvement of internal and external stakeholders of the Municipality. Each Municipal Council within a prescribed period after the start of its elected term, must adopt a process set out on writing to guide the planning, drafting, adoption and review of its Integrated Development Planning. The preparation of the Process Plan has been regulated in the Municipal Systems Act 32 of 2000. 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 Process Plan should be in a simple and transparent manner on what has to happen when, by whom and where.

The Process Plan has to include the following:

- ✚ A programme specifying the time frames for the different planning steps.
- ✚ Processes for consultation of communities, government sector departments, and other role players in the planning of the IDP.
- ✚ Who will be responsible for what and how the process will be monitored.

This process plan is a statement that outlines in detail all the processes that the Drakenstein Municipality will embark on in completing its IDP and Budget cycle. This statement has schedule of events detailing all events and activities involved leading to the drafting and completion of the IDP 2011/2013.

3. Preparation for the process

Before any municipality could commence with the IDP process, it has to do some preparation in order to:

- ensure a well organised process with adequate and effective involvement of all relevant roleplayers;
- ensure that the IDP becomes a tool for institutional transformation; and
- help municipalities to plan the process in line with the requirements of the Municipal Systems Act.

The result of the preparation process should not only be a document (the Process Plan), but also a well prepared Council and Management, confident about the task ahead

4. Legal Framework

In terms of the legal provisions and requirements, the IDP and related processes are guided by the Municipal Systems Act, 2000 (Act 32 of 2000). The IDP is guided in terms of Chapter 5, Performance Management in terms of Chapter 6, and community participation in terms of Chapter 4. There are also a number of other laws and policies which are applicable to the IDP process and should be taken into consideration when drafting the IDP.

5. Process to develop IDP

It is required that each new Council develops an IDP for their term of office. An IDP is therefore a 5 year plan which should reflect the Development Agenda of that Council. The technical process to be followed for the drafting of the Drakenstein IDP shall be specifically in accordance with the requirements of Chapter 5 (Integrated Development Planning) of the Municipal Systems Act, 2000 (Act 32 of 2000), together with such other legislative provisions and regulations as may arise from such requirements.

IDP process will generally be completed in the following phases:




Phase 1: Analysis

To do an analysis is to collect information on the existing problems and socio economic conditions within the municipality.

It focuses on the types of problems faced by people in the area and causes of these problems. The identified problems are assessed and prioritized.

Information on the availability of resources is also collected during the phase.

At the end of phase 1 the municipality will be able to provide:

-  An assessment of the existing level of development in the municipal area
-  Details on priority issues and problems and their causes
-  Information on available resources.

Phase 2: Strategies

In this phase the municipality works on finding solutions to the problems identified in the phase 1.

This entails:

Developing a vision: The vision is a statement of the ideal situation the municipality would like to achieve in the long term once it has addressed the problems outlined in phase 1.

Defining development objectives: Clear statement of what the Municipality would like to achieve in the medium-term to deal with the problems outlined in phase 1.

Development strategies: Once a municipality has worked out where it wants to go and what it needs to do to get there, it needs to work out how to get the there. A development strategy is about finding the best way for the municipality to meet a development objective.

Phase 3: Projects

Municipality should work on the design and content of projects identified in phase 2.

Details for each project have to be worked out as such as:

Who is going to benefit from the project?

How much is it going to cost?

How is this project going to be funded?

How long will take to complete?

Who is going to manage the project?

Clear targets must set and indicators worked out to measure the performance
As well as the impact of every individual project

Phase 4: Integration

To ensure that the results of project identified contributes in achieving the objectives in Phase 2. All identified projects should be integrated into multi year development plans such as a 5 year financial plan ,a 5 year capital investment plan and multi year integrated sectoral plans (such as disaster plan ,poverty alleviation plan ,etc) These plans are then integrated in the IDP of a municipality.

Phase 5: Approval

To ensure that, in the final phase IDP will be presented to the municipal council for consideration and adoption. Council may adopt a draft for public comment before approving finalized IDP.

5.2 IDP Revision

Section 34 of the Municipal Systems Act requires 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 41; and*
 - (ii) *to the extent that changing circumstances so demand; and*
- (b) *may amend its integrated development plan in accordance with a prescribed process.”*

- The purpose of such review of the IDP is –
- + To ensure its ongoing relevance as the municipality's strategic plan;
 - + To monitor performance on appropriateness of strategy and implementation and make amends where necessary;
 - + To inform other components of the municipal business process (incl. of institutional and financial planning);
 - + To inform the inter-governmental planning and budgeting cycle;
 - + Communities are provided with an opportunity to review their needs and to make possible changes to the priorities listed in the Municipality's IDP
 - + It assist Municipality to achieve its long-term development of having an improved quality of life for its citizens

6. Roles and Responsibilities

It is one of the requirements of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles of all institutions and persons responsible for those roles.

6.1 Council

- (a) Prepare, decide on and adopt an IDP Process Plan.
- (b) Undertake the overall management and co-ordination of the IDP Process which includes ensuring that:
 - (i) all relevant actors are appropriately involved;
 - (ii) appropriate mechanisms and procedures for public consultation and participation are applied;
 - (iii) the planning events are undertaken in accordance with the time schedule;
 - (iv) the IDP Process is related to the real burning issues in the municipality and that it is a strategic and implementation oriented process; and
 - (v) the sector planning requirements are satisfied.
- (c) Adopt and approve the IDP.
- (d) Adjust the IDP in accordance with the MEC for Local Government's proposals.
- (e) Ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP.

6.2 Ward Councillors

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

- (a) Link the IDP process to their constituencies and / or wards;
- (b) Be responsible for organizing public consultation and participation;
- (c) Ensure the annual business plans and municipal budget are linked to and based on the IDP.

6.3 Senior Management

As the persons in charge of implementing IDPs, **Management Teams** have to be fully involved in the IDP process as well as be responsible for the compilation and execution of relevant business and sectoral plans. They are responsible to:

- (a) provide relevant technical, sector and financial information for analysis for determining priority issues;
- (b) contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- (c) draft annual operational business plans (SDBIP) to align the IDP with business operations;
- (d) provide operational and capital budgetary information;

6.4 Community and other stakeholders

This group of people will represent interests and contribute knowledge and ideas in the IDP process by:

- (a) participating through the elected ward committees and such sector forums to:
 - ▶ inform interest groups, communities and organizations on relevant planning activities and their outcomes;
 - ▶ analyze issues, determine priorities, negotiate and reach consensus;
 - ▶ participate in the designing of project proposals and / or assess them;
 - ▶ discuss and comment on the draft IDP;

6.5 Municipal Council

As the ultimate political decision-making body of the municipality, the Municipal Council has to:

- (i) consider and adopt an IDP Process Plan in terms of Section 28(1);
- (ii) consider adopt and approve the IDP in terms of Section 25(1).
- (iii) consider and adopt any amendments to the approved IDP in terms of Section 25(2)

6.6 Municipal Manager

As head of administration the Municipal Manager is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan. He is also the responsible person for championing the IDP process and reports to the Executive Mayor.

6.7 IDP Manager

The IDP Manager is the responsible person for preparing the process plan and for the day to day management of the process, and reports administratively to the Municipal Manager and politically to the Executive Mayoral Committee Councilor responsible for the portfolio of the IDP. Taking into consideration time, resources and people, the IDP Manager must ensure -

- (i) involvement of all different role players, especially officials;
- (i) that the timeframes are being adhered to;
- (ii) that the IDP process is participatory, strategic and implementation orientated;
- (iii) that the IDP process is horizontally and vertically aligned and complies with national and provincial requirements;
- (iv) that conditions for participation are provided;
- (v) that outcomes are being documented; and
- (vi) The adjustment of the IDP in accordance with the MEC for local government's proposals.

7. In order to ensure effective implementation of the Process Plan, structures for planning and appropriate mechanisms for communication should be established. Primarily, the municipality must take ownership of the process. The Municipal Manager is the responsible person for championing the process plan and reports to the Executive Mayor. The Management Team is responsible for the compilation and the execution of the process plan.

The responsibility for (the coordination of) implementation and monitoring of the first two major steps i.e (1) Public commitment and (2) Stakeholder identification and Task Teams formation, is that of the municipal official initially tasked with the participation process. Council must make a public commitment to give effect to stakeholder participation dealing with issue- specific, task-driven processes. Stakeholder identification with whom the municipality needs to engage must be identified.

A team approach will ensure buy-in from the municipal officials and the stakeholders and will strengthen the capacity of the delegated official to coordinate participation successfully.