MUSINA
LOCAL MUNICIPALITY

DEVELOPMENT OF
IDP AND REVIEW PROCESS PLAN
2007/2008
TO
2010/2011

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1. INTRODUCTION

The Integrated Development Plan, as a key tool for Musina Local Municipality to tackle its developmental role, has been completed and therefore provides and represent a continuous cycle of development planning, implementation and review. Implementation started after the adoption of the plan in 2001/2002 and this therefore gives a way to assess the performance and achievement of targets as well as strategic objectives through the IDP Review Process, as a legislative requirement by Section 34 of the Municipal System Act. The review process ensures a continuous improvement and relevance of the IDP to the Musina Local Municipality strategic plans, therefore informing its financial and institutional planning.

This IDP Review Process Plan covers the following aspects:

- Distribution of roles and responsibilities
- Institutional Arrangements for implementation
- Binding legislation and planning requirements
- Cost Estimations for the Review Process
- Action programme with timeframe

This process plan is aimed at guiding the crafting of the IDP and its subsequent reviews for the current council which commenced its term on the 1st of July 2006 and its term will be ending in 2010/11 financial year.

The current 2006/07 financial year review is a reflection of the performance of previous council's five year term of office and giving the basis of the start of the new five year term of office of the current elected council which will commence on 2007 up to 2011.

2. DISTRIBUTION OF ROLES AND RESPONSIBILITIES

The IDP Process, being consultative and participatory in nature, necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. These integrated roles and responsibilities are compiled and applied throughout the process. The Municipal/IDP Manager will continuously ensure that the role players adhere to their performance roles throughout the process.

DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUSINA LOCAL MUNICIPALITY AND EXTERNAL ROLE PLAYERS

1. *Musina Local Municipality Council*

- Decide on and adopt the process plan for the development and review of IDP
- Ensure that all relevant actors are involved
- Ensure that the development and review process is undertaken in accordance with agreed timeframes
- Ensure that the development and review process is focused on priority issues, that it is strategic and implementation orientated
- Ensure that sector requirements are adhered to

2. *Musina Local Municipality (IDP Progress Committee – District)*

- Ensure that all local issues within the powers and functions of the Local Municipality are considered during the development and review process of IDP
- Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events

3. *Provincial Government*

- Ensure vertical alignment of the Municipal IDP with Provincial and National sector plans.
- Monitor the development and review of IDP process
- Contribute relevant information of Provincial Sector Departments
- Contribute sector expertise and technical knowledge during the development and review of strategies and projects
- Through the Provincial planning forum the provincial government will give hands on support to municipalities in order to produce credible IDPs

4. *Service Providers & Specialised Teams*

- Contribute information on plans, programmes and budget during the development and review process
- Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee
- Support the alignment procedures between the municipalities and other spheres of the government
- Provide technical expertise

5. *Stakeholders Representation (IDP Rep Forum)*

- Form a structured link between the Municipality and representatives of the public
- Participate and be part of the decision making within the Representative Forums
- Analyse and discuss issues being developed
- Ensure that priority issues of their constituents are considered
- Ensure that annual business plans and SDBIP are developed based on the IDP priorities and municipal Key Performance Indicators
- Participate in the designing of IDP project proposals
- Discuss and comments on the final product of IDP

DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

1. *Council*

- Decides on the approval of the IDP process plan
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the review process
- Ensures that the IDP and review processes are focused on priority issues, that are strategic and implementation orientated
- Ensures that all relevant actors are involved in the development of IDP and subsequently review
- Ensures that sector requirements are adhered to
- Adoption of the IDP document

2. *Municipal/IDP Manager*

- Prepare a programme for the development and Review process
- Undertake and be responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved
- Decides on different roles and responsibilities within the IDP and Review Process
- Ensure efficient and effectively managed and organised IDP and review process
- Be responsible for the day to day management of the IDP and review process
- Ensure that alignment procedure and mechanisms are implemented
- Ensure that the IDP and review process is participatory, strategic and implementation oriented, satisfying the sector plans and requirements
- Ensure that amendments are made to the draft IDP document

3. *PIMS*

- Provide methodological guidance
- Document outcomes of the IDP and review processes
- Prepare and organise all District IDP and Review Workshops and meetings
- Assist in the facilitation of sector alignment meetings
- Facilitate IDP capacity building trainings for all IDP stakeholders inclusive of IDP representatives members, IDP steering committee, ward committees, organised and unorganised structures who represent community needs and interests

3. INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

In order to manage the drafting of IDP outputs effectively, Musina Local Municipality institutionalised the participation process thereby giving affected parties access to contribute to the decision making process. The following structures, coined to the internal organisational arrangements have therefore been established:

- IDP Steering Committee: composed of Municipal manager, Section 57 Managers, Section heads, Experts and Professionals
- IDP Progress Committee (District Level): composed of IDP Managers, Planners, Technical Services Managers, LED Managers as well as councillor responsible for IDP
- Representative Forum: Chaired by the Mayor, composed of ward committees, organised labour, community based organisations, Non governmental organisations, sector departments, Parastatals, Organised business organisations, Farmers organisations.
- Specialised Task Teams(cluster meetings): composed of Experts,officials and Professionals from all spheres of government

Attached as Annexure see the diagram for institutional arrangements

4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensure that the IDP addresses real issues that are experienced by communities within the Municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum, which the Municipality will still maintain.. A review of existing representatives will be made in order to involve stakeholders that were not included during the planning process.

At the local level, participation will be restricted to wards, Provincial and National Sector Departments, representatives of marginalized groupings and organised stakeholders. Like during the planning process, the local municipalities will be responsible for arrangements and major link between the municipal government and communities, while continuous meetings to discuss their progress are held at District IDP Progress meetings.

In order to minimise the costs and participation fatigue, the Municipality will phase in participation of different stakeholders at various levels of development and review without compromising the element of accountability. Each Representative Forum will be held at a venue and time arranged by the Municipality. Participants will still be allowed to participate in all other local languages. Minutes of the previous meeting will be sent 48 hours before to participants when inviting them for another meeting. The draft review documents will be available to all communities and stakeholders for comments.

5. MECHANISMS AND PROCEDURES FOR ALIGNEMENT

Alignment within the development and review process, serves as an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. It should therefore be established and maintained between local and district municipalities and all parties involved, as well as other spheres of the government. It is the responsibility of Musina Local Municipality to ensure effective procedures for both vertical and horizontal alignment within the development and review process, in order to maximise co-ordinated and holistic delivery of services that are in line with national and provincial policies and strategies, as well as
for proper allocation of departmental budgets and conditional grants.

- Costs of Workshops and meetings = R22 185
- Costs for printing and stationery = R39 192
- Advertisements = R 3 000

TOTAL COSTS = R64 377

6. BINDING LEGISLATION OF PLANNING REQUIREMENTS

The IDP requires that the Municipal planning process be in line with National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform annual budget allocations. National Acts and policies further require local governments to produce certain Intergrated Sector Plans which complement the IDP, thereby avoiding unnecessary duplication. This necessitates a more co-ordinated and intergrated information sharing and dissemination between both specific sector Departments and municipalities.

SECTOR DEPARTMENT	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION	VALUE ADDING CONTRIBUTION
DPLG	IDP	Municipal Systems Act Municipal Structures Act	Local Agenda 21
DEDET	Integrated Waste Management Integrated Environmental Management	NEMA	Local Agenda 21
DWAF	WSDP	Water Services Act	Free basic Water
DOH	Housing Strategy and Targets	Housing Act	Housing Urbanisation Information system (HUIS)
DOT	Integrated Transport Plan	National Transport Act	Regulation of transport services
DLA	Spatial Development Framework	Municipal System Act Land-Use Management Bill	Proper planning
Treasury	Service Delivery & Budget Implementation Plan	Municipal Finance Management Act	PMS
Office of the President	National Spatial Development Plan	NSDP	Spatial Development Framework

PROVINCIAL DEPARTMENT STRATEGIES

1. Limpopo Province Spatial Rationale
2. Limpopo Province Growth and Development Strategy
3. Limpopo Tourism Strategy
4. Limpopo LED Strategy

7. PRINCIPLES & PROCEDURES FOR MONITORING OF THE PROCESS PLAN

All municipalities have a responsibility of monitoring their own Process Plans and ensuring that the District Framework is properly followed. The Municipal Manager will ensure that the process Plan is properly followed. Feedback on the management of each municipality Process Plan will be tackled in the Co-ordinating Committee meetings consisting of Local Municipalities Representatives and the District IDP Steering Committee, that meet after each phase or when urgent issues arise.

If any deviation from the Process Plan occurs the Co-ordinating Committee should be informed and jointly assess the impact of the deviation on other municipalities, however, Musina Local Municipality has the mandate to decide when and how an amendment takes place and therefore postpone an activity or continue with the agreed programme.

ACTION PROGRAMME WITH TIMEFRAME

ANALYSIS PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Compilation of existing information	Identification of gaps & collection of information	Steering committee	Steering committee	
2. Wards and stakeholder level analysis	Analysing inputs from Wards & stakeholders	Steering committee Ward committees	Steering committee	
3. Reconciling existing information	Reconciling activities 1. & 2.	Steering committee	Steering committee	
4. Municipal wide analysis	Identification & analysis of gaps within municipal wide issues.	Steering committee	Steering committee	
5. Spatial analysis	Identification and analysis	Steering committee	Steering committee Technical Manager	
6 Socio-economic. analysis	Identification & analysis of socio-economic issues	Steering committee	Steering committee Sector departments	
7. Formulation of Municipal priority issues	Review the municipal priority issues	Steering committee	Representative forum	

8. In-depth analysis of priority issues	In-depth analysis of reviewed priority issues	Steering committee	Steering committee Sector departments	
9. In-depth analysis of priority issues sector specific guidelines and programmes	In-depth analysis of reviewed sector specific issues	Steering committee	Steering committee Sector departments	
10. Consolidation of analysis results	Compiling summary reports for each priority issues	Steering committee	Representative Forum	

STRATEGIES PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Vision	Reviewing the vision	Steering committee	Representative Forum	
2. Working objectives	Reviewing the objectives	Steering committee	Representative Forum	
3. Localised strategic guidelines	Reviewing localised strategic objectives	Steering committee	Steering committee	
4. Financial strategy	Refine resource frames & redesigning financial strategies	Chief Financial Officer	Steering committee	

PROJECT PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Establishing preliminary Budget allocations	To ensure a link between proposed projects and available resources	Steering committee	Steering committee	
2. Reviewing project proposals	Reviewing project proposals	Steering committee	Task teams(clusters)	
3. Target group participation in project planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Steering committee	Task teams(clusters) Targeted groups	
4. Involvement of project partners	To ensure that the project proposals are linked to specific sector guidelines	Steering committee	Sector departments	

5. Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Steering committee	Project Task Teams	
6. Project output/target/locations	To provide a basis for a viable management tool	Steering committee	Project task teams	
7. Major activities/timing/responsible agencies	To provide a basis for a viable management tool	Steering committee	Project task teams	
8. Cost/Budget estimates/Source of finance	To provide a basis for a viable management tool	Steering committee	Project task team	

INTEGRATION PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Screening of draft project proposals	Checking project compliance with priority issues & strategies	Steering committee	Representative Forum	
2. Integrating projects and programmes	To ensure a holistic approach to develop projects	Steering committee	Steering committee Sector departments	
3. Five Year Financial Plan	To create MTEF for planning budget link	Chief Financial Officer	Steering committee	
4. Five Year Capital Investment Plan	To inform the municipal Budget	Chief Financial Officer	Steering committee	
5. Integrated Spatial development Framework	To create a framework for integrated land-use management	Technical Manager	Steering committee Department of land affairs,Service provider	
6. Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity	Section Head LED	Steering committee Service Provider	

7. Itegrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment	Community Services Manager	Steering committee Environmental specialist	
8. Integrated Institutional Programme	To ensure institutional transformation & integrated management systems	Municipal Manager	Steering committee	
9. Performance Management Indicators	Setting KPI's	Municipal Manager	Steering committee	

APPROVAL PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIMESCHEDULE
1. Providing opportunity for comments from Sector Departments	Integrating plans and programmes in compliance with sector guidelines	Steering committee	Sector departments	
2. Providing opportunity for comments from the public	Publishing of a notice for public comments	Steering committee	Communities and other stakeholders	
3. Incorporating comments	To incorporate identified gaps into the IDP	Steering committee	Steering commitee	
4. Final adoption by council	To adopt the IDP as a legal binding document	Municipal Manager	Musina Local Municipality Council	
5. Submission to MEC local government and Housing	To comply with legislation.	Municipal Manager		

7. CONCLUSION

This Process Plan, as being part of the IDP planning preparation phase ensures that the role players within the process ahead are well prepared. All activities outlined within this document have been prepared in close interrelation with the Framework that governs both the District and all local municipalities.

This Process Plan, prepared in consultation with the relevant stakeholders will, after adoption by the Council be affective throughout the development and Review process.

INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

