



THE PROCESS PLAN FOR THE 2009/10 UMHLATHUZE INTEGRATED DEVELOPMENT PLAN AND BUDGET

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SECTION ONE: INTRODUCTION & BACKGROUND

1. INTRODUCTION

Integrated Development Planning (IDP) is the key tool for local government to cope with its new role and function in terms of the SA Constitution, Act 108 of 1996. In contrast, to the role planning has played in the past, integrated development planning is now a function of municipal management, as part of an integrated system of planning and delivery. The Integrated Development Plan process is meant to arrive at decisions on issues such as municipal budgets, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner.

The integrated development planning process has to provide a forum for identifying, discussing and resolving the issues specifically aimed at upliftment and improvement of conditions in the under-developed parts of the municipality area. In order to ensure certain minimum quality standards of the IDP, and a proper coordination between and within spheres of government, the preparation of the **Process Plan** has been regulated in the Municipal Systems Act (2000).

1.2 LEGAL CONTEXT

1.2.1 Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates that:

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which:

- a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;*
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;*
- c) Complies with the provisions of this Chapter; and*
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

1.2.2 In terms of the core components of integrated development plans, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicates that:

An integrated development plan 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;*

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- 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 basic municipal services;*
 - c) *The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;*
 - d) *The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;*

The preparation of a Process Plan, which is in essence, the IDP Process set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the **time frames** for the different planning steps;
- Appropriate mechanisms, processes and procedures for **consultation** and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- An indication of the **organisational arrangements** for the IDP process;
- Binding plans and **planning requirements**, i.e. policy and legislation; and
- Mechanisms and procedures for **vertical and horizontal alignment**.

The purpose of the report is to provide an account on participation by all stakeholders in the Integrated Development Planning Review Process. It also details the adherence to the Process Plan adopted by the uMhlathuze Local Municipality. The Process Plan and the Participation Report will be annexed to the final IDP Review document and will serve before Council for consideration and adoption, before being submitted to the MEC for Local Government for notification.

The public/interested parties were invited to register as members of the Forum Representatives in the Zululand Observer. A Process Plan was prepared according to the required stipulations. This will give civil society an opportunity to give input and comments to procedures of the Process Plan and thereafter the Plan will be adopted by the uMhlathuze Municipality.

2 THE ANNUAL BUDGET

The separation of the IDP and the budget are a downfall to IDP management. The Annual Budget and the IDP are inextricably linked to one another and therefore IDPs should impact on the budgets, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

The Mayor of a municipality must-

- (b) *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
- i. *The preparation, tabling and approval of the annual budget;*
 - ii. *The annual review of-*
 - *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - *The budget related policies.*
 - iii. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - iv. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

Feedback of the budget allocations was given to the Ward Councillors and Ward Committees at a meeting as part of the IDP process.

3. KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS

3.1 ASSESSMENT ISSUES

- Shortcomings and weaknesses identified through self-assessment and
- Comments received from the various role-players in the assessment of the IDP Review documentation for 2009/10, particularly during the “IDP Hearings” conducted by the DPLG and the DLG&TA.

3.2 INCLUSION OF NEW INFORMATION WHERE NECESSARY

- Alignment of the IDP with newly completed **Sector Plans**;
- Review of the Strategic elements of the IDP;
- **Organogram** of Section 57 designations to be reflected
- Addressing areas requiring additional attention in terms of legislative requirements;
- The ongoing alignment of the UMhlathuze Performance Management System (**PMS**), in terms of Chapter 6 of the MSA, with the IDP;

SECTION TWO: ORGANISATIONAL ARRANGEMENT

4. IDP INSTITUTIONAL ARRANGEMENTS

UMhlathuze Municipality needs to establish a set of organisational arrangements to:

- Institutionalise the participation process;
- Update the IDP Forum;

- Form Task Teams, Portfolio meetings and with the Executive Council;
- Effectively manage the drafting of outputs, and
- Give affected parties access to contribute to the consultation process.

4.1 MUNICIPAL MANAGER

The Municipal Manager will be responsible for ensuring the coordination between councillors, officials and stakeholders in the process. The Municipal Manager is accountable for the entire IDP Process.

4.2 WARD COUNCILLORS

Ward councillors are the link between the uMhlathuze Municipality and the residents. They are therefore responsible for informing residents of the IDP Process.

4.3 EXECUTIVE COMMITTEE AND COUNCIL

Decision-making for the IDP Process is the responsibility of the Executive Committee and Council are the only bodies able to make binding decisions. They will decide on the adoption of the Process Plan that will determine the course for the IDP formulation. They will also consider the delegation of responsibility for managing, coordination, implementing and monitoring of the process. The nomination of persons to be in the process will also be decided upon these bodies.

4.4 THE IDP MANAGER AND RESPONSIBILITIES

The IDP Manager should be a specialist responsible for the management and coordination of the IDP Process. The manager will be responsible for coordination with the Uthungulu District Municipality, Municipal Manager, IDP Steering Committee, IDP Representative Forum and the broad public. Also managing consultants involved in the process, where applicable.

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the DLGTA and /or MEC;
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;

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- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
 - To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and
 - To submit the reviewed IDP to the relevant authorities.

4.5 IDP REPRESENTATIVE FORUM

In order to coincide with the guidelines of the Municipal Systems Act, 2000, it is recommended that notification be given to the existing stakeholders list and/or an advertisement be placed to call all organised groupings/stakeholders to register onto a database for the IDP.

Broader participation is as important as is smaller, purpose-made vehicle for more intensive public participation. This has implications for constituting an IDP Representative Forum comprising of the following members:

- Nominated Councillors
- Nominated members of the Executive;
- Traditional leaders
- Ward Committee chairpersons as well as one member of the committee;
- Heads of Departments/nominated officials from departments;
- Nominated community Representatives
- Other interested/ affected parties
- Other interested and affected parties
- Representatives from organised stakeholder groups;
 - Implementation Agents/Parastatals/Service providers
 - Organised Business
 - Tourism
 - SMME's
 - Agriculture
 - NGO's

The Mayor or chairperson of the Executive Committee should ideally chair this Forum, although this responsible for IDP process. The IDP Representative Forum will represent the interests of the community. It will provide a vehicle for discussion and communication between all stakeholders. This Forum will be intensively involved in the identification of needs, formulation of objectives and strategies, identification of projects and formulation of the Spatial Development Framework. The Forum will also be responsible for monitoring the implantation of the IDP.

4.5.1 COMPOSITION OF IDP REPRESENTATIVE FORUM

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP RF could be as follows:

- EXCO members;
- Councillors;
- Traditional leaders;
- Ward Committee Chairpersons and members;
- Senior Municipal Officials;
- Stakeholder representatives of organised groups;
- Advocates of unorganised groups;
- Other community representatives;
- National and Provincial Departments regional representatives;
- NGO's;
- Parastatal organisations and
- Any interested and affected persons residing in LM of Umhlathuze.

4.5.2 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

The terms of reference for the IDP RF is as follows:

- Represent the interest of the municipality's constituency in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;
- Ensure communication between all the stakeholder representatives inclusive of municipal government; and
- Monitor the performance of the planning and implementation process.

4.5.3 IDP STEERING COMMITTEE

All departments need to involve themselves in the processes of the IDP. This ensures that cooperation and coordination within the uMhlathuze Municipality is adhered to. The IDP addresses the full spectrum of local government services and institutional matters. This grouping will enable involvement of all Departments in the formulation and implementation of the IDP. This Committee should also ensure the integration of all developmental aspects in strategies and projects forthcoming from the IDP. It will also be able to enable the alignment of the municipality's budget to the IDP.

Technical and financial input into the analysis; needs assessment, determination of priority issues and proposed projects. Terms of reference for specific planning and project activities, forthcoming from the IDP, consideration of comments and recommendations from the IDP Representative Forum, provincial departments, district council, service providers and consultants would be provided. This Committee will also take responsibility for implementing the IDP as well as

monitoring and evaluating the outcomes of the IDP process to ensure that the implementation targets are reached. **Annexure A** identifies the public participation

This committee will include the following individuals:

- Municipal Manager
- IDP Manager
- Heads of Departments; and
- Designated Representatives from Departments

4.6 TASK TEAMS

Task Teams consist of officials, members of public and government representatives, which will address the matters in their field of interest, shaping the IDP Review document. After public workshops to collect IDP data, the task teams do majority of work. Task Teams link up with departments where all development areas and area-wide stakeholders are represented on the task teams. Task Teams will finalise the list of projects and prioritise by means of a scoring system.

4.7 BROAD PUBLIC

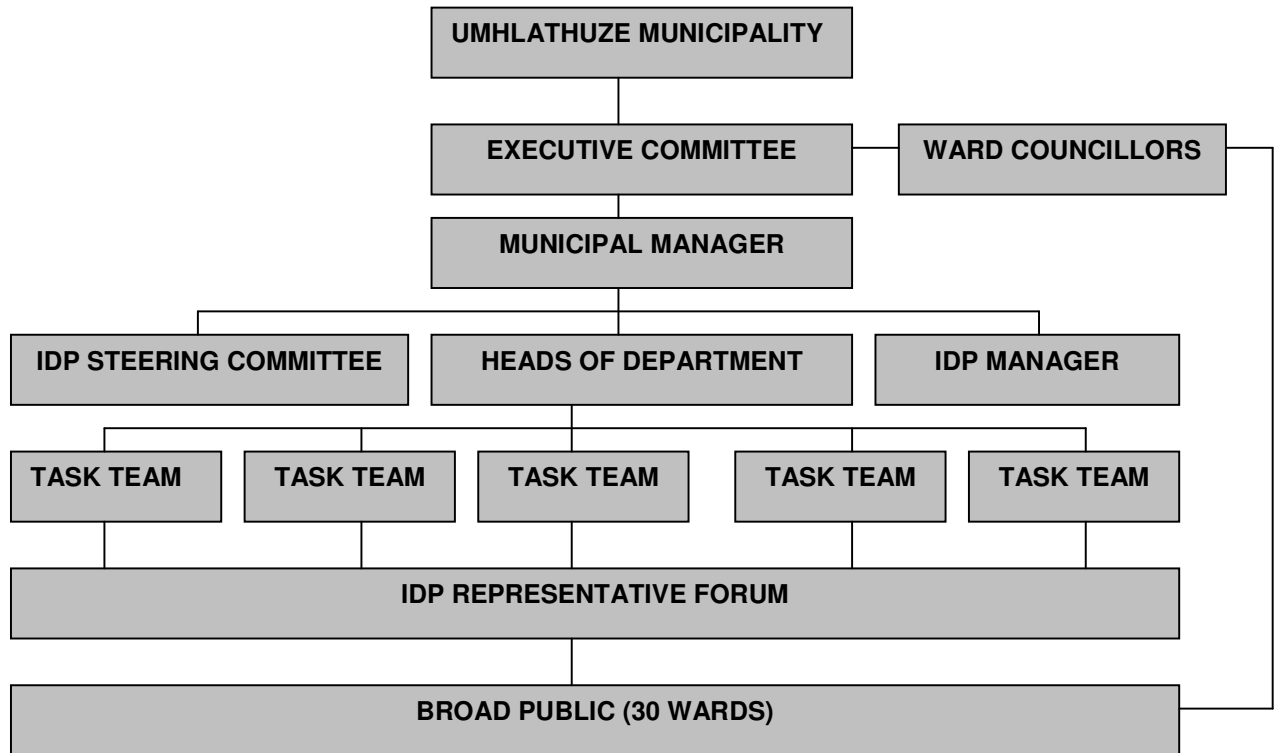
The significance of public participation is emphasised in the Municipal Systems Act, 2000 as the foundation for the IDP Process. It is the responsibility of the uMhlathuze Municipality through the ward councillors and IDP Manager to ensure that communities are invited to the public sessions. These sessions should focus on creating an understanding of the Integrated Development Planning Process. The public should also participate in the formulation of the vision, the overall needs assessment, objectives and strategies, Spatial Development Framework and Implementation Plan.

It is envisaged that the community will be clustered accordingly so that all areas will be reached thus fifteen broad public meetings will be held as part of the formulation of IDP for the uMhlathuze Local Municipality.

5.0 ROLE PLAYERS

Identifying the roles and responsibilities of the various parties involved in the IDP is important because of the wide participation and involvement in the IDP process. The given time frame of the IDP is strictly taken into consideration with a large group involvement.

The following organogram identifies role players that will be involved in the IDP Process 2009/2010.

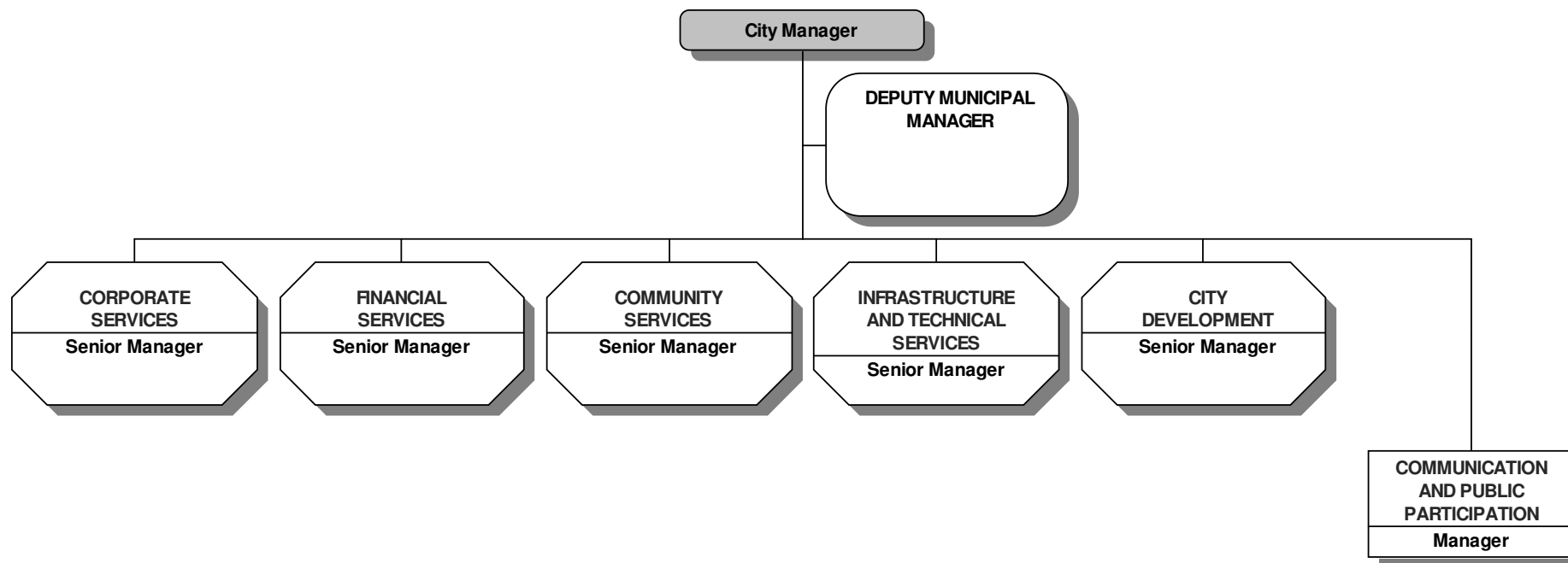


Internal Role-players

- Council and the Executive Committee;
- Mayor;
- Municipal Manager;
- Head of Departments
- IDP Manager;
- Municipal officials;
- IDP Steering Committee; and
- Representative Forum/Civil Society.

External Role-players

- Relevant Government Departments;
- Planning professionals/facilitators;
- Municipal officials; and
- Representative Forum/Civil Society/ Task Teams

THE ORGANISATIONAL STRUCTURE OF UMHLATHUZE MUNICIPALITY

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

7. FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

7.1 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilised:

a) IDP Representative Forum (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. An advert is placed on the Local newspaper for the members to register and previous members to update details. Efforts will be made to bring additional organisations into the IDP RF and ensure their continued participation throughout the process.

b) Media

Local newspapers and the Municipal newsletter will be used to inform the community of the progress of the IDP.

c) Radio Slots

The community radio station will be utilised to make public announcements where necessary.

d) Information sheets

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

e) The uMhlathuze Municipality's Website

The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

8. ACTION PROGRAMME WITH TIME FRAME AND RESOURCE REQUIREMENTS

The table below outlines the overall action plan and programme for the IDP Process, arranged into five planning activities.

ACTION PLAN AND PROGRAMME											
PLANNING ACTIVITIES (PHASES)	01 Jul	1Aug	1Sept	1Oct	1Nov	1Dec	1Jan	1Feb	1Mar	Total Weeks	Dates
1. Analysis										12	1/8- 8/10
2. Strategies										8	8/10 – 15/11
3. Projects										7	20/11 – 20/1
4. Integration										5	21/1 – 22/2
5. Approval										5	23/2 - 30/3

The composite table depicts the steps to be undertaken as part of the planning activity process (five phases) which outlines the times frames and resources required.

9. PUBLIC SESSIONS

9.1 Schedule of Meetings and Dates

Nine clusters have been established instead of the previous years' 21 public sessions that the Municipality had scheduled. This occurrence has been due to the principle of geographic concentration and interconnectedness of wards, cooperation and shared values. These clusters will be used to communicate or consult with communities of wards in a bigger number. This will save time for projects such as the IDP Review and budget that have a specific time constraint while public participation is essential. The programme for public sessions will be finalised by the Public Participation Committee and will cover the period August 2008 to October 2008.

CLUSTER	WARDS	POSSIBLE VENUES	DATES	TIME
1.	5,6	KwaBhejane Tribal court (Tent)	30 August 2008 (Saturday)	10:00
2.	7,8	eNseleni Hall	31 August 2008 (Sunday)	10:00
3.	10, 11, 30	Vulindlela Sports Field (Tent)	6 September 2008 (Saturday)	14:00
4.	District & Local Municipalities	Information sharing	To be announced	To be announced
5.	1, 2, 3, 4	Auditorium	11 September 2008 (Thursday)	18:00
6.	1 (Mzingazi)	Mzingazi Community Hall	16 September 2008 (Tuesday)	18:00
7.	23, 26, 9	Empangeni Town Hall	17 September 2008 (Wednesday)	18:00
8.	12, 14	Mandlankala Community Hall	20 September 2008 (Saturday)	10:00
9.	13, 15	KwaDube Tribal court (Tent)	21 September 2008 (Sunday)	10:00
10.	17, 16, 21, 22	Esikhaleni College	21 September 2008 (Sunday)	14:00
11.	1 st Stakeholder Forum meeting	Council Chambers	25 September 2008 (Thursday)	18:00
12.	18, 19, 20	Hlanganani Hall	27 September 2008 (Saturday)	14:00
13.	27, 28, 29	Ngwelezane Community Hall	28 September 2008 (Sunday)	10:00
14.	24, 25	KwaMadlebe Tribal court (tent)	28 September 2008 (Sunday)	14:00
15.	Task Team meeting	Richards Bay Auditorium	1 October 2008 (Wednesday)	Time to be announced
16.	2 nd Stakeholder Forum meeting	Council Chambers	8 October 2008 (Wednesday)	18:00