

CHAPTER ONE



THE PLANNING PROCESS

1. THE PLANNING PROCESS

1.1 Introduction

Integrated Development Plan (IDP) is a process through which a municipality develops a strategic development plan. It is a strategic planning instrument, which guides and informs all planning, budgeting, management and decision making within the municipality.

The IDP approach is based on the principle of inclusivity, representivity, consultation and participation of all residents, communities and stakeholders within a Municipality, as well as representatives from other spheres of government, sectors specialists and other resource persons.

1.2 Process Overview

The IDP planning cycle consists of the following phases:

1.2.1 Analysis Phase

This seeks to provide the status quo of the municipality so as to inform the development needs and priorities. The analysis phase deals with current situation. It is a product of technical analysis of information and engagement with communities and stakeholders.

The main outcomes of this phase amongst others are:-

- A state of the present level of development and challenges faced
- Priority issues

1.2.2 Strategies Phase

This phase flows from understanding the problems in the municipal area and seeks to find solutions to the problems

This phase includes formulation of:-

1.2.2.1 The Municipal Vision

The municipal vision is a statement indicating the ideal situation the municipality would like to achieve in the long term. This is the situation the Municipality would find itself once it has addressed the challenges identified in the analysis phase.

1.2.2.2 The development Objectives

The identified priority issues identified in the analysis phase are translated into development objectives.

Development objectives are statements of **what** the municipality would like to achieve in the medium term in order to address the problems identified and also to contribute to the realization of the vision. In essence the objectives bridge the gap between current reality and the vision.

1.2.2.3 The Development Strategies

Development Strategies provide answers to the question of **how** the municipality will reach its objectives. They are strategic decisions about the most appropriate ways and means to achieve the objectives.

1.2.2.4 Project Identification

The formulated strategies result in the identification of projects

1.2.3 Project Phase

This phase is about the design and specification of projects for implementation. The projects identified must have a direct linkage to the priority issues and the objectives identified. An indication must be made on each project who the intended beneficiaries (target group), its location, time frame, who will be responsible for managing it how much it will cost and where the money will come from. Furthermore targets and indicators are formulated to measure performance and the impact of the project.

1.2.4 Integration Phase

The main purpose of Integration Phase is to draw together the customers of the previous phases, and to check that project proposals are in line with vision, objectives strategies resources, and legal requirements.

Projects may also be refined and are drawn into programmes that are in harmony in terms of their contents, timing and location.

1.2.5 Approval Phase

The complete IDP is submitted to the municipal council for consideration and approval. The council needs to look at whether the IDP identifies the problems that affect the area, as well as the extent to which the strategies and projects will contribute to addressing the problems. The council must also ensure that the IDP complies with the legal requirements before it is approved.

1.3 Process Plan

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. (Section 28(1) of the Municipal Systems Act (Act no. 32 of 2000)

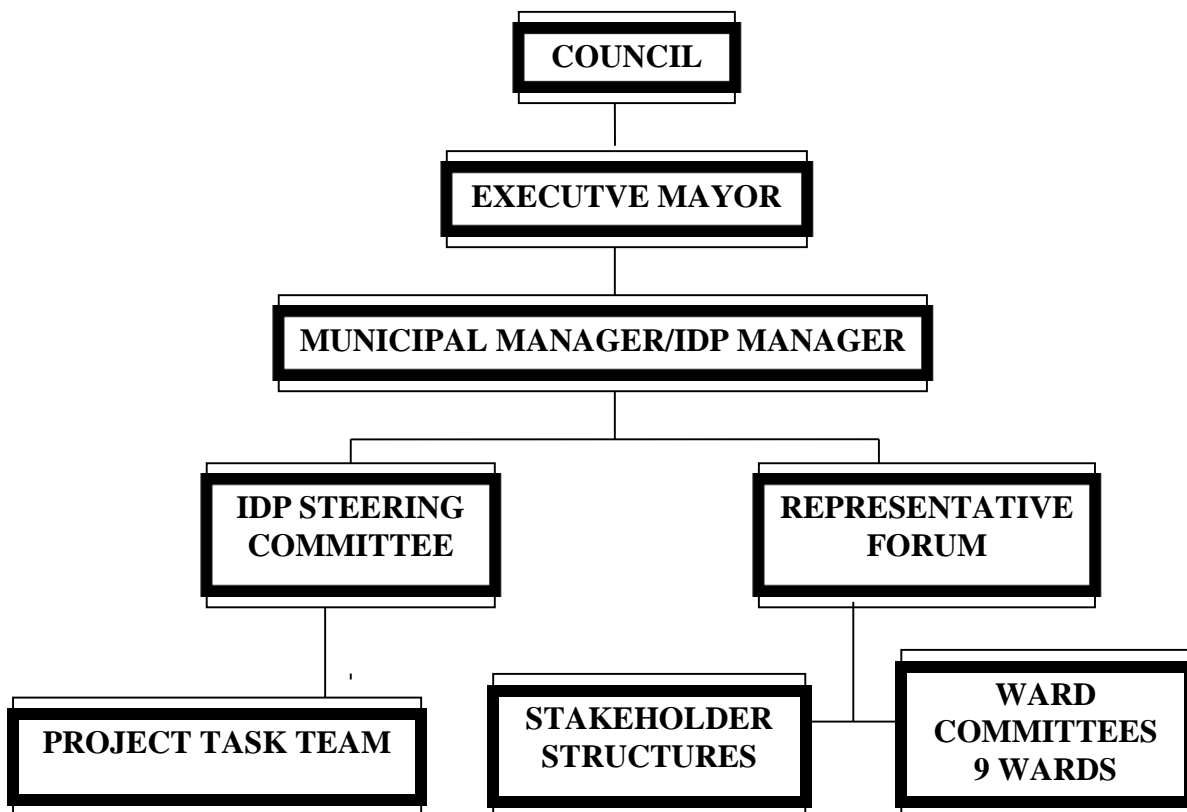
The process plan include the following:-

- Organisational arrangements structure
- Distribution of roles and responsibilities
- Mechanisms and procedures for public participation
- Mechanisms and procedures for alignment
- Budget for the planning process
- Process plan programme

1.3.1 Organisational Structure

The following arrangements have been set in place to institutionalize community/stakeholder participation and also to enable the municipality to manage the drafting of the output. Further, these organisational arrangements will provide an organised platform for the accessing of the decision making process by all the affected and interested stakeholders in the process.

Fig. 1



IDP Manager

The Municipal Manager, M.S. Tantsi will manage the Inxuba Yethemba Municipality IDP.

1.3.1.1 Terms of reference for the IDP manager

The IDP Manager shall in accordance with the provisions of the Municipal Systems Act legislation framework:

- Ensure that the Local Framework is drafted and adopted by the Local Municipal Council;
- Manage the Local municipal IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources;
- Encourage an inclusive participatory planning process and compliance with action programme
- Facilitate the horizontal and vertical alignment of the IDP
- Ensure that the planning process outcomes are properly documented
- Manage service providers to local municipal IDP
- Chair the local IDP Steering Committee
- The IDP Manager will co-ordinate with various government departments and other IDP Managers to ensure that all the project, strategies and objectives of the local municipalities are shared and distributed amongst government departments so that they might incorporate them in their planning process and vice versa.

IDP Steering Committee

The IDP Steering Committee will consist of the IDP Manager, Managers of the departments and Mayoral committee members.

1.3.1.2 IDP Steering Committee Technical component Terms of Reference

The IDP Steering Committee shall;

- Provide technical and advisory support to the IDP Manager
- Perform daily planning activities including the preparation and facilitation of events; documentation of outputs and making recommendation to the IDP Manager and the municipal Council.
- Commission feasibility studies and business plans for projects
- Commission in depth studies
- Interact with the district steering committee members regarding district projects
- Prepare, facilitate and document meetings
- Act as the secretariat for the Representative Forum

IDP Representative Forum

The IDP Representative Forum will be chaired by the Executive Mayor Councilor N C Goniwe with the secretariat role being fulfilled by the Technical component of Steering Committee.

1.3.1.3 IDP Representative Forum Terms of Reference

The IDP Representative Forum shall:

- Represent the interest of various constituencies in the IDP planning process
- Provide an organizational platform and mechanism for discussion, negotiation and decision making between stakeholders including the local municipality
- Provide a communication mechanism of the exchange of ideas and opinions among the various stakeholder interest groups
- Participate in the setting up of key performance indicators including the monitoring thereof in line with the adopted Performance Management System of the local municipality
- Monitor the performance of the planning and implementation process

1.3.2 Distribution of roles and responsibilities

The IDP planning process includes a wide range of role-players with certain key responsibilities. To enable smooth implementation of the IDP Review action plan the following roles and responsibilities have been allocated in the following manner.

1.3.2.1 Internal municipal distribution

Actors	Roles and responsibilities
1. Council	<ul style="list-style-type: none"> *Consider and adopt reviewed IDP *Consider and adopt Framework plan *Encourage public participation *Keep public informed about the contents of the IDP
2. Mayoral Committee	<ul style="list-style-type: none"> *Oversee the management, co-ordination, monitoring of the IDP Review *Assist in resolving political disputes * Forms part of the steering committee
3. Ward Councilors	<ul style="list-style-type: none"> *Assist in communication strategy and organization of community consultation activities *Ensure public participation
4. IDP Manager	<ul style="list-style-type: none"> *Ensure that the Framework and reviewed IDP are adopted by the Council *Manage the local municipal IDP by ensuring that all daily planning activities are performed within an efficient and effective consideration of available time; financial and human resources; *Encourage an inclusive participatory planning process and compliance with action program *Facilitate the horizontal and vertical alignment of the IDP *Ensure that the planning process outcomes are properly documented *Manage service providers to the local municipal IDP *Chair the local IDP Steering Committee *The IDP Manager will co-ordinate with various government departments and other Managers to ensure that all the projects, strategies and objectives of the local municipalities and those of the district are shared and distributed amongst government departments so that they might incorporate them I their planning process and vice versa
5. Section Managers	<p style="text-align: right; margin-right: 20px;">56</p> <ul style="list-style-type: none"> *Provide technical and advisory support to the IDP Manager *Perform daily planning activities including the preparation and facilitation of events; documentation of outputs and making recommendation to the IDP Manager and the municipal Council

	<ul style="list-style-type: none"> *Commission feasibility studies and business plans for projects *Commission service providers to conduct in depth studies *Interact with the district steering committee members regarding district projects *Prepare, facilitate and document meetings *Act as the secretariat for the Representative Forum *Prioritization on their individual departments projects and programs for the following years
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IPED	<ul style="list-style-type: none"> *Provide support and guidance on IDP Review process *Assist municipalities to achieve the target dates *Interact with service providers to ensure that a quality product is provided *Assist with workshops *Project Management and implementation Support Services
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1.3.2.2 External Municipal Distribution

Actors	Roles and responsibilities
1.Sector Departments	<ul style="list-style-type: none"> *Ensure the participation of Senior personnel in the IDP review process *Horizontal alignment of programs and strategic plans *Ensure integration of sector programs within the local IDP Planning and implementation process *Provide technical support and information to the planning process *Contribute relevant information to support the review process *Incorporate district and local municipal projects into departments planning
2.Support Providers	<ul style="list-style-type: none"> *Provide methodological and technical guidance *Conduct in depth studies when commissioned by the Steering Committee *Ensure delivery of a product that is user friendly and tailor made for each municipality
3. National & provincial governments	<ul style="list-style-type: none"> *Monitor and evaluate the preparation and implementation process *Provide training and capacity building support to the local municipalities *Co-ordinate support programs so that overlapping does not occur *Provide technical guidance and monitor compliance with provincial policy and legal framework *Provide financial support to the IDP Planning and implementation process

1.3.3 Community participation strategy

1.3.3.1 Process

- Compilation of database of all relevant community and stakeholder organisation
- Informing communities and stakeholders:-
 1. Communities and stakeholders are informed on the municipality's intention to embark on the IDP Process
 2. Organised and unorganised social groups will be invited to participate in the IDP process

(Section 28(2) of the Municipal Systems Act 2000)

A Municipal Council must develop mechanisms to consult the community and community organisations in performing its functions and exercising its powers

(Section 19(3) of the Municipal Structures Act 1998)

Participation by the local community in the affairs of the municipality must take place through:

- a) Political structures for participation in terms of the Municipal Structures Act;
- b) The mechanisms, process and procedures for participation in municipal governance established in terms of the Municipal Systems Act;
- c) Other appropriate mechanisms, processes and procedures established by the municipality;
- d) Councilors

1.3.3.2 Mechanism

- Ward committees
- information within wards through public ward meetings
- Media
- Notices at prominent locations
- Postal notices to organised groups/organisations

The communication strategy has proved to be effective as witnessed by attendance and participation of the various stakeholders. The challenge is whether the stakeholder representatives to give reports to their various organisations.

The stakeholder mobilization strategy involves

- Advertising for registration as interested party at beginning of the review process
- A targeted approach for specific stakeholders eg. Religious, business, agricultural etc
- Roadshows, blitzes

1.3.4 Alignment mechanisms and procedures

1.3.4.1 Mechanisms for Alignment

Three types

- Within Inxuba Yethemba Council
- Municipality and Chris Hani District Municipality
- Between local government and other spheres of government

For issues that have a direct impact on an individual sector, and where sector departments have structures in the Inxuba Yethemba Municipality area of jurisdiction, council will do alignment. On the whole alignment takes place at District Council level.

SECTOR DEPARTMENTS AND PARASTATALS	
District Municipality	Telkom
Dept of Water Affairs	Health

Department of Transport Chris Hani	SAPS
Department of Public Works	Education
DEDEA	Arts and Culture
Department of Land Affairs	Treasury
Social Development	SASSA
Correctional Service	Local Government and Traditional Affairs
Eskom	Department of Rural Development and Agrarian Reform (DRDAR)

1.3.5 Binding legislation

The following pieces of national and provincial legislation in conjunction with the South African constitution will represent binding legislation that will guide the process. The list below will be considered in addition to the binding legislation list appended in this document.

1.3.5.1 Legal policy Framework

- ❖ Constitution of the Republic South Africa of 1996
- ❖ Development Facilitation Act 96 of 1995 ?
- ❖ White paper on Local government of 1996
- ❖ Municipal Structures Act 113 of 1998
- ❖ Municipal Systems Act 32 of 2000 as amended in 2011
- ❖ Water services Act 108 of 1997
- ❖ Road Transport Act
- ❖ NEMA
- ❖ Municipal Finance Management Act 56 of 2003
- ❖ Municipal Performance Regulations of 2006
- ❖ Municipal Demarcation Act

1.3.5.2 Policy Planning Framework

- Eastern Cape Provincial Growth & Development Plan
- Eastern Cape Spatial Development Plan
- Promotion of Rural Livelihood Programme (RULIV)
- Rural Economic Development Zones program (REDZ)
- Integrated Sustainable Rural Development Strategy (ISRDS)
- National Spatial Framework
- Chris Hani Growth and Development Plan
- Outcome 9
- National Development Plan

1.3.6 Process Plan Program

The following table illustrates the IDP review action program and also gives an indication to the planning activities that will be undertaken over time and the resources that will be required to complete these activities.