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Introduction

Under the new constitution, municipalities have been awarded major developmental responsibilities and mandate to ensure that the quality of life of its citizens is improved. The new role for local government includes provision of basic services, economic development, promoting democracy and accountability and eradication of poverty. To be able to perform this new role extensive planning is necessary in the form of the IDP. In 2006/2007 Council reviewed its IDP document through community participation, this year the same process will be followed in order to re-prioritise community needs.

In order to achieve the above, chapter 4 of the Municipal System Act of 2000 state that a municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance, and must for this purpose

- a) Encourage, and create conditions for, the local community to participate in the affairs of the municipality, including;
 - i) The preparation, implementation and review of its integrated development plan in terms of Chapter 5;
 - ii) The establishment, implementation and review of its performance management system in terms of Chapter 6;
 - iii) The monitoring and review of its performance, including the outcome and impact of such performance;
 - iv) The preparation of the budget; and
 - v) Strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- b) Contribute to building the capacity of –
 - i) The local community to enable it to participate in the affairs of the municipality; and
 - ii) Councillors and staff to foster community participation; and
- c) Use its resources, and annually allocate funds in the budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).

In order to ensure that the integrated development planning process complies with the certain minimum quality standard and that proper co-ordination between and within spheres of government is established, the preparation of the Review Process Plan for the year 2007/08 is regulated by the Municipal System Act of 2000. The Review Process Plan will guide the planning, drafting, amendment and adoption of the reviewed IDP. The Review Process Plan includes the following:

- A programme specifying time frames for the different planning phases;
- Appropriate mechanisms, procedure and processes for consultation with and participation of local communities, organs of state and other stake holders in the IDP review process
- The identification of all plans and planning requirements binding on municipalities in terms of the provincial and national legislation.

The process of compiling the Review Process Planning will be done by the Steering Committee and the IDP Manager in consultation with the communities under Setsoto Municipality and other government departments.

Institutional arrangements

Municipal council

As the senior **governing body** of the municipality, they have to:

- Decide on the Review Process Plan for 2007/2008
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP Review Process, or delegate this function to the IDP Manager.
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the process and reviewing.
- Forms part of the IDP steering committee.

IDP Manager

The IDP Manager has to manage and co-ordinate the IDP review process. This includes to:

- Prepare the Review Process Plan
- Undertake the overall management and co-ordination of the review process
- Ensure that all relevant actors are appropriately involved.
- Nominate person in charge of different roles
- Ensure that the review process is participatory, strategic and implementation oriented and is aligned with and satisfied sectoral planning requirements.
- Respond to comments on the draft RIDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council
- Ensure proper documentation of the results of the review of the IDP documents and
- Adjust the RIDP in accordance with the MEC for Local Government's proposals

Divisional Heads

As the persons in charge for implementing RIDP, the technical/sectional officer has to be fully involved in the review process.

- Provide relevant technical, sector and financial information for analysis for determining priority issues.
- Contribute technical expertise in the consideration and finalizing of strategies and identification of projects.
- Provide departmental operational and capital budgetary information.
- Be responsible for the preparation of projects proposals, the integration of projects and sector programmes and
- Be responsible for preparation amendments to the draft RIDP for submission to the municipal council for approval and the MEC for Local Government for alignment.

Consultant/Facilitator

- Providing methodological/technical guidance to the IDP review process
- Facilitation of review workshop if necessary
- Documentation of outcomes of review activities

- Marketing the RIDP to the communities
- Does research

PIMSS-centre

- Give support in any area within IDP Reviewing process that is needed
- Provide information that will assist in doing the IDP review process
- Create links between different stakeholders
- Brief different stakeholders on their roles and responsibilities
- Monitor progress with IDP Review process in the municipality
- Management support of implementation of IDP Review Process Planning
- Monitor implementation of RIDP

Organisational Structures

IDP Steering Committee

Composition:

- Chaired by Mayor
- Executive Committee Members
- Secretariate: Office of the IDP Manager
- Municipal Manager
- Directors
- IDP Manager
- Performance Management Audit Committee Members

Responsibilities (terms of reference)

- Provide terms of reference for various review activities
- Commission research studies
- Considers and comments on inputs from committees/sector departments
- Process, summarizes and documents outputs
- Make content recommendations
- Prepares, facilitates and documents workshops

Ward councillors

- Link the review planning process to their constituencies and/or wards;
- Be responsible for organizing public consultation and participation;
- Ensure the annual business plans, and the municipal budgets are linked to and based on the RIDP;
- Do field work where necessary.

Representative Forum Composition

- Chaired by mayor
- Secretariate :Office of the IDP Manager
- IDP Steerer Committee
- 2 representative from Constituency Office
- 2 representative from each ward of local municipalities
- 1 official per community centre of the municipality

- 2 representative from the different NGOs, trade unions, churches, schools, farmers unions, business associations that focus on the local area
- Consultants when needed.

Responsibilities (terms of reference)

- Represents interest of constituencies
- Provide organisational mechanism for discussion, negotiation and decision making
- Ensure communication between the stakeholder representatives
- Monitor performance of the planning and implementation process

Mechanisms and procedure for participation

Certain principles with regard to participation of different stakeholders within IDP review process includes the following: The elected council is the ultimate decision-making body for the RIDP. The role of the participatory democracy is to inform, negotiate and comment on those decisions. Public participation has to be institutionalised in order to ensure that all residents of the area have an equal right to participate. Participation should be structured so that there are clear rules and procedures specifying who is to participate, on behalf of whom, on which issue, through which organization mechanism, with what effect. The purpose of participation can be summarized under four functions:

Needs orientation:

Ensuring that peoples needs and problems are taken into account

Appropriateness of solution:

Using the knowledge and experience of local resident and communities in order to arrive at appropriate and sustainable problem solutions and measures.

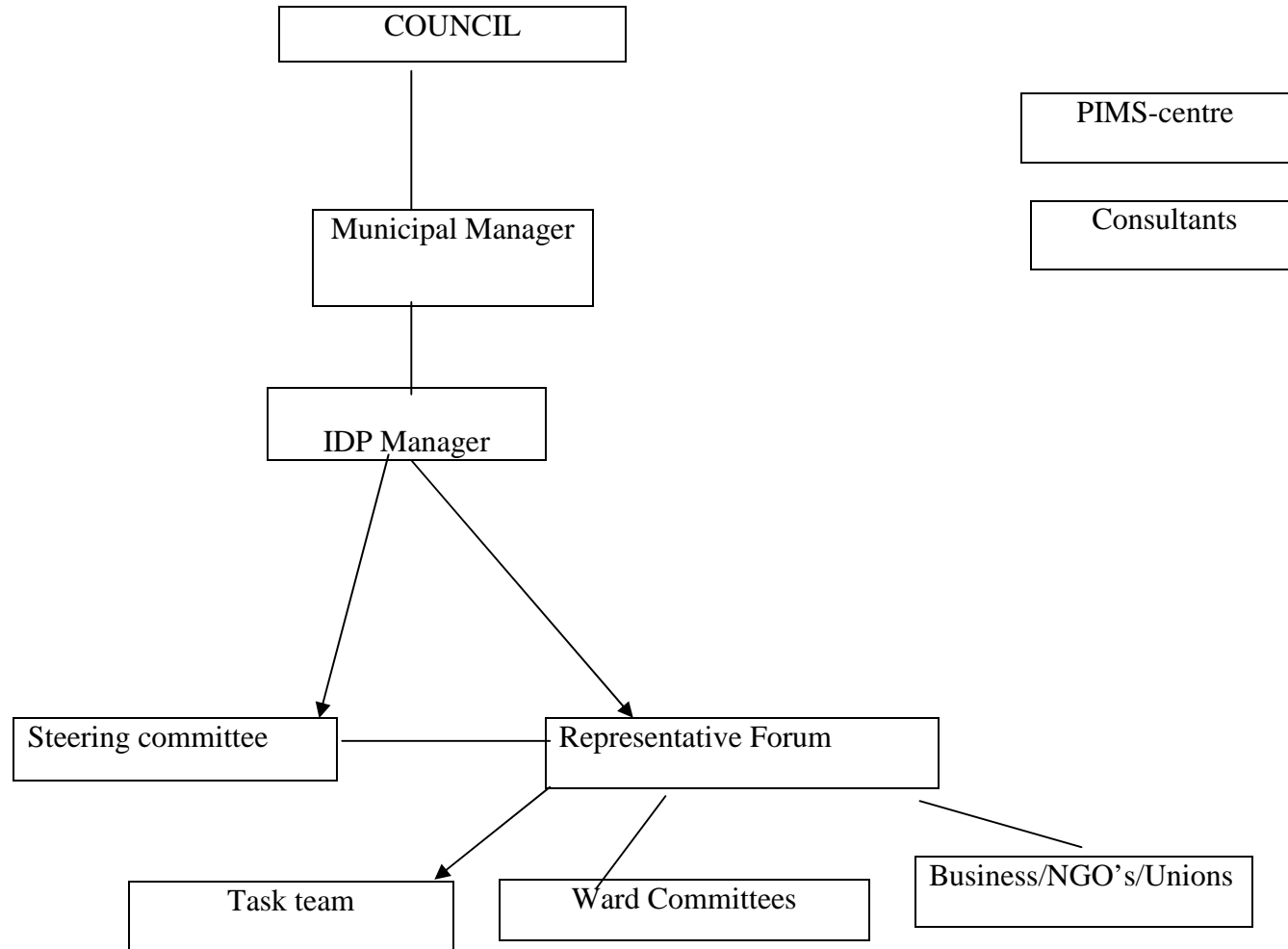
Community ownership:

Mobilizing local residents and communities initiatives and resources, and encouraging co-operation and partnerships between municipal government and residents for implementation and maintenance.

Empowerment:

Making integrated development planning a public event and a forum for negotiating conflicting interests, finding compromises and common ground, and thereby, creating a basis for increased transparency and accountability of local government towards residents. The Representative Forum will provide the means for participation for stakeholders that are identified and the representative will discuss issues pertaining to Setsoto municipality as a whole.

IDP REVIEW ORGANIZATIONAL STRUCTURE



7. ACTION PROGRAMME AND RESOURCE PLAN WITH BUDGETED COSTS

PLANNING ACTIVITIES	EVENT	KEY FOCUS AREA	ITEMS BUDGETED FOR	SPECIAL RESOURCES	TIME FRAME	AMOUNT
Information session	IDP Representative forum	Verification of the IDP Review Process Plan report.	Transport & refreshments for 200 delegates @R40/person	IDP Manager PIMSS Centre	8 Jan 2008	R 25 000.00
Ward IDP review Process	Respective Wards situational analysis	Community needs, reprioritization by ward residents	Travelling	Office of the Speaker Exco Members Ward Councillors Municipal Manager Directors IDP Manager	Ficksburg 12 Jan 2008 <hr/> Clocolan 13 Jan 2008 <hr/> Marquard 14 Jan 2008 <hr/> Senekal 15 Jan 2008	R 30 000.00
Fincom	Revision of draft estimates	OPEX Preparations Preliminary discussion with FINCOM Revision and finalising of draft estimates and calculation of tariffs for consideration	Refreshments for members	FINCOM Members Municipal Manager IDP Manager	15 Jan 2008	R2 000.00
Information session	Deskwork	Briefing on how far the different municipalities are with the review their IDP, and if they are still aligning them to the District IDP	Lunch for 10 persons @ R60.00 p/p	IDP Manager PIMSS centre	PIMSS to supply dates	R 1 000.00
Strategic Planning	Preparation for long Range Planning	Enhancing an integrated service delivery. Implementation and implication of MFMA Implications of MISS document Implementation of SCM	Accommodation Conference facilities Refreshments Transport for 150 delegates	Office of MM	24-27 Jan 2008	R 200 000.00

<p>Phase2: Strategies In-depth needs analysis, reconciling information and consolidation analysis, Identification of priorities; Vision and objectives, localised strategic guidelines, defining resource framework, creating strategic alternatives, analysing and deciding on alternatives, strategy design,</p>	<p>IDP-Forum two days meeting.</p>	<p>Spatial, socio-economic, environment, institutional analysis. 1. Service back-logs (water, sanitation, housing, electricity, civil) 2. Institutional capacity. (Human resource) 3. Financial situation 4. Economic weaknesses and strengths, opportunities and constraints (for each town, rural areas and wards). Draft layout plans and graphs, reconciling information and rectification. Issuing of forms for audit-current realities to stakeholders, identify priority areas for Setsoto, formulate vision and objective for each priority, localise provincial and national strategies, develop financial and human resource framework, discuss strategic alternatives,</p>	<p>Transport and refreshments for 200 delegates @ R60/person</p>	<p>Municipal Manager, IDP/PMS Officer, PIMSS and Consultants if needed</p>	<p>30-31 Jan 2008</p>	<p>R 55 000.00</p>
<p>Phase 3: Projects</p>						
<p>Screening of draft project proposals</p>	<p>IDP Rep Form- Two day workshop</p>	<p>Identify projects and establish project task teams Compile draft budget framework for each project Listing of the projects. Design Project Proposals Implementation plan, outlining the projects cost and institutional resources needed Define indicators, outputs and targets; identify major activities, time frames and responsibilities Setting targets and key performance indicators.</p>	<p>200 delegates @ R60, 00/person for meals, invitations & document</p>	<p>IDP/PMS Unit6-7 PIMSS Task teams</p>	<p>6-7 Feb 2008</p>	<p>R 55 000.00</p>

Budget discussion	EXCO	Finalise alteration if applicable Submission of altered draft budget to Mayor and EXCO	Refreshments for members	EXCO Members Municipal Manager IDP Manager Manager Income and Budget Division	15 Feb 2008	R2 000.00
Information session	District IDP Review one day workshop	Briefing on how far the different municipalities are with the review of their IDP and if they are still aligning them to the District IDP	Travelling	PIMSS Centre	District to give date	R 1000.00
Approval of draft budget	Council	Submission of EXCO report on draft budget and draft IDP to full Council	Refreshments for 60 delegates	Mayor Municipal Manager Director Financial Services	31 March 2008	R15 000.00
Phase 4: Integration Integrating sector programmes	Steering Committee	Facilitate draft budget with communities per ward Advertising the draft budget and draft IDP for public comments for a period of 21 days Consolidate project proposals in terms of location and sector, water services Development plan, Integrated waste Management plan, 5 year financial plan, 5 year Capital Investment Programme, Monitoring and Performance management system, Spatial Development Framework, poverty, Gender and HIV-AIDS Programmes	Refreshments for members attending specific meeting	IDP Manager PIMSS Task Team	1-21 Apr 2008	Administrative costs

Phase 5: Approval						
Draft RIDP, Draft budget	Desk work	Circulation for comments from provincial/ national department and community Higher level approvals if necessary	None	Municipal Manager Directors IDP Manager Manager Income and Budget	22 Apr -25 May 2008	Administrative costs
Approval	Council	Seamless adoption of budget and credible IDP	Refreshments for members of council and public	Mayor. Municipal Manager Director Financial Services	30 May 2008	Administrative costs
Budget Control and IDP Implementation	Management	Load accounting system with new budget data Implementation of SDBIP	None	Management	1 July 2008-30 June 2009	

Issues, Mechanisms and Procedure for Alignment

Alignment between the different sphere of government will be regulated by the procedure stipulated in the District Framework for IDP. It includes the following:

ROLE-PLAYERS

NATIONAL GOVERNMENT

- Department of provincial Local government
- Land affairs
- Department of water affairs and forestry
- Environmental and Tourism
- Department of Trade and Industry
- Social welfare
- Public works
- Agriculture
- Health

PROVINCIAL GOVERNMENT

- Same Department as National government
- Free State Development Plan

DISTRICT LEVEL

- PIMS centre
- District Municipality
- District Municipality Reviewed IDP

COMMUNICATION MECHANISM

The communication between the different stakeholders is crucial in aligning plans successful. Appropriate mechanism for communication will differ from event to event.