



**ILEMBE DISTRICT
IDP FRAMEWORK PLAN
NEW 5 YEAR CYCLE
(2007/08 TO 2011/12)**



SEPTEMBER 2006
(as amended in May 2007)

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1 INTRODUCTION

The Integrated Development Planning (IDP) Process is a process through which Municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its developmental role and seeks to arrive at decisions on issues such as Municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

With the end of term of office of the previous Councils and the election of a new Councils in March 2006, the Ilembe District “Family” of Municipalities have to undertake the preparation of a new 5 year IDP for the term starting in 2007/08 to 2011/12 with annual reviews up until the end of the said term of office for the present Council.

The Process Plan of the District and its Local Municipalities need to be prepared in line with a Framework Plan as agreed to by all the Municipalities in the District. The Framework Plan provides the linkage for binding relationships to be established between the District and Local Municipalities in the District. In so doing, proper consultation, co-ordination and alignment of the IDP process of the District Municipality and its various Local Municipalities can be maintained.

2 ELEMENTS OF THE FRAMEWORK PLAN

In compliance to the Municipal Systems Act regulations, the Ilembe District has prepared a Framework Plan to guide the IDP process and to inform all process plans for Municipalities within the Ilembe District. It also binds both the District Municipality and the Local Municipalities in the Ilembe District to a specific programme and it ensures proper consultation, co-ordination and alignment of the planning processes of all Municipalities. The Framework Plan entails the following elements:

- ⇒ Elements of the IDP Process;
- ⇒ Framework Programme with Time Frames;
- ⇒ Mechanisms and Procedures for Alignment;
- ⇒ Mechanisms and Procedures for Consultation; and
- ⇒ Procedures and Principles for Monitoring the Planning Process and amendment.

The 'core elements' of the IDP process correspond to the core functions of Municipalities as outlined in the Municipal Structures Act and other legislation, the DPLG's IDP Guide Pack (2000), as well as critical elements that have arisen from the preparation of and the review of IDP's over the past five years.

The core components of the IDP process are grouped as follows:

- Comments received from the assessment of the Draft IDPs for 2006/7 in regards to the IDP Credibility Framework as undertaken by DPLG in May 2006;
- Comments of the MEC on the adopted Ilembe IDP (2006/07), which are still to be received and of the various role-players in the assessment of the current IDP;
- Areas requiring additional attention in terms of legislative requirements;
- Consideration, review and inclusion of any relevant and new information;
- Shortcomings and weaknesses identified through the Presidential Imbizo held on the 10 December 2005, and including those identified through self-assessment;
- The preparation and review of relevant sector plans and their alignment with the IDP;
- Current status of the implementation process.

3 PROGRAMME

A detailed programme is attached as **Annexure A** and illustrates the anticipated programme which includes the duration of each major activity to be undertaken during the IDP preparation process. This process is dynamic and could be adapted to accommodate the consultation process which is circumstantial of nature. The total programme spans over an expected ten (10) month period and has been categorised as ;

- Phase 0 – Preparation
- Phase 1 – Analysis
- Phase 2 – Strategic Analysis
- Phase 3 – Project Identification
- Phase 4 - Approval

One need consider that certain phases/activities overlap with others, thus enabling the Municipality to adhere to the required timeframe. It should be noted further, that the above programme excludes the 3-week year-end vacation period and Council recess in December 2006 and January 2007.

4 MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment is the instrument to synthesise and integrate the top-down and bottom-up planning process between different spheres of Government. There are two main types of alignment required:

- ⇒ Between Municipalities and the District to ensure that planning processes and issues are co-ordinated and addressed jointly.
- ⇒ Between Local Government (Municipalities/Districts) and other spheres especially National / Provincial sector Departments, particularly in terms of budget alignment.

The District Municipality has the responsibility to ensure that alignment between the Local Municipalities takes place. The **Alignment Committee** will be used for this purpose. This Committee will consist of all Municipal Managers, IDP Managers and Chairpersons of IDP Steering Committees. Other members of this Committee will come from the service providers on a needs basis. The proposed Committee will meet as stated in the detailed programme at **Annexure A**.

Furthermore, the District Municipality IDP Manager will use bilateral communication - telephonic / electronic / written communication as far as possible with Provincial and National Departments and other stakeholders to outline alignment needs and expectations and agree on mechanisms. The Department of Traditional and Local Government Affairs' Coastal Implementation Office will also play a co-ordination role, ensuring that all other spheres and especially sector Departments understand the need for alignment and their role within the local IDP process.

5 PROCEDURES FOR MONITORING THE PROCESS

As set out previously, the proposed IDP process will take 10 months to complete. In order to ensure that timeframes are adhered to, it is imperative that mechanisms for monitoring progress are established. Every Municipality will be responsible for monitoring its own Process Plan thereby ensuring that the Programme set out in the Framework Plan is being followed as agreed upon.

The District's Planning, Implementation and Management Support (PIMS) Centre will provide valuable support to ensure interaction and alignment between the District Municipality and the Local Municipalities.

6 PRINCIPLES FOR AMENDMENT OF THE FRAMEWORK PLAN

The District Municipality has the overall responsibility of ensuring co-ordination of the joint planning process throughout the District. As such, Local Municipalities should inform the District Municipality's IDP Manager on issues that affect District wide activities (e.g. if the identification of Municipal priority issues is delayed or the District wide strategy workshop needs to be postponed etc.). The District Municipality Representative Forum has the mandate to decide when and how an amendment takes place and therefore to postpone an activity or to continue with the agreed programme. It is worth emphasising the fact that all Municipalities have to agree before the Framework is amended.

7 CONCLUSION

The way forward is for all Municipalities to prepare Process Plans in conjunction with the District Framework Plan and set out the following:

- ⇒ HOW the planning process will unfold per Municipality;
- ⇒ WHAT actions are required;
- ⇒ WHO will be responsible for implementing these actions;
- ⇒ WHEN will the action have to be implemented; and
- ⇒ What will the actions COST?

The achievement of an aligned IDP process depends on the co-operation of all Municipalities in order to achieve their developmental objectives in a spirit of co-operative governance.

Annexure A : ILEMBE DISTRICT IDP PREPARATION PROGRAMME

	AUG 2006	SEPT 2006	OCT 2006	NOV 2006	DEC 2006	JAN 2007	FEB 2007	MAR 2007	APRIL 2007	MAY 2007	JUNE 2007
PHASE 0: PREPARATION											
PREPARATION											
1. Preparation of IDP/Budget/PMS Process & Framework Plan	█										
2. Approval of Process and Framework Plan by MANCO/Steering Committee (SC) and EXCO	█										
3. Advertisement for stakeholder participation											
4. Alignment Committee (AC) meeting											
5. Representative Forum (RF) meeting											
PHASE 1: ANALYSIS											
ANALYSIS											
6. Assessment of IDP implementation status			█								
7. Evaluation of changes and new information			█								
PHASE 2: STRATEGIC ANALYSIS											
STRATEGIC ANALYSIS											
8. Formulation of vision, priorities, objectives, strategies											
9. Development of KPAs/ Primary Operational Plan											
PHASE 3: PROJECTS IDENTIFICATION											
IDENTIFICATION OF PROJECTS											
10. Project identification and prioritisation											
11. Departmental Assessment and Selection											
12. Inform Municipal Budget											
13. Council project prioritisation workshop											
14. Alignment meetings with Local Municipalities and sector agencies											
15. Alignment with neighbouring municipalities											
16. Ilembe Alignment Committee (AC) meeting											
17. Representative Forum (RF) meeting											
18. Compilation of draft IDP											
19. Submission for Provincial Assessment											
PHASE 4: APPROVAL											
APPROVAL											
20. Submission of draft IDP to SC, EXCO, RF											
21. IDP/PMS inform SDBIP											
22. Advertisement for stakeholder comments											
23. Assessment / incorporation of comments											
24. Final Editing and Proof Reading											
25. Final approval by Council											
26. Submission to MEC											