

NONGOMA LOCAL MUNICIPALITY INTEGRATED DEVELOPMENT PLAN (IDP) PROCESS PLAN 2020/2021



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1. SECTION A INTRODUCTION AND LEGISLATIVE BACKGROUND

INTRODUCTION

Section 34 (a) (i) of the Municipal Systems Act No. 32 of 2000 requires all municipalities to annually review their Integrated Development Plans (IDP's). The amendments made from the IDP should be in accordance with an assessment of the IDP's performance measurements in terms of Section 41 of the Act. District and local municipalities are required to prepare a strategic development plan which has a five year lifespan. The integrated development plan guides the planning, budgeting, management and decision making for all activities that will be undertaken by the municipalities. The IDP is a strategic tool for better and faster service delivery

The Process Plan fulfils the function of a business plan, it therefore details and sets out timeframes to the process of the Municipal IDP review ensuring that all aspects of the review are covered on time for adoption. The Process Plan must also consider and include amongst others what has been set out in the Framework Plan, the MEC comments, Council priorities, Draft IDP Assessments and Self Assessments, community input etc.

LEGISLATIVE MENDATES

- Section 26 of the Act also describes the core components of integrated development plans.
- Section 28 stipulates that the Municipal Council must adopt a process to guide the planning, drafting, adoption and review of its IDP.
- Section 34 of the Municipal Systems Act, 2000 it requires that all municipalities to annually review and amend its IDP in accordance with an assessment of its performance measurements,
- Section 21 (1) (b) of the Municipal Finance Management Act, No.56 of 2003 (MFMA), prescribes that the Mayor must table in the Municipal Council a time schedule outlining the key deadlines for the preparation, tabling and approval of the annual budget, annual review of the IDP as well as the budget related policies and related consultative processes, approval of the annual budget, annual review of the IDP as well as the budget related policies and related consultative processes.

1.2 IDP REVIEW

As guided by Section 34 of the Municipal Systems Act of 2000 the IDP review process is meant to assess the Municipality's IDP performance against its objectives as well as the progress made in implementing the actual IDP. The IDP review is done in light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP. It is Important that the IDP review must inform the Municipality's fiscal and institutional planning and inform the Annual Budget.

An IDP is therefore be reviewed in order:

- To ensure its relevance to the Municipal strategic plans
- To inform other components of the municipal business process, including institutional and financial planning and budgeting.
- To inform the cyclical intergovernmental planning and budgeting cycles
- To reflect the impact of successes as well as corrective measures to address challenges.

1.3 ANNUAL BUDGET

It's important that the IDP and the Budget are aligned 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 –
 - a) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and
 - b) 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 process referred to in subparagraphs (i),(ii)and(iii).

1.4 ADOPTION PROCESS

In order to effectively review the municipal IDP the municipality must prepare and adopt an annual IDP Review Process Plan to guide the review process. The preparation of a Process Plan for the annual review is referred to in chapter 5, Section 28 of the MSA as follows:

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 and adoption and review of its integrated development plan.

In all, the Process plan must indicate what has to happen, when, by whom, with whom and where, and it should include cost estimates.

Therefore the process plan guides the management of IDP and the following:

- The distribution of roles and responsibilities in the IDP review process;
- Institutional arrangements for the process;
- Mechanisms and procedures for public participation;
- Action program with timeframes and resources requirements;
- Mechanisms and procedures for alignment with external stakeholders;
- Relevant binding planning and policies requirements at National and provincial
- Cost estimates for the review of the planning process.

2. ORGANISATION & INSTITUTIONAL ARRANGEMENTS

2.1. THE MUNICIPAL VISION AND MISSION STATEMENT

Vision

“To be a caring and responsive municipality, guided by Ubuntu-Botho”

Mission Statement

“Inspired by the philosophy of ukuzakha nokuzenzela, we will provide timeous and sustainable services.”

2.2. FRAMEWORK PLAN CONCEPT

The IDP Framework plan is prepared at a District level. The plan is used to integrate and synergize development processes between the Zululand District Municipality and the five Local Municipalities that fall within its area of jurisdiction. The plan facilitates communication amongst all stakeholders including all the spheres of government regarding the process to be followed in the IDP and Budget preparation. The completion of local municipalities’ process plan depends on the completion and requirement set by the district framework plan. It is vital for the Zululand District Municipality to adopt a framework for integrated development planning in order to forms a linkage and good/strong relationship with its local municipalities. The framework plan determines procedures for co-ordination, consultation and alignment of the review process to district and local municipalities, which need to be strengthened.

2.3. FOCUS AREAS OF THE IDP PROCESS

Nongoma Municipality will focus on the following Key Focus Areas during the IDP review preparation and compilation:

- Comments by the MEC on the 2019/2020 IDP review
- 2019/2020 annual performance report
- Review of objectives and strategies
- Review of the SDF / Capital Investment framework
- SPLUMA Implementation requirements
- Economic growth and transformation
- Job creation & SMME development

2.4. THE PROCESS PLAN DEVELOPMENT APPROACH

In order to ensure certain minimum quality standards of the IDP Development process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Development Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps; and
- 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.

3. ROLES AND RESPONSIBILITIES AND ToRs FOR MUNICIPAL STRUCTURES

This section outlines the internal processes and arrangements by Nongoma Local Municipality. Before and after the development process commences, it is important that certain institutional arrangements be put in order to ensure that the process is well managed. The distribution of roles and responsibilities is divided into two, the internal and the external within Nongoma Municipality as shown below:

STRUCTURE	TERMS OF REFERENCE
COUNCIL	<ul style="list-style-type: none"> - Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. - Linking the IDP process with their constituencies - Organizing public participation. - Final decision making - Makes final comments on the IDP Review prior approval - Approves IDP Review - Approves budget in line with IDP Review <p>PMS</p> <ul style="list-style-type: none"> - Final decision making - Consider and adopt final report. - Popularizing PMS within their constituencies <p>BUDGET</p> <ul style="list-style-type: none"> - Final decision making - Approve the budget before the start of the financial year. - Council to approve unforeseen and unavoidable expenses - Approve Service Delivery and Budget Implementation Plan
MAYOR AND EXCO	<ul style="list-style-type: none"> - Provides political direction and leadership of the IDP Process - Submit final IDP Process Plan and IDP Review document to Council for adoption. - May assign some responsibilities to the Municipal Manager.
MUNICIPAL MANAGER	<ul style="list-style-type: none"> - Responsible for the management and coordination of the preparation of the IDP Review processes - Chairs the Management Committee / Technical Committee - Responsible for day to day management of the planning process - Ensure that timeframes are adhered to - Ensure that resources are allocated accordingly and are well managed - Facilitate coordination of different role players and ensure horizontal and vertical alignment - Ensure that performance management & evaluations are done on a quarterly basis
IDP MANAGER	<ul style="list-style-type: none"> - Works closely with the Municipal Manager in ensuring that the Municipal Manager meets the council vision. - Coordinate all IDP processes - Ensure alignment and compliance with the legislative framework, IDP guidelines, Sector Departments and with the District. - Seeks external funding - Responsible for putting the IDP document together - Interpret political issues into administrative functions - Facilitates IDP meetings - Timeously communicates IDP status to relevant committees - Work closely with Zululand's Development Planning for guidance, alignment, technical support and methodologies to be used - ensure that the Process Plan is specialized and adopted by Council;

	<ul style="list-style-type: none"> - Day-to-day management of the IDP process - Ensure continuous and improved participation of role players through IDPRF and other means; - Prepare documentation and submissions; - co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation; - co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP; - Submit the reviewed IDP to the relevant authorities. -
IDP REPRESENTATIVE FORUM	<ul style="list-style-type: none"> - Inform affected and interested groups, communities and Organization / institutions on relevant planning activities and their outcomes - Determine priorities, analyse issues, negotiate and reach consensus - Participate in project design and monitor and assess projects - Make recommendations on planning matters to council - Ensures that all sector departments play their role accordingly and fully participate in municipal planning - Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory Participation.
MANAGEMENT COMMITTEE	<ul style="list-style-type: none"> - Develops terms of reference for various planning activities - Provides guidance on planning matters - Monitors IDP Review progress on a quarterly basis - Make recommendations to the IDP Representative Forum - Takes decisions on administrative matters in line with legislations, policies and DPLG guidelines - Give strategic direction to IDP Review and provide support to the IDP Manager - Ensures that information is provided to the IDP Manager in time and communicates IDP issues with staff members ensures that IDP manager does not end up thumb sucking information - Overall management including appointment of consultants - Refers matters to relevant committees for further investigations, research and alignment - Closely monitor and evaluate consultants progress and performance - Consider inputs from all stakeholders and make amendments accordingly
BUDGET STEERING COMMITTEE	<ul style="list-style-type: none"> • Ensures alignment of proposed budget with IDP; • Ensures that sufficient funding is provided on the budget for projects as per IDP; • Records realistic revenue and expenditure projections for current and future years; • Take cognisance of national, provincial budgets, DORA and national fiscal and macro-economic policy.
IDP STEERING COMMITTEE	<ul style="list-style-type: none"> • Defining TOR and criteria for members of the IDP Representative Forum • Informing the public (issue an advertisement) about the establishment of the IDP Representative Forum and request submission of applications from stakeholders/ community groups (organized and unorganized) indicating goals, objectives, activities, numbers, and constitution. • Processes, summarizes and documents outputs of the IDP • Makes content recommendations. • Prepares, facilitates and documents IDP steering committee meetings in the form of minutes for compliance with legislation. • Develop the programme for Consultation process of Communities and any other stakeholders.

COMMUNITIES	<ul style="list-style-type: none"> • Participate in the IDP Rep Forum • Identify and priorities their needs through guidance by municipalities. • Discuss and comment on the draft IDP and Budget documents
PRIVATE SECTOR	<ul style="list-style-type: none"> • Participate and ensures inclusion of their projects and programmes in the IDP of the municipality • Provide information on the opportunities that the communities may have in the private sector.

EXTERNAL ROLE PLAYERS

3.1 WARD COMMITTEES

Hold public participation meetings at least once a month with respective clusters and submit monthly report highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for the year under review. Participate in the IDP Forum meetings to interact with the municipality and departments on matters rose in respective community meetings.

3.2 CHIEFS/AMAKHOSI

Chairs and participate in community meetings dealing with developmental Participate in the IDP Forum meetings to interact with the municipality and departments on matters which arise in community meetings.

3.3 UNSTRUCTURED (INDIVIDUALS) MEMBERS OF THE PUBLIC

Attends public meetings makes inputs and follow up on any matter raised by the public. Participate in the IDP Forum meetings, can submit inputs in the IDP through ward committees and councilors.

3.4 COMMUNITY DEVELOPMENT WORKERS

Similar to ward committees, the Community Development Workers will be utilized as external role players in the review process. They will be expected to attend all necessary meetings such as the IDP forum; Community services portfolio committee meetings and War rooms (Operation Sukuma Sakhe).

4. PUBLIC PARTICIPATION MECHANISMS

Chapter 4 Section 16(1) of the Municipal Systems Act 32 of 2000 as stipulates that municipalities must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance that encourages and create conditions for the local community to participate in the affairs of the municipality. This includes involvement of communities in the following:

- The preparation, implementation and review of the Municipal Integrated Development Plan in terms of Chapter 5 of Municipal Systems Act as amended;
- The establishment, implementation and review of the Municipal Performance Management System in Terms of Chapter 6 of the Municipal Systems Act as amended;
- The monitoring and review of the municipal performance including the outcomes and impact of such performance;
- The preparation of the municipal budget; and
- Strategic decisions relating to the provision of municipal services in terms of Chapter 8 of the Municipal Systems Act 32 of 2000
- Identification of Key Performance indicators.

4.1 Structured Members Of The Public (Gender Forum, Youth Council, Aids Council Sports Council E.T.C)

Structures discuss matters in a formal meeting and take resolutions which are submitted to council for consideration there after included in the IDP Documents to inform future planning.

4.2 Mechanisms Community And Stakeholder Participation

The MSA stipulates that the IDP's should work as a developmental tool within the district, local municipalities and all other stakeholders. Therefore all municipalities have a constitutional mandate to encourage the involvement of community participation organizations in the matters of local government. Communication at municipal level will happen through a highly structured and strategic process. Needs assessment at local level participation will feed into the process through local municipality participation.

Other role-players in community participation include Cooperate Management Committee, IDP Representative Forum, and Zululand's Planning Development Unit. Individual and community input will also be requested through the local media (print/electronic]. It should be borne in mind that the IDP Review approach is based on the principle of inclusive and representative consultation and/or participation of all residents, communities, all stakeholders within the Nongoma Municipality and representatives from all spheres of government and sector departments.

4.3 Mayoral outreaches / Izimbizo's

Through road shows / outreach programs to get community needs and provide feedback accordingly.

4.4 Ward Committees

The main role of the ward committees includes collection and provision of accurate and reliable information per ward for planning and research purposes. A fully-functional ward committee would hold public participation meetings at least once a month with respective clusters and submit monthly report highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for year under review.

4.5 CDW's / NGO's

Provide vital information and support during planning, confirmation of information monitoring and evaluation through the Representative Forum.

4.6 Media

Local newspapers and Information brochures will be used to inform the community about of the progress of the planning phase.

The following methods will be used for advertising IDP processes:

- i. Newspaper: local newspapers.
- ii. Municipal news letter
- iii. Lifts and Pamphlets
- iv. Notices at public institutions (libraries, schools, churches, municipal offices, Traditional Authorities Offices etc.)
- v. Community radio
- vi. Community Meetings

5. ALIGNMENT MECHANISMS

To manage alignment, the Municipal Manager will play a key role in coordinating information from all clusters. The Municipal Manager will safeguard that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment. The IDP, budget and PMS action plan is based on the alignment of the internal municipal processes coupled with the external processes (planning and budgeting) of national and provincial government. This alignment has a substantial impact on the IDP Process in terms of key milestones and deadline dates.

5.1 Horizontal, Vertical and Cross Border Alignment

The IDP forums (both at a District and local level), District Development Planners Forum etc. will provide a platform/Mechanism for discussion on vertical, horizontal and cross border alignment issues since the three spheres of government are represented at the forum. Special strategic planning sessions and workshops will also be held.

5.2 Horizontal Alignment

Alignment of the Nongoma Municipality's IDP with that of the District is very important so as to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the Zululand District IDP-RF meeting which will sit as per the District IDP Framework.

5.3 Vertical Alignment

Alignment with Service Providers is essential so as to ensure that the Municipality's priorities are reflected in their project prioritisation process, as well to ensure that Service Provider projects can be reflected in the Municipality's Integrated Development Plan.

5.4 Cross Border Alignment

Cross-border alignment is necessary to ensure the spatial coordination of development efforts. This can be done through existing organisational structures such as the District Development Planning Forum and IDP Reference Forum. A concerted effort will be made to facilitate such alignment and coordination. The municipality should also pay attention to planning processes of neighbouring municipalities both within the District and also in the neighbouring District municipalities.

5.5 Sector Departments

Sector Department also should be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for information sharing and progress reporting on all programmes planned and implemented in the local municipality. Sector Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs.

6. ALIGNMENT OF THE IDP, BUDGET AND MUNICIPAL PERFORMANCE MANAGEMENT SYSTEM

PMS PROCESS PLAN OF ACTION					
		Annual Plan			
DATE	ACTIVITIES / ACTION	TARGET DATE	RESPONSIBILITY		
JULY	Submission of quarterly reports to PMS (M&E) Unit	8-Jul	All section 56 Managers IDP/PMS Manager		
	Compilation of the Municipality's Annual Performance Report with all relevant POE's for submission to Internal Audit	10-Jul			
	Signed S56 Managers' Performance agreements and Score - cards submitted to CoGTA, Advertised and posted on Website {S53 MFMA and S57 MSA}	19-Jul			
	Submission of the Annual Performance Report to Internal Audit	22-Jul			
	Tabling of Final Internal Audit Performance report to MM	31-Jul			
	2nd (formal) performance assessment of Section 54/6 managers as required by Sec 28(1) of performance Regulations	29-Aug		Municipal Manager	
	Monthly progress reporting against Q1 targets at MANCO	6-Aug		All Sect 56 Managers	
AUG	Performance Audit committee: To consider Q4 & Annual performance report	8-Aug	IDP/PMS Manager & Internal Audit		
	MPAC Meeting: To consider quarter Q4 & Annual performance report	13-Aug			
	Submission of Annual Performance Report (Sect 46 MSA) & Audit Committee report to Council	27-Aug			
	Submission of APR to Council	30-Aug-19			
	2017&2018 Annual Performance Report, Section 46 MSA submitted to Auditor-General	31-Aug		IDP/PMS Manager	
SEP	Monthly progress reporting against Q1 targets at MANCO	6-Sep	IDP/PMS Manager		

OCT	Submission of quarterly reports with POE's to PMS (M&E) Unit	8-Oct	All Sect 56 Managers IDP/PMS Manager		
	Submission of quarterly reports to Internal Audit Unit	16-Oct			
	Tabling of Final Internal Audit Performance report to MM	22-Oct			
	Quarterly performance assessment of S56 managers (Informal)	17-Oct			
	Performance Audit committee: To consider Q1 performance report	29-Oct			
	MPAC Meeting: To consider quarter Q1 performance report	30-Oct			
	Submission of Q1 Performance report & Audit Committee reports to Council	31-Oct			
	NOV	Monthly progress reporting against Q2 targets at MANCO		8-Nov	IDP/PMS Manager
	DEC	Monthly progress reporting against Q2 targets at MANCO		4-Dec	IDP/PMS Manager
		Submission of quarterly reports to PMS (M&E) Unit		19-Dec	
JAN	Submission of quarterly reports to PMS Unit	9-Jan	All Sect 56 Managers Manager, Internal Audit IDP/PMS Manager MPAC		
	Submission of quarterly reports to Internal Audit Unit	15-Jan			
	Tabling of Final Internal Audit Performance report to MM	20-Jan			
	Mid-year (formal) performance assessment of S56 managers as required by Sec 28(1) of performance Regulations	23-Jan			
	Performance Audit committee: To consider Q2/Mid-year performance report	24-Jan			
	MPAC Meeting: To consider quarter Q2/Mid-year performance report				
	Submission of Performance & Audit committee report to Council				
	Tabling of Annual report to Council	31-Jan			
FEB	Monthly progress reporting against Q3 targets at MANCO	5-Feb	All Sect 56 Managers		
	Monthly progress reporting against Q3 targets at MANCO	5-Mar	All Sect 56 Managers		
MARC	Review PMS policy, Scorecard & SDBIP in line and together with IDP	31-Mar	IDP/PMS Manager		

		Approval of final 2020/21 SDBIP by Mayor/EXCO	29-Jun	Mayor	
		Approval of Organisational/ Departmental scorecards with IDP	29_Jun	Council	

8. COST ESTIMATE FOR THE PLANNING PROCESS

The Nongoma Municipality's IDP is developed in-house with an estimated R157 800.00 which is budgeted for the running costs of the IDP Review. The expenditure of these funds must be in line with the approved business plan and all efforts must be made to ensure that expenditure in line with the requirements of the Municipal Finance Management Act (MFMA) and related policies.

CONCLUSION

All the key role-players in compiling the IDP should meet on a regular basis and make necessary recommendations with regards to the IDP Review and should ensure that all processes and procedures are followed. All involved in the IDP formulation and Review process should bear in mind that the success of the IDP depends on Council intervention, co-operation of all involved stakeholders, key role-players, internal support through Management, ward committees, Zululand District in order to achieve developmental objectives in a spirit of co-operative governance.

Training will be necessary from time to time to sharpen the key role-players skills and knowledge. The Municipal Manger should also fulfil his mandate by giving administration support and direction in the IDP formulation and Review. Heads of Departments should participate fully in the IDP processes and submit requested information in writing and on time from their relevant departments. Residents of Nongoma should always be informed about developmental issues affecting their respective communities and be afforded an opportunity to voice their opinions and concerns.