

MKHONDO MUNICIPALITY

IDP REVIEW
FRAMEWORK/PROCESS
PLAN 2011/12

MAY -JUNE

User



2010

33 MARK STREET, P O BOX 23 PEIT RETEIF 2380

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1. Introduction and Legislative context

1.1 Introduction

The Municipal Systems Act regulates the preparation of an IDP Process Plan to ensure compliance with certain minimum quality standards of the IDP process and that proper coordination between and within spheres of government occurs within this process. The preparation of a Process Plan, which essentially is the IDP Process set in writing, requires adoption by Council and includes 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 organizational arrangements for the IDP process.
- Legally binding plans and planning requirements to be met within the context of the IDP and the IDP process.
- Mechanisms and procedures for vertical and horizontal alignment.
- Incorporates the findings and assessment comments from the MEC for inclusion as part of review to achieve a Credible IDP.

1.2 Legislative context

According to the legislative requirements set out in the MSA as well as the Planning and Performance Management Regulations, all municipalities, both district and local, have to prepare an IDP and submit it to the MEC for Local Government. The MECs assessment is done within the context of Chapter 5, Section 25 (1) of the MSA, which indicates that each municipal council must, within a prescribed period after the start of its elected term, adopt an inclusive and strategic plan for the development of the municipality which:

- Links, integrates and coordinates plans and takes into account proposals for the development of the municipality.
- Aligns the resources and capacity of the municipality with the implementation of this plan.
- Complies with the provisions of this Chapter.
- Is compatible with national and provincial development plans and planning requirements that are binding on the municipality in terms of legislation.

Chapter 5, Section 26 of the MSA indicates the core components of an IDP and that such an IDP must reflect the following:

- 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.
- 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.
- The council's development priorities and objectives for its elected term, including its local economic development and internal transformation needs.
- The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements that are binding on the municipality in terms of legislation.
- A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality.
- The council's operational strategies.
- Applicable disaster management plans.
- A financial plan, which must include a budget projection for at least the next three years.
- The key performance indicators and performance targets determined in terms of Section 41 of the MSA.

1.3 Key Elements Addressed in this Process

The following is a summary of the main activities to be undertaken during this IDP Review Process:

- Comments received from the various role-players in the assessment of IDP documentation.
- Areas requiring additional attention in terms of legislative requirements that were not addressed during the previous years of the IDP Process.
- Consideration, review and inclusion of any relevant and new information.
- Shortcomings and weaknesses identified through self-assessment.
- Review and updating of the strategies and objectives as circumstances dictate.
- Preparation and review of relevant sector plans and their alignment with the IDP.
- Alignment of the Mkhondo IDP to the GSDM and other relevant Provincial and National development guidelines and policies.
- Update of the Financial Plan as well as the list of projects, inclusive of a 3-year Capital Investment Framework.

2. Preparing for the 2011/12 IDP Review

In order to ensure certain minimum quality standards of the IDP Review process, and a proper coordination between and within spheres of government, the preparation of the framework/Process Plan, which is in essence the IDP review Process set in writing, requires adoption by council. This plan has to include the following aspect;

- ♣ 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 organizational arrangements for the IDP process;
- ♣ Binding plans and planning requirements, i.e., policy and legislation; and
- ♣ Mechanisms and procedures for vertical and horizontal alignment

2.1 Context of the 2011/12 IDP Review

All municipalities are mandated to annually review the IDP as exacerbated by the Municipal Systems Act, 32 of 2000. The municipality delayed in the IDP review processes because of the changing of the Administration team, however with the second intervention the processes of the IDP Review then started with community participation with the purpose of achieving a credible draft IDP.

During the first phase of intervention a Municipal Turn Around Strategy (MTAS) was drafted which did not speak to the financial status of the municipality. Thereafter during the second intervention the municipality took a decision not to consider the MTAS because it did not speak to the financial status of the municipality, it raised high expectations yet, impossible to implement.

The draft IDP is meant to incorporate all inputs made by the MEC, Sector Departments, MANCO and Council as well as the community needs, so as to have a credible IDP which not only belongs to the municipality but which belongs and owned by Mkhondo and its citizens.

3. Institutional arrangements, their role and responsibilities

3.1 Organisational arrangements

As part of the 2011/12 IDP Review Process Mkhondo Municipality, in conjunction with its District Municipality (Gert Sibande) should resolve to put in place effective Institutional Arrangements, which should be reconstituted for each review of the IDP.

These arrangements will help to:

- ♣ Formally institutionalize the participation process;
- ♣ Harness shared understanding of the developmental issues, internally within the municipality by the head of the departments externally by the stakeholders as well as the government sector departments;
- ♣ Effectively manage the drafting of outputs; and
- ♣ Give affected stakeholders access to contribute to the planning and decision-making process, and
- ♣ Ensure that the IDP process is credible and transparent

3.2 IDP Steering committee

The municipality should have an IDP Steering committee as stipulated by the Municipal Systems Act, the municipality should have a vibrant and active committee to scrutinize all developmental needs of the municipality and hence prioritize upon. The IDP manager is an official of the municipality assigned the responsibility of championing the IDP process. The main functions are management and coordination of the preparation of the IDP process.

A Steering Committee is instituted to act as an internal technical support team to the IDP Representative Forum, the Municipal Manager and the IDP Manager. The steering committee shall comprise of the following:

- ♣ Administrator (Municipal Manager)
- ♣ IDP Manager
- ♣ Head of the Department
 - Engineering Service
 - Community Services
 - Finance
 - Corporate Services
 - Town Planning
 - Project Management Unit
 - Housing

This Steering Committee should be reconstituted for each review cycle of the IDP.

3.3 IDP Representative Forum

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

- Administrator
- Deputy Administrator
- Director IDP GSDM
- HOD's for departments within Mkhondo Municipality
- Regional representatives of the National & Provincial departments
- Parastatal Representatives Kangra Coal (Pty) Ltd, Mondi, SAPPI, PG Bison, Eskom, TWK etc.
- Representatives from CBO's, NGO's and Business Forum
- Representatives from Religious organizations
- Political Parties participating in the Council
- Representative for People Living with Disabilities
- Traditional Leadership within the Mkhondo area
- Business Chamber

The above Institutional Arrangements and their Terms of Reference are Provisional and the Forum will confirm their relevance and if necessary remove / add or merge some of them accordingly during the IDP Process.

3.4 GOVERNMENT SECTOR DEPARTMENTS

In order for the municipality to ensure that the government sector departments are engaged effectively in the process, it is proposed that all government departments that would be affected directly by the identified projects for the IDP are engaged. Furthermore, a team comprising a representative from the office of the Administrator, the IDP Manager, the Gert Sibande District Municipality Director for IDP, and the HOD for the affected function in the municipality, be delegated to engage in consultation meetings with the HOD's of the identified government departments to collect the required information. It is further proposed that as a strategy to ensure that the municipality receives the desired corporation from these targeted departments, copies of the approved Process Plan will be sent to the HOD's of the sector departments, with a covering letter directing their attention to the relevant section in the Process Plan addressing the engagement of sector departments, and highlight precisely what information would be required from them prior to the municipal delegation's visit.

SECTOR DEPARTMENTS MUST:

- Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner
- Ensure that their objectives, strategies, programmes and projects take the various IDP's into consideration and adjust their budgets as informed by the various IDP's
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects
- Engage in a process of alignment with district and local municipalities

The table below provides an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP.

3.5 Working Groups

Working Groups are established to assist the IDP/Budget/Steering Committee by focusing on specific matters referred to them by the Steering Committee. The Working Groups need to consist of the necessary officials at a managerial level tasked with the matter at hand and could include any additional external involvement and resources deemed necessary, including specialist consultants, officials from provincial departments, etc.

Three Working Groups are required, i.e.

- IDP Working Group
- Budget Working Group (which includes tasks related to the Mkhondo municipality's SDBIP)
- Organizational PMS Working Group

3.6 ROLES PLAYED BY THE RESPECTIVE STAKEHOLDERS

TABLE 1

ROLE PLAYER	ROLES & RESPONSIBILITIES
COUNCIL	<ul style="list-style-type: none"> • Final decision – making, and • Approval of the reviewed IDP documentation including the process followed thereto.
Executive Mayor and Mayoral Committee (assumed by the Administrator)	<ul style="list-style-type: none"> • Decision on the process plan for IDP Review • Overall management, co-ordination, monitoring of the review process and may assign some responsibilities to the municipal manager • Submit reviewed IDP Framework and draft IDP to council • Develop terms and criteria for the Representative Forum
Administrator	<ul style="list-style-type: none"> • Decide on planning process
(Municipal Manager)	<ul style="list-style-type: none"> • Monitor the process • Overall management and co-ordination
IDP Steering Committee	<ul style="list-style-type: none"> • Process Plan management • Provide the information required to the IDP Process • Meaningful participation in the public participation process through presentations, reporting on progress made on the implementation of projects • Liason with the external stakeholders • Allocation of duties and monitoring • Overall management including appointment of technical consultants if necessary • Decision on roles and responsibilities • Identification of stakeholders in consultation with other role players • Manage draft action programme • Commission research studies and recommend appointment of service providers
IDP Rep Forum	<ul style="list-style-type: none"> • Represent the municipality’s constituency in the IDP process • Provide an organizational mechanism for discussion, negotiation and decision

	<p>making between the stakeholders inclusive of municipal government</p> <ul style="list-style-type: none"> • Analyze issues, determine priorities, negotiate and reach consensus • Make recommendations on planning issues to the municipal council • Monitor the performance of the planning and implementation process
Sector Government Departments	<ul style="list-style-type: none"> • Contribute relevant information on the provincial sector departments plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner • Ensure that their objectives, strategies, programmes and projects take the various IDP's into consideration and adjust their budgets as informed by the various IDP's • Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects • Engage in a process of alignment with district and local municipalities

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3.7 2010/11 IDP REVIEW ACTION PROGRAMME

This section explains the manner of approach Mkhondo Municipality envisages to pursue in managing its 2011/12 IDP process.

3.8 CORE ELEMENTS OF THE IDP REVIEW PHASE

The “core element” of the IDP process corresponds to the core function of Municipalities as outlined in the Municipal Structures Act and other legislation as well as critical elements that have arisen from the preparation of the IDP’s over the past few years.

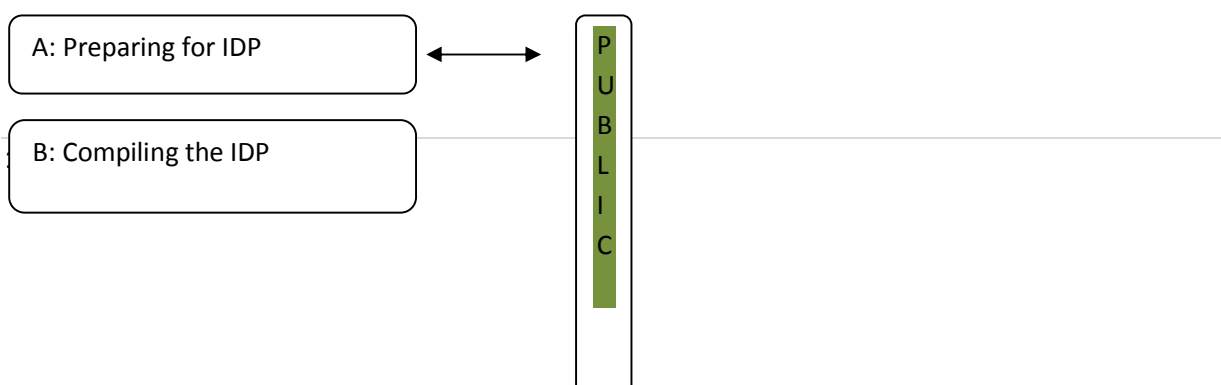
The core components of the IDP Process are grouped as follows:

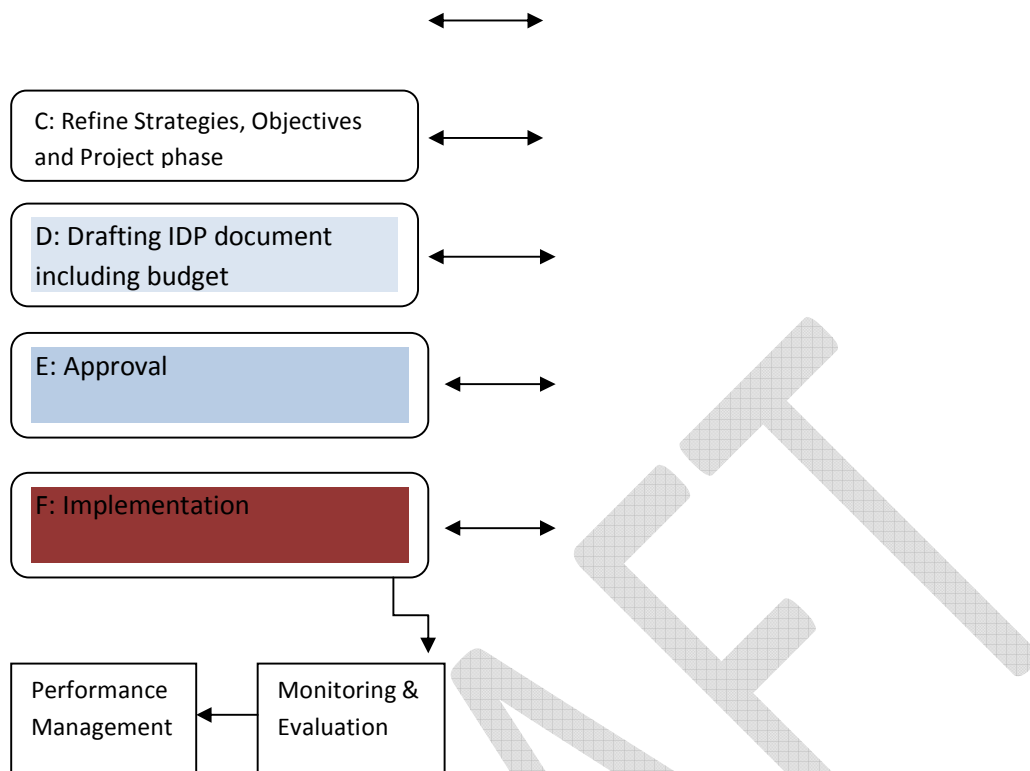
- Comments received from the various role-players in the IDP process including the comments from the MEC
- Areas requiring attention in terms of legislative requirements
- Areas identified through self-assessments
- The preparation of Operational and Sector Plans and the alignment with
- Preparation and finalization of the annual municipal budget in terms of the relevant legislation
- Alignment of the various important municipal process such as the IDP Review, Performance Management and Budget Process
- National and Provincial planning and budgeting processes alignment
- Establishment of the Organizational Performance Management System (PMS)

In view of the above aspects, the municipality acknowledges the fact that the drafting of some of the programmes and plans like Performance Management System will continue even after the statutory deadlines for the IDP process.

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review, where all the 5 phases of the IDP are taken cognisance of. Implementation commences after the municipal Council adopts the IDP and the MEC’s comments, if any, are affected, i.e. 1st of July 2010. Throughout the year implementation performance is monitored, new information becomes available and major unexpected events may occur. Some of this information is used to effect immediate challenges to planning and implementation. Relevant inputs are then integrated into the annual review of the IDP. After adoption of the IDP, implementation as well as situational changes will continue to occur as illustrated in Figure 1 below. This is again monitored throughout the financial year and evaluated for consideration in the next IDP review.

Figure 1: The IDP and the Review Process





Furthermore, the 2011/12 IDP Action Programme is based on the alignment of the internal municipal processes (IDP and Budget) with the external processes (planning and budgeting) of National and Provincial government. This alignment has a substantial impact on the 2011/12 IDP Process, specifically in terms of key milestones and deadline dates. The Municipal Finance Management Act (MFMA) No 176 of 2004 also has a direct and large impact on the 2011/12 IDP Process in terms of alignment with the municipal and provincial budget, PGDS and IDP alignment process.

4. NATIONAL, PROVINCIAL & LOCAL PLANNING AND BUDGETING CYCLE

The Provincial and National Government Departments' budgeting cycle which informs and is informed by the local government's planning and budgeting cycle. It is important for municipalities to take note of these budgeting cycles to ensure relevant and useful input into the budgeting processes of national and

provincial government at strategic times, to get things right in terms of project planning and for resource allocation. In doing this, municipalities will ensure that their priorities are captured, addressed and that the IDP implementation is facilitated. This is notwithstanding the work that must be done by the respective Provincial and National departments to ensure that their programmes are responsive to the core developmental needs of communities as enshrined in the IDP.

Table 1 below provides the detailed action plan for the 2011/12 IDP Review Process. The action plan is broken up according to the 12 months within the Municipal Financial Year with activities reflected therein

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Action	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
PHASE 0: PREPARATION												
• ASSESS 2010/11 IDP Process/content												
• 2011/12 IDP Process Plan												
• Interaction with District for alignment of planning milestones												
• Adoption of process plan by Council												
PHASE 1: ANALYSIS												
• Identification of gaps												
• Socio-economic analysis												
• Obtain outstanding information												
• Confirm priority development issues from 2010/11 IDP												
PHASE 2: REVIEW STRATEGIES												
• Institutional Analysis (SWOT)												
• Revise vision & mission statements, objectives & strategies												
PHASE 3: REVISE PROJECTS												
• Amend / confirm projects linked to strategic programmes												
• Provide project / priority inputs to provincial sector departments for alignment of planning & budgeting												
PHASE 4: INTEGRATION												
• Input IDP projects to the municipal budgeting Process- ensure alignment												
• Finalization of draft IDP												
PHASE 5: APPROVAL												
• Adoption of draft 2011/16 IDP & Budget												
• Advertise IDP & Budget for 21 days for public comment												
• Approve Final IDP												
• Submit a copy of final 2011/16 IDP to MEC for DCGTA within 10 days upon approval by Council												

<ul style="list-style-type: none"> • Notification of public on approved IDP 14 days upon approval • Address the MEC's inputs from the 2011/12 IDP credibility assessment report 																		
Public Participation																		

5. MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT.

5.1 MECHANISMS FOR PUBLIC PARTICIPATION

Part of the credibility of the IDP process is determined by the extent to which people living in the municipal area have taken part in its formulation. It is also mandated by both the Municipal Systems and Structures Acts that the municipality needs to consult its residents on development matters that will have an impact on their lives. The ethos and implementation of the IDP will have an impact on the lives of communities living in the municipal area of Mkhondo, hence the community consultation meetings that are during the review process of the IDP, a comprehensive IDP consultation and awareness process will take place in all the wards within the municipality.

The aim of these meetings is:

- To create basic knowledge on the IDP to the community members
- To explain how the IDP Review Process of Mkhondo is going to take place
- Confirm whether or not the top five development challenges that are contained in the current Review IDP document have changed or not and seek to obtain feedback from community members regarding the present development challenges and opportunities in their respective wards
- To inform the community of the progress of the 2010/11 IDP, Budget and PMS
- Present the Identified priority projects address the highlighted basic needs of the community in question

- Introduce and constitute the IDP communication structure (IDP Rep Forum) and state its roles and responsibilities for future engagements on the IDP process.

All the IDP meetings will be organized in collaboration with the Public Participation Unit in the Office of the Speaker. Members of the public will be invited by measures that will be agreed and preferred upon by related stakeholders within the municipality.

The recommended methods of communication are:

- Placing an advert with all the IDP meeting dates in the local newspaper
- Radio announcements
- Placing posters at identified spots in the different wards
- Placing posters on taxis and at taxi ranks
- Announcements during the ward committee meetings
- Making use of a hailing system in each of the wards prior to each ward meeting
- Send invitation letters to the members of the IDP Rep Forum

Schedule used for the IDP Public Participation process is as follows:

5.1.1 IDP REPRESENTATIVE FORUM

DATE	TIME	VENUE
08 September 2010	10:00	Council Chamber
08 December 2010	10:00	Council Chamber
09 March 2011	10:00	Council Chamber
08 June 2011	10:00	Council Chamber

5.1.2 COMMUNITY MEETINGS PER WARD

WARD	AREA	DATE	TIME	MEETING VENUE
1	Driefontein	27/09/2010	10:00	Driefontein Hall
2	KwaNgema North	27/09/2010	13:00	Phaphamani P. School
3	Mabola	27/09/2010	15:00	Londoloza
4	Iswepe	28/09/2010	10:00	Iswepe Hall
5	Amsterdam KwaThandeka	28/09/2010	14:00	KwaThandeka Hall
6	Rustplaas	29/09/2010	10:00	Apostolic Church
7	Piet Retief	29/09/2010	17:00	Piet Retief Town Hall
8	Ajax	30/09/2010	10:00	Sports Ground
9	Khalambazo	30/09/2010	13:00	Khalambazo Sports Ground
10	Kempville / Retief Ville	30/09/2010	17:00	Kempville Hall
11	Eziphunzini	02/10/2010	10:00	Sports Ground
12	eThandukukhanya	02/10/2010	13:00	Emadlelo Secondary
13	eThandukukhanya	02/10/2010	17:00	Thandakukhanya Community Hall
14	eThandukukhanya	03/10/2010	08:00	eSkeyfini
15	eNtombe	03/10/2010	12:00	Ntombe Community Hall

6. MATERIAL USED FOR COMMUNITY PARTICIPATION MEETINGS

6.1 Hailing System and News Paper Advertisement

Communities will be informed about the meetings through hailing system and news paper advertisements. The hailing system is used a day before and 2hrs before the meeting starts. This is an old and traditional system that majority of our people are used to, whereas local news paper plays a vital role as well to our news paper reading communities. The above mentioned are the key tools used by the municipality to notify its communities about community meetings.

7. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment is the instrument to synthesize and integrate the top-down and bottom up planning process between different spheres of government. Alignment should be arrived at between local and District municipalities and all parties involved in the alignment need to be informed. There are two types of alignment procedures that have to take place in the planning process i.e. vertical and horizontal alignment. Both procedures compliment each other and Mkhondo Municipality will ensure that both procedures compliment each other and Mkhondo Municipality will ensure that both procedures are applied in this 2011/12 Draft IDP.

The horizontal alignment, which is between municipalities, district and sector departments ensure that planning processes and issues are co-ordinated and addressed jointly. The District has the responsibility to ensure that alignment between the local municipalities take place. On the other hand the vertical alignment between local government and other spheres of government ensures that the IDP is in line with National and Provincial Policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. Alignment of municipal, provincial and national spheres of government budgeting and planning processed (including targets from the State of the Nation Address, State of the Province address, national and provincial policy frameworks) remains a pivotal task that all the Municipalities within the District must begin with. It is important that sector plans (specifically those of the District) must be aligned with the municipal reviewed IDP as they provide a strategic guide on how we should adequately respond to all the sectoral issues articulated in the IDP.

7.1 Strategy for Horizontal Alignment

- i. The Gert Sibande District Municipality has the main responsibility of horizontal alignment, while family municipalities have the responsibility of aligning local issues on municipal level.
- ii. Further alignment will take place within the District Representative Forum meetings, which is representative from the Local Representative Forums.
- iii. Municipalities both District and local, must align on a bilateral basis with adjacent municipalities (regardless of the district area), regional stakeholders, etc. for issues that affect them both. The responsibility for such bilateral alignment will depend on the magnitude of the specific issues (only affecting one municipality or various municipalities).

7.2 Strategy for Vertical alignment

- i. The core component of vertical alignment will be through the Provincial Planning Forum that is established at Provincial Level and the District IDP Steering committee as well as IDP Representative Forum.
- ii. Alignment with Provincial Departments may also be achieved through bilateral between the three spheres of Government, through the engagement of the team recommended in (Government Sector Departments) of this Process Plan
- iii. In cases where regional stakeholders / community groups have a direct interest in a specific municipality with regard to municipal wide issues, there should be direct interaction between these parties within the designated local IDP Representative Forum

Due to the different nature of each phase, alignment may be of more or less importance and the suitable alignment mechanism will differ.

8. SECTOR PLANS

It is highly important that Mkhondo's Sector Plans be aligned to those of the District and be in accordance with Provincial and National principles. Specifically, the new developmental principles as set out by the National Spatial Development Perspective (2006) as well as the recently revised Mpumalanga Provincial Growth and Development Strategy must be considered as these principles have a great impact on the type of environment which pertains to Mkhondo.

Where Mkhondo does not have their own plan, the municipality will align itself to that of the Gert Sibande District Municipality.

The following is the status quo with respect to Sector Plans at the municipality:

Sector Plan	Status	Organization
Water Services Development Strategy	Available	GSDM
Environmental Management Plan	Available	GSDM
Waste Management Plan	Available	GSDM
Housing Chapter	Available	Provincial
LED Strategy	None	None
Integrated Transport Plan		
Disaster Management Plan	Available	GSDM
Spatial Development Plan	Pending	GSDM
Land Use Management	Not Available	None

System		
Youth Development Strategy	Pending	To be adopted by Council
Human Capital Plan	Available	Mkhondo
Integrated HIV / AIDS Strategy	Available	GSDM

9. MONITORING AND AMENDMENT OF THE FRAMEWOK

Actual practice might result in certain scenarios that were not anticipated. It is thus critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Framework Plan is recommended:

- That the Administrator (Municipal Manager), IDP Portfolio Committee, Council, District and the Municipality co-ordinate and monitor the Process Plan and ensure that the programme is followed as agreed.
- That one of the monitoring mechanisms includes bi-monthly progress reports submitted to Council.
- That the progress and any deviations from the municipalities' Process Plans that might affect municipalities' Process Plans that might affect municipal-wide activities be highlighted and duly reported
- That the Administrator (Municipal Manager) be mandated to make amendments to the Framework Plan should these be required. An example of this would be revising timeframes in the event of unforeseen delays.

10. BINDING PLANS & POLICIES FROM OTHER SPHERE OF GOVERNMENT

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Local Government: Municipal Structures, Municipal systems and Municipal Finance Management Acts are specific to municipalities. Chapter 5 of the Systems Act is specifically dedicated to the drafting, reviewing, adopting and implementing of the IDP, and is the driving piece of legislation thereof. Arising from the Systems Act the Local Government: Planning and Performance Management Regulations and the MFMA need to be complied with.

In terms of the Province there is the Provincial Growth and Development Strategy (see mention thereof above) and all the other sector strategic plans which may have a bearing on the planning imperatives of the municipality should be considered during the review process.

National Legislation contains various kinds of requirements to municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. Water Services Development Plan).
- A requirement that planning be undertaken as a component of or part of the IDP (e.g. housing strategy and targets).
- Links between the IDP and Budget process as outlined in the Municipal Finance Management Act.

- Legal compliance requirement (such as principles required in the Development Facilitation Act (DFA) and the National Environmental Management Act (NEMA))
- More of a recommendation than a requirement, which is deemed to add value to the municipal planning process and the ultimate product (in this case, Local Agenda 21).

Category of requirement	Sector requirement	National Department	Legislation/Policy
Legal requirements for a District/Local plan	Water Service Development Plan	Department of Water Affairs and Forestry-DWAF	Water Services Act
	Integrated Transport Plan	Department of Transport (DoT)	National Transport Act
	Waste Management Plan	Department of Environmental Affairs & Tourism-DEAT	White Paper on Waste Management
	Spatial Planning requirements	Department of Rural Development and Land Reform	Development Facilitations Act DFA/Land Use Management
	Housing Strategy and targets	Department of Housing –(DoH)	Housing Act (Chapter 4, Section 9)
Requirements for Sector Plans to be incorporated into the IDP	Local Economic Development	Department of Provincial and Local Government – (DPLG)	LOCAL Government: Municipal Systems Act
	Integrated Infrastructure Planning	DPLG	
	Spatial Framework	DRDLR & DPLG	LOCCAL Government: Municipal Systems Act & Land Use Management Act
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998
	NSDP	The Presidency	MSA

	PGDS	Office of the Premier	MSA
Requirements that IDP should comply with	National Management Act principles	DEAT	National Management Act, Act No 107 of 1998
	Development Facilitation (DFA) principles	DRDLR	Development Facilitation Act
	Environmental Implementation Plan-(EIP)		
	Environmental Management	DEAT	National Environment
	Plan –EMPs		Management Act, Act No 107 of 1998
	IDP-Budget Link	National Treasury-NT	Municipal Finance Management Act
Value adding contribution	Local agenda 21		

11. CONCLUSION

The IDP action programme indicates that municipalities should be having their first draft 2011/12 IDP's by March 2011. This review therefore needs to be completed by February 2011.