

**SARAH BAARTMAN DISTRICT MUNICIPALITY
DRAFT FRAMEWORK/PROCESS PLAN FOR THE 2016/17 IDP REVIEW**

The Executive Mayor

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1. INTRODUCTION

The Integrated Development Planning process is a process of consultation, participation and information sharing. Stakeholder involvement is the cornerstone of the review and refinement of the IDP. The vision for improved quality of life can be achieved through partnership with stakeholders.

Section 23 of the Municipal Systems Act of 2000 requires municipalities to undertake developmentally orientated planning to ensure that it:-

- Strives to achieve the objectives of local government set out in Section 152 of the Constitution
- Gives effect to its developmental duties as required by Section 153 of the constitution, and Together with other organs of state contribute to the progressive realization of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution.

PROCESS FOR PLANNING, DRAFTING, ADOPTING AND REVIEW OF INTEGRATED DEVELOPMENT PLANS

The process is explained in sections 27 – 34 of the Municipal Systems Act of 2000. The district municipality is required to develop a framework plan after consultation with local municipalities in its area.

A framework plan binds both the district municipality and the local municipalities in the area of the district municipality, and must at least: -

- (a) Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or any specific municipality.
- (b) Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment

(c) Specify the principles to be applied and co-ordinate the approach to be adopted in terms of those matters; and

(d) Determine procedures –

- (i) For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans, and
- (ii) To effect the essential amendments to the framework.

Adoption of process

Section 28 states the following:

(1) 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.

The municipality must give notice to the local community of particulars of the process it intends to follow.

2. ISSUES TO BE CONSIDERED FOR THE IDP REVIEW

- Comments received from assessment of the 2015/16 IDPs
- Consideration and inclusion of any new information
- Areas requiring attention not addressed during the review of the IDP
- Review and development of sector plans
- Alignment of the district and local municipalities' priorities and plans and budgets
- Alignment of budgets and sector specific plans and programmes of provincial sector departments government with district and local municipality plans
- Incorporate the strategic plan into the IDP
- Incorporate Back to Basics

3. ORGANISATIONAL ARRANGEMENTS

The SBDM IDP Review Process will be guided by the following structures:

IDP Steering Committee

IDP Representative Forum

- **IDP STEERING COMMITTEE**

The IDP Steering Committee is the internal support structure which guides the IDP review process throughout the review of the IDP. It is comprised of management and mayoral committee councillors. The IDP Steering is chaired by the Executive Mayor. The main function of this committee is to consider inputs and comments from the various role-players and stakeholders make recommendations on the content of the IDP as well as provide terms of reference for various planning activities.

- **IDP REPRESENTATIVE FORUM**

The IDP Representative Forum will function throughout the review of the IDP. The structure is chaired by the Executive Mayor. The composition of the IDP Representative Forum is as follows:

Councillors, National and Provincial Departments, Local Municipalities, Parastatals, Municipal Management officials, Non-Governmental Organisations and Communities.

4. MECHANISMS FOR PARTICIPATION

Chapter 4 of the Municipal Systems act requires municipalities to involve communities and stakeholders in the IDP Review process. The SBDM will use the media (local newspaper) to inform stakeholders about the IDP Review.

IDP REPRESENTATIVE FORUM

The IDP Representative Forum will be as inclusive as possible to accommodate stakeholders. In an effort to ensure maximum engagement, the SBDM has scheduled a series of meetings for stakeholder engagement.

IDP/Budget Roadshows

The Mayor of the district will embark on roadshows in the nine local municipalities to consult communities on the IDP and Budget of the district

Media

Notice will be placed on local newspapers to keep stakeholders informed on the approval and adoption of the IDP and Budget

Council approval

The draft reviewed IDP and Budget will be submitted to Council for approval in March and May 2016 respectively. After Council approval the draft IDP and Budget will be published in local newspapers for Public Comment.

5. ACTION PROGRAMME

Deliverable /Activity	Responsibility	July				August				September			
		1	2	3	4	1	2	3	4	1	2	3	4
Consult local municipalities on Draft Framework Plan (18 June 2015)	IDP Planning Unit												
Council adopts Framework Plan and IDP Budget Schedule	Planning Unit/Council								19 Aug 2015				
IDP Steering Committee											08 Sep 2015		
Consultation with stakeholders on the IDP Review process: IDP Rep Forum	Planning Unit										10 Sep 2015		
CBP roll –out in local municipalities	Planning Unit/IDP Managers												

ACTION PROGRAMME

Deliverable /Activity	Responsibility	October				November				December			
		1	2	3	4	1	2	3	4	1	2	3	4
Community Based Planning roll-out in nine local municipalities	Planning Unit/IDP Managers												
Situational analysis – municipal wide analysis	Planning Unit /IDP Task team												
Consultation with Local Municipalities		13 Oct 2015											
IDP/Budget Steering Committee meeting to confirm priorities	IDP Steering Committee	14 Oct 2015											
Review of objectives and strategies	Planning Unit / IDP Task Team												
IDP Steering Committee 26 November 2015	Planning Unit												
Compile Draft projects													
Consult Local Municipalities on Draft projects	Planning Unit												

ACTION PROGRAMME

Task/Activity	Responsibility	January				February				March			
		1	2	3	4	1	2	3	4	1	2	3	4
IDP Steering Committee	Planning Unit		14 Jan 2016										
Consultation with Local Municipalities			19 Jan 2016										
Finalisation of draft projects /alignment with budget	Planning Unit/Finance												
IDP/Budget Steering Committee meeting to consider first draft	IDP Steering Committee meeting						02 Feb 2016						
Consultation with stakeholders (IDP Rep Forum)	Planning Unit						04 Feb 2016						
IDP Steering Committee	Planning Unit									03 Mar 2016			
IDP Rep Forum	Planning Unit/Steering Committee										10 Mar 2016		
Consultation with Local municipalities	Planning Unit											15 Mar 2016	
Tabling of Draft IDP to Council	Council												23 Mar 2016
Publish draft IDP/Budget in local newspaper for Public Comment	Planning unit												

Deliverable /Activity	Responsibility	April				May				June			
		1	2	3	4	1	2	3	4	1	2	3	4
Refinement of Draft IDP/Budget	Planning Unit/IDP Task Team												
IDP Assessment Cancel/postpone	All			12 – 14 Apr									
IDP Steering Committee							03 May 2016						
Stakeholder consultation IDP REP FORUM	Planning Unit						05 May 2015						
Council adopts IDP and Budget	Council						25 May 2016						
Publication of approved IDP/Budget on the website and local newspaper	Planning Unit												