



CACADU DISTRICT MUNICIPALITY

2014/15 DRAFT IDP – BUDGET FRAMEWORK AND PROCESS PLAN

The Executive Mayor

Cacadu District Municipality

32 Govan Mbeki Avenue

Port Elizabeth

Tel: (041) 508 7111

TABLE OF CONTENT

1. INTRODUCTION
2. ISSUES TO BE CONSIDERED
3. ORGANISATIONAL
4. MECHANISM FOR PARTICIPATION
5. ACTION PROGRAMME

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 2014/15 IDP REVIEW

- Formulation of a response to comments received from the MEC in the Assessment of the 2013/14 Reviewed IDP document;
- Areas requiring attention not addressed during the review of the IDP;
- Alignment of the IDP to the MTSF and the 12 Outcomes ;
- Alignment of the district and local municipalities' plans ;
- Alignment of budgets and plans of the two spheres of government (national and provincial government) with municipal plans;
- Proper alignment of CDM IDP with the IDPs of the nine (9) Local Municipalities;
- Incorporate the strategic plan outcomes into the IDP;
- Review the Local Government Turn Around Strategy;
- Review/development of all outstanding plans as undertaken by the respective departments and in response to the MEC Comments on the Assessment of the IDP in 2013/14;
- Review of the CDM Organisational Structure.

3. ORGANISATIONAL ARRANGEMENTS

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

- IDP Steering Committee
- IDP Task Team/Management Team
- 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 TASK TEAM/MANAGEMENT TEAM**

The proposed task team is responsible for the provision of technical support to the IDP review process. It will be comprised of managers. They are responsible for the provision of input to the IDP on strategy, policies and projects and for ensuring the technical correctness of information provided.

The IDP task team is chaired by the Municipal Manager.

- **IDP REPRESENTATIVE FORUM**

The IDP Representative Forum will function throughout the review of the IDP. The structure is chaired by the Executive Mayor. The IDP – Budget Representative Forum is made up of Councillors, National and Provincial Departments, Local Municipalities, Parastatals, Municipal Senior 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 CDM will use the media (local newspaper) to inform stakeholders about the IDP Review. The IDP representative Forum will be as inclusive as possible to accommodate stakeholders. In an effort to ensure maximum engagement, the CDM has scheduled a series of meetings for stakeholder engagement.

Council approval:

The Draft Reviewed IDP will be submitted to Council for approval in March and published in local newspapers for public Comment and the final will be adopted by Council in May 2014.

5. ACTION PROGRAMME

Deliverable /Activity	Responsibility	July				August				September			
		1	2	3	4	1	2	3	4	1	2	3	4
Development of IDP Framework /Process Plan/Budget schedule	Planning Unit/Development Planner												
IDP Steering Committee meeting	IDP Steering Committee meeting												
Tabling of Draft IDP- Budget Framework to Mayoral Committee for consideration													
IDP Consultation meeting with local municipalities													
Advertisement of IDP Review and Framework/Process plan/Budget Schedule placed in the local newspaper and local municipal offices	Planning Unit/Development Planner												
Council adopts IDP Framework Plan/Budget Schedule (21 August 2013)	Council												
IDP Steering Committee meeting													
Consultation with stakeholders on the IDP Review process	Planning Unit												
CBP roll –out in local municipalities	Planning Unit/IDP Managers												
Municipal wide Situational analysis	IDP Task team												

KEY DATES

6 August 2013 - IDP/Budget/PMS Steering Committee meeting

7 August 2013 – Mayoral Committee meeting to consider the Draft IDP – Budget Framework and Process Plan

13 August 2013 – IDP Consultation meeting with Local Municipalities

21 August 2013 – Council adopts Draft IDP – Budget Framework and Process Plan

23 August 2013 – IDP Steering Committee meeting

12 September - 2013 First IDP Representative Forum meeting

ACTION PROGRAMME

Deliverable /Activity	Responsibility	October				November				December			
		1	2	3	4	1	2	3	4	1	2	3	4
Consider MEC comments	IDP Task Team /Planning Unit												
IDP/Budget Steering Committee meeting to confirm priorities	IDP Steering Committee												
Stakeholder consultation (IDP Representative Forum)	Planning Unit												
Review of objectives and strategies	Planning Unit / IDP Task Team												
Compile Draft projects													
Consult Local Municipalities on Draft projects	Planning Unit												
Consultation with stakeholders													

KEY DATES

3 October 2013 – IDP Representative Forum meeting

21 November 2013 – Consultation with Local Municipalities

28 November 2013 - IDP Representative Forum meeting

ACTION PROGRAMME

Task/Activity	Responsibility	January				February				March			
		1	2	3	4	1	2	3	4	1	2	3	4
Finalisation of draft projects /alignment with budget	Planning Unit/Finance /IDP Task Team												
IDP/Budget Steering Committee meeting to consider first draft	IDP Steering Committee meeting												
Tabling of Draft IDP to Council	Council												
Publish draft IDP/Budget in local newspaper for Public Comment	Planning unit												

KEY DATES

28 January 2014 – Alignment of budget and plans with Sector departments

1st week March – IDP Steering Committee

14 February 2014 - IDP Representative Forum meeting

26 March 2014 - Council adopts Draft IDP

28 March 2014– Draft IDP/Budget advertised for Public Comment

ACTION PROGRAMME

Deliverable /Activity	Responsibility	April				May				June			
		1	2	3	4	1	2	3	4	1	2	3	4
MEC Assessment of IDP	Department of Local Government and Traditional Affairs												
IDP/Budget Road shows/Outreach													
Refinement of Draft IDP/Budget	Planning Unit/IDP Task Team												
Stakeholder consultation meeting	Planning Unit												
Council approves IDP and Budget	Council												
Publication of approved IDP/Budget on the website and local newspaper	Planning Unit												

KEY DATES

3rd week April – Assessment of IDPs

April 2014 – IDP/Budget Road shows / Outreach

6 May 2014 – IDP Representative Forum meeting

28 May 2014 - Council adopts IDP and Budget

1st week June – IDP/Budget published on website and local newspaper