

# 2011 / 2012 IDP PROCESS PLAN

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## **1. INFORMATION**

It is necessary to map out the process to be followed for the 2011/2012 IDP process. The components of the process plan are as follows:

- Institutional Arrangements and Public Participation;
- Progress Reporting;
- Year Planner;
- Ward Analysis;
- Needs Collection;
- Updating of Projects;
- Final Document Compilation;

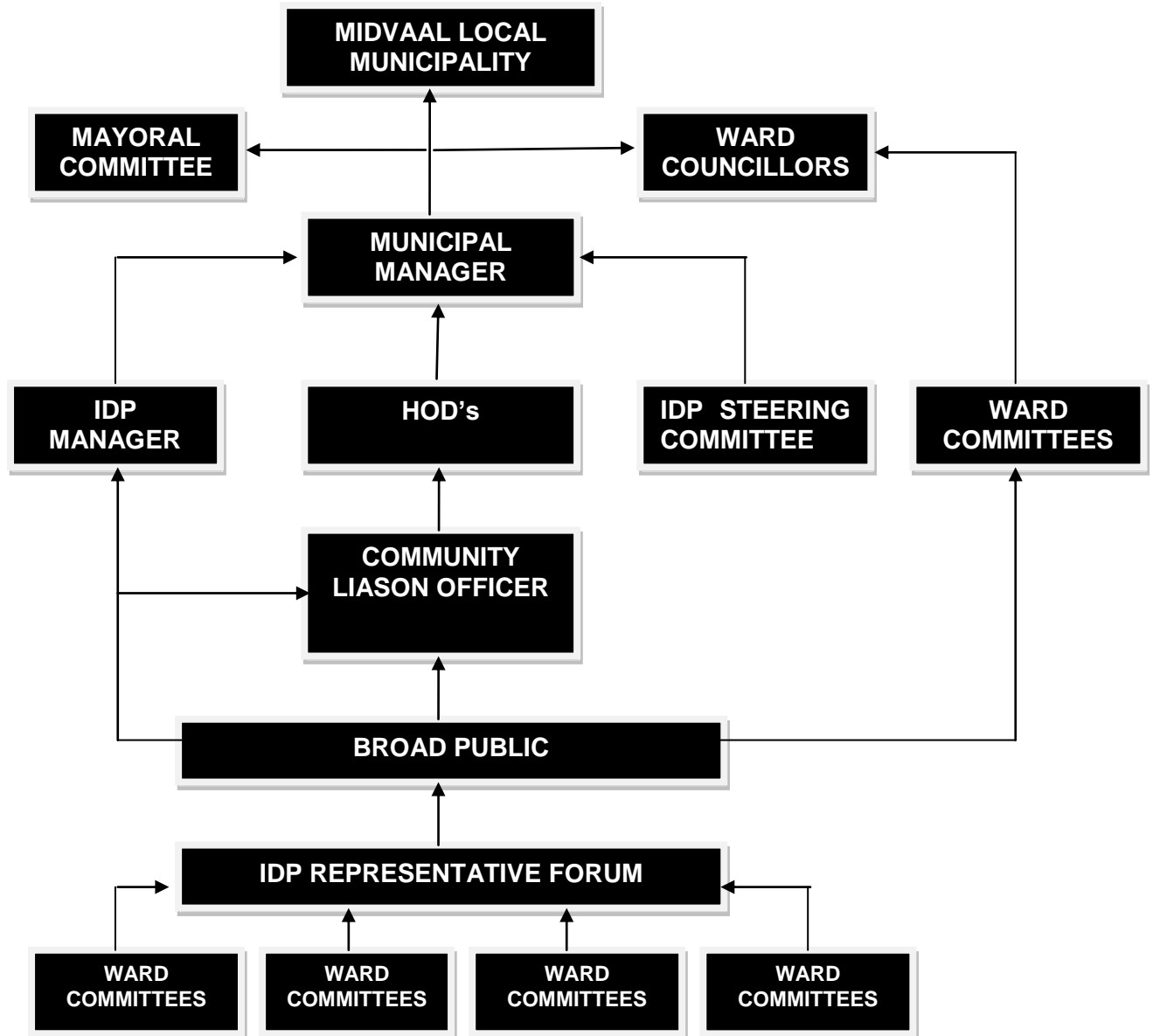
IDP's are formulated in terms of the Municipal Systems Act, 2000 (Act 32 of 2000) and need to be revised on an annual basis. It is of vital importance that the IDP process informs the Budget. The IDP process therefore needs to be far advanced in the first quarter of 2010 in order to align the two processes.

During the IDP process, Provincial and District Council Guidelines will be taken into account.

## **2. INSTITUTIONAL ARRANGEMENTS AND PUBLIC PARTICIPATION (INCLUDING ROLES AND RESPONSIBILITIES)**

The roles and responsibilities of the various parties involved in the IDP Revision are listed below:

## INSTITUTIONAL STRUCTURE FOR 2011/2012 IDP



The IDP has a “bottom-up” approach concerning public participation. The roles of various parties involved are listed below:

The Ward Committee system will form the basis of public participation for the 2011/2012 IDP process. Through these Committees, the broad public will be involved.

During the IDP process the Ward Committees will be strengthened and all Communities will be involved. Existing Rate Payers Associations and Residents Associations will also be part and parcel of the process.

The broad public will be informed through public notices, information leaflets and assistance from the Ward Councillor and Ward Committees.

## **IDP Representative Forum (RF)**

The Representative Forum (RF) will be elected during the Ward committee meetings and should represent the Community. The RF should be compiled and consist of the following groupings:

- Councillors
- HOD's or nominated Officials
- Representatives from formal groups such as:
  - NGO's
  - Organised Business
  - Tourism
  - SMME's
  - Agriculture
  - CBO's
  - Labour
  - District Council representative
  - Provincial Government Representatives
  - SAPS
  - Environmental Groups

The RF should be chaired by the Mayor or nominated Councillor. The involvement of Councillors and officials are vital for the success of this forum.

The functions of the RF are as follows:

- Represent the broader community.
- Provide a tool for communication between all stakeholders.
- Identify needs, objectives and strategies, projects.
- Formulation of SDF.
- Monitor implementation of IDP.

## **IDP Steering Committee**

This Committee must ensure co-operation and co-ordination during the IDP revision process. This Committee should consist of:

- Municipal Manager (Chairperson).
- Member of Mayoral Committee.
- Members of Section 80: Engineering and Planning.
- IDP Manager and Assistant Manager.
- HOD's and/or nominated officials.

The functions of this Committee are:

- Ensure inter-Departmental involvement.
- Integration of all Departments.
- Alignment of Budget.
- Give technical and financial input.
- Ensure smooth implementation of the Process Plan.

## **IDP Manager**

The IDP Manager is responsible for the management and co-ordination of the IDP Revision Process. He must ensure that the requirements for the IDP are met. He will be responsible for co-ordination with the Sedibeng District Municipality, Municipal Manager, IDP Steering Committee, IDP Representative Forum, Ward Committees, the broad public and will also be responsible for managing the consultants if so required during the process.

The specific aspects that the IDP Manager will be responsible for include:

- Formulation of the Process Plan;
- Management and co-ordination of the IDP process;
- Ensuring involvement of all role players and stakeholders;
- Nominating the formulation of the IDP document and framework plan;
- Ensuring that the public participation process is effective and participatory;
- Ensuring that the IDP is completed within the time frame and budget;
- Responding to input from participants and stakeholders on the draft IDP;
- Amending the IDP in accordance with the proposals from the MEC for Local Government.

The IDP Manager will be supported by consultants to augment the limited capacity in the Midvaal Municipality if so required.

## **Community Liaison Officer (CLO)**

The Community Liaison Officer will assist the IDP Manager with his functions and will specifically ensure high level of public participation, including all communities.

## **Municipal Manager**

The Municipal Manger is responsible for spearheading the IDP Process within the Midvaal Municipality and ensuring co-ordination between councillors, officials and stakeholders in the process. He will be ultimately responsible and accountable for the entire IDP Process. He should ensure that all councillors and officials are on board and involved in the process.

## **Ward Councillors**

Ward Councillors are the link between the Midvaal Municipality and the residents. They are therefore responsible for informing residents of the IDP Revision Process and encouraging them to participate. They are responsible for attending public workshops and ensuring public participation. They will represent the residents in decisions made by the Council in the IDP Revision Process; therefore their involvement in the Representative Forum Meetings is essential. Ward Committees will also form the basis for Public Participation.

## **Mayoral Committee and Council**

These bodies remain the decision-making bodies in the IDP Revision Process. Although public participation is essential to the process, the Mayoral Committee and Council are the only bodies able to make binding decisions. They therefore decide on the adoption of the Process Plan which will determine the course for the IDP formulation. They will also consider the delegation of responsibility for managing, co-ordinating, implementing and monitoring of the process. The nomination of persons to be in charge of activities in the process will also be decided upon by these bodies.

### **3. THE IDP YEAR PLANNER**

#### **3.1 Compilation of Progress Reports**

Progress reports are compiled for every project/programme per sector on a quarterly basis at the end of September, end of December, and end of March and at the end of June. The progress reports done per sector (Department) and additional projects listed are link with the PMS process.

#### **3.2 Ward Analysis (Ward IDP)**

The existing Ward IDP's will be re-evaluated. A profile for every one of the ten wards will be compiled with a SWOT Analysis and needs assessment.

#### **3.3 Needs Collection**

During October and November 2010 Community needs will collected and included in the revised IDP's. The Ward Committees plays a vital role in this process.

#### **3.4 Updating of Projects/Programmes**

After all the needs have been collected, the projects/programmes will be updated and finalized by the end of December 2010. The prioritization of projects will be included in the Budget process.

#### **3.5 Compilation of Final IDP Document**

The final document will be compiled for submission for approval by Council at the end of March 2011.

### **4 PUBLIC PARTICIPATION PROCESS**

Public Participation forms an integral part of the Midvaal IDP process. The IDP process is a continuous process and therefore the process of public participation. During 20011/12 Midvaal IDP process, public meetings will be conducted with each ward, chaired by the Ward Councillor.

The Peoples Assembly, comprising of, *inter alia*, 10 Ward Committees, Government Structures, parastals and service providers, will be held during 2011, where the projects and programmes, SDF and Ward IDP's will be presented and inputs will be received.

### **5 PROJECTS IDENTIFIED DURING WARD MEETINGS FOR 2011/12**

In addition to the existing ongoing projects and projects identified during the 2011/12 IDP process, a large number of additional projects will be identified during the respective ward meetings and will be included in the 20011/12 IDP.

### **6 COMMUNICATION PLAN**

Midvaal Local Municipality utilise several communication channels to convey information to the internal staff and to the community in general.

## **6.1 Communication to internal staff**

The staff are being informed of any important information by way of notices to individual desks [offices] or through the Council's notice boards. The notice boards serve both the internal staff and the public.

Memorandums are conveyed to the Heads of Departments to inform their departmental staff regarding certain information.

## **6.2 Communication with unions**

There is constant contact between the Local Authority and the local unions [SAMWU and IMATU] in order to disseminate information to their members. This dissemination may take different forms ranging from meetings with union shop stewards to circulars to members. The LLF is also functional.

## **6.3 Communication to the Community**

The general public or the community is usually given information through their monthly bills.

Notice boards are used to notify the public regarding vacancies available.

The local newspaper is another media tool used to advertise vacancies, Council resolutions or any other important notice. The Council Website is operational, which is a major information source.

## **6.4 Ward committees**

Ward Committees is operational and Ward Committee meetings are being held every month.

## **6.5 The Representative Forum (Peoples Assembly)**

This forum is a combination of all major stakeholders in the Municipal area and includes the general public through representatives from Ward Committees, Service providers and other interested parties.

## **6.6 The Audit Committee**

This committee is chaired by local residents with public involvement. This committee has as its function by the monitoring of the PMS and tender management.