

ADDENDUM A

**PROCESS PLAN FOR INTEGRATED
DEVELOPMENT PLANNING
2007/2008**

CAPE AGULHAS MUNICIPALITY



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CAPE AGULHAS MUNICIPALITY
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PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING 2007/2008



OVERBERG PIMSS CENTRE

AUGUST 2006

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IDP OVERVIEW

What is Integrated Development Planning?

- A participatory planning process
- Aimed at integrating the strategies of various sectors
- Ensure the optimal utilisation and application of scarce sectoral, geographic and population resources
- To ensure growth and development equality and empowerment of the poor and previously disadvantaged groups

What is an Integrated Development Plan (IDP)?

- It is the written plan derived from the development planning process
- It is the most important strategic planning instrument of the municipality
- It leads and directs all planning, as well as all implementing decisions and actions in the municipal area of Cape Agulhas

2. ROLE PLAYERS

Who are the role players/participants in the process?

- Cape Agulhas Municipality
- Overberg District Municipality
- Overberg PIMS Centre
- Residents, communities and other role players involving delegates which represents different sectors in the community
- Representatives of the Provincial Government: Department of Local Government and Housing, as well as representatives of other national and provincial sectoral departments that deal directly with Cape Agulhas Municipality on specific matters
- Corporate service providers, such as Overberg Water and Escom on matters concerning Cape Agulhas Municipality
- Consultants and professional planners when and where necessary

- Overberg District Municipality which deals directly with national and provincial government spheres and corporate service providers on matters with a district impact where so indicated
- Overberg District Municipality as regional government by way of councillors of Cape Agulhas Municipality who serve on the ODM Council and representatives on the IDP Representative Forum of the ODM

With which public role players/participants does Cape Agulhas Municipality liaise?

- Organised interest groups who act within the municipal jurisdiction area
- Communities directly affected by IDP actions
- Spokespersons for organised interests (e.g. HIV Aids) and communities where such organised interest groups do not exist
- Specialists and experts in local communities who can make a contribution because of their skills
- Community representatives and organisations, e.g. advice offices etc. or any other body that Council may deem conducive to better liaison

Involvement of public role players/participants

Role players represent their various interest spheres and contribute knowledge and ideas towards the planning process by means of:

- Their participation on the CAMAF
- Their participation on ward committees, meetings and workshops on local level on local matters
- Their participation, in the case of representation at meetings and workshops on district issues at a district level.

In the process of public participation special care will be taken to provide opportunities, for participants from various

- Cultural backgrounds
- Gender
- Language Groups

- Level of Education

3. CAPE AGULHAS MUNICIPAL ADVISORY FORUM

Composition of the Cape Agulhas Municipal Advisory Forum (CAMAF)

- Chairperson – Executive Mayor
- Secretariat- Official
- 10 x Councillors
- Municipal Manager
- 5 X Heads of Department
- Members of Financial Committee
- 4 X 5 Ward committee members

Criteria for the composition of the CAMAF

- Must be geographically representative of the total municipal area of Cape Agulhas
- Must provide for representation of all social groups
- Must acknowledge gender equality, youth and people with disabilities
- Must include and closely involve councillors, senior staff members of the Municipality and other interested parties

Reference Framework for the CAMAF

- Must represent the interests of the broad community and voters
- Must provide a mechanism for discussion, negotiation and decision making between all relevant parties
- Ensure communication between all interest representatives

Goals and Objectives of the CAMAF with regard to the IDP

- Inform interest groups about planning activities and the objectives thereof
- Analyse matters of interest, determine priorities, negotiate and reach consensus
- Discuss and comment on concept IDP

- Ensure that priority projects in the IDP be given preference in the budget
- Monitor the progress of all planning and implementing processes

4. WARD COMMITTEES

Criteria for the composition of Ward Committees as advisory committees to the Integrated Development Planning process

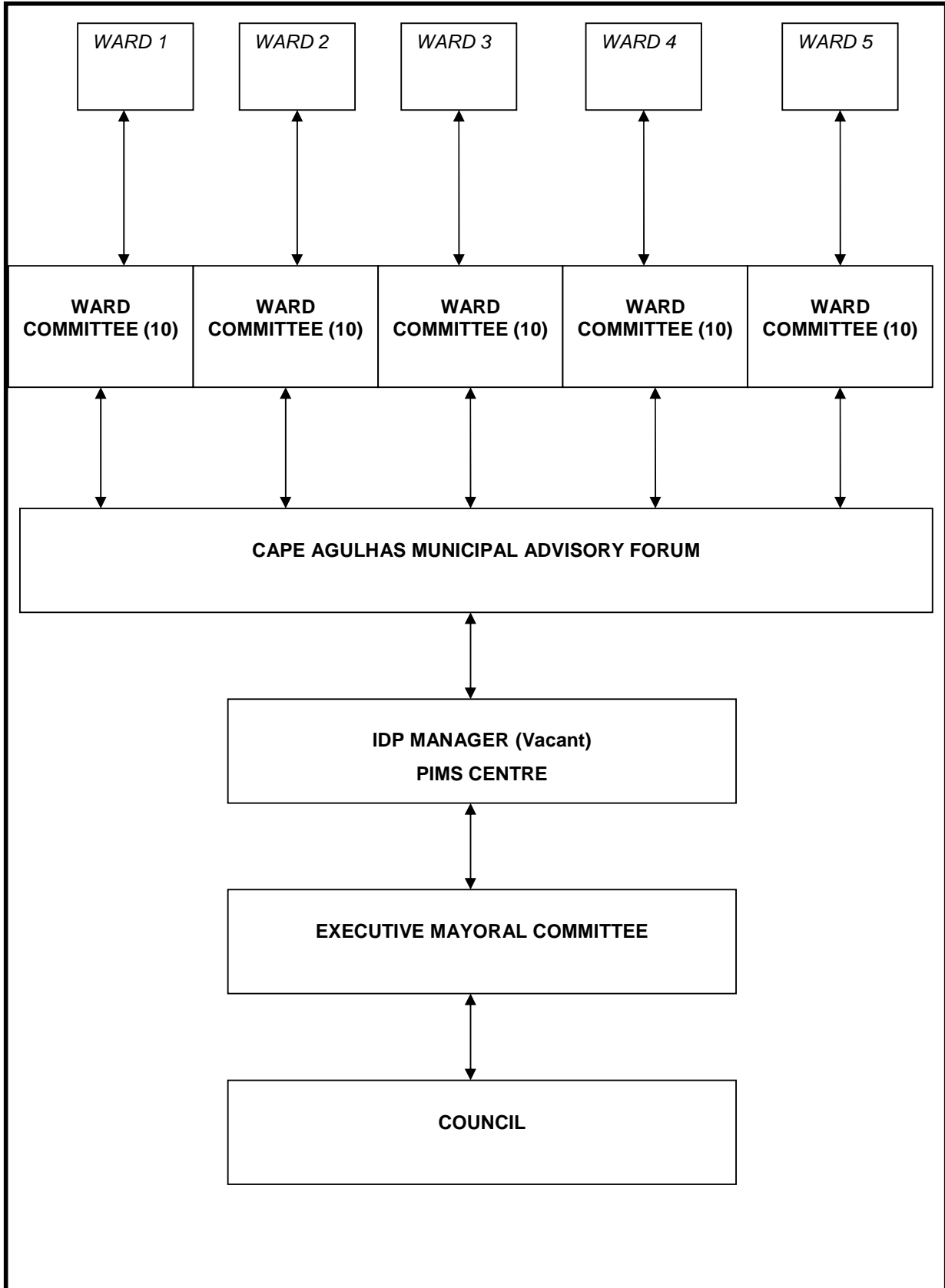
- Must consist of a maximum of 10 elected ward committee members for each ward with the ward councillor as the chairperson,
- Must be geographically representative
- Must provide for the inclusion of all social groups
- Must acknowledge gender equality, youth and disabled people

Roles and Responsibilities of Ward Committee Members

Ward Committees must:

- Ensure the voters are involved and informed of council decisions, plans and programmes which affect them
- Ensure the participation of the community in the discussions of council projects, service delivery, IDP planning of the municipality
- Ensure that council takes cognisance of the inputs and comments of the community
- Must ensure that the local community understand the Integrated Development Process

5. IDP PROCESS: STRUCTURE



ID	TASK	JUL '06	AUG '06	SEPT '06	OCT '06	NOV '06	DEC '06	JAN '07	FEB '07	MAR '07	APR '07	MAY '07	JUN '07
8	Reporting on PMS to:- <ul style="list-style-type: none"> ➤ Municipal Manager ➤ Council ➤ PGWC ➤ Auditor-General ➤ IDP Representative Forum (Community) MSA s 41		X X X					X X X X					
9	Preparation of Annual Budget			X	X	X	X	X	X				
10	Preparation of Annual Report MSA s 46(2); MFMA 121(1)				X	X	X	X					
11	Confirm PGWC allocations towards IDP projects							X	X				
12	Mid-year budget and performance assessment MFMA s 72							X					
13	Revise and update PMS MSA s 42							X	X	X			
14	Tabling of Annual Report in Council MSA s 46; MFMA s 127							31 Jan					
15	Publication and submission of Annual Report MFMA s 127								X				
16	Reflect PGWC allocations in IDP								X	X			
17	ODM made known funding allocations to local municipalities MFMA s 37									1 Mar			
18	Approval of concept IDP, PMS and Annual Budget by Representative Forum									X			
19	Adoption of Oversight Report by Council and discussion of Annual Report MFMA s 129 + 130									31 Mar			
20	Tabling of Draft IDP, PMS and Annual Budget in Council MFMA s 16 + 17									31 Mar			

7. TIME SCHEDULE FOR 2007/2008 IDP AND BUDGETARY PUBLIC PARTICIPATION PROCESS OF CAPE AGULHAS MUNICIPALITY

DATE	IDP / BUDGET	PHASE / DESCRIPTION	RESPONSIBLE AGENT / MECHANISM FOR PARTICIPATION
July 2006 – (ongoing)	IDP	<ul style="list-style-type: none"> Start with research information for the new round of IDP 	<ul style="list-style-type: none"> Section 57 Managers PIMS Centre
August 2006	IDP / BUDGET	<ul style="list-style-type: none"> Approval of process plan Tabling of time schedule Consult with and Communicate process plan to community <p>• MFMA s21(b), MSA s28 and s29(1)(a)</p>	<ul style="list-style-type: none"> Council Officials
Confirm dates for meetings in September 2006	IDP	<p>Ward committee meetings in Sept. 2006</p> <ul style="list-style-type: none"> Brief introduction of the IDP process to new ward committee members Feedback on 2005/2006 IDP projects and progress of 2006/2007 IDP projects. <p>Ward 1 Ward 2 Ward 3 Ward 4 Ward 5</p>	<ul style="list-style-type: none"> Section 57 Managers Ward councillors Ward committees Sectoral role players
Confirm dates for meetings in September 2006	IDP	<p>Ward meetings with the general public: Sept. 2006</p> <ul style="list-style-type: none"> Input from ward members towards the implementation of the 5 year goals of the municipality <p>Ward 1 Ward 2 Ward 3 Ward 4 Ward 5</p>	<ul style="list-style-type: none"> Ward Councillors Sectoral role players

DATE	IDP / BUDGET	PHASE / DESCRIPTION	RESPONSIBLE AGENT / MECHANISM FOR PARTICIPATION
Confirm dates for meetings in October 2006	IDP	<p>Ward committee meetings in Oct. 2006</p> <ul style="list-style-type: none"> • Identify and prioritise projects in ward committees <p style="margin-left: 40px;">Ward 1 Ward 2 Ward 3 Ward 4 Ward 5</p> <p>MSA s29(b)</p> <ul style="list-style-type: none"> • Officials tabling the operational and working projects of the municipality and motivate the projects 	<ul style="list-style-type: none"> • Section 57 Managers • Ward councillors • Ward committees
November 2006	IDP / BUDGET	<p>Costing of projects</p>	<ul style="list-style-type: none"> • Section 57 Managers
November 2006	IDP	<p>CAMAF meeting in Nov. 2006</p> <ul style="list-style-type: none"> • Prioritise projects of ward committees and officials 	<ul style="list-style-type: none"> • Cape Agulhas Municipal Advisory Forum • Section 57 Managers • Councillors
December 2006	IDP / BUDGET	<p>Compiling of project frameworks</p> <ul style="list-style-type: none"> • Project frameworks with budget linkages compiled • Project frameworks for all support and line functions compiled to have an all inclusive IDP 	<ul style="list-style-type: none"> • PIMS Centre • Section 57 Managers
February 2007	IDP	<p>Preparation of IDP Document</p>	<ul style="list-style-type: none"> • PIMS Centre

DATE	IDP / BUDGET	PHASE / DESCRIPTION	RESPONSIBLE AGENT / MECHANISM FOR PARTICIPATION
March 2007	IDP / BUDGET	CAMAF – Discussion on Draft IDP and Budget <ul style="list-style-type: none"> Draft IDP and - budget discussed by CAMAF for recommendation to the Council for approval 	<ul style="list-style-type: none"> Cape Agulhas Municipal Advisory Forum
March 2007	IDP / BUDGET	Tabling of draft IDP and draft Budget in March 2007 <ul style="list-style-type: none"> Tabling of draft IDP and draft budget MFMA s16(2), s17	<ul style="list-style-type: none"> Council
April 2007	IDP / BUDGET	<ul style="list-style-type: none"> Advertise draft IDP and – Budget with proposed rates for inspection and comments by the public MFMA s22 MSA s44	<ul style="list-style-type: none"> Chief Financial Officer Municipal Manager
May 2007	IDP / BUDGET	Processing of comments <ul style="list-style-type: none"> Consideration of comments and revising of draft budget and IDP 	<ul style="list-style-type: none"> Council Chief Financial Officer
May 2007	BUDGET	Approval of the IDP <ul style="list-style-type: none"> Formal approval of IDP for 2007/2008 MSA s25	<ul style="list-style-type: none"> Council
May 2007	IDP	Approval of Budget <ul style="list-style-type: none"> Formal approval of annual budget for 2007/2008 MFMA s24 MSA s25 and s34	<ul style="list-style-type: none"> Council
June 2007	IDP	Submit IDP to MEC of Local Government <ul style="list-style-type: none"> Submit a copy of approved IDP to MEC for Local Government and Housing within 10 days of approval MSA 32(1)(a)	<ul style="list-style-type: none"> Municipal Manager

DATE	IDP / BUDGET	PHASE / DESCRIPTION	RESPONSIBLE AGENT / MECHANISM FOR PARTICIPATION
June 2007	BUDGET	<p>Submit Budget to National and Provincial Treasuries</p> <ul style="list-style-type: none"> Submit a copy of the approved budget to the National and Provincial Treasuries <p>MFMA s24(3)</p>	<ul style="list-style-type: none"> Municipal Manager
June 2007	IDP	<p>Notice to Public</p> <ul style="list-style-type: none"> Give notice to the public of the approval of the IDP within 14 days and publicise a short summary of the IDP <p>MSA s25(4)</p>	<ul style="list-style-type: none"> Municipal Manager

The following prioritisation model will be used by CAMAF to prioritise and measure the impact of the projects proposed by the ward committees and the different departments in the municipality:

NOTE: IF A CRITERION IS NOT APPLICABLE TO A PROJECT CATEGORY, RATE IT ZERO								
RATING								
More Applicable to:		CRITERION (Keywords)	4	3	2	1	0	CATE-GORY
Community	1	ECONOMIC DEVELOPMENT	Project will encourage capital investment by public or private sector, improve job opportunities and increase Council's tax base	Project will improve Council's tax base and create job opportunities	Project will improve Council's tax base or create job opportunities	Project will have little, or no local benefit	Not applicable	DEVELOPMENT
Management & Community	2	IMPACT AND BENEFIT TO COMMUNITY	Between 50 and 100% of the population or all Council Departments, could benefit from the project	Between 25 and 50% of the population or more than one Department could benefit from the project	Between 5 and 25% of the population or one Department could benefit from the project	Less than 5% of the population could benefit from the project	Not applicable	
Community	3	BASIC SOCIO-ECONOMIC NEEDS	Project provides for the most basic needs (shelter, services) of communities in need (poor, handicapped, aged etc)	Project provides for improvement to higher standards of existing basic facilities and services to communities in need	Project provides for improving comfort, entertainment or general amenity of communities in need	Project does not meet any particular need of the communities in need	Not applicable	
Management & Community	4	HUMAN RESOURCE DEVELOPMENT	Project implementation will increase number of jobs, and also the level of training of local people	Project implementation will increase number of jobs or level of training to local people	Project implementation will increase number of jobs or level of training mostly for external people	Project implementation will not affect number of jobs, nor the level of training	Not applicable	
Community	5	URGENCY	If project not started within first year of programme, it will have severe adverse consequences	If project not started within second year of programme, it will have severe adverse consequences	If project not started within third year of programme, it will have severe adverse consequences	No measurable consequences if project is not started in the next three years of programme	Not applicable	
Community	6	INTENSITY OF USE	Project will be used throughout the year for 365 days	Project will be used between 250 and 264 days a year	Project will be used between 150 and 250 days a year	Project will be used less than 150 days a year	Not applicable	

Management	7	PROJECT PREREQUISITES & LINKAGES	Project is essential for providing a base, or to build capacity for another project. Project is a catalyst	Project will improve base and build capacity for linkages.	Project has indirect benefit for linkages.	No direct linkages with other projects.	Not applicable
Management & Community	8	PUBLIC SUPPORT	Public has demonstrated a widespread and strong desire for Council to undertake project by means of surveys, public meetings, petitions and other clear indicators	Project introduced by Councillors to address needs identified by constituent communities or by Council staff in public participation exercises	Public support for project is implicit and the community is likely to be aggrieved if the project is not carried out	No obvious or implicit expression of support for the project	Not applicable
Management	9	AVAILABILITY OF EXTERNAL FINANCING	External finance available will probably be sufficient to cover total project cost	External finance available will probably fund at least 50% of project but project will be jointly funded by Council	Potential for external finance exists and has been or will applied for	No external finance exists or it exists but it has not been applied for	Not applicable
Management	10	EFFECT ON OPERATING BUDGET	The project will result in an effective decrease in operating budget	There will be no or a minimal effect on operating budget as a result of project	Increases arising from capital charges will only be incurred on the operating budget as a result of project	Significant increases will be incurred from an ongoing liability for operating expenditure as a result of project	Not applicable
Management & Community	11	HEALTH OR SAFETY HAZZARD	Project is needed to alleviate an existing health or safety hazard	Project is needed to alleviate a potential health or safety hazard	Project will maintain or promote health or safety	No health or safety impact	Not applicable
Management	12	PRESERVATION OF ASSETS OR SERVICES	Project is critical to protect the structure or integrity of an existing Council asset or service	Project is needed for repair or replacement of an existing Council asset to ensure efficient municipal operations	Project will improve asset or service or deter future deterioration and expenditure	No existing asset or service is involved	Not applicable